



**REGULAR MEETING
AGENDA
CITY OF CREVE COEUR
CITY COUNCIL
300 NORTH NEW BALLAS RD
JUNE 23, 2025
7:00 PM**

ZOOM MEETING INFORMATION

Members of the public may access live audio and/or video by accessing the following:

<https://us02web.zoom.us/j/81664644392>

phone: 1 312 626 6799

Webinar ID: 816 6464 4392

CALL TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL

COMMENTS FROM THE GENERAL PUBLIC An opportunity for members of the public to address the City Council regarding issues or concerns not already on the agenda for this meeting. Those wishing to speak will be asked to limit comments to three minutes and to complete a speaker card.

PUBLIC HEARING

1. **Mary Meadows Improvement District and the Mary Meadows Street Repair and Improvement Project**

ACCEPTANCE OF THE AGENDA

ANNOUNCEMENTS

The City Council meets the 2nd and 4th Monday of each month

6:00 p.m. - 7:00 p.m. - Work Session

7:00 p.m. - Regular Meeting of the City Council

CONSENT AGENDA

2. **Approval of June 9, 2025, City Council Joint Work Session Minutes**
3. **Approval of June 9, 2025, Regular Meeting Minutes**
4. **Records Disposition List**

Summary: The listed documents have reached the end of required archiving per the Records Retention Manual as published by the Secretary of State's Office. Once approved by council, documents will be shredded on site.



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BILLS PAYABLE REPORT

For Information Only: Invoices Paid Listing 6/5/25 to 6/18/25

UNFINISHED BUSINESS

5. **Bill No. 6171- An Ordinance adopting the Annual Budget of the City of Creve Coeur for the Fiscal Year 2026 commencing July 1, 2025 and appropriating funds pursuant thereto. Final Reading and Passage.**
Summary: Presentation of the [FY2026 Preliminary Operating Budget](#).
6. **Bill No. 6172- An Ordinance repealing and replacing Chapter 235, Garbage, Trash and Refuse, of the City Code of Ordinances effective July 1, 2025. Final Reading and Passage.**
Summary: Chapter 235 of the Code of Ordinances has been re-drafted, consistent with the City's new trash and recycling service contract with Republic Services, effective July 1, 2025.
7. **Bill No. 6173- An Ordinance amending Section 410.150 and Section 410.530 of the Subdivision and Development of Land Code to establish condominium plat review procedures. Final Reading and Passage.**
Summary: Jason Jaggi, Director of Community Development, of the City of Creve Coeur, has submitted a text amendment application to provide procedures for Condominium Plats. The submitted application would amend Section 410.150 of the Subdivision and Development of Land section of the City Code to create a new section that includes procedures that would govern how Condominium Plats are reviewed and approved by the Planning and Zoning Commission and City Council. Currently, there is not a formalized, codified process specifically for Condominium. The ordinance also clarifies when the hearing regarding subdivision code amendments can be scheduled. Text amendments require approval by the City Council after a recommendation from the Planning and Zoning Commission. The Planning and Zoning Commission recommended approval at the May 19th meeting.

NEW BUSINESS

8. **Bill No. 6174- An Ordinance accepting the dedication of Mary Meadows Lane and authorizing construction pursuant to the Mary Meadows Street Repair and Improvement Project. First Reading.**
Summary: The Council established the Mary Meadows Neighborhood



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Improvement District by adopting Resolution 1798 at the May 27, 2025, meeting. The Planning and Zoning Commission recommended acceptance of the street dedication at the June 16, 2025, meeting. The improvement project was included in the annual asphalt program which will be presented for approval at the next Council meeting along with the final reading of this bill accepting dedication and authorizing the NID improvements. After completion of the work, the final NID assessments will be presented to Council for approval.

9. Resolution No. 1802 - A Resolution of the City Council of the City of Creve Coeur, Missouri authorizing the execution of a contract with Intuition & Logic for the design of the Malcolm Terrace Park Bridge Removal project for the not-to-exceed amount of \$31,440.00.

Summary: City Staff recommends entering into an engineering design contract for the removal of the Malcolm Terrace Park bridge. A 2024 inspection by a Structural Engineering firm found that the bridge's condition has deteriorated since 2017, when a plan was developed for bridge rehabilitation. In its current condition, the bridge is a public safety and flooding risk. Based on the bridge's current condition and estimated costs for rehabilitation, City staff members believe that removing the bridge rather than rehabilitating the bridge is the better value and use of public funds.

10. Resolution No. 1803- A Resolution of the City Council of the City of Creve Coeur, Missouri, authorizing the execution of a contract with Trekk Design Group for engineering design services for 308 South Spoede Road, North Spoede Road and Mission Hills Court, Pine Manor Drive, 18 Sackston Woods Lane, and Alden Lane projects for the not-to-exceed amount of \$198,492.00.

Summary: City staff is seeking City Council approval for a contract with Trekk Design Group for engineering design services for the following projects: 308 South Spoede Road, North Spoede Road & Mission Hills Court, Pine Manor Drive, 18 Sackston Woods Lane, and Alden Lane. The scope of services includes all phases of engineering services, from surveying and initial concepts through final plans and a bid package.

11. Resolution No. 1804 - A Resolution of the City Council of the City of Creve Coeur, Missouri authorizing the execution of a contract with George L. Crawford and Associates, d/b/a CBB for the design of a new pedestrian crossing on the East side of City Place Drive at Olive Blvd. for the not-to-



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exceed amount of \$44,800.00.

Summary: Staff is requesting City Council approval of the agreement for professional services with George L. Crawford and Associates, d/b/a CBB for engineering design and surveying services required by MoDOT for a new pedestrian crossing at the intersection of Olive Blvd. and City Place Drive. MoDOT has agreed to permit a new pedestrian crossing at this location and the installation of a new pedestrian crossing will improve public safety and connectivity along this corridor.

12. Resolution No. 1805 - A Resolution to amend Resolution No. 978 adopting a formal interview process for citizens interested in positions on certain boards, committees, and commissions.

Summary: Proposal to include an interview process in the appointment procedures for qualified candidates to the Board of Adjustment and the Personnel Appeals Board.

13. Resolution No. 1806 - A Resolution authorizing the purchase of insurance coverages for the year beginning July 1, 2025.

Summary: The City is a member of the St. Louis Area Insurance Trust (SLAIT), a self-insurance pool for liability, worker's compensation and health insurance. The proposed resolution authorizes coverage through SLAIT for the year beginning July 1, 2025, and also authorizes the purchase of other annual insurance policies not provided by SLAIT including public officials' liability and property & auto coverage.

APPOINTMENTS

14. Recommendations for Annual Appointments and Reappointments to Boards, Commissions, and Committees

BUSINESS FROM MAYOR AND CITY COUNCIL

15. Council Liaison Reports

BUSINESS FROM CITY ADMINISTRATOR

16. Web Chat Service

Summary: City staff is recommending implementing an AI-powered web chat service on the city website through a company called Citibot. Residents and other users would be able to use the chatbot on our website to ask questions and



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get information in a convenient and efficient way. The AI-powered chatbot pulls information from our website to answer questions from users, as well as provides a link to the webpage source if the user wants to learn more.

17. Discussion of placing the Use Tax on the November 2025 ballot for voter consideration

Summary: The Use Tax applies to out-of-state purchases of goods by Creve Coeur residents and businesses, at the same rate as the local sales tax (1.25%). Goods that are exempt from sales tax will be exempt from use tax, and in no event would a purchase be subject to both a sales and a use tax. The City considered putting it on the ballot in April 2022, but decided not to move forward with a second reading of the attached ordinance at that January 2022 council meeting. Currently 54 out of the 81 municipalities in St. Louis County have adopted the Use Tax.

18. Executive Search Firm RFP

Summary: The City of Creve Coeur will begin soliciting statements of qualifications from experienced executive recruitment firms to assist the City in the search and selection process for the position of City Administrator. Staff plan to issue the RFP by Wednesday, June 25, and seek proposals by mid-July, allowing for a contract award by the first Council meeting in August. Staff seeks Council input or comments on the draft RFP.

ADJOURNMENT

Pursuant to Section 610.022 RSMo., the City Council could, at any time during the meeting, vote to close the public meeting and move to closed session to discuss matters relating to litigation, legal actions and/or communications from the City Attorney as provided under Section 610.021(1) RSMo. and/or personnel matters under Section 610.021(13) RSMo. And/or employee matters under Section 610.021(3) RSMo. and/or real estate matters under Section 610.021(2) or other matters as permitted by Chapter 610.

Posted by: _____

Date/Time posted: _____



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If you need special accommodations to attend a meeting, services may be arranged by contacting the Office of the City Administrator in advance.



**JOINT WORK SESSION MEETING
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CITY COUNCIL & ENERGY AND
ENVIRONMENT COMMITTEE
300 NORTH NEW BALLAS RD
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6:00 PM**

CALL TO ORDER

A joint work session meeting of the City Council and the Energy and Environment Committee of the City of Creve Coeur was called to order by Mayor Robert Hoffman at the City Council Chamber, 300 North New Ballas Rd, City of Creve Coeur Government Center, Creve Coeur, MO 63141 on Monday, June 9, 2025, at 6:00 p.m.

ROLL CALL

Mayor Robert Hoffman
Council Member, Ward 1 Mark Manlin
Council Member, Ward 1 Donna Spence
Council Member, Ward 2 Nicole Greer
Council Member, Ward 2 Kimberly Norwood
Council Member, Ward 3 David Hoffman
Council Member, Ward 3 Drew Newman
Council Member, Ward 4 Mara Berry
Council Member, Ward 4 Scott Saunders

Energy and Environment Committee Members Present: Chair Andrew Lowenthal, Vice-Chair Saranya Konala, Walker Gaffney, Tarab Kumar, and Robert McCormack.

Staff Present: City Administrator Mark Perkins, City Attorney Carl Lumley, Director of Community Development Jason Jaggi, Director of Finance Lori Obermoeller, Director of Public Works Jim Heines, Director of Recreation Jason Valvero, Chief of Police Jeffrey Hartman, Public Information Officer and Management Analyst Melissa Bradford, and City Clerk Kellie Henke.

DISCUSSION ITEMS

1. Approval of May 27, 2025, City Council Work Session Minutes

RESULT: APPROVED (UNANIMOUS)

MOVER: Manlin

SECONDER: Newman

AYES: Manlin, Spence, Greer, Norwood, Hoffman, Newman, Berry, Saunders

The vote on the motion being 8 ayes and 0 nays, motion carried.



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2. Climate Action Plan Phase 3 Draft

Saranya Konala, Vice Chair of the Energy and Environment Committee, presented the draft of Phase 3 of the Climate Action Plan (CAP), outlining proposed goals, strategies, and performance indicators to track progress on climate action initiatives. She also reviewed the city's progress from the past five years in areas such as energy efficiency and conservation, renewable energy, alternative transportation, waste management, environmental protection, and climate adaptation.

In response to a question from Council Member Hoffman, Ms. Konala stated that data on carpooling is collected through the U.S. Census Bureau's American Community Survey.

In response to a question from Council Member Berry, Ms. Konala stated that data on tree canopy cover is collected using a sample of satellite imagery. Ms. Konala also confirmed that the electric vehicle charging ports referenced in the report are publicly accessible, with most located at the hospitals.

Ms. Konala reviewed the Fy25 actions, including support of sidewalk and greenway projects in and around Creve Coeur. City Administrator Mark Perkins noted that the city has also focused on the continued development of its sidewalk network, and noted that state and county roads should be considered in any inventory conducted. MoDOT is emphasizing sidewalks and making upgrades to a much greater extent than previously. Mason Road is a county road with sidewalks completed in only certain sections, while most of Mason does not have a sidewalk. There may be an opportunity in the future to partner with the county on a sidewalk project. He also noted that a pedestrian activated signal was recently installed at the city's expense at the crosswalk on Mason Road near Millennium Park. This signal is now is now operational, improving pedestrian safety and access in the area.

Additionally, there was discussion about the 39 North Greenway and its connection to the Centennial Greenway, highlighting regional connectivity, supporting alternative transportation, and improving access to green spaces.

Council Member Berry expressed concern about the removal of diseased Pin Oaks and the potential lack of replanting efforts following their removal. She emphasized the need for community re-education on the importance of replacing trees. In response, Mr. Perkins noted that the Street Tree Program offers a 50/50 cost-share option to support residents in planting new trees. Public Information Officer and Management Analyst



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Melissa Bradford stated that applications for the Cost Share Program will open soon, and an article about the program will be included in an upcoming newsletter.

Council Member Spence suggested tracking, or beginning to track, the kilowatt-hour capacity of installed solar arrays, based on the size of each installation, to better understand the community's overall solar energy capacity and progress.

Mr. Perkins stated that the installation of solar panels for the new government center will be considered.

Ms. Konala discussed the Fiscal Year 2025 Action Plan and stated that the Energy and Environment Committee has considered adding a potential new priority action item in response to the Olia Village development and the sale of the Bayer East Campus, with the goal of increasing the committee's involvement in these processes.

Council Member Berry and Council Member Spence thanked Ms. Konala the Energy and Environment Committee for their great work in drafting Phase 3.

Council Member Spence suggested including a regular article in the newsletter focused on energy and environmental topics to help share best practices with residents and businesses.

Council Member Berry inquired whether Action Item 2 could include incentives for businesses to adopt environmentally friendly practices, suggesting that those who do not participate could be subject to an increase in business license fees.

Council Member Spence reminded the Council that the City ranked low in the recent resident survey regarding its perception as being energy and environmentally-friendly.

The Council reached a consensus to move forward with the proposed draft of the Climate Action Plan.

Melissa Bradford, Public Information Officer, stated that the committee intends for the document to be a living resource, allowing for updates and revisions over time.

3. Dielmann Recreation Complex Solar Panel System

Director of Recreation Jason Valvero reported that in 2014, the City installed a solar panel system at the Dielmann Recreation Complex (DRC), which currently powers



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approximately 15% of certain areas within the facility. The solar panels do not supply power to the ice arena, warming area, or the Dielmann West meeting room. Mr. Valvero also presented a cost and savings analysis covering both the initial 2014 installation and the period since 2020, when the City assumed ownership following a five-year lease agreement.

Council Member Spence inquired about the availability of any grants. Mr. Valvero responded that the City is not currently aware of any. Mr. Perkins added that a federal program exists for both commercial and residential installations, but the installation must be completed within the calendar year to qualify. Council Member Spence also suggested purchasing new solar panels that qualify for a tax credit and relocating the existing panels for use elsewhere or potentially selling them. Mr. Perkins responded that the long-term savings from this approach may not be sufficient to justify the costs.

Mr. Valvero stated that the DRC's roof is scheduled for replacement in the fall. He outlined options for handling the solar panels during the roof replacement, including removing and recycling them, removing and reinstalling them after the roof work is completed, or expanding the solar system.

Council Member Spence asked if the new panels would qualify for the tax credit. Mr. Valvero explained that with an outright purchase, the payback period is approximately 15 years; financing the system with a 5-year loan extends the payback to about 17 years, while a 15-year loan results in a payback period of roughly 20 years. Mr. Perkins added that these payback periods include the current incentive.

Council Member Berry asked about the estimated lifespan of newer solar panels. Mr. Valvero responded that it is typically 25 to 30 years.

In response to a question from Council Member Manlin, Mr. Valvero stated that expanding the system would increase its capacity from 25 kW DC to 100 kW DC.

Ms. Konala asked if asphalt would be the preferred roofing material due to cost. Mr. Perkins confirmed that it is, citing the significantly higher price of a metal roof.

ADJOURNMENT

The meeting adjourned at 6:50 p.m.



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Submitted by:

Kellie Henke
City Clerk

Dr. Robert Hoffman
Mayor

DRAFT



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CALL TO ORDER

A regular meeting of the City Council of the City of Creve Coeur was called to order by Mayor Robert Hoffman at the City Council Chamber, 300 North New Ballas Rd, City of Creve Coeur Government Center, Creve Coeur, MO 63141 on Monday, June 9, 2025, at 7:00 p.m.

PLEDGE OF ALLEGIANCE

Mayor Hoffman led the Pledge of Allegiance.

ROLL CALL

Mayor Robert Hoffman
Council Member, Ward 1 Mark Manlin
Council Member, Ward 1 Donna Spence
Council Member, Ward 2 Nicole Greer
Council Member, Ward 2 Kimberly Norwood
Council Member, Ward 3 David Hoffman
Council Member, Ward 3 Drew Newman
Council Member, Ward 4 Scott Saunders

Council Member, Ward 4 Mara Berry was not present for roll call.

Staff Present: City Administrator Mark Perkins, City Attorney Carl Lumley, Director of Community Development Jason Jaggi, Director of Finance Lori Obermoeller, Director of Public Works Jim Heines, Assistant Director of Public Works/City Engineer Steven Berez, Director of Recreation Jason Valvero, Chief of Police Jeffrey Hartman, Public Information Officer and Management Analyst Melissa Bradford, and City Clerk Kellie Henke.

COMMENTS FROM THE GENERAL PUBLIC

No one requested to speak.

Council Member Berry returned to the dais at 7:01 p.m.

PUBLIC HEARING

1. Presentation of the FY2026 Annual Budget

City Administrator Mark Perkins and Director of Finance Lori Obermoeller were sworn in by the court reporter and Mr. Perkins presented the FY2026 Annual Budget (see Exhibit A).



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Council Member Spence confirmed with Mr. Perkins that the Use Tax applies to purchases from out-of-state vendors when Missouri sales tax is not charged.

Mayor Hoffman stated that transitioning all employees to the Local Government Employees Retirement System (LAGERS), including the administration of the previous Legacy Plan, was a very successful action by the City.

There being no comments from the public, City Attorney Carl Lumley presented exhibits for the record and the public hearing was closed.

2. Text Amendment to the Subdivision and Development of Land Code to amend Section 410.150 to provide Condominium Plat Review procedures

Director of Community Development Jason Jaggi was sworn in by the court reporter. Mr. Jaggi presented the proposed amendments to the City's Subdivision Code regarding commercial and residential condominium plat procedures.

In response to a question from Council Member Manlin, Mr. Jaggi clarified that any changes to an approved or recorded condominium plat would require a formal amendment and city approval.

There being no comments from the public, City Attorney Carl Lumley presented exhibits for the record and the public hearing was closed.

ACCEPTANCE OF THE AGENDA

RESULT: APPROVED (UNANIMOUS)

MOVER: Saunders

SECONDER: Spence

AYES: Manlin, Spence, Greer, Norwood, Hoffman, Newman, Berry, Saunders

The vote on the motion being 8 ayes and 0 nays, motion carried.

ANNOUNCEMENTS

The City Council meets the 2nd and 4th Monday of each month

6:00 p.m. - 7:00 p.m. - Work Session

7:00 p.m. - Regular Meeting of the City Council



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***A public hearing will be held on Monday, June 23, 2025 at 7:00 p.m.
regarding the Mary Meadows Improvement District and the Mary Meadows
Street Repair and Improvement Project***

CONSENT AGENDA

RESULT: APPROVED (UNANIMOUS) MOVER: Saunders SECONDER: Greer AYES: Manlin, Spence, Greer, Norwood, Hoffman, Newman, Berry, Saunders
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The vote on the motion being 8 ayes and 0 nays, motion carried.

3. Approval of May 27, 2025, Regular Meeting Minutes

4. Records Disposition List

BILLS PAYABLE REPORT

For Information Only: Invoices Paid Listing 5/22/25 to 6/4/25

UNFINISHED BUSINESS

5. Bill No. 6170 - An Ordinance confirming the status of Beaver Dr. in the Beaver Meadows, Marlyn, and Tealwood Plat 2 Subdivisions as a publicly maintained street. Final Reading and Passage.

City Clerk read Bill No. 6170 for the final time.

RESULT: APPROVED (UNANIMOUS) MOVER: Saunders SECONDER: Hoffman AYES: Manlin, Spence, Greer, Norwood, Hoffman, Newman, Berry, Saunders
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The vote on the motion being ayes and nays, motion carried. Bill No. 6170 becomes Ordinance No. 5943.

NEW BUSINESS



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- 6. Bill No. 6171- An Ordinance adopting the Annual Budget of the City of Creve Coeur for the Fiscal Year 2026 commencing July 1, 2025 and appropriating funds pursuant thereto. First Reading.**

City Clerk read Bill No. 6171 for the first time.

Director of Finance Lori Obermoeller stated that several pages of the Budget were revised to reflect the use of bond proceeds and excess debt service funds for early bond redemption, effectively eliminating the Police Building Fund. She noted that the Debt Fund will now show both incoming tax receipts and additional payments.

- 7. Bill No. 6172- An Ordinance repealing and replacing Chapter 235, Garbage, Trash and Refuse, of the City Code of Ordinances effective July 1, 2025. First Reading.**

City Clerk read Bill No. 6172 for the first time.

Director of Public Works Jim Heines stated the new five-year contract with Republic Services would take effect on July 1, 2025.

- 8. Bill No. 6173- An Ordinance amending Section 410.150 and Section 410.530 of the Subdivision and Development of Land Code to establish condominium plat review procedures. First Reading.**

City Clerk read Bill No. 6173 for the first time.

- 9. Resolution No. 1799 - A Resolution of the City of Creve Coeur adopting the 2025-2030 St. Louis Regional Hazard Mitigation Plan.**

City Clerk read Resolution No. 1799.

Assistant Director of Public Works/City Engineer Steven Berecz explained that the resolution would enable the city to apply for future hazard mitigation funds from the state if necessary.

RESULT: APPROVED (UNANIMOUS)

MOVER: Saunders

SECONDER: Greer

AYES: Manlin, Spence, Greer, Norwood, Hoffman, Newman, Berry, Saunders

The vote on the motion being 8 ayes and 0 nays, motion carried.



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- 10. Resolution No. 1800 - A Resolution of the City Council of the City of Creve Coeur, Missouri authorizing the execution of a contract with Garland/DBS, Inc. for the material, labor and installation of items specified for Dielmann Recreation Center and Public Works Facility Roof Replacements for a total lump sum, not-to-exceed cost of \$918,868.00.**

City Clerk read Resolution No. 1800.

Assistant Director of Public Works/City Engineer Steven Berecz provided an overview of the application, noting that construction for both projects is expected to begin after July 1, 2025, and be completed by the end of the year.

RESULT: APPROVED (UNANIMOUS)

MOVER: Saunders

SECONDER: Greer

AYES: Manlin, Spence, Greer, Norwood, Hoffman, Newman, Berry, Saunders

The vote on the motion being 8 ayes and 0 nays, motion carried.

- 11. Resolution No. 1801- A Resolution of the City Council of the City of Creve Coeur, Missouri authorizing the purchase of decorative streetlight components from Spring City for the amount of \$80,135.00.**

City Clerk read Resolution No. 1801.

Director of Public Works Jim Heines provided an overview of the purchase, explaining that a significant portion of the cost is anticipated to be reimbursed through insurance claims from the vehicle accidents that damaged the existing lights. However, some lights were damaged by tornado.

Council Member Saunders confirmed with Mr. Heines that the galvanized treatment is applied to the entire post and noted the presence of rust around the bells of the light. He asked if there were any concerns about having only one supplier. Mr. Heines responded that these are custom lights, the company has been in business for 50–60 years, and this is one of their primary product lines.

Council Member Spence inquired about the possibility of replacing light fixtures with non-decorative posts. Mr. Perkins responded that the posts were only intended to be decorative.



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RESULT: APPROVED (UNANIMOUS)

MOVER: Saunders

SECONDER: Spence

AYES: Manlin, Spence, Greer, Norwood, Hoffman, Newman, Berry, Saunders

The vote on the motion being 8 ayes and 0 nays, motion carried.

BUSINESS FROM MAYOR AND CITY COUNCIL

12. Council Liaison Reports

Council Member Hoffman announced that the Quarterly Police Recognition Ceremony will take place at the Police Department on Tuesday, June 10, 2025, at 5:00 p.m.

Council Member Newman stated that the annual Heart-to-Heart Race took place over the weekend and was the largest to date, with 494 registrations and 402 participants on race day. He also recognized Zach Legenzoff as the winner of the 5K. Mr. Newman also mentioned that Millennium Park was recently highlighted by one of the anchors on KMOV.

Mayor Hoffman referenced thank-you notes received from the City of Clayton and the City of Richmond Heights for the assistance provided by Creve Coeur Public Works crew members in recent tornado cleanup efforts. He also noted that one of the City's building inspectors was requested to evaluate buildings for structural damage in the City of St. Louis.

BUSINESS FROM CITY ADMINISTRATOR

Mr. Perkins confirmed that a donation drive for victims of the recent tornado will be held in conjunction with the summer concert at Millennium Park on June 12, 2025.

He also announced that the Planning and Zoning Commission will host an Open House for the Bayer East Comprehensive Plan Update on Monday, June 16 at 6:00 p.m.

Mayor Hoffman stated that Republic Services had been experiencing issues with signing up residents for yard waste services but was advised that the issues should be resolved shortly. Mr. Perkins added that residents are encouraged to contact Republic Services directly to enroll. Mayor Hoffman also noted that the quarterly sign-up period can be any three-month period of the resident's choosing.



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ADJOURNMENT

RESULT: APPROVED (UNANIMOUS)

MOVER: Manlin

SECONDER: Greer

AYES: Manlin, Spence, Greer, Norwood, Hoffman, Newman, Berry, Saunders

The vote on the motion being 8 ayes and 0 nays, motion carried.

The meeting adjourned at 8:01 p.m.

Submitted by:

Kellie Henke, MRCC
City Clerk

Dr. Robert Hoffman
Mayor



FY 2026 Proposed Budget

Public Hearing
June 9, 2025

FY26 Annual Budget Overview

- Proposed budget provides resources for meeting high expectations of the community
- City continues to be financially strong, with substantial reserves and AAA bond rating
- Revenues are flat, while expenditures are increasing

FY26 Annual Budget Overview

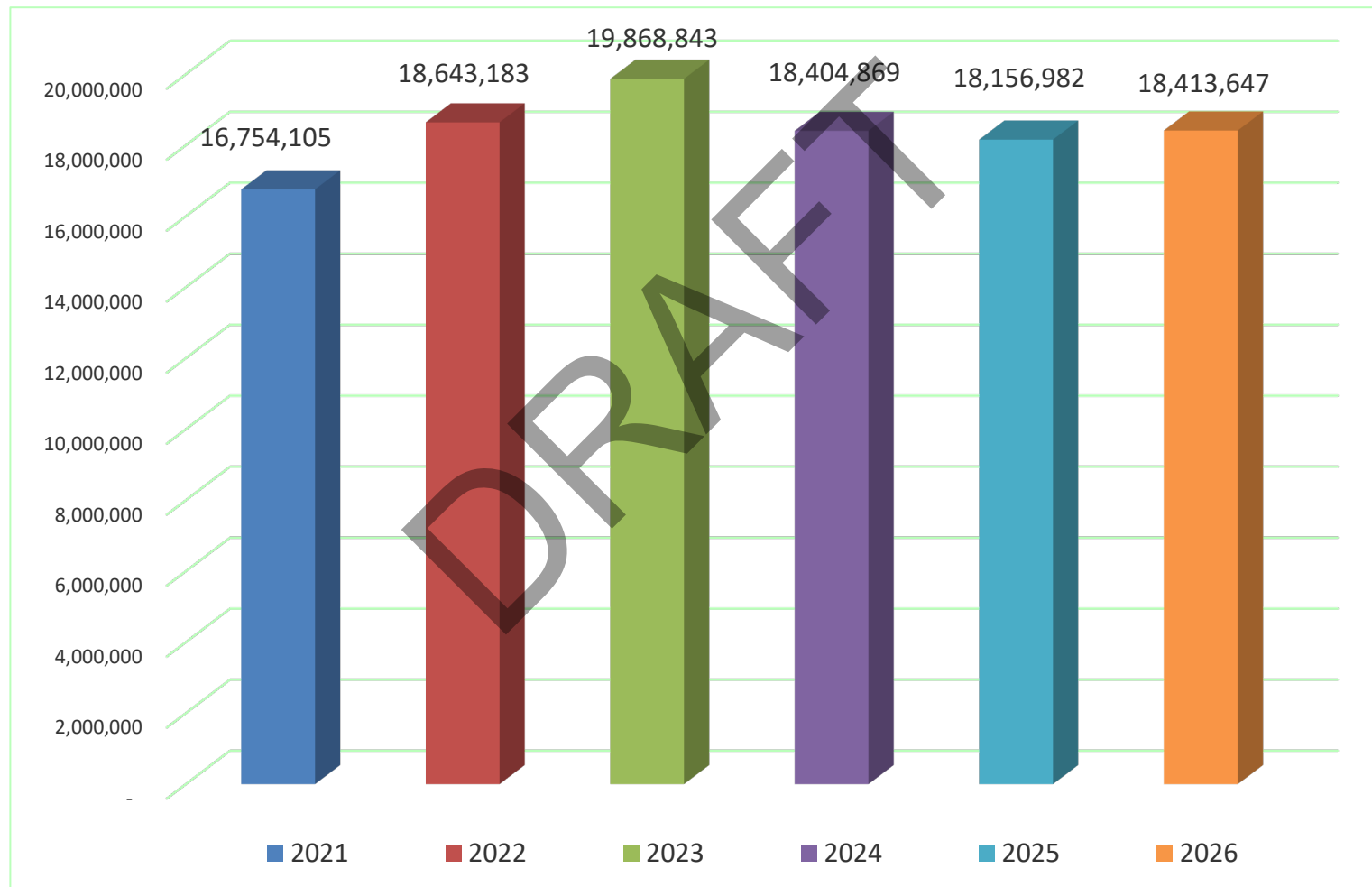
- Revenue growth average of 1.4% over 10 years
- Expenditure growth average of 2.3% over 10 years
 - Higher costs across the board
 - Personnel Costs +8.5% FY24-26
 - Trash & recycling contract +29% effective 7/1/25



FY26 Annual Budget Overview

- General Fund unassigned balance of \$13.1M, or 70.5% of annual expenditures after:
 - Set aside excess reserves for City Facilities Replacement
 - Goal of \$10M by FY2028
 - Government Center Replacement Cost \$22M
 - No Tax Increase Bond Issue to generate \$10-12M
 - Street Program reserves of \$2M

General Fund 5 Year Operating Revenue Trend



\$1.9M in ARPA Funds included in 2022 and 2023

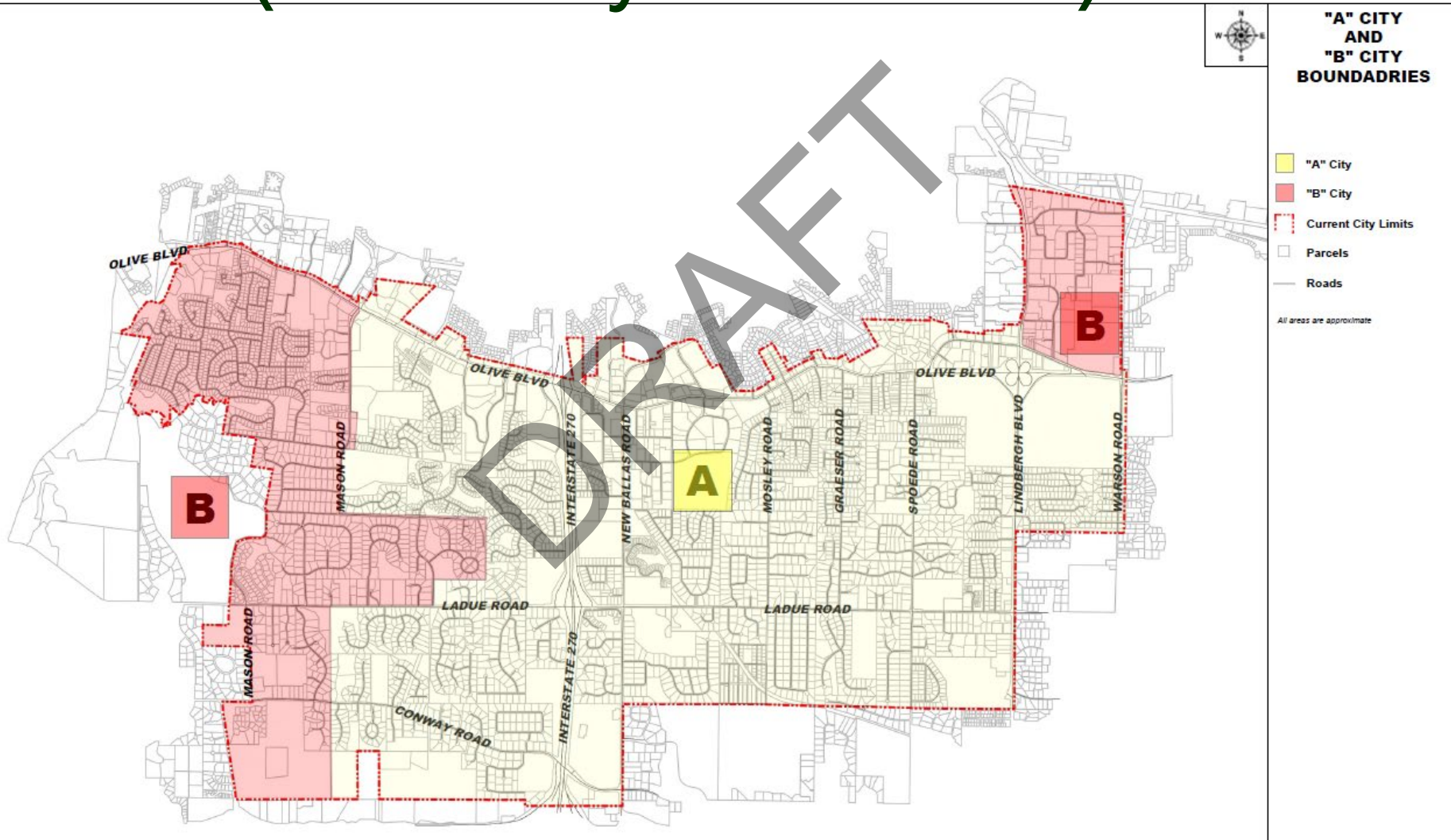
FY26 General Fund Revenues

Sales Tax (including Auto)	\$6,034,200
Public Utility Tax	\$6,614,495
Other Intergovernmental Rev	\$2,078,932
Licenses and Permits	\$1,139,599
General Property Tax	\$833,452
Investment Interest	\$875,000
Municipal Court	\$407,844
Other Revenues	\$358,125
Municipal Facilities	\$72,000
Total	\$18,413,647

General Fund Revenues

- Sales Tax Sharing
 - 1993 Legislation requires sharing by “A Point of Sale” cities based on sliding scale formula
 - Annexed Areas - “B Pool” – Shared County-wide based on population
 - Creve Coeur includes both “A” and “B” Areas
 - “A” City - \$5.5M less \$1.1M sharing
 - “B” City - \$1.3M

General Fund Revenues (A & B City Boundaries)





FY26 Revenue Outlook

- Overall General Fund Revenues are Flat from FY25 at \$18.4M
- Utility Taxes are up 4.8% to \$6.6M from FY25 as a result of a proposed electric, gas and water tax rate increase from the utility companies (phone & video service fees are decreasing 2% & 20% respectively)
- Intergovernmental Revenues (including sales tax) is up 1% to \$8.1M from FY25 (10% increase in Gasoline Tax, .5% increase in Sales Tax)
- Licenses & Permits are projected to decrease \$124K or 9.8% due to Building Permits coming off record years & returning to normal 5-year trend



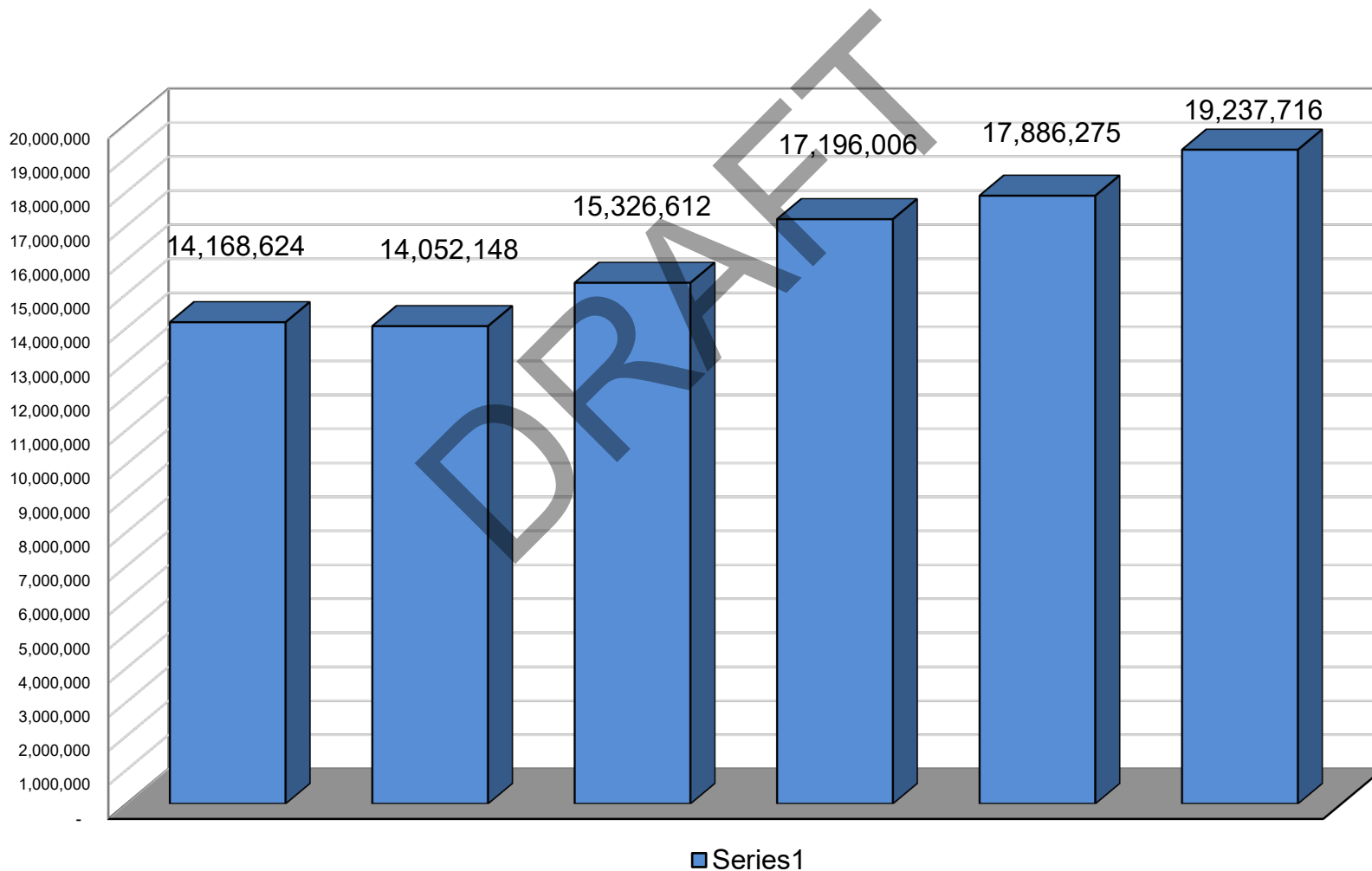
FY26 General Fund Transfers

- Transfer In from Public Safety Fund: \$1,046,030
 - Police salary adjustments and pension costs
- Transfer in from Park & Stormwater Fund: \$541,181
 - Supports park and stormwater operations/maintenance
- Transfer out to Capital Improvement Fund: \$1.4M
 - \$500K for road improvements per policy - County Road & Bridge tax
 - \$900K for roofing projects

General Fund Expenditures By Category

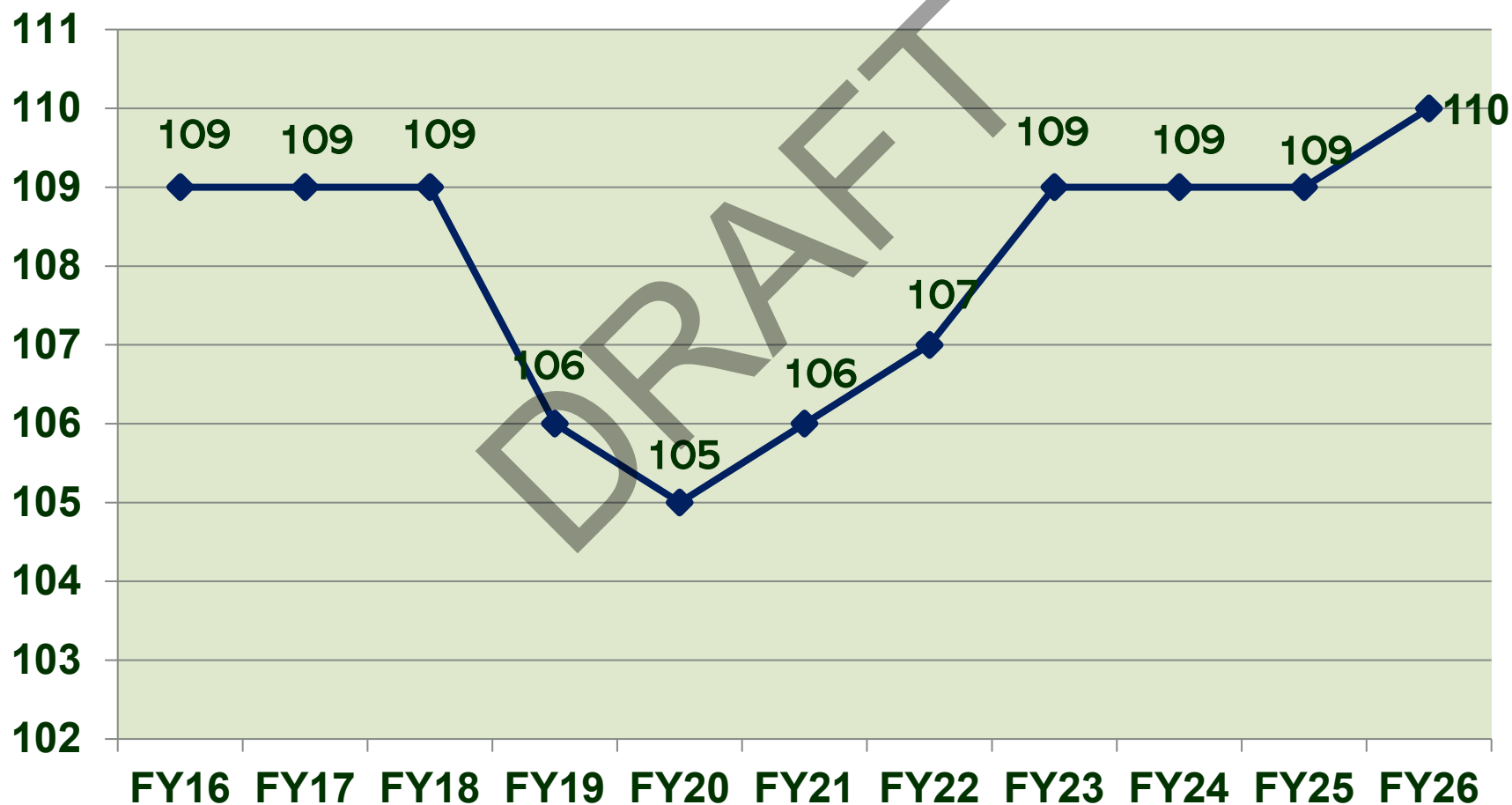
	FY25 Projected	FY26 Budgeted	% Change
Personnel Services	\$12,517,594	\$13,561,485	8.3%
Operating Expenses	\$4,848,095	\$5,244,276	8.2%
Capital Outlay	\$520,587	\$431,955	(17.0%)
TOTAL	\$17,886,275	\$19,237,716	7.6%

General Fund 5 Year Operating Expenditure Trend



10-Year Staffing Levels

FULL-TIME PERSONNEL – ALL FUNDS





General Fund Personnel FY26

- 5% Increase in Minimum & Maximum Salary Ranges
 - Reclassifying a few position to higher salary grades to be more comparable with competitor cities
- 2% to 5% Market Equity Adjustments (\$311,535)
- 3.5% Increase for Merit-Based & Step-Based employees (\$245,645)



Local Gov't Employees Retirement System (LAGERS)

- FY26 City contribution is \$1,624,133 up from \$1,418,069 reflecting a full year in LAGERS and full staffing
- Employees contribute 4% of salary to LAGERS (\$387,036)

SLAIT Health Insurance

- Health Insurance Premium + 6% for FY26 – \$86K increase
- 10-year average increase: 4.15%
- Total City Cost FY26 - \$1,526,317
- Employee contribution - \$312,868
- Spousal Surcharge (\$200/month)
 - Only applies to spouses with other available health coverage
 - estimated savings - \$125K annually

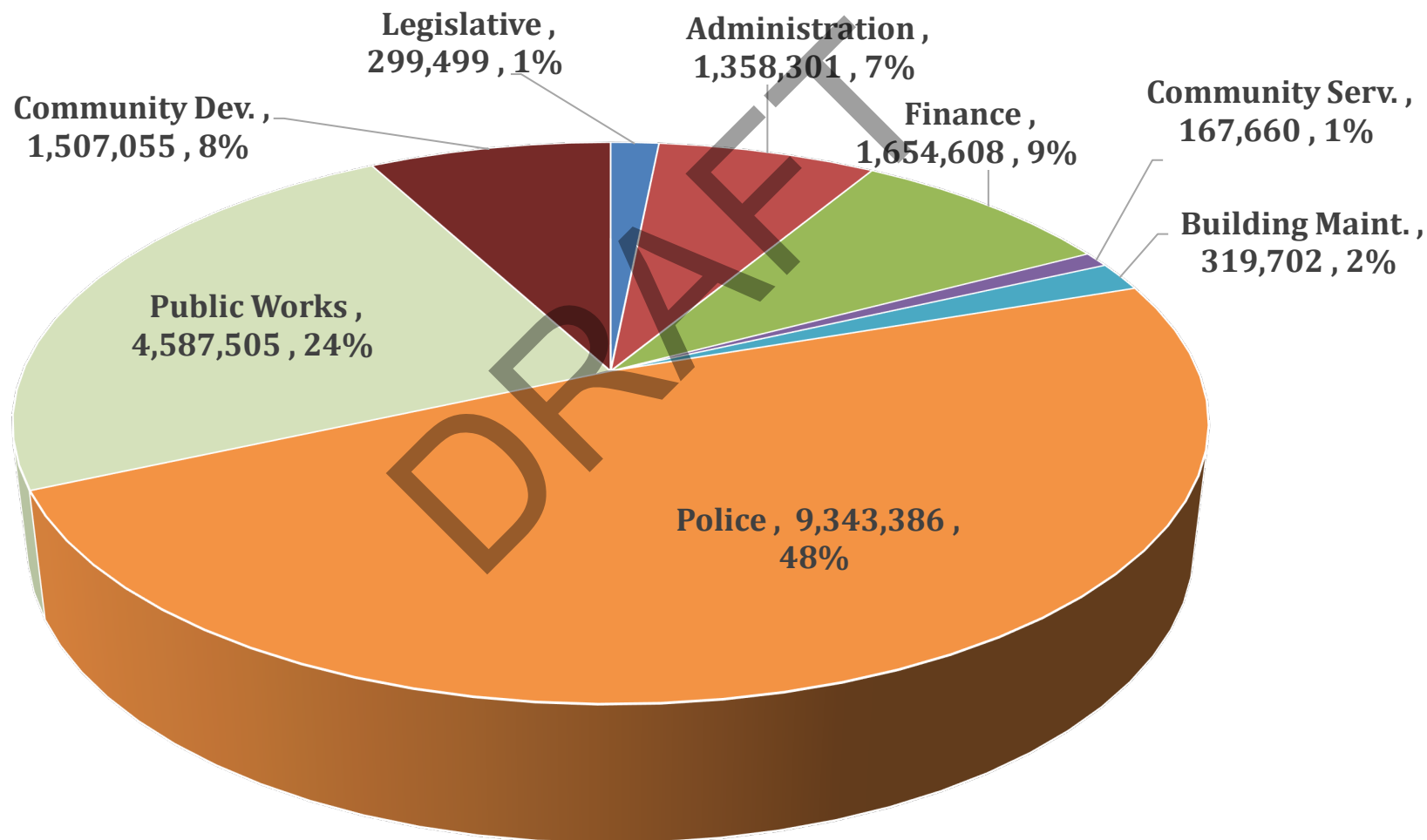
General Fund Operating Expenditures

- Overall increase of 8.2% to \$5.2M
- Trash & recycling service for single family homes and condos (\$1,119,040)
 - 21.3% of General Fund non-personnel or capital costs
 - 29% budgeted increase in FY26 (\$251,540)
 - 23% rate increase
 - 6% increase for additional homes
 - 5 year contract effective July 1, 2025

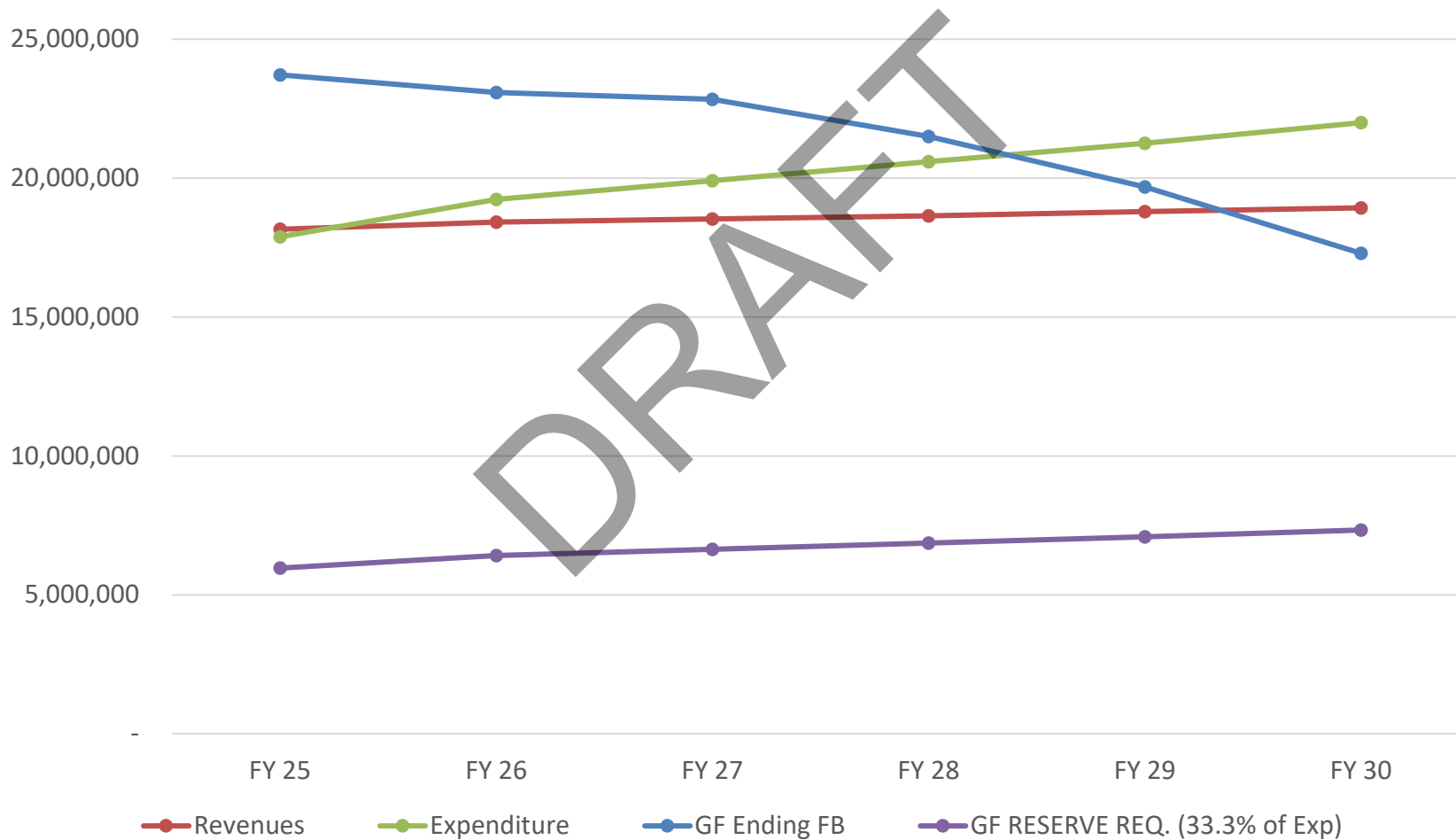
General Fund Capital Outlay

- ❑ Decrease of 17% in FY26 to \$431,955
- ❑ Police:
 - ❑ 4 police vehicles to be purchased in FY26 (\$276,800 including equipment and upfitting)

General Fund Expenditures By Department



General Fund 5 Year Projections



Options for Cost Savings / Revenue Enhancements

- 1.25% Use Tax – projected revenue: \$600K - \$1.2M
- Business License Tax
 - Currently \$30 per 1,000 square feet; Minimum \$40; Maximum \$1,000 per business
 - Unchanged since 1990
 - Projected revenue: varies
- Trash/Recycling Direct Invoice to Residents
 - Projected savings: Up to \$1.1M

Use Tax (1 of 2)

- Applied on MO transactions purchased from Out-of-State Vendors
 - Replaces sales tax revenue lost to on-line and out-of-state purchases
 - Would level the playing field for “brick and mortar” retailers
 - In lieu of, not in addition to, sales tax
 - Local use tax rate = local sales tax rate (1.25%)

Use Tax (2 of 2)

- Rate is determined based on Point of Delivery, instead of Point of Sale
- Vendor remits to the DOR, who then sends to the City
- State of Missouri Rate is 4.225%
- 54 of 81 St. Louis County Municipalities have it
- May only be implemented with Voter Approval

St. Louis County Local Use Tax Participants

Legend

Local Use Tax Status



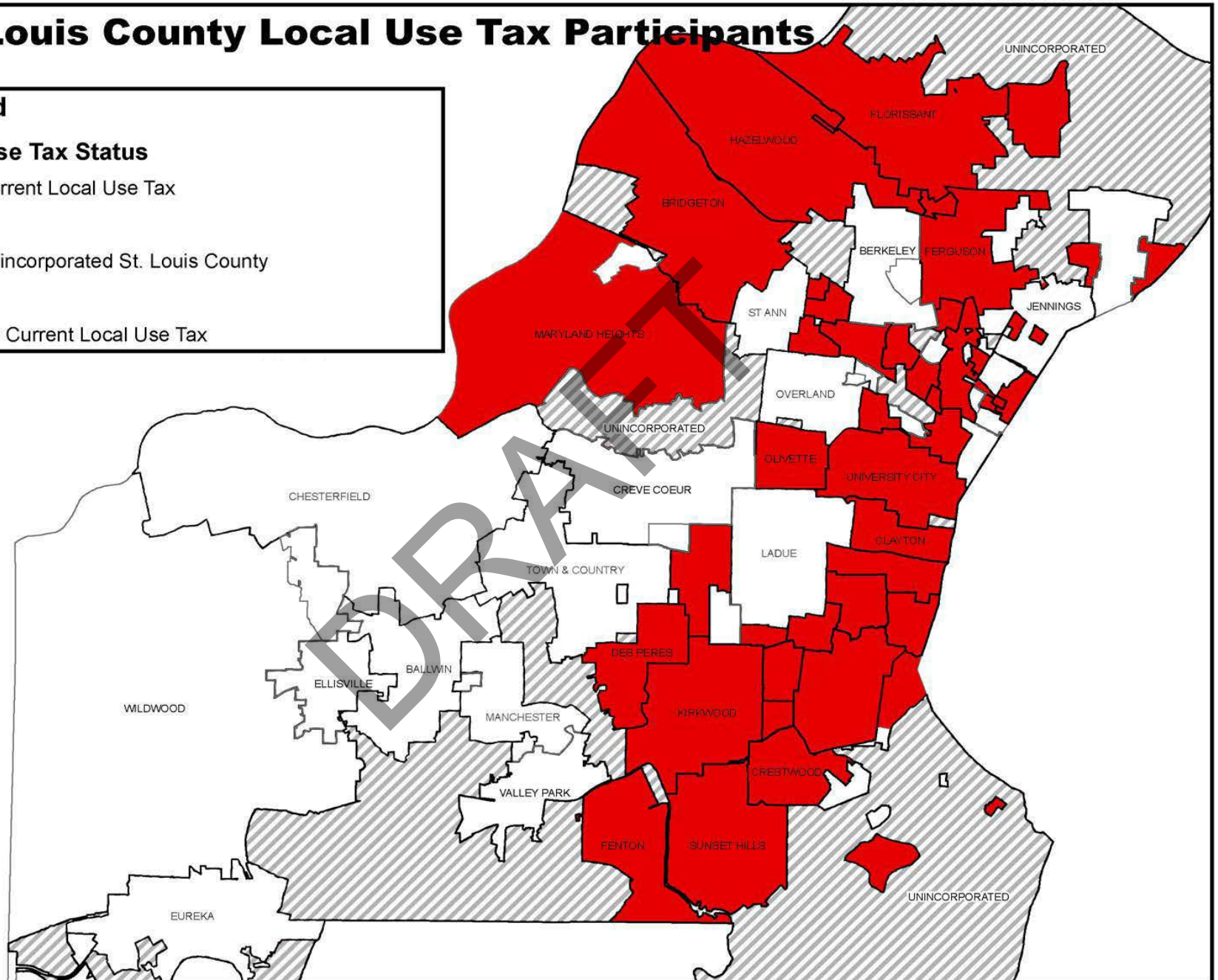
Current Local Use Tax



Unincorporated St. Louis County



No Current Local Use Tax





Capital Improvement Fund (1 of 2)

- FY 26 Sales Tax Revenue Estimate: \$2.3M
- Sales tax subject to 15% county sharing
- Grant funding projected to be \$5.1M
 - New Ballas Road Phase 2 - \$1,333,000
 - Craig Rd - \$960K
 - Lindbergh-Old Olive Intersection - \$1,845,100

Capital Improvement Fund (2 of 2)



- CIP Fund Expenditures for FY 2026:
 - Building & Improvements (\$605,000)
 - Park and Recreational Facilities (\$1,720,000)
 - Street & Sidewalk Improv. (\$5,957,000)
 - Capital Equipment (\$379,655)
 - Personnel & Operating (\$191,506)

Debt Service Fund

- Voters approved \$10.7 million bond issue in 2016 to build a new police station
- Funded by a \$0.082 tax levy over 20 years
- Tax levy unchanged due to defeasance in 2022
- FY26 Revenues: \$1,017,100
- FY26 Principal & Interest: \$696,608

Impact of Defeasance & Excess Funds

- Final Debt Payment reduced \$575K from Defeasance
- \$800K in Excess Funds now available to apply to Debt
- The Defeasance and Excess Funds reduce the Debt Schedule by 2 years
- Average annual Excess Funds of \$300K/year
 - Every 2 years, reduces debt schedule by 1 additional year

Use of Bond Proceeds

- \$1M Bond Proceeds
 - Reserved ONLY for Government Center
- Excess Proceeds to Pay down the Bonds
 - Reduces the Debt Schedule by 2 years

Debt Reduction Strategy

- Use \$1M Bond Proceeds for Bond Payment
 - Strategically allows for a No Tax Increase Bond Issue for new Government Center
 - Avoids Arbitrage Payment
 - Prudent debt management shortens schedule
 - Taxpayers benefit from reduction in schedule
- FY26 - Proceeds & Excess reduces schedule by 4 yrs
- FY28 – pay down another year; outstanding balance \$2,295,000

Public Safety Fund

- Half-cent County-wide public safety sales tax; 5/8th disbursed to cities (per capita)
- 3% Sales Tax on Recreational Marijuana effective October 1, 2023
- Sales tax revenues projected at \$1,624,452 FY26 (4.4% increase).

Public Safety Fund

- Expenses in FY26 (\$1,730,225) include:
 - Salary adjustments in previous years (\$734,756)
 - 20% of sales tax used for offsetting police legacy retirement plan (\$311,274)
 - Operating Costs (\$419,395)
 - Capital (\$264,800)



Parks & Stormwater Fund

- Half cent sales tax – adopted by Creve Coeur voters in 2020
- City retains 100% - no county sharing
- FY26 Sales Tax Estimate: \$2,715,910
- FY26 MSD OMCI District Revenue: \$950,000

Parks & Stormwater Fund

- Expenses in FY26 (\$2,785,021) include:
 - Park Projects (\$495,000)
 - Stormwater Projects (\$2,075,000)
 - Capital Equipment (\$30,000)
 - Project Administration (\$185,021)

Municipal Enterprise Fund

- Golf Course & Ice Arena budgets are accounted for in the Municipal Enterprise Fund (MEF)
- Goal is for MEF to cover all operating costs with user fees.

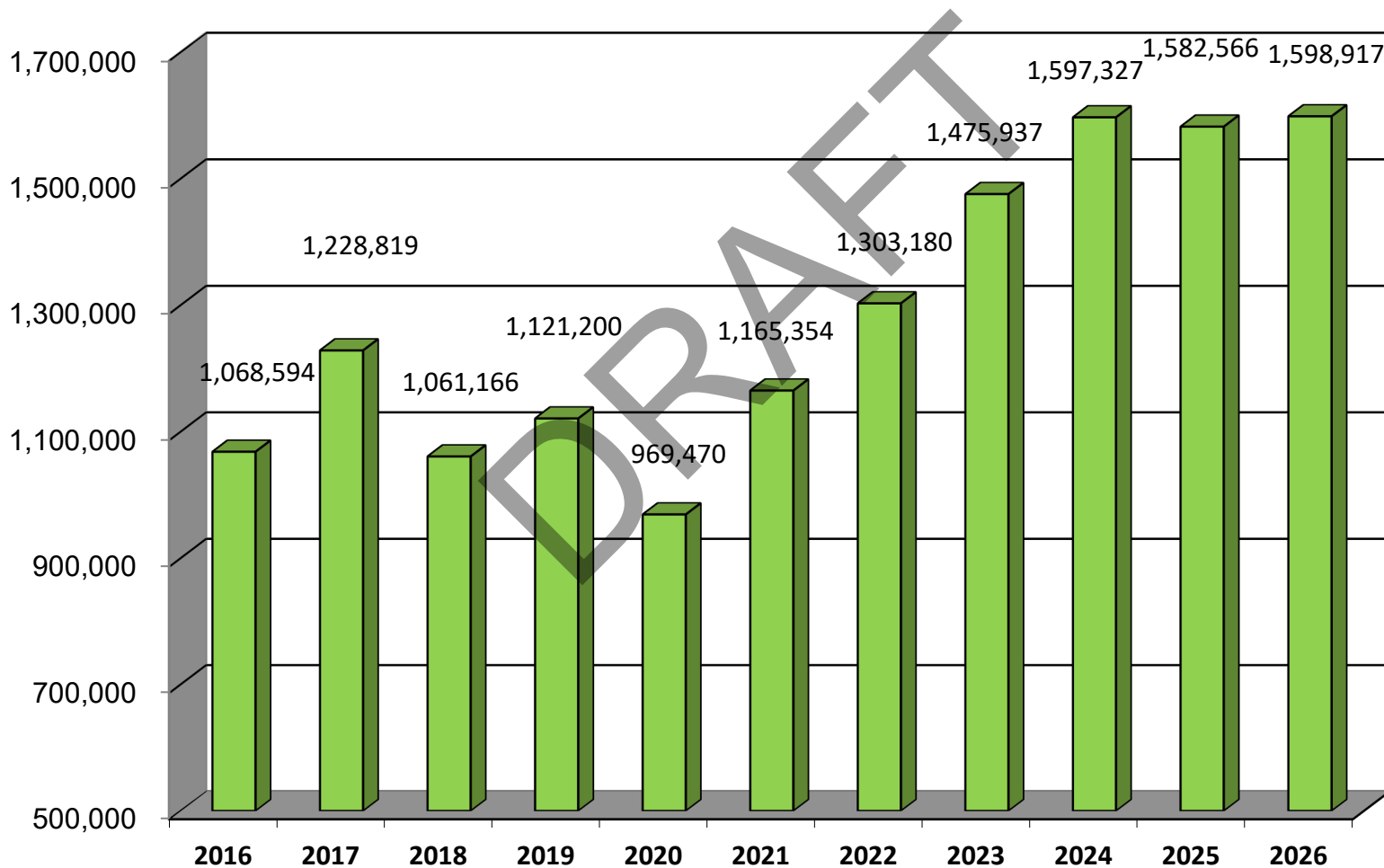
Municipal Enterprise Fund

- Financial health of the MEF Continues to Improve due to:
 - Golf Course continues to see higher usage
 - Recent rate increases
- Projected Fund Balance for FY26:
\$768,560
 - No Need for transfers from General Fund
 - \$82,500 capital improvements in FY26 instead of Capital Fund

Enterprise Fund FY26

- Overall Operating Revenues estimated to increase 1% to \$1,598,917 for FY26
 - Ice Arena – \$856K
 - Golf – \$660K
 - Food Service - \$84K
- Revenues have increased average 4.7% per year over last 10 years

Enterprise Fund 10 Year Operating Revenue Trend



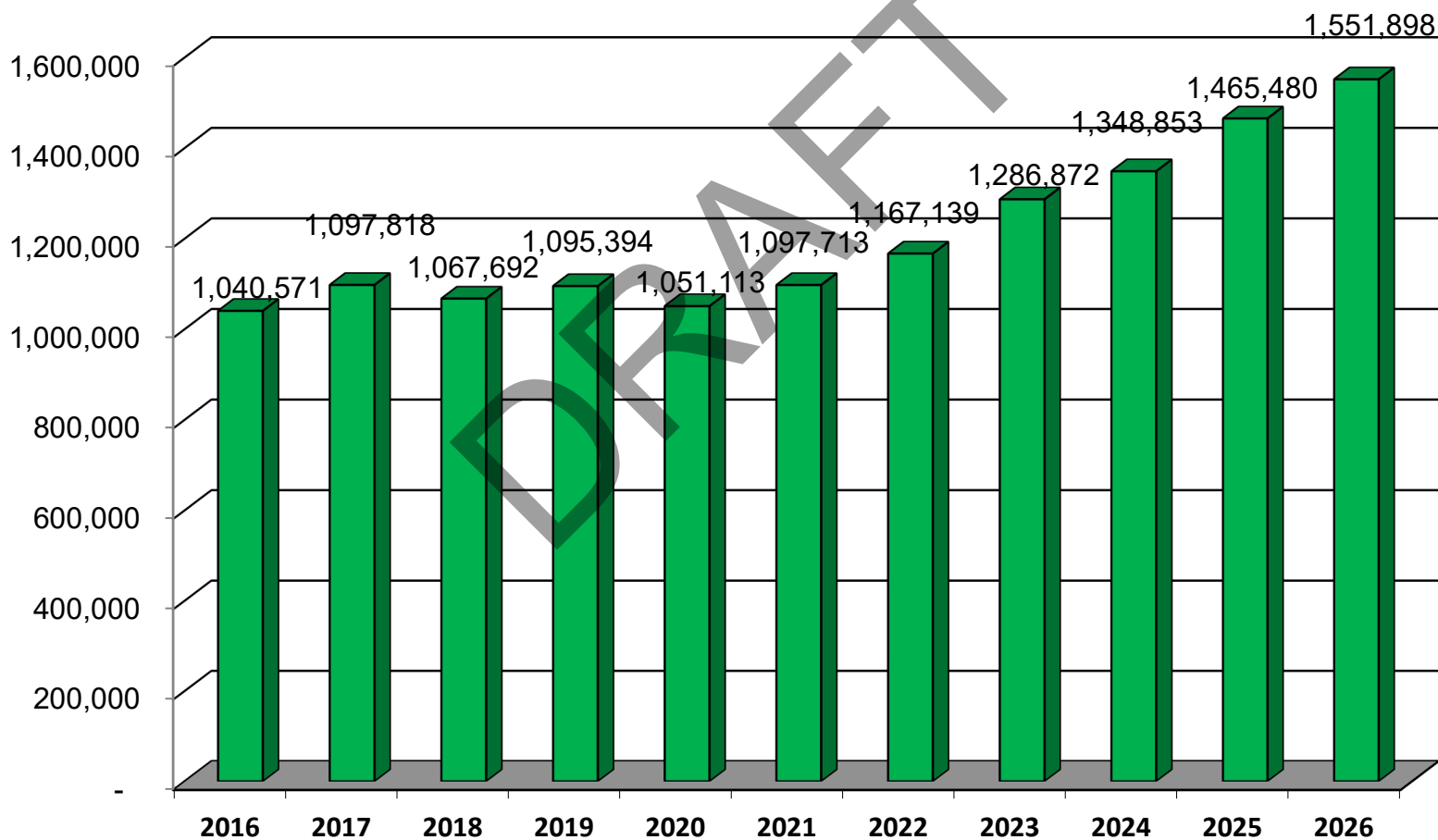
Enterprise Fund Revenues

	FY25 Estimate	FY26 Projected	% Change
Ice Arena	\$853,728	\$855,856	.25%
Food Service	\$68,500	\$83,500	21.9%
Golf Course	\$660,338	\$659,561	(.12%)
Transfer from GF	\$0	\$0	
TOTAL REVENUES	\$1,582,566	\$1,598,917	1.03%

Enterprise Fund FY26

- Overall Operating Expenses estimated to increase 5.9% to \$1,551,898
- Expenditures have increased average 5% per year over last 10 years

Enterprise Fund 10 Year Operating Expenditure Trend



Enterprise Fund Expenditures by Category

	FY25 Estimate	FY26 Projected	% Change
Personnel Services	\$834,351	\$907,788	8.8%
Operating Expenses	\$529,730	\$507,958	(4.1%)
Capital Outlay	\$101,399	\$136,152	34.3%
TOTAL EXPENSES	\$1,465,480	\$1,551,898	5.9%

Enterprise Fund FY26

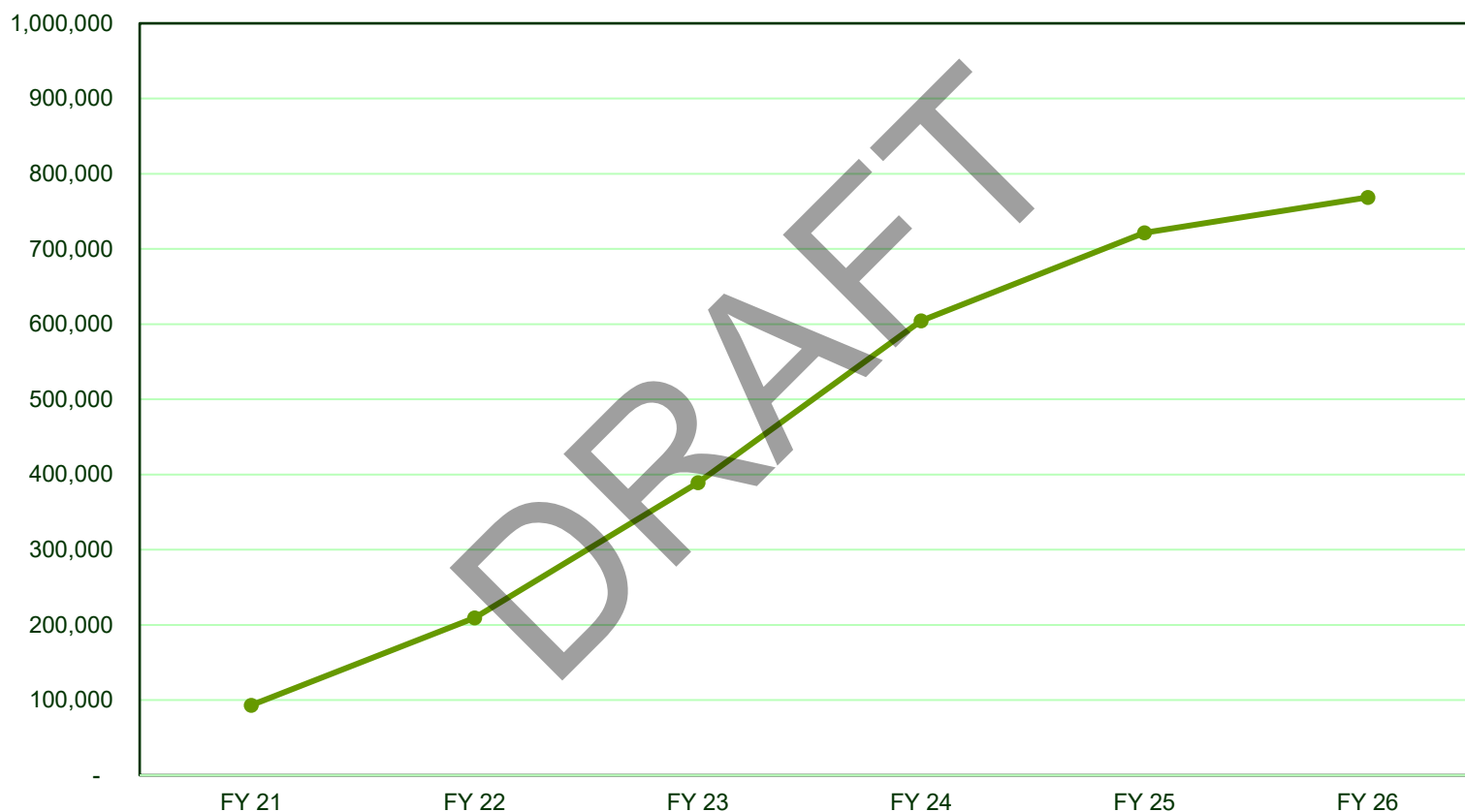
- One additional full-time position
 - Building Maintenance Position
 - Replaces several part-time positions
 - Net cost: \$26,400

Enterprise Fund Capital Outlay

- Golf Cart Lease (\$32,040)
- Golf Course Turf Tractor (\$50,000)
- Golf Course Restroom Renovations (\$30,000)

DRAFT

Enterprise Fund Balance



Sewer Lateral Fund

- As of October 1, 2023, provides reimbursement of 70% (\$7,500 cap) for sewer lateral replacement
- Funded by \$28 annual fee on property tax bill
- FY26 estimated operating revenues \$138,200; expenditures \$180,129

Finance Committee

- Proposed FY26 Budget recommended for approval with comment:
 - “As projected...expenditures are expected to outpace revenues, creating a need for additional revenue sources to maintain the current level of City services...the Finance Committee recommends first pursuing a Use Tax, then exploring adjustments to the business license fee ... and considering full or partial direct billing for residential trash service only if the other options prove insufficient.”

Questions & Answers

**LOCAL RECORDS PROGRAM
DISPOSITION LIST - FINANCE
CITY OF CREVE COEUR
JUNE 2025**

The following records have met the mandated retention schedule and are recommended for disposal under RSMo 109.230 subsection 4. The records are scheduled for shredding and said action shall be recorded in the jurisdictional minutes with the record series and inclusive dates.

BOX #	RECORD SERIES	INCLUSIVE DATES	DESTRUCTION CODE
WCDC-1	WCDC - AP, CR, PP, BANK RECON, VOIDED CKS, GL	2013	GS 007
WCDC-2	WCDC - ACCTS PAYABLE, BILLS LISTING	2014	GS 007
WCDC-4	WCDC - PAYROLL REPORTS & CD'S, BANK REC, GL, QTRLY REPORTS, VOIDED CHECKS, BUDGET, MONTHLY FINANCIAL STATEMENTS, FEDERAL RESERVE BANK PLEDGEE HOLDINGS	2014	GS 068
WCDC-5	PAYROLL QTLY REPORTS, FINANCIAL REPORTS MEETING NOTES, FY13 PAYROLL QTRLY REPORTS, FINANCIAL REPORTS, MEETING NOTES, PAYROLL INFORMATION FROM TOWN & COUNTRY PRIOR TO CREVE COEUR	FY 12, FY 13	GS 069
WCDC-6	AP, VENDOR FILE	FY 2014-15	GS 007
WCDC-7	PAYROLL, GL ENTRIES, BUDGET STATEMENTS, WORK COMP AUDIT, BANK RECONCILIATIONS, ICMA STATEMENTS, ADP CD'S, QTLY REPORTS	FY 2015	GS 068
WCDC-8	ACCOUNTS PAYABLE, DESTROY 2023	FY-2016	GS 007
WCDC-10	1095'S, PAYROLL REPORTS, GL ENTRIES, ICMR, BUDGET, BANK REC'S QTRLY REPORTS, WORK COMP AUDITS, FINANCIAL STATEMENTS	FY-2017	GS 068
WCDC-11	ACCOUNTS PAYABLE	FY-2017	GS 007
WCDC-12	ACCOUNTS PAYABLE INVOICES AND PRINTOUTS 2027	FY-2018	GS 007
WCDC-13	PAYROLL REPORTS/GL ENTRIES/BANK RECON/QRTLY REPORTS	FY 2018	GS 069
WCDC-14	JOURNAL ENTRIES, PAYROLL REPORTS, BANK RECONS	FY-2019	GS 069
WCDC-15	AP INVOICES, PAYMENT REGISTERS	FY-2019	GS 007
F-183	PAYROLL REPORTS - 1-15-18 TO 3-31-18	2018	GS 068
F-184	PAYROLL REPORTS - 4-15-18 TO 6-30-18	2018	GS 068
F-185	PAYROLL REPORTS - 7-15-18 TO 9-30-18	2018	GS 068
F-186	PAYROLL REPORTS - 10-15-18 TO 12-31-18	2018	GS 068
F-191	W-2'S, 1099'S, 1095'S AND SUPPORT, WORK COMP AUDIT, LAGERS PAYMENT, CHILD SUPPORT PAYMENTS, INACTIVE GARNISHMENTS	2018	GS 068 (& GS 091 IF WORK COMP CASE FILE INCLUDED, RETAIN MINIMUM 10 YEARS AFTER CASE CLOSED)
F-192	CASH RECEIPTS RPTS, 8-24-18 TO 12-20-18	2018	GS 008
F-193	GOLF & SNACK BAR CASH RECPTS - CC SETTLEMENTS	2019	GS 008
F-195	FINANCE, POLICE & BUILDING CREDIT CARDS NCOURT STATEMENTS	2019	GS 009
F-196	CASH RECEIPTS 12/21/18 - 4/30/19	2019	GS 008
F-197	1/15-6/30/19 PAYROLL REPORTS AND SUPPORT DOCS FULLTIME PARTTIME MONTHLY	2018	GS 068
F-198	7/15-12/15/19 PAYROLL REPORTS AND SUPPORT DOCS FULLTIME PARTTIME MONTHLY 12-31-19 PAID 2020	2019	GS 068
F-205	LIQUIDATION OF PURCHASE ORDERS 2014-2019, FY20 ICE ARENA CASH RECEIPTS/CC	2020	GS 007 & GS 008

**LOCAL RECORDS PROGRAM
DISPOSITION LIST - FINANCE
CITY OF CREVE COEUR
JUNE 2025**

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BOX #	RECORD SERIES	INCLUSIVE DATES	DESTRUCTION CODE
F-210	FY20 GOLF CC RECEIPTS, GOLF SUMMARY SHEETS, CC FINANCE/ ESCROW, FY20 N COURT RECEIPTS	2020	GS 008
F-212	RETURNED CHECKS 2010-2013, DEPOSIT STUBS FOR ESCROW/GENERAL 2017-2020	2010-2020	GS 010
F-231	941 AND QUARTERLY REPORTS W-2'S, 1095'S, 1099'S, AND SUPPORTING DOCUMENTS, LAGERS CONTRIBUTIONS, CHILD SUPPORT PAYMENTS	2019	GS033
F-234	BANK OF AMERICA - ACCOUNTS PAYABLE	2020	GS 007
F-269	PAYROLL HISTORY REPORTS FOR YEARS 2012 THROUGH 2019	2012 through 2019	GS 068
F-276	CASH RECEIPTS JULY 2019 - OCTOBER 2019	2020	GS 008
F-277	CASH RECEIPTS NOVEMBER 2019 - FEBRUARY 2020, OPEN EDGE BUS LIC CC FEE FOR FY 2020	2020	GS 008
F-278	CASH RECEIPTS MARCH 2020 - JUNE 2020	2020	GS 008
	SLAIT-ANNUAL MEETINGS LOSS RUNS 1998-2006	1998-2006	GS 056
	CASH DISBURSEMENT JOURNAL JULY - SEPT 1998	FY-1999	GS 008
	CASH DISBURSEMENT JOURNAL OCT - DEC 1998	FY-1999	GS 008
	BILLS PAYABLE LISTING 7/2006-6/2009	FY2007, FY2008, FY2009	GS 007
	2003 BANK RFP ANALYSIS	2003	GS 005
	BILLS PAYABLE LISTING, APPROVED BY CITY COUNCIL	1992	GS 007
	BILLS PAYABLE LISTING, APPROVED BY CITY COUNCIL	1993	GS 007
	BILLS PAYABLE LISTING, APPROVED BY CITY COUNCIL	1995	GS 007
	BILLS PAYABLE LISTING, APPROVED BY CITY COUNCIL	1996	GS 007
	BILLS PAYABLE LISTING, APPROVED BY CITY COUNCIL	1997	GS 007
	BILLS PAYABLE LISTING, APPROVED BY CITY COUNCIL	2000	GS 007
	BILLS PAYABLE LISTING, APPROVED BY CITY COUNCIL	2001	GS 007
	BILLS PAYABLE LISTING, APPROVED BY CITY COUNCIL	2007	GS 007
	RECORDS FOR PACT/ SLAIT, 1988-1995, INCLUDING WORKERS COMP. INFOR, UNINSURED MOTORIST COVERAGE, INFORMATION ON LAWSUIT, VARIOUS STATEMENTS AND CORRESPONDENCE. INSURANCE INFORMATION: UNION CENTRAL LIFE , 1991-1995, LINCOLN LIFE, 1991-1995, C&B CONSULTING 1991, GENERAL AMERICAN, 1989-1993, PROVIDENT NATIONAL, 1989-1994, TRANSAMERICA LIFE, 1991-1994	MISC	GS 056
	RESIDENT ID CARD LOG 6/98-6/99, REVIEW/ANALYSIS QUARTERLY REPORTS 6/97-6/99, SMURFIT RECEIPTS 11/98-5/00, FINANCIAL STATEMENTS 3/97-12/98, TIME SHEETS 1/98-6/00, TMO CERTIFICATE OF TERMINATION 11/6/98, TMO FINANCIAL STATEMENT 12/95, GASOLINE EXPENSE SUMMARIES 7/97-6/98, AUDITOR ANALYSIS SHEETS 6/98, W2 EDIT REGISTER DATED 1/99	MISC	GS 002, GS 028



LOCAL RECORDS PROGRAM

DISPOSITION LIST

CITY OF CREVE COEUR

2025

The following **Multi Department Records** have met the mandated retention schedule and are recommended for disposal under RSMo 109.230 subsection 4. The records are scheduled for shredding and said action shall be recorded in the jurisdictional minutes with the record series and inclusive dates.

RECORD SERIES	INCLUSIVE DATES	DESTRUCTION CODE FROM SOS
<u>Development and Zoning Requests: Board of Adjustment Appeals – Denied/Withdrawn:</u> denial letters, public hearing notices, plans, applications, denial decree, mailing lists, correspondence, photos. Duplicate records: plans, applications, decrees, public hearing transcripts and minutes from BOA meetings, ordinances, Additional unrelated materials such as legal case documents and zoning articles from the internet: not directly associated with Creve Coeur.	1959-1996	GS 112
Certificates of Liability of Insurance	1986 - 2017	GS 056
<u>Contracts, Leases, and Agreements:</u> sculpture loan program (exp. 2020), general correspondence, bonds, various public hearing notices, draft letters, <i>duplicate copies of:</i> resolutions, ordinances, Planning & Zoning Minutes, Charter Franchise Agreement	1972 - 2020	GS 007, 010, 012, 022, & 060
<u>Various Litigation Records:</u> a range of legal matters handled by the City. Include issues such as Board of Adjustment proceedings, personnel matters, and general legal services. The records document cases related to ADA compliance, EEOC matters, and fair housing, as well as disputes businesses such as AMC, Taco Bell, TiCor Title, and Missouri Baptist College. Also include records concerning annexation, election commission matters, business license litigation, community concerns, and legal pleadings and correspondence. Additional entries address topics like Hope, Mill Crossing, miscellaneous documents, and Heart Health. <i>*All cases have been reviewed by the City Attorney*</i>	1990 - 2001	GS 058
<u>TIF District Files (20 yrs since dissolution):</u> staff recommendation letter, memos, schedule, mailing list, TIF roster, tax information, appointment letters, mail receipts, contract with Peckham, Guyton, Albers, and Viets Inc., request for proposals for Olive Boulevard, receipts for a TIF advertisement, and buildout proposal from Mid-County Real Estate. Non-records or duplicates: multiple copies of the January 10 meeting minutes, boundary maps, appointment	1994 – 1995	GS 055, 012, 072, 014, 065, 008, 044, 015, 060, & 093



MEMORANDUM

DATE: June 18, 2025

TO: Mark Perkins, City Administrator

FROM: Lori Obermoeller, Director of Finance

SUBJECT: Invoices Paid Listing

For your information and transmittal to the City Council, attached is a list of paid invoices from June 5, 2025 to June 18, 2025 in the amount of \$872,499.05.



Creve Coeur, MO

Council Report of Invoices Paid Listing

By Fund

Payment Dates 6/5/2025 - 6/18/2025

Vendor Name	Payable Number	Payment Date	Description (Item)	Account Number	Payment Number	Amount
Fund: 01 - GENERAL FUND						
PAYROLL MS CONTRIBUTION	INV0002478	06/06/2025	ICMA ROTH IRA %	01-2319	DFT0010841	221.74
FAMILY SUPPORT DIVISION	INV0002479	06/06/2025	CHILD SUPPORT	01-2113	DFT0010842	184.62
CHILD SUPPORT OFFICE						
PAYROLL MS CONTRIBUTION	INV0002480	06/06/2025	ER PENSION 10%	01-2312	DFT0010843	875.16
PAYROLL MS CONTRIBUTION	INV0002480	06/06/2025	ICMA ROTH 457 %	01-2318	DFT0010843	5,393.52
PAYROLL MS CONTRIBUTION	INV0002480	06/06/2025	ICMA ROTH 457 \$	01-2318	DFT0010843	1,927.31
PAYROLL MS CONTRIBUTION	INV0002480	06/06/2025	MS ROTH IRA CATCHUP\$	01-2318	DFT0010843	40.00
PAYROLL MS CONTRIBUTION	INV0002480	06/06/2025	ICMA ROTH IRA \$	01-2319	DFT0010843	477.70
PAYROLL MS CONTRIBUTION	INV0002480	06/06/2025	ICMA 457 \$	01-2322	DFT0010843	7,811.68
PAYROLL MS CONTRIBUTION	INV0002480	06/06/2025	ICMA 457 %	01-2322	DFT0010843	2,783.97
PAYROLL MS CONTRIBUTION	INV0002480	06/06/2025	ICMA 457 \$	01-2322	DFT0010843	889.69
MOST MISSOURIS 529	INV0002481	06/06/2025	MOST 529 COLLEGE SAVINGS	01-2323	DFT0010844	525.00
SAVINGS PLAN						
VOYA	INV0002482	06/06/2025	VOYA 457 %	01-2321	DFT0010845	112.49
VOYA	INV0002482	06/06/2025	VOYA 457\$	01-2321	DFT0010845	288.00
VOYA	INV0002482	06/06/2025	VOYA 457 %	01-2321	DFT0010845	1,569.61
DEPARTMENT OF TREASURY	INV0002483	06/06/2025	SOCIAL SECURITY	01-2102	DFT0010846	44,612.66
DEPARTMENT OF TREASURY	INV0002483	06/06/2025	MEDICARE	01-2103	DFT0010846	10,433.74
DEPARTMENT OF TREASURY	INV0002483	06/06/2025	FEDERAL WITHHOLDING	01-2104	DFT0010846	35,682.17
PAYROLL MISSOURI	INV0002484	06/06/2025	STATE WITHHOLDING	01-2105	DFT0010847	12,695.00
WITHHOLDING TAXES						
REITZ & JENS INC	16911	06/11/2025	OLIA - PROFESSIONAL SERVI	01-2806	2091	4,411.00
WASHINGTON NATIONAL INS	P2543893	06/11/2025	WG00006955, 02413 JUN 25	01-2215	2096	367.80
CO						
MISSOURI DEPARTMENT OF	CVC-MAY 25	06/18/2025	CRIME VICTIMS COMPENSAT	01-2413	68724	7.50
REVENUE						
MISSOURI DEPARTMENT OF	CVC-MAY 25	06/18/2025	MISC POLICE FUND REVENU	01-4604	68724	-0.37
REVENUE						
MISSOURI DEPARTMENT OF	POST-MAY 25	06/18/2025	POST COMMISSION FUND M	01-2412	68725	1.00
REVENUE						
STREIB ELECTRIC COMPANY	REFUND-04/30/25	06/18/2025	BUILDING FEE REFUND	01-4420	68735	107.00
INC						
SARAH YOUNG	REFUND-05/29/25	06/18/2025	OCCUPANCY INSPECTION RE	01-4426	68731	65.00
C T CORPORATION SYSTEM	REFUND-08/09/24	06/18/2025	BUSINESS LICENSE FEE REFU	01-4402	68719	175.00
						131,657.99
						131,657.99

Council Report of Invoices Paid Listing

Payment Dates: 6/5/2025 - 6/18/2025

Vendor Name	Payable Number	Payment Date	Description (Item)	Account Number	Payment Number	Amount
Department: 11 - LEGISLATIVE SERVICES						
Division: 13 - CITY CLERK						
MCLAUGHLIN COURT REPORTING SERVICES INC	061625-1	06/18/2025	PUBLIC HEARING FY26 BUDG	01-11-13-6202	2109	195.20
Division 13 - CITY CLERK Total:						195.20
Department 11 - LEGISLATIVE SERVICES Total:						195.20
Department: 12 - ADMINISTRATION						
Division: 10 - LEGAL						
CURTIS HEINZ GARRETT AND OKEEFE PC	189388-189393	06/11/2025	CITY ATTORNEY RETAINER M	01-12-10-6201	2070	5,000.00
CURTIS HEINZ GARRETT AND OKEEFE PC	189388-189393	06/11/2025	CITY ATTORNEY NON-RETAIN	01-12-10-6201	2070	4,320.00
CURTIS HEINZ GARRETT AND OKEEFE PC	189388-189393	06/11/2025	MUNICIPAL PROSECUTION R	01-12-10-6201	2070	2,500.00
CURTIS HEINZ GARRETT AND OKEEFE PC	189388-189393	06/11/2025	PROSECUTING ATTORNEY AS	01-12-10-6201	2070	1,144.50
CURTIS HEINZ GARRETT AND OKEEFE PC	189388-189393	06/11/2025	MUNICIPAL PROSECUTION N	01-12-10-6201	2070	245.04
CURTIS HEINZ GARRETT AND OKEEFE PC	189388-189393	06/11/2025	DAVID NAFAR BOA SUIT	01-12-10-6201	2070	160.00
Division 10 - LEGAL Total:						13,369.54
Division: 11 - ADMINISTRATIVE						
ASI	A000178625edHmm	06/11/2025	HRA & FSA ADMIN FEES MAY	01-12-11-6203	2063	469.00
MERCY CORPORATE HEALTH	758215	06/18/2025	PRE-EMPLOYMENT SCREENI	01-12-11-6271	68723	119.00
MERCY CORPORATE HEALTH	760410	06/18/2025	PRE-EMPLOYMENT SCREENI	01-12-11-6271	68723	55.25
PAYLOCITY CORPORATION	INV2885346	06/18/2025	COBRA ADMINISTRATION	01-12-11-6203	68727	16.00
Division 11 - ADMINISTRATIVE Total:						659.25
Division: 14 - MUNICIPAL COURT						
INTERNATIONAL LANGUAGE SCHOOL	754815	06/11/2025	INTERPRETING SERVICES FO	01-12-14-6201	2082	88.00
ENGELMEYER & PEZZANI LLC	JUDGE MAY 25	06/11/2025	Judicial Services MAY 25	01-12-14-6201	2076	1,875.00
RICOH USA INC	109227410	06/18/2025	COURT COPIER LEASE 5/18/2	01-12-14-6213	68730	337.19
Division 14 - MUNICIPAL COURT Total:						2,300.19
Department 12 - ADMINISTRATION Total:						16,328.98
Department: 13 - FINANCE						
Division: 11 - ADMINISTRATIVE						
PAYROLL MISSOURI WITHHOLDING TAXES	INV0002484	06/06/2025	STATE WITHHOLDING FEE	01-13-11-6202	DFT0010847	0.50
Division 11 - ADMINISTRATIVE Total:						0.50
Division: 15 - INTERDEPARTMENTAL						
CHARTER COMMUNICATION	173940501060125	06/11/2025	PD PRI FIBER JUN 25	01-13-15-6253	2064	1,698.49
CHARTER COMMUNICATION	173941901060125	06/11/2025	PW GARAGE LAN INTERNET J	01-13-15-6255	2069	328.09

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Vendor Name	Payable Number	Payment Date	Description (Item)	Account Number	Payment Number	Amount
CHARTER COMMUNICATION	173957701060125	06/11/2025	ANALOG & PW GARAGE CON	01-13-15-6253	2065	100.00
CHARTER COMMUNICATION	173957901060125	06/11/2025	CITY HALL TV WIFI JUN 25	01-13-15-6253	2068	262.44
ODP BUSINESS SOLUTIONS LLC	423423739001	06/11/2025	D BATTERIES, STENO BOOKS,	01-13-15-7312	2089	186.45
ODP BUSINESS SOLUTIONS LLC	424001486001	06/11/2025	PAPER CLIPS	01-13-15-7312	2089	2.65
ODP BUSINESS SOLUTIONS LLC	424001488001	06/11/2025	POST ITS AND STAPLES	01-13-15-7312	2089	55.35
ODP BUSINESS SOLUTIONS LLC	424001491001	06/11/2025	POST ITS, MINI AND LARGE B	01-13-15-7312	2089	83.50
AT&T	31498327050760-06/07/25	06/18/2025	MONITOR LINE ICE ARENA 6/	01-13-15-6253	68718	216.95
ODP BUSINESS SOLUTIONS LLC	428596065001	06/18/2025	BLACK HY TONER & BUSINES	01-13-15-7312	2114	207.64
KONICA MINOLTA BUSINESS SOLUTIONS	501621668	06/18/2025	ADMIN COPIER MAINTENAN	01-13-15-6213	68721	32.00
Division 15 - INTERDEPARTMENTAL Total:						3,173.56
Division: 51 - MIS OPERATIONS						
DELL MARKETING LP	10818642007	06/11/2025	DELL PRO 16 LAPTOP	01-13-51-7331	2073	1,119.43
CHARTER COMMUNICATION	173957901060125	06/11/2025	CITY HALL TV WIFI JUN 25	01-13-51-6213	2068	110.00
CDW LLC	AE43W1M	06/18/2025	DELL 7020 MFF DESKTOP	01-13-51-7331	2100	878.21
CDW LLC	AE4TP2Q	06/18/2025	HP COLOR LASERJET 3201 PR	01-13-51-6213	2100	339.48
Division 51 - MIS OPERATIONS Total:						2,447.12
Department 13 - FINANCE Total:						5,621.18
Department: 14 - COMMUNITY SERVICES						
Division: 11 - ADMINISTRATIVE						
JEREMIAH JOHNSON	111	06/11/2025	JUNE 2025 CONCERT	01-14-11-6202	68709	2,250.00
ALWAYS ADVANCING	38063	06/11/2025	EXTRA MEDALS FOR H2H	01-14-11-6281	2061	440.00
MANUFACTURING AND PROMOTIONS LLC						
DOUGLAS VENTURES LLC	505221224-CM010	06/11/2025	CREDIT FOR NOT CLEANING	01-14-11-6203	2074	-51.16
DOUGLAS VENTURES LLC	506221224-060	06/11/2025	CORVUS WEEKEND PARK CLE	01-14-11-6203	2074	460.43
US BANK EQUIPMENT FINANCE	556424489	06/11/2025	DRC COPIER FEES 5/20/25-6/	01-14-11-6213	68714	46.36
MYRLYNN HENLEY	130A	06/18/2025	TAI CHI INSTRUCTION [05/27	01-14-11-6202	2111	314.70
Division 11 - ADMINISTRATIVE Total:						3,460.33
Department 14 - COMMUNITY SERVICES Total:						3,460.33
Department: 16 - MUNICIPAL FACILITIES MAINTENANCE						
Division: 11 - ADMINISTRATIVE						
AMERENUE	55031-62002-05/31/25	06/12/2025	ELECTRIC CITY HALL 4/24/25	01-16-11-6250	DFT0010868	3,606.99
HOME DEPOT CREDIT SERVICES	2626128	06/16/2025	GARDEN AREA REPAIRS	01-16-11-6212	68716	63.70
HOME DEPOT CREDIT SERVICES	4611377	06/16/2025	PAINT FOR DOORS AND RAILI	01-16-11-6212	68716	168.48

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Vendor Name	Payable Number	Payment Date	Description (Item)	Account Number	Payment Number	Amount
HOME DEPOT CREDIT SERVICES	5510801	06/16/2025	MULCH AND PLUMBING SUP	01-16-11-6212	68716	72.79
UNIFIRST CORPORATION	1880188576	06/18/2025	MAINTENANCE UNIFORMS	01-16-11-7308	2117	8.19
DH PACE COMPANCY INC	SVC/264-839679	06/18/2025	INSPECTION ON 7 AUTOMAT	01-16-11-6212	2103	527.00
Division 11 - ADMINISTRATIVE Total:						4,447.15
Department 16 - MUNICIPAL FACILITIES MAINTENANCE Total:						4,447.15
Department: 21 - POLICE						
Division: 11 - ADMINISTRATIVE						
H&H HEALTH ASSOCIATES IN	19219	06/11/2025	2 LEAD TESTING FOR RANGE	01-21-11-6271	2079	130.00
LEON UNIFORM CO INC	646173	06/11/2025	ADMIN UNIFORM PURCHAS	01-21-11-7308	2083	34.50
LEON UNIFORM CO INC	646176	06/11/2025	ADMIN UNIFORM PURCHAS	01-21-11-7308	2083	75.49
HOME DEPOT CREDIT SERVICES	3645006	06/16/2025	COMMAND HOOKS	01-21-11-7302	68716	8.93
UNIFIRST CORPORATION	1880188576	06/18/2025	MAINTENANCE UNIFORMS	01-21-11-7308	2117	8.19
VERIZON WIRELESS SERVICES LLC	6115240511	06/18/2025	TABLETS AND AIRCARDS PD	01-21-11-6253	2118	240.06
LEON UNIFORM CO INC	646172	06/18/2025	ADMIN UNIFORM PURCHAS	01-21-11-7308	2108	83.00
LEON UNIFORM CO INC	646173-01	06/18/2025	ADMIN UNIFORM PURCHAS	01-21-11-7308	2108	15.00
LEON UNIFORM CO INC	646176-01	06/18/2025	ADMIN UNIFORM PURCHAS	01-21-11-7308	2108	98.00
FLORISSANT PSYCHOLOGICAL SERVICES I	CROMOR01	06/18/2025	PRE-EMPLOYMENT SCREENI	01-21-11-6203	68720	450.00
FLORISSANT PSYCHOLOGICAL SERVICES I	SIMCAL	06/18/2025	PRE-EMPLOYMENT SCREENI	01-21-11-6203	68720	450.00
FLORISSANT PSYCHOLOGICAL SERVICES I	WALLUC	06/18/2025	PRE-EMPLOYMENT SCREENI	01-21-11-6203	68720	450.00
Division 11 - ADMINISTRATIVE Total:						2,043.17
Division: 21 - INVESTIGATION						
MISSOURI POLICE CHIEFS ASSOCIATION	18631	06/11/2025	2025 SCHOOL RESOURCE OF	01-21-21-6265	68710	390.00
SUNTRUP FORD INC	488341	06/11/2025	SEAT TRIM FOR CAR 2415	01-21-21-6210	68712	98.05
TRANSUNION RISK & ALTERNATIVE DATA SOLUTIONS INC	5972751-202505-1	06/11/2025	BILLING PERIOD 5/1/25-5/31	01-21-21-6202	68713	127.00
LEON UNIFORM CO INC	646857	06/18/2025	INVEST UNIFORM PURCHASE	01-21-21-7308	2108	354.44
Division 21 - INVESTIGATION Total:						969.49
Division: 22 - PATROL						
VALVOLINE LLC	258587	06/11/2025	OIL CHANGE FOR CAR 2408	01-21-22-6210	68715	40.98
SUNTRUP FORD INC	488321	06/11/2025	WINDOW MOTOR AND SWIT	01-21-22-6210	68712	283.40
G & J AUTOMOTIVE	6226499/2	06/11/2025	LABOR TO REPLACE 2 BATTE	01-21-22-6210	68706	689.83
DEFENDER PRODUCT SOLUTIONS, LLC	DPS-25-140	06/11/2025	LABOR FOR CHANGER ON CA	01-21-22-9502	2072	3,475.00
TAT OUTDOORS LLC	INV-000016	06/11/2025	MRT EQUIPMENT	01-21-22-7308	2094	975.59
LEON UNIFORM CO INC	641204	06/18/2025	PATROL UNIFORM VEST PUR	01-21-22-9503	2108	895.00
LEON UNIFORM CO INC	644012-02	06/18/2025	PATROL UNIFORM PURCHAS	01-21-22-7308	2108	21.00

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Vendor Name	Payable Number	Payment Date	Description (Item)	Account Number	Payment Number	Amount
LEON UNIFORM CO INC	644331-01	06/18/2025	PATROL UNIFORM PURCHAS	01-21-22-7308	2108	18.00
LEON UNIFORM CO INC	646220-01	06/18/2025	PATROL UNIFORM PURCHAS	01-21-22-7308	2108	197.00
LEON UNIFORM CO INC	646369-01	06/18/2025	PATROL UNIFORM PURCHAS	01-21-22-7308	2108	50.00
LEON UNIFORM CO INC	646505-01	06/18/2025	PATROL UNIFORM PURCHAS	01-21-22-7308	2108	12.00
LEON UNIFORM CO INC	646747	06/18/2025	PATROL UNIFORM PURCHAS	01-21-22-7308	2108	326.49
LEON UNIFORM CO INC	646783	06/18/2025	PATROL UNIFORM PURCHAS	01-21-22-7308	2108	350.49
LEON UNIFORM CO INC	646808	06/18/2025	PATROL UNIFORM PURCHAS	01-21-22-7308	2108	116.99
Division 22 - PATROL Total:						7,451.77
Department 21 - POLICE Total:						10,464.43
Department: 31 - PUBLIC WORKS						
Division: 11 - ADMINISTRATIVE						
MISSOURI ONE CALL SYSTEM INC	5050155	06/11/2025	UTILITY LOCATES MAY 2025 (	01-31-11-6211	2085	6.75
DREXEL TECHNOLOGIES INC	INV163814	06/11/2025	SETUP SPEC OLD BALLAS RD	01-31-11-6260	2075	61.00
HORNER AND SHIFRIN INC	75996	06/18/2025	GEOMATICS SERVICES PRIOR	01-31-11-6203	2105	831.00
HORNER AND SHIFRIN INC	76292	06/18/2025	GEOMATICS SERVICES THRU	01-31-11-6203	2104	249.00
Division 11 - ADMINISTRATIVE Total:						1,147.75
Division: 41 - STREET MAINTENANCE						
HUMAN RESOURCE STAFFIN	1001082422	06/11/2025	PW TEMPORARY EMPLOYEE	01-31-41-6207	2081	1,042.47
NEW FRONTIER MATERIALS LLC	12850600	06/11/2025	TICKET 43023131 CHASELLE	01-31-41-7305	2088	174.24
CHARTER COMMUNICATION	173942001060125	06/11/2025	PW GARAGE TV WIFI JUN 25	01-31-41-6253	2066	147.83
ADVANCE STORES COMPANY INCORPORATED	5825515096177	06/11/2025	BATTERY FOR MESSAGE BOA	01-31-41-6211	68702	601.92
ADVANCE STORES COMPANY INCORPORATED	5825515696506	06/11/2025	MESSAGE BOARD BATTERIES	01-31-41-6211	68702	600.80
AMERENUE	55031-62002-05/31/25	06/12/2025	ELECTRIC STREET DEPT 4/24/	01-31-41-6250	DFT0010868	1,016.85
AMERENUE	55031-62002-05/31/25	06/12/2025	ELECTRIC STREET LIGHTING 4	01-31-41-6251	DFT0010868	10,668.47
HOME DEPOT CREDIT SERVICES	5031169-05/16/25	06/16/2025	TRUCK BOARDS AND DECK J	01-31-41-6210	68716	52.08
HOME DEPOT CREDIT SERVICES	5031169-05/16/25	06/16/2025	TARPS	01-31-41-7305	68716	18.60
HOME DEPOT CREDIT SERVICES	9351625	06/16/2025	SOAP FOR CRACK SEAL	01-31-41-7305	68716	29.91
HOME DEPOT CREDIT SERVICES	9351625	06/16/2025	METAL HOOKS FOR SIGNS	01-31-41-7311	68716	19.60
HOME DEPOT CREDIT SERVICES	9613576	06/16/2025	CANVAS TARP FOR HOTMIX	01-31-41-7305	68716	59.96
HUMAN RESOURCE STAFFIN	1001082495	06/18/2025	PW TEMPORARY EMPLOYEE	01-31-41-6207	2106	1,407.12
TIMBERCREEK EQUIPMENT CO LLC	1035621	06/18/2025	CHAINSAW REPAIR CARE	01-31-41-6211	68736	68.60
NEW FRONTIER MATERIALS LLC	12851650	06/18/2025	CHASSELLE PATCHES	01-31-41-7305	2113	268.40

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Vendor Name	Payable Number	Payment Date	Description (Item)	Account Number	Payment Number	Amount
NEW FRONTIER MATERIALS LLC	12851651	06/18/2025	POTHOLES	01-31-41-7305	2113	176.88
NEW FRONTIER MATERIALS LLC	12852305	06/18/2025	HOTMIX POTHOLES	01-31-41-7305	2113	176.00
SITEONE LANDSCAPE SUPPLY HOLDING LLC	154495065-001	06/18/2025	IRRIGATION REPAIR ON OLIV	01-31-41-6212	68733	45.74
SITEONE LANDSCAPE SUPPLY HOLDING LLC	154546945-001	06/18/2025	IRRIGATION SUPPLIES REPAIR	01-31-41-6212	68733	8.94
NELSON COUNTY LAND MAINTENANCE LLC	22031	06/18/2025	IRRIGATION REPAIRS AT OLIV	01-31-41-6212	2112	2,280.12
NELSON COUNTY LAND MAINTENANCE LLC	22031	06/18/2025	FY2025 MOWING- PW MAY	01-31-41-6212	2112	6,497.00
IDEAL LANDSCAPE CONSTRUCTION INC	34328	06/18/2025	REPAIR LEAK IN RAISED PLAN	01-31-41-6212	2107	725.00
DH PACE COMPANCY INC	SVC/264-834095	06/18/2025	GARAGE DOOR AT PWG MAI	01-31-41-6212	2103	355.90
Division 41 - STREET MAINTENANCE Total:						26,442.43
Division: 43 - PARKS MAINTENANCE						
HUMAN RESOURCE STAFFIN	1001082422	06/11/2025	PW TEMPORARY EMPLOYEE	01-31-43-6207	2081	347.49
CHARTER COMMUNICATION	173942001060125	06/11/2025	PW GARAGE TV WIFI JUN 25	01-31-43-6253	2066	49.28
ADVANCE STORES COMPANY INCORPORATED	5825515096177	06/11/2025	BATTERY FOR MESSAGE BOA	01-31-43-6211	68702	200.64
ADVANCE STORES COMPANY INCORPORATED	5825515696506	06/11/2025	MESSAGE BOARD BATTERIES	01-31-43-6211	68702	200.26
RENTOKIL NORTH AMERICA INC	77611118	06/11/2025	PEST CONTROL MAINT TAPP	01-31-43-6224	2092	71.50
GRAINGER	9517407566	06/11/2025	MILLINNIUM PARK SINK PAR	01-31-43-6212	2078	46.69
AMERENUE	55031-62002-05/31/25	06/12/2025	ELECTRIC PARKS DEPT 4/24/	01-31-43-6250	DFT0010868	1,018.72
MISSOURI AMERICAN WATER CO	1017-210013559299-05/22/	06/13/2025	12301 CONWAY RD 4/23/25-	01-31-43-6254	DFT0010867	20.18
HOME DEPOT CREDIT SERVICES	194362	06/16/2025	CONCRETE TUBE AND T POS	01-31-43-6212	68716	120.68
HOME DEPOT CREDIT SERVICES	3525307	06/16/2025	DRINKING FOUNTAIN PART	01-31-43-6212	68716	4.18
HOME DEPOT CREDIT SERVICES	3525307	06/16/2025	TUBE CUTTER	01-31-43-7302	68716	15.97
HOME DEPOT CREDIT SERVICES	3613282	06/16/2025	DRINKING FOUNTAIN PARTS	01-31-43-6212	68716	33.22
HOME DEPOT CREDIT SERVICES	5031169-05/16/25	06/16/2025	TRUCK BOARDS AND DECK J	01-31-43-6210	68716	17.36
HUMAN RESOURCE STAFFIN	1001082495	06/18/2025	PW TEMPORARY EMPLOYEE	01-31-43-6207	2106	469.04
TIMBERCREEK EQUIPMENT CO LLC	1035621	06/18/2025	CHAINSAW REPAIR CARE	01-31-43-6211	68736	22.87
SITEONE LANDSCAPE SUPPLY HOLDING LLC	154234843-001	06/18/2025	FAUCET TIMER AT CONWAY P	01-31-43-6212	68733	90.47
NELSON COUNTY LAND MAINTENANCE LLC	22031	06/18/2025	FY2025 MOWING-PARK MAY	01-31-43-6212	2112	8,525.00

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PHILIBERT SECURITY SYSTEMS INC	359610	06/18/2025	WORK ORDER 68107 AT TAP	01-31-43-6224	68729	270.00
Division 43 - PARKS MAINTENANCE Total:						11,523.55
Department 31 - PUBLIC WORKS Total:						39,113.73
Department: 32 - COMMUNIITY DEVELOPMENT						
Division: 11 - ADMINISTRATIVE						
MCLAUGHLIN COURT REPORTING SERVICES INC	060625-1	06/11/2025	P&Z PROJECT BOA #25-575 -	01-32-11-6202	2084	281.60
PGAV PLANNERS LLC	121570	06/18/2025	BAYER EAST COMPREHENSIV	01-32-11-6204	2115	7,400.00
BRIDGETOWER OPCO LLC	745788688	06/18/2025	BOA MTG 6-19-25 -9810 WA	01-32-11-6260	2099	38.08
BRIDGETOWER OPCO LLC	745788689	06/18/2025	BOA MTG 6-19-25 - 9820 WA	01-32-11-6260	2099	38.08
Division 11 - ADMINISTRATIVE Total:						7,757.76
Division: 61 - BUILDING DEPARTMENT						
VERIZON WIRELESS SERVICES LLC	6115240511	06/18/2025	TABLETS AND AIRCARDS BLD	01-32-61-6253	2118	240.06
Division 61 - BUILDING DEPARTMENT Total:						240.06
Department 32 - COMMUNIITY DEVELOPMENT Total:						7,997.82
Fund 01 - GENERAL FUND Total:						219,286.81
Fund: 02 - CAPITAL IMPROVEMENT FUND						
Department: 61 - CIP						
Division: 71 - CIP						
GERSTNER ELECTRIC INC	#1	06/11/2025	MASON RD PEDESTRIAN SIG	02-61-71-9510	68708	31,223.00
GERSTNER ELECTRIC INC	#1	06/11/2025	ADDITIONAL MATERIALS & C	02-61-71-9510	68708	2,900.00
GEORGE L CRAWFORD & ASSOCIATES INC	20210501	06/11/2025	Lindbergh-Old Olive Design P	02-61-71-9510	68707	103.94
GEORGE L CRAWFORD & ASSOCIATES INC	20210501	06/11/2025	LINDBERGH-OLD OLIVE CON	02-61-71-9510	68707	5,470.56
ARCHIMAGES INC	41877	06/11/2025	GOLF MAINT BLDG REPLACE	02-61-71-9506	2062	1,950.00
SHANNON & WILSON INC	156686	06/18/2025	PW SETTLEMENT STUDY PRF	02-61-71-9501	68732	547.50
SHANNON & WILSON INC	156687	06/18/2025	PW SETTLEMENT STUDY PRO	02-61-71-9501	68732	623.00
ST LOUIS COUNTY TREASURE	166648	06/18/2025	CONCRETE TESTING FOR 202	02-61-71-9510	68734	66.00
SWEETENS CONCRETE SERVICES LLC	20254692	06/18/2025	2025 CONCRETE PROJECT - S	02-61-71-9510	2116	334,606.67
MCMFO LLC	510284	06/18/2025	f250 crew cab with aluminu	02-61-71-9516	68722	64,223.00
BMO-II 680 CRAIG LLC	PARCEL #9	06/18/2025	TEMPORARY EASEMENT FOR	02-61-71-9510	2098	2,950.00
Division 71 - CIP Total:						444,663.67
Department 61 - CIP Total:						444,663.67
Fund 02 - CAPITAL IMPROVEMENT FUND Total:						444,663.67

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Vendor Name	Payable Number	Payment Date	Description (Item)	Account Number	Payment Number	Amount
Fund: 05 - PARKS & STORMWATER FUND						
Department: 61 - CIP						
Division: 71 - CIP						
DREXEL TECHNOLOGIES INC	INV163825	06/11/2025	SETUP SPECS - LAKE SCHOOL	05-61-71-9506	2075	61.00
WEHMEYER FARMS INC	17440	06/18/2025	FENCING & SEDIMENT CONT	05-61-71-9506	2120	2,365.00
SWEETENS CONCRETE SERVICES LLC	20254692	06/18/2025	2025 CONCRETE PROJECT - D	05-61-71-9509	2116	27,831.20
BELLON WRECKING	20545	06/18/2025	HISTORIC BLDG REHAB - LAK	05-61-71-9506	2097	20,200.00
MICHAEL E BLAES PC	25163	06/18/2025	ARCH SERVICES FOR LAKE SC	05-61-71-9506	2110	475.00
Division 71 - CIP Total:						50,932.20
Department 61 - CIP Total:						50,932.20
Fund 05 - PARKS & STORMWATER FUND Total:						50,932.20
Fund: 06 - MUNICIPAL ENTERPRISE FUND						
CALLAWAY GOLF SALES COMPANY	940389805	06/11/2025	GLOVES FOR RESALE	06-1628	68704	163.62
						163.62
						163.62
Department: 14 - COMMUNITY SERVICES						
Division: 31 - ICE ARENA						
AMERENUE	1801001713-05/16/25	06/09/2025	11400 OLDE CABIN ICE AREN	06-14-31-6250	DFT0010870	3,674.06
OREILLY AUTOMOTIVE STORES INC	1388-107558	06/11/2025	OIL & PARTS FOR OLYMPIA	06-14-31-6211	2090	60.56
MURPHY COMPANY	300630	06/11/2025	Ice Plant Preventive Mainten	06-14-31-6211	2087	3,612.50
US BANK EQUIPMENT FINANCE	556424489	06/11/2025	DRC COPIER FEES 5/20/25-6/	06-14-31-6213	68714	46.37
VESTIS GROUP INC	6170418572	06/11/2025	DRC MOP & TOWELS	06-14-31-7301	2095	32.36
VESTIS GROUP INC	6170424725	06/11/2025	MOP & TOWELS FOR DRC	06-14-31-7301	2095	32.36
RHINE PARACO GAS OF ST LOUIS LLC	912330	06/11/2025	OLYMPIA PROPANE FEES	06-14-31-7307	2093	148.87
BATTERIES PLUS LLC	P82707056	06/11/2025	MOTION DETECTOR BATTERI	06-14-31-6212	68703	23.31
HOME DEPOT CREDIT SERVICES	7281361	06/16/2025	MISC SUPPLIES AND FLOWER	06-14-31-9501	68716	134.70
HOME DEPOT CREDIT SERVICES	8525299	06/16/2025	SQUEEGEE, PADLOCK, AND 2	06-14-31-6212	68716	35.71
CHARTER COMMUNICATION	173955201060125	06/18/2025	DRC TV & INTERNET JUN 25	06-14-31-6255	2101	184.98
VESTIS GROUP INC	6170427812	06/18/2025	DRC MOP & TOWELS	06-14-31-7301	2119	32.36
Division 31 - ICE ARENA Total:						8,018.14
Division: 32 - GOLF MAINTENANCE						
ERB TURF EQUIPMENT INC	01-127658	06/11/2025	WHEEL MOTOR 7700	06-14-32-6211	2077	1,980.93
MTI DISTRIBUTING INC	1382375-00	06/11/2025	Golf Course Greensmower	06-14-32-9503	2086	51,944.10
HELENA CHEMICAL CO	235282622	06/11/2025	ARISTOCY & QUEST FOR GR	06-14-32-7303	2080	540.00
ADVANCED TURF SOLUTIONS INC	SO1324264	06/11/2025	2 FUNGICIDE GREENS	06-14-32-7303	2060	323.87

Council Report of Invoices Paid Listing

Payment Dates: 6/5/2025 - 6/18/2025

Vendor Name	Payable Number	Payment Date	Description (Item)	Account Number	Payment Number	Amount
ADVANCED TURF SOLUTIONS INC	SO1327372	06/11/2025	GRANULAS FERT. 18-4-18 FO	06-14-32-7303	2060	274.00
HOME DEPOT CREDIT SERVICES	7281361	06/16/2025	MISC SUPPLIES AND FLOWER	06-14-32-6212	68716	115.31
SITEONE LANDSCAPE SUPPLY HOLDING LLC	154541026-001	06/18/2025	5 GAL TURFPLEX, CELERO HE	06-14-32-7303	68733	634.15
SITEONE LANDSCAPE SUPPLY HOLDING LLC	154807837-001	06/18/2025	STRAW & MISC.	06-14-32-6212	68733	83.87
Division 32 - GOLF MAINTENANCE Total:						55,896.23
Division: 33 - PRO-SHOP						
AMERENUE	9601003815-05/14/25	06/05/2025	11400 OLDE CABIN GOLF SH	06-14-33-6250	DFT0010871	1,186.29
US BANK EQUIPMENT FINANCE	556424489	06/11/2025	DRC COPIER FEES 5/20/25-6/	06-14-33-6213	68714	46.36
VESTIS GROUP INC	6170418572	06/11/2025	DRC MOP & TOWELS	06-14-33-7301	2095	22.80
VESTIS GROUP INC	6170424725	06/11/2025	MOP & TOWELS FOR DRC	06-14-33-7301	2095	22.80
CALLAWAY GOLF SALES COMPANY	940389805	06/11/2025	GLOVES FOR RESALE	06-14-33-8324	68704	0.11
CHARTER COMMUNICATION	173955201060125	06/18/2025	DRC TV & INTERNET JUN 25	06-14-33-6255	2101	79.28
PATTONVILLE SCHOOL DISTRICT	3857-2	06/18/2025	GOLF CLUB SCORE CARDS	06-14-33-7304	68726	893.00
VESTIS GROUP INC	6170427812	06/18/2025	DRC MOP & TOWELS	06-14-33-7301	2119	22.80
Division 33 - PRO-SHOP Total:						2,273.44
Division: 34 - FOOD SERVICES						
D AND D DISTRIBUTORS LLP	364683	06/11/2025	BEER FOR RESALE	06-14-34-8316	2071	745.95
VESTIS GROUP INC	6170418572	06/11/2025	DRC MOP & TOWELS	06-14-34-7301	2095	18.40
VESTIS GROUP INC	6170424725	06/11/2025	MOP & TOWELS FOR DRC	06-14-34-7301	2095	18.40
PEPSICO BEVERAGE SALES LL	14422008	06/18/2025	SODA, GATORADE & WATER	06-14-34-8317	68728	1,413.82
D AND D DISTRIBUTORS LLP	370465	06/18/2025	BEER FOR RESALE	06-14-34-8316	2102	418.30
VESTIS GROUP INC	6170427812	06/18/2025	DRC MOP & TOWELS	06-14-34-7301	2119	18.40
Division 34 - FOOD SERVICES Total:						2,633.27
Department 14 - COMMUNITY SERVICES Total:						68,821.08
Fund 06 - MUNICIPAL ENTERPRISE FUND Total:						68,984.70
Fund: 11 - SEWER LATERAL FUND						
Department: 61 - CIP						
Division: 93 - SEWER LATERAL						
NANCY SETZER	00188-0589-06/05/25	06/11/2025	SANITARY SEWER LATERAL R	11-61-93-9315	68711	3,748.50
ERIK AND MARY CORLEY	00188-0590-06/10/25	06/11/2025	SANITARY SEWER LATERAL R	11-61-93-9315	68705	4,095.00
Division 93 - SEWER LATERAL Total:						7,843.50
Department 61 - CIP Total:						7,843.50
Fund 11 - SEWER LATERAL FUND Total:						7,843.50

Council Report of Invoices Paid Listing

Payment Dates: 6/5/2025 - 6/18/2025

Vendor Name	Payable Number	Payment Date	Description (Item)	Account Number	Payment Number	Amount
Fund: 19 - PUBLIC SAFETY FUND						
Department: 21 - POLICE						
Division: 23 - PUBLIC SAFETY						
MISSOURI AMERICAN WATER CO	1017-220023905711-05/19/	06/10/2025	350 N NEW BALLAS 4/16/25-	19-21-23-6254	DFT0010869	208.37
CHARTER COMMUNICATION	173957801060125	06/11/2025	PD VOICE JUN 25	19-21-23-6253	2067	299.82
CHARTER COMMUNICATION	173957801060125	06/11/2025	PD TV AND INTERNET JUN 25	19-21-23-6255	2067	281.23
GRAINGER	9521892001	06/11/2025	REPLACEMENT BRUSH FOR V	19-21-23-6212	2078	21.59
WIEGMANN ASSOCIATES	85611	06/18/2025	SVC CALL-MAIN FLOOR AC N	19-21-23-6212	2121	960.00
WIEGMANN ASSOCIATES	85631	06/18/2025	MARCH QTRLY PREVENTATIV	19-21-23-6212	2121	1,184.50
Division 23 - PUBLIC SAFETY Total:						2,955.51
Department 21 - POLICE Total:						2,955.51
Fund 19 - PUBLIC SAFETY FUND Total:						2,955.51
Fund: 99 - POOLED CASH						
ARVEST BANK	1797-06/09/25	06/11/2025	EPAYMENT 6/9/25	99-2809	DFT0010899	71,340.51
ARVEST BANK	1797-06/16/25	06/18/2025	EPAYMENT 6/18/25	99-2809	DFT0010900	6,492.15
						77,832.66
						77,832.66
Fund 99 - POOLED CASH Total:						77,832.66
Grand Total:						872,499.05

Report Summary

Fund Summary

Fund	Payment Amount
01 - GENERAL FUND	219,286.81
02 - CAPITAL IMPROVEMENT FUND	444,663.67
05 - PARKS & STORMWATER FUND	50,932.20
06 - MUNICIPAL ENTERPRISE FUND	68,984.70
11 - SEWER LATERAL FUND	7,843.50
19 - PUBLIC SAFETY FUND	2,955.51
99 - POOLED CASH	77,832.66
Grand Total:	872,499.05

Account Summary

Account Number	Account Name	Payment Amount
01-11-13-6202	TECHNICAL AND PERSO	195.20
01-12-10-6201	LEGAL AND ACCOUNTIN	13,369.54
01-12-11-6203	PROFESSIONAL SERVICE	485.00
01-12-11-6271	MEDICAL SUPPLIES	174.25
01-12-14-6201	LEGAL AND ACCOUNTIN	1,963.00
01-12-14-6213	OFFICE EQUIPMENT MAI	337.19
01-13-11-6202	TECHNICAL AND PERSO	0.50
01-13-15-6213	OFFICE EQUIPMENT MAI	32.00
01-13-15-6253	TELEPHONE	2,277.88
01-13-15-6255	CABLE TV AND INTERNE	328.09
01-13-15-7312	OFFICE SUPPLIES	535.59
01-13-51-6213	OFFICE EQUIPMENT MAI	449.48
01-13-51-7331	COMPUTER HARDWARE	1,997.64
01-14-11-6202	TECHNICAL AND PERSO	2,564.70
01-14-11-6203	PROFESSIONAL SERVICE	409.27
01-14-11-6213	OFFICE EQUIPMENT MAI	46.36
01-14-11-6281	5K RUN EXPENSES	440.00
01-16-11-6212	BUILDING AND GROUND	831.97
01-16-11-6250	ELECTRICITY	3,606.99
01-16-11-7308	WEARING APPAREL AND	8.19
01-2102	FICA WITHHOLDING	44,612.66
01-2103	MEDICARE WITHHOLDIN	10,433.74
01-2104	FEDERAL TAX WITHHOL	35,682.17
01-2105	MISSOURI TAX WITHHOL	12,695.00
01-21-11-6203	PROFESSIONAL SERVICE	1,350.00
01-21-11-6253	TELEPHONE	240.06
01-21-11-6271	MEDICAL SUPPLIES	130.00
01-21-11-7302	SMALL TOOLS	8.93
01-21-11-7308	WEARING APPAREL AND	314.18

Account Summary

Account Number	Account Name	Payment Amount
01-2113	PAYROLL CHILD SUPPOR	184.62
01-21-21-6202	TECHNICAL AND PERSO	127.00
01-21-21-6210	VEHICLE MAINTENANCE	98.05
01-21-21-6265	TRAVEL & CONFERENCE	390.00
01-21-21-7308	WEARING APPAREL AND	354.44
01-21-22-6210	VEHICLE MAINTENANCE	1,014.21
01-21-22-7308	WEARING APPAREL AND	2,067.56
01-21-22-9502	VEHICLES	3,475.00
01-21-22-9503	EQUIPMENT	895.00
01-2215	INTENSIVE CARE/CANCE	367.80
01-2312	401 - ICMA	875.16
01-2318	ICMA ROTH 457	7,360.83
01-2319	ICMA ROTH IRA	699.44
01-2321	457 - VOYA	1,970.10
01-2322	457 - ICMA	11,485.34
01-2323	MOST PROGRAM	525.00
01-2412	PEACE OFFICER AND STA	1.00
01-2413	CVC - CRIME VICTIMS C	7.50
01-2806	OLIA REIMBURSABLE RE	4,411.00
01-31-11-6203	PROFESSIONAL SERVICE	1,080.00
01-31-11-6211	EQUIPMENT MAINTENA	6.75
01-31-11-6260	ADVERTISING	61.00
01-31-41-6207	TEMP PROFESSIONAL SE	2,449.59
01-31-41-6210	VEHICLE MAINTENANCE	52.08
01-31-41-6211	EQUIPMENT MAINTENA	1,271.32
01-31-41-6212	BUILDING AND GROUND	9,912.70
01-31-41-6250	ELECTRICITY	1,016.85
01-31-41-6251	STREET LIGHTING	10,668.47
01-31-41-6253	TELEPHONE	147.83
01-31-41-7305	STREET & SIDEWALK MA	903.99
01-31-41-7311	STREET SIGNS	19.60
01-31-43-6207	TEMP PROFESSIONAL SE	816.53
01-31-43-6210	VEHICLE MAINTENANCE	17.36
01-31-43-6211	EQUIPMENT MAINTENA	423.77
01-31-43-6212	BUILDING AND GROUND	8,820.24
01-31-43-6224	TAPPMAYER HOUSE MAI	341.50
01-31-43-6250	ELECTRICITY	1,018.72
01-31-43-6253	TELEPHONE	49.28
01-31-43-6254	WATER AND SEWER	20.18
01-31-43-7302	SMALL TOOLS	15.97
01-32-11-6202	TECHNICAL AND PERSO	281.60
01-32-11-6204	PLANNING AND DESIGN	7,400.00

Account Summary

Account Number	Account Name	Payment Amount
01-32-11-6260	ADVERTISING	76.16
01-32-61-6253	TELEPHONE	240.06
01-4402	OCCUPATIONAL LICENSE	175.00
01-4420	BUILDING PERMITS	107.00
01-4426	OCCUPANCY PERMITS	65.00
01-4604	POLICE MISC REVENUE	-0.37
02-61-71-9501	BUILDINGS AND IMPRO	1,170.50
02-61-71-9506	PARK AND RECREATION	1,950.00
02-61-71-9510	STREETS	377,320.17
02-61-71-9516	CAPITAL EQUIPMENT	64,223.00
05-61-71-9506	PARK DEVELOPMENT PR	23,101.00
05-61-71-9509	STORMWATER PROJECTS	27,831.20
06-14-31-6211	EQUIPMENT MAINTENA	3,673.06
06-14-31-6212	BUILDING AND GROUND	59.02
06-14-31-6213	OFFICE EQUIPMENT MAI	46.37
06-14-31-6250	ELECTRICITY	3,674.06
06-14-31-6255	CABLE TV AND INTERNE	184.98
06-14-31-7301	CHEMICALS & CLEANING	97.08
06-14-31-7307	GASOLINE, PROPANE &	148.87
06-14-31-9501	BUILDINGS AND IMPRO	134.70
06-14-32-6211	EQUIPMENT MAINTENA	1,980.93
06-14-32-6212	BUILDING AND GROUND	199.18
06-14-32-7303	HORTICULTURAL SUPPLI	1,772.02
06-14-32-9503	EQUIPMENT	51,944.10
06-14-33-6213	OFFICE EQUIPMENT MAI	46.36
06-14-33-6250	ELECTRICITY	1,186.29
06-14-33-6255	CABLE TV AND INTERNE	79.28
06-14-33-7301	CHEMICALS & CLEANING	68.40
06-14-33-7304	GENERAL SUPPLIES	893.00
06-14-33-8324	MERCHANDISE-GOLF BA	0.11
06-14-34-7301	CHEMICALS & CLEANING	55.20
06-14-34-8316	BEER	1,164.25
06-14-34-8317	COFFEE,TEA & SOFT DRI	1,413.82
06-1628	GOLF - APPAREL	163.62
11-61-93-9315	SEWER LATERAL REIMB	7,843.50
19-21-23-6212	BUILDING AND GROUND	2,166.09
19-21-23-6253	TELEPHONE	299.82
19-21-23-6254	WATER AND SEWER	208.37
19-21-23-6255	CABLE TV AND INTERNE	281.23
99-2809	EPAYABLES LIABILITY	77,832.66
Grand Total:		872,499.05

Project Account Summary

Project Account Key	Payment Amount
None	442,296.68
18702E	2,950.00
216E	23,040.00
21702E	5,574.50
217E	61.00
220E	1,950.00
414E	27,831.20
60022E	334,672.67
610E	34,123.00
Grand Total:	872,499.05



MEMORANDUM

DATE: May 29, 2025
TO: Mark Perkins, City Administrator
FROM: Lori Obermoeller, Director of Finance
CC:
SUBJECT: Proposed FY 2026 Budget

RECOMMENDATION:

As recommended by the City of Creve Coeur staff and the Finance Committee, it is proposed that the attached Preliminary Budget for FY 2026 be adopted.

BACKGROUND INFORMATION:

On April 18, 2025, the proposed FY 2026 budget was submitted to City Council and the Finance Committee. The first joint budget work session was held on May 12 to review and discuss the proposal, followed by a Finance Committee meeting on May 20. A second City Council budget work session took place on May 27.

During these meetings, the use of over \$1 million in bond proceeds to call and pay down the outstanding 2017 Bond Issue was discussed, along with the application of roughly \$800,000 in excess debt service funds. City Council agreed to allocate these funds toward the early redemption of the General Obligation Bonds, Series 2017.

As a result, the Police Building Fund will reflect the full use of the remaining bond proceeds in FY 2026, resulting in a zero fund balance as of June 30, 2026. Additionally, the Debt Fund will show both the incoming bond proceeds and the additional principal payments totaling \$2,090,000. These payments will reduce the overall debt schedule by four years.

All budget pages impacted by these changes are attached. The revised FY 2026 budget has been posted on the City's website. Please feel free to reach out with any questions.

ATTACHMENTS:

Attached is the Ordinance to adopt the FY 2026 Budget, the Finance Committee's recommendation letter, the changed FY 2026 Budget pages, and a copy of the Preliminary Budget for FY 2026.

**AN ORDINANCE ADOPTING THE ANNUAL BUDGET OF THE CITY OF CREVE
COEUR FOR THE FISCAL YEAR 2026 COMMENCING JULY 1, 2025 AND
APPROPRIATING FUNDS PURSUANT THERETO**

WHEREAS, THE ANNUAL BUDGET FOR THE FISCAL YEAR COMMENCING ON JULY 1, 2025 HAS BEEN PROPOSED IN ACCORDANCE WITH STATE LAWS AND THE CITY CHARTER, AND

WHEREAS, THE FINANCE COMMITTEE REVIEWED AND RECOMMENDED APPROVAL OF THE PROPOSED BUDGET, AND

WHEREAS, A COPY OF THE PROPOSED BUDGET HAS BEEN AVAILABLE FOR PUBLIC INSPECTION AT THE CREVE COEUR GOVERNMENT CENTER AND A PUBLIC HEARING ON THE BUDGET WAS CONDUCTED ON JUNE 9, 2025, AT WHICH TIME ALL PERSONS WERE GIVEN AN OPPORTUNITY TO BE HEARD IN ACCORDANCE WITH CITY CHARTER REQUIREMENTS AND A NOTICE OF THE PUBLIC HEARING AND A GENERAL SUMMARY OF THE PROPOSED BUDGET WERE PUBLISHED IN THE ST. LOUIS COUNTIAN ON MAY 1, 2025, AND

WHEREAS, A COPY OF THIS ORDINANCE HAS BEEN MADE AVAILABLE FOR PUBLIC INSPECTION PRIOR TO ITS ADOPTION AND THIS BILL WAS READ BY TITLE IN AN OPEN MEETING TWO TIMES BEFORE FINAL PASSAGE.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF CREVE COEUR, MISSOURI AS FOLLOWS:

SECTION 1: THE ANNUAL BUDGET FOR THE CITY OF CREVE COEUR, MISSOURI FOR THE FISCAL YEAR COMMENCING ON JULY 1, 2025, A COPY OF WHICH IS ATTACHED HERETO AND MADE A PART HEREOF AS IF FULLY SET FORTH HEREIN IS HEREBY ADOPTED. PURSUANT TO CHARTER SECTION 9.5(D), ADOPTION OF THE BUDGET CONSTITUTES APPROPRIATION OF THE AMOUNTS SPECIFIED THEREIN AS EXPENDITURES FROM THE FUNDS INDICATED. APPROPRIATION SHALL BE AS SPECIFIED BY ENUMERATED BUDGET LINE ITEM. FURTHER DETAIL WITHIN A BUDGET LINE ITEM EXPLAINS THE INTENDED USE OF FUNDS AS OF THE TIME OF BUDGET DEVELOPMENT, BUT SUCH USES MAY BE CHANGED AS AUTHORIZED BY THE CITY ADMINISTRATOR WITHIN THE LIMITS OF THE BUDGET LINE ITEM.

SECTION 2: AS AUTHORIZED IN RESOLUTION NO. 987 (FUND BALANCE POLICY), COUNCIL HEREBY APPROVES AN ADDITIONAL ASSIGNMENT OF \$1,000,000 DURING FY 2026 RESULTING IN AN ASSIGNED FUND BALANCE OF \$8,000,000 FOR THE INTENDED USE OF PAYING FOR PUBLIC FACILITIES.

SECTION 3: FY 2026 HAS AN ASSIGNED FUND BALANCE OF \$2,000,000 FOR STREET IMPROVEMENTS PER ORDINANCE 5479.

SECTION 4: LASTLY, THE PROCEEDS FROM THE SALE OF FOUNTAIN PARK (\$749,533) REMAINS RESERVED IN THE PARKS & STORMWATER FUND FOR THE INTENDED USE OF THE PURCHASE OF LAND OR CONSTRUCTION OF

BILL NO. 6171

ORDINANCE NO.

IMPROVEMENTS IN CITY PARKS OR OTHER PUBLIC RECREATIONAL SPACES
OR FACILITIES PER ORDINANCE NO. 5380.

SECTION 5: THIS ORDINANCE SHALL BECOME EFFECTIVE PURSUANT TO THE
PROVISIONS OF SECTION 3.11(G) OF THE CHARTER.

PASSED THIS _____ DAY OF _____, 2025.

MARK MANLIN
PRESIDENT OF CITY COUNCIL

APPROVED THIS _____ DAY OF _____, 2025.

DR. ROBERT HOFFMAN
MAYOR

ATTEST:

KELLIE HENKE, MRCC
CITY CLERK

CITY OF CREVE COEUR
SUMMARY OF ESTIMATED REVENUES AND EXPENDITURES - ALL FUNDS
AND PROJECTED FUND BALANCE
FOR THE FISCAL YEAR ENDING JUNE 30, 2026

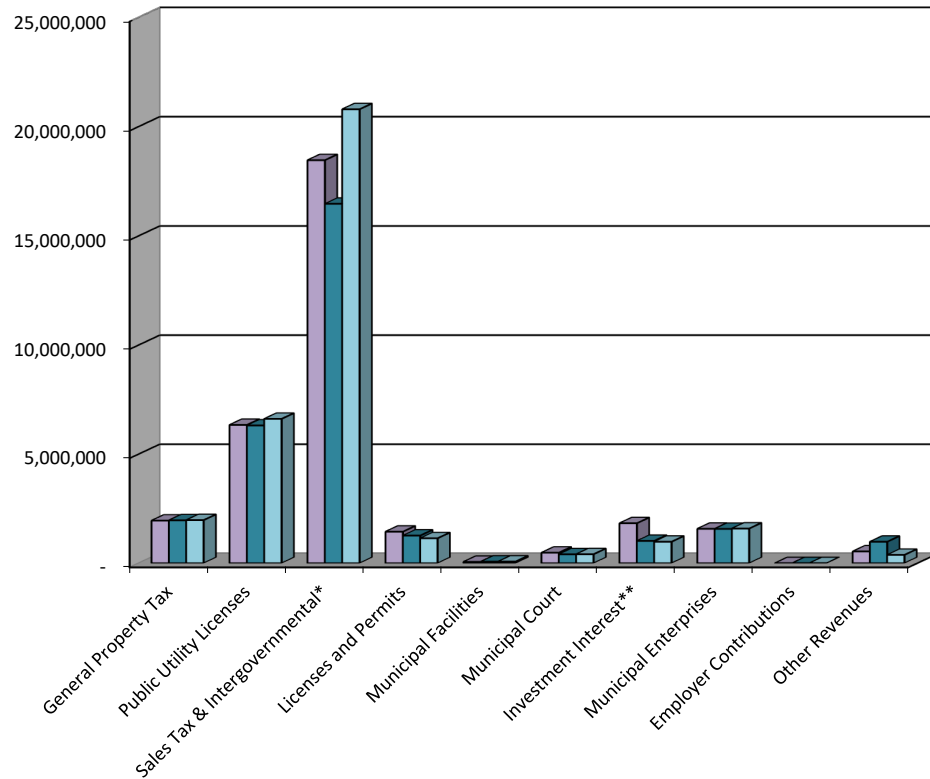
	PROJECTED JUNE 30 2025 FUND BALANCE	REVENUES	TRANSFERS FROM OTHER FUNDS		UTILIZATION OF FUND BALANCE		TOTAL REVENUE	ESTIMATED EXPENDITURES	TRANSFERS TO OTHER FUNDS		SURPLUS/ DEFICIT	PROJECTED JUNE 30 2026 FUND BALANCE
General Fund	\$ 23,714,506	\$ 18,413,647	\$ 1,587,211	\$ (636,858)	\$ 19,237,716	\$ 20,000,858	\$ 1,400,000	(\$636,858)	\$ 23,077,647	(1)		
Capital Improv. Fund	1,526,168	7,408,600	1,400,000	-44,561	8,853,161	8,808,600	0	-44,561	1,481,607			
Parks & Stormwater Fund	758,799	3,715,910	0	0	2,785,021	3,715,910	541,181	389,709	1,148,508	(2)		
Police Bldg. Fund	1,033,790	0	0	-1,033,790	1,033,790	0	0	-1,033,790	0			
Public Safety Fund	1,589,035	1,649,453	0	-80,773	684,195	1,649,453	1,046,030	-80,773	1,508,263			
Sewer Lateral Fund	189,568	138,200	0	-41,929	180,129	138,200	0	-41,929	147,639			
Debt Service Fund	1,138,062	1,017,100	1,033,790	-735,718	2,786,608	2,050,890	0	-735,718	402,344			
Municipal Enterprise Fund	721,541	1,598,917	0	0	1,551,898	1,598,917	0	47,019	768,560			
TOTAL-ALL FUNDS	\$ 30,671,469	\$ 33,941,826	\$ 4,021,001	\$ (2,573,629)	\$ 37,112,518	\$ 37,962,827	\$ 2,987,211	\$ (2,136,901)	\$ 28,534,567			

"(1) Total Fund Balance includes \$10,000,000 of the following: City Facilities (\$8M) and Streets (\$2M)

"(2) Total Fund Balance includes \$749,533 for Park Improvements

Where the Money Comes From

■ FY 2024 ■ FY 2025 ■ FY 2026



All Fund Revenues

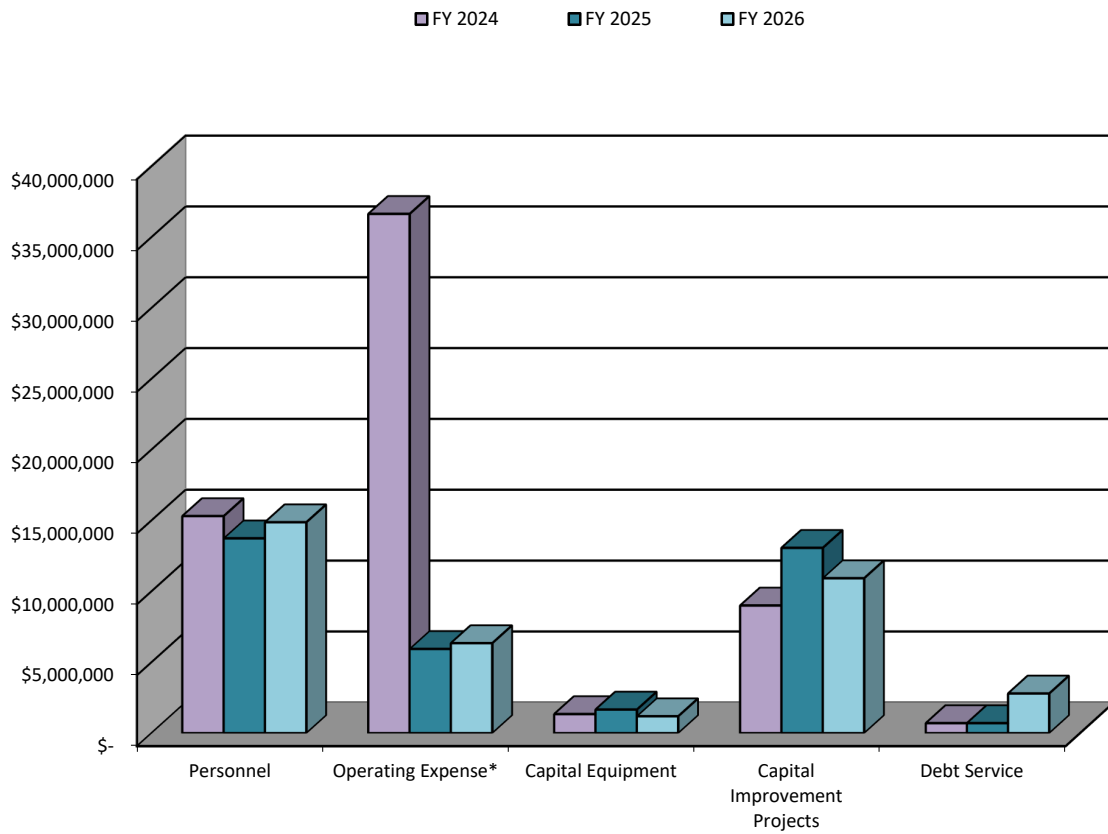
FY 2024 Actual, FY 2025 Projected & FY 2026 Estimated

	FY 2024 Actual	FY 2025 Projected	FY 2026 Estimated
General Property Tax	1,950,279	1,963,800	1,972,052
Public Utility Licenses	6,337,405	6,310,738	6,614,495
Sales Tax & Intergovernmental*	18,462,784	16,466,644	20,792,095
Licenses and Permits	1,442,493	1,263,870	1,139,599
Municipal Facilities	59,148	70,400	72,000
Municipal Court	479,610	403,805	407,844
Investment Interest**	1,828,614	1,019,751	980,099
Municipal Enterprises	1,575,401	1,569,567	1,585,517
Employer Contributions	-	-	-
Other Revenues	536,069	979,885	378,125
Total Revenue Sources	\$ 32,671,802	\$ 30,048,459	\$ 33,941,826

*Includes grants seen on the following pages.

**Negative Interest due to recording market value as of 6/30; not actual investment loss

Where the Money Goes



All Fund Expenditures FY 2024 Actual, FY 2025 Projected & FY 2026 Estimated

	FY 2024 Actual	FY 2025 Projected	FY 2026 Estimated
Personnel	\$ 15,295,841	\$ 13,723,458	\$ 14,861,929
Operating Expense*	36,630,207	5,926,968	6,335,629
Capital Equipment	1,334,360	1,654,252	1,181,762
Capital Improvement Projects	8,988,138	13,054,174	10,912,800
Debt Service	695,906	696,308	2,786,608
Total Expenditures	\$ 62,944,452	\$ 35,055,160	\$ 36,078,728

*Closed Legacy Pension Plan in FY2024 and moved the Plan to LAGERS
(FY 2024 Pension Plan Expenditures were \$31,256,767)
(FY 2026 Debt Fund includes \$2,090,000 Early Bond Redemption)

Combined Statement of Budgeted Revenues and Expenditures - All Funds
For the Fiscal Year Ending June 30, 2026

	General Fund	Capital Imprvmnt.	Parks &	Police	Public	Sewer	Debt	Municipal	Total
		Fund	Stormwater Fund	Building Fund	Safety Fund	Lateral Fund	Service Fund	Enterprise Fund	
Revenues									
General Property Tax	833,452			135,500			1,003,100		1,972,052
Public Utility Licenses	6,614,495								6,614,495
Intergovernmental Revenue	8,113,132	7,363,600	3,690,911		1,624,453				20,792,095
Licenses and Permits	1,139,599								1,139,599
Municipal Facilities	72,000								72,000
Municipal Court	407,844								407,844
Investment Interest	875,000	25,000	25,000	-	25,000	2,700	14,000	13,400	980,099
Golf Course & Ice Arena								1,585,517	1,585,517
Bond Proceeds									-
Employer Contributions									-
Employee Contributions									-
Other Revenues	358,125	20,000	-		-				378,125
Total Revenues	18,413,647	7,408,600	3,715,910	-	1,649,453	138,200	1,017,100	1,598,917	33,941,826
Expenditures									
Personnel	13,561,485	189,206	183,821		-	19,629		907,788	14,861,929
Operating Expense	5,244,276		1,200		419,395	160,500		507,958	6,333,329
Capital Equipment	431,955	379,655	30,000		264,800			136,152	1,242,562
Capital Improvement Projects		8,284,300	2,570,000		-				10,854,300
Debt Service							2,786,608		2,786,608
Total Expenditures	19,237,716	8,853,161	2,785,021	0	684,195	180,129	2,786,608	1,551,898	36,078,728
Transfers In	1,587,211	1,400,000					1,033,790	-	4,021,001
Transfers (Out)	(1,400,000)		(541,181)	(1,033,790)	(1,046,030)				(4,021,001)
Change in Fund Balance	(636,858)	(44,561)	389,709	(1,033,790)	(80,773)	(41,929)	(735,718)	47,019	(2,136,902)
Fund Balance, July 1, 2025	23,714,506	1,526,168	758,799	1,033,790	1,589,035	189,568	1,138,062	721,541	30,671,469
Fund Balance, June 30, 2026	23,077,647	1,481,607	1,148,508	(0)	1,508,263	147,639	402,344	768,560	28,534,567

POLICE BUILDING FUND

	Actual Revenue FY 2023	Actual Revenue FY 2024	Budgeted Revenue FY 2025	Projected Revenue FY 2025	Estimated Revenue FY 2026
OPERATING REVENUES					
4704 Interest Revenue	35,137	50,026	50,848	43,900	-
4730 Reimbursements			-	-	-
Total Operating Revenues	35,137	50,026	50,848	43,900	-
OTHER REVENUES					
4908 Bond Proceeds	-	-	-	-	-
4909 Premium from Bond Proceeds	-	-	-	-	-
Total Other Revenue	-	-	-	-	-
TRANSFERS					
4901 Transfer From Other Funds	-	-	-	-	-
Total Transfers	-	-	-	-	-
TOTAL POLICE BUILDING FUND REV.	35,137	50,026	50,848	43,900	-

POLICE BUILDING FUND

	Actual Expenditures FY 2023	Actual Expenditures FY 2024	Budgeted Expenditures FY 2025	Projected Expenditures FY 2025	Estimated Expenditures FY 2026
OPERATING EXPENSES:					
6203 Professional Services	-	-	-	-	-
6299 Quality and Control Testing	-	-	-	-	-
9501 Building & Improvement Projects	-	-	210,000	219,257	-
9515 Bond Issuance Costs	-	-	-	-	-
TOTAL POLICE BUILDING FUND OPERATING EXPENDITURES	-	-	210,000	219,257	-
 Total Transfers Out	-	-	-	-	1,033,790
TOTAL POLICE BUILDING FUND EXP. AND TRANSFERS OUT	-	-	210,000	219,257	1,033,790
 EXCESS OF REV. OVER EXP.	35,137	50,026	(159,152)	(175,357)	(1,033,790)
 FUND BALANCE-BEGINNING OF YEAR	1,123,984	1,159,121	1,209,147	1,209,147	1,033,790
FUND BALANCE-END OF YEAR	1,159,121	1,209,147	1,049,995	1,033,790	(0)

**POLICE BUILDING FUND
ESTIMATED FY 2026 CAPITAL OUTLAY PROJECTS**

Capital Improvement Projects	
Police Parking Lot Security Fence	-
Total Capital Improvement Projects	-

DEBT SERVICE FUND

	Actual Revenue FY 2023	Actual Revenue FY 2024	Budgeted Revenue FY 2025	Projected Revenue FY 2025	Estimated Revenue FY 2026
OPERATING REVENUES					
4101 Property Taxes	802,109	893,606	821,500	860,000	860,000
4104 Personal Property Taxes	137,375	137,565	143,100	143,100	143,100
4704 Interest Revenue	13,014	19,210	19,190	14,000	14,000
Total Operating Revenues	952,499	1,050,381	983,790	1,017,100	1,017,100
TRANSFERS					
4901 Transfer From Other Funds	-	-	-	-	1,033,790
TOTAL OPERATING FUND REVENUES	952,499	1,050,381	983,790	1,017,100	2,050,890

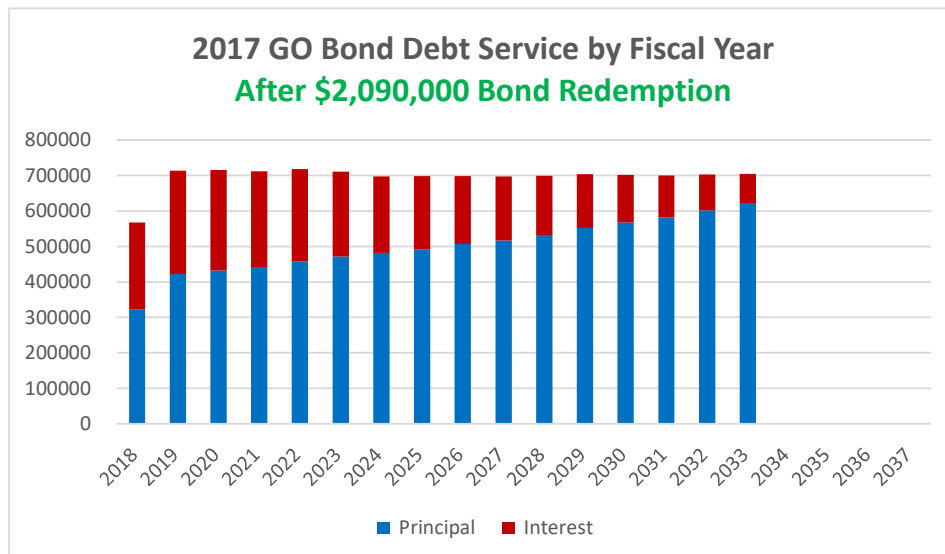
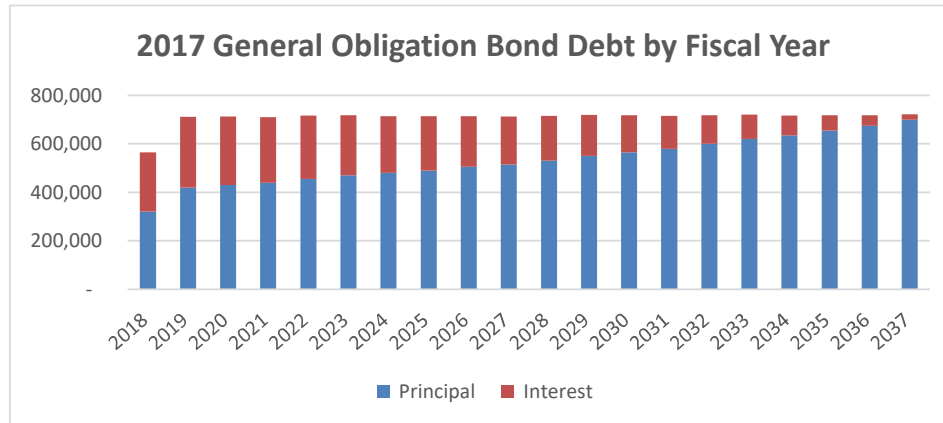
DEBT SERVICE FUND

	Actual Expenditures FY 2023	Actual Expenditures FY 2024	Budgeted Expenditures FY 2025	Projected Expenditures FY 2025	Estimated Expenditures FY 2026
OPERATING EXPENSES:					
6202 Technical & Personal Services	598,999	318	320	320	320
8410 Interest Expenditures	238,672	215,588	205,988	205,988	191,288
9514 Principal Expenditures	470,000	480,000	490,000	490,000	2,595,000
Total Operating Expenses	1,307,671	695,906	696,308	696,308	2,786,608
TOTAL DEBT SERVICE FUND EXP.	1,307,671	695,906	696,308	696,308	2,786,608

EXCESS OF DEBT SERVICE REVENUES OVER EXPENDITURES	(355,172)	354,476	287,482	320,792	(735,718)
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FUND BALANCE-BEGINNING OF YEAR	817,966	462,794	817,270	817,270	1,138,062
FUND BALANCE-END OF YEAR	462,794	817,270	1,104,752	1,138,062	402,344

* FY 2026 includes additional Principal payment of \$2,090,000 from 2017 Bond Proceeds & Excess Debt Service Funds



More information about the Bond can be found under Part XI - General Information: Computation of Legal Debt Margin

Finance Committee

May 29, 2025

Honorable Mayor and Members of City Council
City of Creve Coeur
300 N. New Ballas Road
Creve Coeur, MO 63141

Dear Mayor Hoffman and City Council,

On May 12, 2025, the Finance Committee attended the Joint Work Session with the City Council. Then the Finance Committee met again on May 20, 2025 to complete the review of the Operating Budget for FY 2025-2026. Also present were Council Liaison Mara Berry, Finance Director Lori Obermoeller, Finance Manager Tracy Brothers, and City Administrator Mark Perkins. The Finance Committee regards the review sessions to fully satisfy Charter requirements and recommends the proposed Operating Budget to City Council for adoption. We offer the following comments for your consideration:

1. Revenues. As projected in the proposed five-year forecast, expenditures are expected to outpace revenues, creating a need for additional revenue sources to maintain the current level of City services. To address this need, the Finance Committee recommends first pursuing a Use Tax, then exploring adjustments to the business license fee structure, and considering full or partial direct billing for residential trash service only if the other options prove insufficient.

Respectfully,

Betty J. Kagan

Betty J. Kagan
Finance Committee Chair



MEMORANDUM

DATE: May 29, 2025
TO: Mark Perkins, City Administrator
FROM: Jim Heines, Director of Public Works
CC:
SUBJECT: Chapter 235 - Solid Waste and Refuse Hauling Ordinance

Recommendation

City staff recommends the repeal and replacement of Chapter 235. The new chapter aligns with the terms of the new contract with Republic Services, which was approved by Council at the February 10, 2025 meeting.

Background

In July 2024, City staff began researching market trends, recent contract pricing, and available service options. Following interviews with potential service providers, staff determined that renegotiating with Republic Services would provide both improved pricing and higher-quality service.

Negotiations continued through mid-January 2025, resulting in a contract that reflects enhanced service levels, optional service upgrades, and competitive pricing. This contract was approved by Council on February 10, 2025.

Adopting a new chapter 235 is the final legislative step in implementing this new service agreement. The ordinance directly reflects the terms and pricing of the approved contract.

Project Schedule

The new five-year contract with Republic Services will take effect on July 1, 2025, and continue through June 30, 2030. Under the agreement, residents will receive weekly waste and recycling collection throughout the duration of the contract.

ATTACHMENTS:

Draft Bill – Repeal and Rpelace Chapter 235

Resolution 1775 approving contact with Republic Services

Staff Report 2-4-2025 – Contract recommendation

AN ORDINANCE REPEALING AND REPLACING CHAPTER 235, GARBAGE, TRASH AND REFUSE, OF THE CITY CODE OF ORDINANCES EFFECTIVE JULY 1, 2025.

WHEREAS, pursuant to Resolution No. 1775 the City Council approved a new Municipal Materials Management Agreement with Allied Services, LLC dba Republic Services to provide for the collection and disposal of recycling and certain waste material for residential units and condominiums as defined therein and said agreement has been executed by the parties and will take effect July 1, 2025; and

WHEREAS, Chapter 235, Garbage, Trash and Refuse, of the City Code of Ordinances concerns matters covered by said agreement and must be revised to be consistent therewith; and

WHEREAS, a copy of the proposed ordinance has been made available for public inspection prior to its consideration by the City Council; and the Bill was read by title in open meeting two times before final passage by the City Council; and

WHEREAS, the City Council being fully informed finds that repealing and replacing Chapter 235 of the City Code of Ordinances would be in harmony with and bear a substantial relation to the public welfare, health, safety, comfort, and convenience of the citizens of the City of Creve Coeur and in the public interest.

NOW, THEREFORE, be it ordained by the City Council of the City of Creve Coeur, Missouri, as follows:

SECTION 1: Chapter 235 of the City Code of Ordinances is hereby repealed and replaced with the following new Chapter 235:

Chapter 235

GARBAGE, TRASH AND REFUSE

Section 235.010. Definitions.

Section 235.020. Refuse Disposal Services — Who May Engage in.

Section 235.030. Refuse Disposal Services — Type and Scope.

Section 235.040. Refuse Disposal Services — Responsibility For Proper Operation.

Section 235.050. Accumulation and Storage of Refuse and Trash — How Regulated.

Section 235.060. Commercial Building Owners To Provide Refuse Facilities.

Section 235.070. Pickup of Refuse and Trash From Office,

Commercial, Institutional Buildings and Property Uses.

Section 235.080. Recyclable Materials — Scavenging and Unauthorized Collection.

Editor's Note — Ord No. ____ effective July 1, 2025, repealed ch 235 in its entirety and enacted the new provisions set out herein. Ord. no. 5150 §1, adopted September 13, 2010, previously repealed ch. 235 in its entirety and enacted new provisions. Former ch. 235 derived from R.O. 2008 §§13-1 — 13-6, 13-8; ord. no. 888 §§1 — 3, 3-26-1979; ord. no. 941 §§1(D — L), 2 — 5, 3-10-1980; ord. no. 1091 §1, 1-28-1985; ord. no. 1417 §1, 9-24-1990; ord. no. 1424 §§1 — 2, 11-26-1990; ord. no. 1463 §§1 — 2, 6-24-1991; ord. no. 1490 §1, 12-9-1991; ord. no. 5122 §1, 2-22-2010.

Section 235.010. Definitions.

The following words, terms or phrases, wherever used in this Chapter, shall be construed as follows:

BULKY WASTE — Residential non-putrescible waste that would qualify as MSW except that it is too large for carts provided by the City Waste Collector. Material must be able to be safely collected by one (1) person into waste transportation vehicles but shall not include items that may not be disposed at a Disposal Site. All CFCs and other refrigerants must be removed. Material must meet the bulk collection guidelines of the City Waste Collector and cannot exceed weights and/or volumes specified by the City Waste Collector:

CITY WASTE COLLECTOR — Any individual, firm, partnership, corporation or employees thereof under contract with the City for the collection, removal and final disposition of Municipal Solid Waste, Yard Waste, Recyclable Materials or other Trash from premises owned, rented, leased or occupied by any Householder within the City under the direction and supervision of the City Administrator or their designee. Pursuant to contract approved by Resolution No. 1775 (2025) the City Waste Collector is Allied Services, LLC dba Republic Services of Bridgeton.

COMMERCIAL ESTABLISHMENT — any person or entity with Municipal Solid Waste and/or Recyclable Material removal needs other than Residential Units or Condominiums as defined herein.

CONDOMINIUM – The condominium developments known as Briar Cliff I and II, Saratoga, Villas at Golfview, Golfview on the Greens, Coeur de Royale, Old Ballas, Carriage House, Woodbridge, Summit Lofts, and Somerfor.

CONDOMINIUM PROPERTY MANAGER - the person or entity responsible for receiving monthly invoices, payment for condominium services and communication with the City Waste Collector and/or the City regarding Municipal Solid Waste.

DISPOSAL SITE - A Waste Material depository including, but not limited to, sanitary landfills, transfer stations, incinerators, recycling facilities and waste processing/separation centers licensed, permitted or approved by all governmental bodies and agencies having jurisdiction and requiring such licenses, permits or approvals to receive for processing or final disposal of Waste Material.

EXCLUDED WASTE - Excluded Waste consists of Special Waste, Hazardous Waste, construction debris, electronic waste, and any other material not expressly included within the scope of the City's Agreement with the City Waste Collector including, but not limited to, any material that is hazardous, radioactive, volatile, corrosive, highly flammable, explosive, biomedical, infectious, biohazardous, toxic or listed or characteristic hazardous waste as defined by applicable law or any otherwise regulated waste.

HAZARDOUS WASTE - Any amount of waste listed or characterized as hazardous by the United States Environmental Protection Agency or any state agency pursuant to the Resource Conservation and Recovery Act of 1976, as amended, and including future amendments thereto, and any other applicable law.

HOUSEHOLDER — Any individual who is the legal or nominal head of a household comprised of them and other individuals who hold temporary or permanent domicile in a Residential Unit or Condominium within this City.

INSTITUTION — The premises and activities of any individual, firm, partnership, corporation, association, club, public or private agency or other organization engaged within this City in teaching of any

kind, in religious or benevolent services or in the temporary or permanent care or treatment of individuals who either have or are suspected of having physical or mental afflictions but not including a group home in a Residential Unit.

MUNICIPAL SOLID WASTE (MSW) - Useless, unwanted or discarded nonhazardous materials (Trash or garbage) with insufficient liquid content to be free-flowing that result from residential, commercial, governmental or community operations. Municipal Solid Waste does not include any Excluded Waste.

NON-PROFIT ORGANIZATION — An established organization or foundation dedicated to public service or culture including, but not limited to, religious, educational and health care functions. Federal, State and local governmental establishments are considered non-profit organizations for purposes of this Chapter. This term shall include civic clubs, youth groups and extracurricular school organizations.

OCCUPIER OF LAND — Any individual or entity occupying real property in the City, whether as owner, lessee, tenant or otherwise.

PRIVATE WASTE COLLECTOR — Any person engaged in the collection, removal and final disposition of Solid Waste, Yard Waste, Recyclable Materials or other Trash in the City, except the City Waste Collector when acting in such capacity.

RECYCLABLE MATERIAL — Used and/or discarded materials that are capable of successful processing and sale on the commodity market. “Acceptable Recyclable Material” means the materials listed as such on the City Waste Collector’s website. All material must be empty, clean and dry. “Unacceptable Recyclable Material” means the materials listed as such on the City Waste Collector’s website.

RECYCLING RECEPTACLE — Any unattended bin, box, container, structure or device, whether owned by the City, its agent or a Non-profit Organization, with the purpose of serving as a container for the collection of Recyclable Materials. This includes receptacles located on the premises of Occupiers of Land as well as receptacles placed at City collection facilities. A Recycling Receptacle must be clearly labeled with the term "Recycling Receptacle" and the type of the Recyclable Material to be collected in the receptacle.

REFUSE — All Municipal Solid Waste and Yard Waste generated by Occupiers of Land within the City, whether recyclable or non-recyclable.

RESIDENTIAL CONTAINERS — Containers provided by City Waste Collector for curbside collection of MSW and Recyclable Materials (Acceptable Materials only)

RESIDENTIAL UNITS - A individual dwelling on a subdivided lot other than Condominiums where a person or group of people live within the municipal boundaries of the City, and a Residential Unit shall be deemed occupied when either water or power services are being supplied thereto. Apartments are Commercial Establishments, not Residential Units.

SPECIAL WASTE - Any nonhazardous solid waste which, because of its physical characteristics, chemical make-up, or biological nature requires either special handling, disposal procedures including liquids for later solidification, documentation, and/or regulatory authorization, or poses an unusual threat to human health, equipment, property, or the environment. Special Waste includes, but is not limited to (a) waste generated by an industrial process or a pollution control process; (b) waste which may contain residue and debris from the cleanup of spilled petroleum, chemical or commercial products or wastes, or contaminated residuals; (c) waste which is nonhazardous as a result of proper treatment pursuant to Subtitle C of the Resource Conservation and Recovery Act of 1976 (“RCRA”); (d) waste from the cleanup of a facility which generates, stores, treats, recycles or disposes of chemical substances, commercial products or wastes; (e) waste which may contain free liquids and requires liquid waste solidification; (f) containers that once contained hazardous substances, chemicals, or insecticides so long as such containers are “empty” as defined by RCRA; (g) asbestos containing or asbestos

bearing material that has been properly secured under existing applicable law; (h) waste containing regulated polychlorinated biphenyls (PCBs) as defined in the Toxic Substances Control Act (TSCA); (i) waste containing naturally occurring radioactive material (NORM) and/or technologically-enhanced NORM (TENORM); and (j) Municipal Solid Waste that may have come into contact with any of the foregoing.

TRASH — In the ordinary sense of the word, any trash, garbage, rubbish, junk, decaying vegetable or animal matter, ashes, debris, obnoxious or filthy substances or any kind of solids or liquid waste material.

WASTE MATERIAL — All nonhazardous Municipal Solid Waste and, as applicable, Recyclable Material, Yard Waste, and Bulky Waste Material does not include any Excluded Waste.

WHITE GOODS/APPLIANCES — Major appliances (as defined by Section 260.200, RSMo.) and any other items that cannot be disposed of at Disposal Sites, not including Hazardous Waste. All CFCs and other refrigerants must be removed before such items are collected by the City Waste Collector.

YARD WASTE — Grass, leaves, flowers, stalks, stems and twigs/small branches. For Yard Waste collection services from the City Waste Collector, grass, pine needles, leaves, flowers, stalks, stems, and twigs/small branches (less than four (4) feet in length and less than 24 inches in diameter) shall be in a container, bag or bundle. The maximum weight of any container placed out for yard waste collection shall be sixty (60) pounds.

Section 235.020. Refuse Disposal Services — Who May Engage in.

A. *Lawful Operations.* The disposal of Municipal Solid Waste, Yard Waste, Recyclable Materials and any other form of Waste Material or Trash shall be considered lawful if it is performed by:

1. The City or a City Waste Collector under contract to render such disposal service to Residential Units and Condominiums to the extent and by the procedures prescribed in such contracts and this Chapter. No Private Waste Collector may burden the City's streets with the wear and tear associated with recurring pickup of such materials except pursuant to the following Subsection.
2. Any Private Waste Collector who has been employed by or on behalf of all persons residing in an apartment complex, or any other Commercial Establishments or Institutions to collect, remove and to effect final disposition of such materials from the premises concerned in full conformity with the provisions of this Chapter and at no expense to the City.

B. *Unlawful Disposal.*

It shall be unlawful for any person to store, remove or dispose of Municipal Solid Waste, Yard Waste or Recyclable Materials or any other form of Waste or Trash by burning or burying or depositing it in an ash pit or by burying or depositing it in any alley, street, roadway, vacant lot, ditch, gully, stream, creek, body of water or any other private or public property or any other place within this City whose use for such storage or disposal has not been approved by the City Administrator or by any other means not in compliance with the ordinances of the City.

Section 235.030. Refuse Disposal Services — Type and Scope.

A. *Service Made Available By City.*

1. *How provided.* The City has provided for the collection, removal and final disposal of certain Waste Materials from Residential Units and Condominiums by entering into a contract for such services with an entity qualified for and experienced in such operations, which shall be the City Waste Collector. The City also separately provides Leaf and Limb disposal services.
2. *Service to Residential Units and Condominiums.*

- a. Services to Residential Units and Condominiums by the City Waste Collector or Collectors shall include the collection, removal and final disposition of all Waste Material stored in accordance with the provisions of this Chapter and duly enacted regulations on such schedule as may be established by the City Waste Collector, provided that disposal of Yard Waste by the City Waste Collector shall be by subscription fee-based service. Residential Units shall use approved residential containers provided by the City Waste Collector under the terms of the contract or other containers as may be allowed under the contract. Condominiums shall use containers provided by the City Waste Collector under the terms of the contract or other containers as may be allowed under the contract. Residential Units and Condominiums shall use the services of the City Waste Collector. If the City Waste Collector or City suspends service to any occupied Residential Unit or Condominium in accordance with the contract, the owner(s) of such Residential Unit or Condominium shall with due diligence take all actions necessary to restore service, including payment of applicable service interruption charges. If service is not promptly restored, the premises shall be vacated.
- b. Equipment; Access. Any equipment that the City Waste Collector furnishes or uses to perform services under its Agreement with the City shall remain its property. The City is not responsible for any equipment in possession of others. The person or entity responsible for payment to the City Waste Collector shall be liable for all loss or damage to such equipment, except for normal wear and tear, or loss or damage resulting from the City Waste Collector's handling of the equipment. Equipment shall be used only for its proper and intended purpose and shall not be overloaded (by weight or volume), moved from the premises, or altered. The person or entity responsible for the account shall fully reimburse the City Waste Collector for any and all claims resulting from personal injuries or death, or the loss of or damage to property (including the equipment) arising out of their use, operation, or possession of the equipment. If the equipment and/or Waste Material is not accessible so that the regularly scheduled pick-up cannot be made, such Waste Material will not be collected until the next regularly scheduled pick-up, unless the Residential Unit or Condominium Property Manager calls the City Waste Collector and requests an extra pick-up, in which case an extra service charge may apply. The City Waste Collector shall not be responsible for any damages to any property or equipment located adjacent to the collection receptacles, nor to any pavement, curbing, or other driving surfaces resulting from the provision of services, unless attributable to intentional or negligent conduct.
- c. The City shall pay for such services pursuant to such contract with the City Waste Collector, except that the owners of each Residential Unit shall be jointly and severally liable to the City Waste Collector, and each Condominium Property Manager shall be liable to the City Waste Collector, for the following user fees for additional and optional services to their property as of the dates indicated:

Optional Services/Rates					
Optional Services	Year 1	Year 2	Year 3	Year 4	Year 5
	7/1/25- 6/30/26	7/1/26- 6/30/27	7/1/27- 6/30/28	7/1/28- 6/30/29	7/1/29- 6/30/30
Customer: Subscription Backdoor Trash Collection, per month/household	\$30.02	\$31.52	\$33.10	\$34.75	\$36.49
Customer: Subscription Yard Waste Service, per month/household	\$12.51	\$13.14	\$13.79	\$14.48	\$15.21
Customer: Cart lease for Additional trash, recycle or yard waste cart per month/household	\$5.88	\$6.17	\$6.48	\$6.81	\$7.15
Customer: Delivery fee per cart, upon request for additional trash, recycle or yard waste cart	\$15.00	\$15.75	\$16.54	\$17.36	\$18.23
Residential: Removal fee per cart, upon request for additional trash, recycle or yard waste cart	\$15.00	\$15.75	\$16.54	\$17.36	\$18.23
Customer: Bulk collection per item, after two per week at no charge is used	\$30.00	\$31.50	\$33.08	\$34.73	\$36.47
Customer and Condominium property manager: Appliance collection per item	\$50.00	\$52.50	\$55.13	\$57.88	\$60.78

Condominium, Price Per Container Per Month						
		1x/wk	2x/wk	3x/wk	4x/wk	Extra Lift
1YD						
7/1/2025	Year 1	\$67.64	\$135.28	\$202.92	\$270.56	\$98.07
7/1/2026	Year 2	\$71.02	\$142.04	\$213.07	\$284.09	\$102.97
7/1/2027	Year 3	\$74.57	\$149.15	\$223.72	\$298.29	\$108.12
7/1/2028	Year 4	\$78.30	\$156.60	\$234.91	\$313.21	\$113.53
7/1/2029	Year 5	\$82.22	\$164.43	\$246.65	\$328.87	\$119.20
2YD						
7/1/2025	Year 1	\$74.83	\$149.66	\$224.49	\$299.32	\$98.07
7/1/2026	Year 2	\$78.57	\$157.14	\$235.71	\$314.29	\$102.97
7/1/2027	Year 3	\$82.50	\$165.00	\$247.50	\$330.00	\$108.12
7/1/2028	Year 4	\$86.63	\$173.25	\$259.88	\$346.50	\$113.53
7/1/2029	Year 5	\$90.96	\$181.91	\$272.87	\$363.83	\$119.20
3YD						
7/1/2025	Year 1	\$82.02	\$164.04	\$246.06	\$328.08	\$98.07
7/1/2026	Year 2	\$86.12	\$172.24	\$258.36	\$344.48	\$102.97
7/1/2027	Year 3	\$90.43	\$180.85	\$271.28	\$361.71	\$108.12
7/1/2028	Year 4	\$94.95	\$189.90	\$284.85	\$379.79	\$113.53
7/1/2029	Year 5	\$99.70	\$199.39	\$299.09	\$398.78	\$119.20
4YD						
7/1/2025	Year 1	\$89.20	\$178.40	\$267.60	\$356.80	\$98.07
7/1/2026	Year 2	\$93.66	\$187.32	\$280.98	\$374.64	\$102.97
7/1/2027	Year 3	\$98.34	\$196.69	\$295.03	\$393.37	\$108.12
7/1/2028	Year 4	\$103.26	\$206.52	\$309.78	\$413.04	\$113.53
7/1/2029	Year 5	\$108.42	\$216.85	\$325.27	\$433.69	\$119.20

3. Collection Operations.

3.1 Location of Containers for Collection. Each residential container containing Waste Material shall be placed at curbside for collection of Residential Unit Customers. Curbside refers to that portion of right-of-way adjacent to paved or traveled City roadways. Containers shall be placed as close to the roadway as practicable without interfering with or endangering the movement of vehicles or pedestrians. When construction work is being performed in the right-of-way, containers shall be placed as close as practicable to an access point for the collection vehicle. The City Waste Collector may decline to collect any container not so placed or any Waste Material not in a container. Placement of containers for optional services will be at a location determined by Company.

3.2 Hours of Collection Operations. Collection of Waste Material shall not start before 7:00 A.M. or continue after 5:00 P.M. Exceptions to collection hours shall be affected due to unusual circumstances. The City Waste Collector will use reasonable efforts to notify City, Residential Units and Condominium Property Managers of any changes to routes or collection hours prior to change.

3.3 Routes of Collection. Collection routes shall be established by the City Waste Collector from time to time in accordance with the contract or by Private Waste Collector if applicable.

3.4 Residential Unit Collection.

A. Waste Materials. The City Waste Collector will provide curbside collection of MSW once per week for Residential Units. Customer will be provided with one (1) trash container for MSW at no charge. Customers can choose between three sizes: 95-65-or 48-gallon carts. Material collected is limited to cart only. Additional trash carts are available to lease on a monthly basis. Delivery and removal fees will be incurred upon request of additional trash cart. Trash must be bagged prior to placing it into cart.

B. Recyclable/Single Stream Material Collection. The City Waste Collector will provide curbside collection of Recyclable Materials once per week for Residential Units. Customer will be provided one recycle container at no charge for Recyclable Materials. Customer can choose between three sizes: 95-65-or 48-gallon carts. Material collected is limited to cart only. Additional recycling carts are available to lease on a monthly basis. Delivery and removal fees will be incurred upon request of additional cart.

C. Bulky Waste. The City Waste Collector will provide curbside bulk collection once per week for Customers. Two (2) bulk items are included at no charge. Bulky Waste items must be scheduled 48 hours prior to collection day by contacting the City Waste Collector's customer service center. Additional bulk items can be scheduled for collection at the rate set forth herein. Customer will be invoiced quarterly for additional bulk item removal.

D. Cart Exchanges: Cart exchanges due to damage caused by the City Waste Collector or normal wear/tear will be exchanged at no charge to Customer. Cart exchanges due to damage caused by Customer or for a change in cart size will incur a delivery and removal fee. Customer will be invoiced quarterly by Company for cart exchange and delivery/removal fee.

E. Subscription Trash Backdoor Collection: Backdoor trash collection is an optional service Residential Units enroll in for participation by contacting the City Waste Collector's customer service center. Trash is collected once per week at one location near the garage. The City Waste Collector will not collect from inside of dwellings or garages. Customers will be invoiced on a quarterly basis for this optional service. Acceptable containers are personal carts with a maximum capacity of 32-gallons or a 95, 65 or 48-gallon trash cart from the City Waste Collector. Weekly material is limited to two containers.

F. Subscription Yard Waste Collection: Yard Waste collection is an optional service

Residential Units enroll in for participation. Yard Waste is collected once per week, all year. One 95-gallon yard waste cart is included at no charge upon request. Acceptable containers are City Waste Collector Yard Waste cart, biodegradable paper bags, personal containers marked with a red "x" and no larger than 35-gallon capacity, or bundles of branches/twigs no longer than 4' length and 24" in diameter tied with string/twine. Maximum weight of any Yard Waste container is 60lbs. Customers must contact the City Waste Collector's customer service to start and stop service. Minimum enrollment is three months. Customers will be invoiced on a quarterly basis. Up to two Christmas trees will be collected per Residential Unit in January at no charge.

G. Appliance Collection. The City Waste Collector will provide an appliance collection once per month for a fee. Appliance must be scheduled through the City Waste Collector's customer service center 48 hours prior to collection day. Appliance must be placed curbside for collection.

H. Additional Cart Leases. Residential Units that generate more volume of Trash and Recyclable Material than what can be contained in one Trash cart and/or one Recycle cart will need to lease an additional Trash and/or Recycle cart from the City Waste Collector.

I. Rental Residential Units. Property owners who own Residential Units are responsible for setting up and closing of account with the City Waste Collector, whether or not they occupy the residence. They are also responsible for payment of all applicable fees/invoices for services.

J. Services for the Disabled: Customers with a medical condition that prevent them from transporting their Trash and Recycle containers to curb can have assistance from the City Waste Collector at no charge. Customers may contact the City Waste Collector to request this service. This benefit does not apply if there is a member of the household age 13 or more that is physically capable of transporting containers to curb for collection. Submittal of false information and/or failure to provide notice of changes in circumstances shall constitute an ordinance violation and offense subject to penalties as provided in Sections 100.090-100.110 of the City Code of Ordinances.

3.5 Collection for Condominium

- A. Waste Materials: The City Waste Collector will provide Condominiums collection of MSW. Condominiums will be provided with dumpster-style containers for MSW collection. City will be invoiced monthly for the Condominiums once per week MSW collection. Condominium Property Manager will be invoiced monthly for any additional MSW collections.
- B. Recyclable Material: The City Waste Collector will provide Condominiums collection of Recyclable Material. Condominiums will be provided with dumpster-style containers or residential carts for recycling collection. City will be invoiced monthly for the Condominiums once per week recycling collection. Condominium Property Manager will be invoiced monthly for any additional recycling collection services.
- C. Bulk/Appliance Material: Condominiums needing to dispose of bulk material can place bulk item into trash dumpster. If the bulk item does not fit, Condominium Property Manager can schedule two bulk items per week for collection at no charge by contacting the City Waste Collector's customer service center. Bulk items need to be placed outside of enclosure/garage for collection. Condominium occupants are not allowed to schedule bulk item collection. The City Waste Collector will provide an appliance collection once per month for a fee. Appliance must be scheduled 48 hours prior to collection day by contacting the City Waste Collector's customer service center. Appliance must be placed outside of enclosure/garage for collection.

3.6 Holidays. The following shall be holidays for purposes of collections by the City Waste Collector: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, and Christmas Day. The City Waste Collector may suspend collection service on any of these holidays but shall nonetheless provide collection service at least once per week.

3.7 Complaints. All complaints regarding City Waste Collector services should be made directly to the company. In the case of alleged missed scheduled collections, the City Waste Collector will investigate and, if such allegations are verified, shall arrange for the collection of Waste Material within one business day after the complaint is received. The City Waste Collector has a customer service center and other contact options as posted on its website.

3.8 Invoices. The City Waste Collector may issue invoices to Residential Units on a quarterly basis and to Condominium Property Managers on a monthly basis for collection fees. Such invoices shall be paid within thirty (30) days of receipt. Payments may only be made by check or ACH. Interest shall accrue on charges not paid on a timely basis at a rate of one and one-half percent (1.5%) per month, and in addition to all other obligations a person failing to pay such invoices on a timely basis shall be liable for all costs and attorneys' fees incurred in the process of collection of such invoices. 3.9 Upon failure to pay such usage fees for a period of sixty (60) days, the City Waste Collector may terminate all additional and optional services to the delinquent account, which shall then be obligated to use only standard City-paid services in compliance with the ordinances of the City. Any use of additional or optional services of the City Waste Collector after receipt of notice of service termination, without the express written consent and approval of the City Waste Collector, shall constitute stealing of services in violation of City Code Section 210.360. Additional and optional services can be restored upon payment in full of all outstanding balances plus a service interruption charge as allowed by the City Waste Collector's contract with the City.

3.9 Title to Waste Materials (but never Excluded Materials) shall pass to the City Waste Collector upon collection.

- B. *Service By Private Waste Collectors.* Commercial Establishments must arrange for pickup of Waste, Yard Waste and Recyclable Materials and other Rubbish and Trash by Private Waste Collectors. All Private Waste Collectors shall perform their work in full conformity with the provisions of this Chapter. All Residential Units and Condominiums shall be served by the City Waste Collector.
- C. *Excluded Waste.* Excluded Waste shall be disposed in compliance with all applicable laws by property owners and occupants. If the City Waste Collector discovers Excluded Waste after collection, and it incurs costs to dispose of same, the depositor and generator shall be jointly and severally liable to the City Waste Collector for such costs and attorney's fees and expenses incurred in the recovery of same.

Section 235.040. Refuse Disposal Services — Responsibility For Proper Operation.

- A. *Duties Of City Administrator.* The City Administrator may direct, supervise and control the accumulation and storage of all Trash and Refuse in this City and the collection, removal and final disposition of such materials by the City Waste Collector or Private Waste Collectors in this City in full conformity with the provisions of this Chapter and they shall enforce the terms of the contract between the City and the City Waste Collector.
- B. *Supplementary Rules And Regulations.* The City Administrator shall have power to establish, in addition to the provisions of this Chapter and other resolutions, such supplementary rules and regulations regarding all phases of the refuse disposal program which they deem necessary; provided that such rules and regulations shall not be inconsistent with this Chapter and duly adopted Council resolutions and other applicable law.
- C. *Authority To Enter And Inspect Premises.* The City Administrator, their assistants and agents shall have the right to request admission to any premises on which Refuse or Trash is being accumulated and stored, pending removal; provided such a request is made for the purpose of ascertaining whether or not the provisions of this Chapter are being fulfilled; and provided further, that requests for such inspections shall be made at reasonable times and upon presentation of proper credentials. Any person who refuses to grant such an inspection under the conditions prescribed may be charged with a violation of this Chapter.

Section 235.050. Accumulation and Storage of Refuse and Trash — How Regulated.

A. *Responsibility Of Owner Or User Of Premises.*

1. Any person who owns, operates, maintains, or occupies a Residential Unit, Condominium, or Commercial Establishment in this City shall be responsible for the orderly and sanitary accumulation and storage of Refuse and Trash thereon pending removal and for the collection and removal of such Refuse and Trash, all in full conformity with the provisions of this Chapter and other applicable law, including, but not limited to, making prompt payment of any and all applicable collection user fees.
2. It shall be unlawful for any person or entity to accumulate, deposit or store Refuse or Trash on their premises or any other place within or beyond this City in any other manner or for a longer period than prescribed in this Chapter or other applicable law.

B. *Storage Methods And Procedures.*

1. *What may not be stored.* Liquid food wastes and urine or feces of whatever origin shall not be accumulated or stored but rather shall be disposed of promptly through the sanitary sewer system.
2. *What may be stored and how.*
 - a. *Normal storage methods.* All items of Refuse and Trash which accumulate shall be safely and sanitarily stored insofar as possible and except as noted below, pending collection by either the City Waste Collector, or a Private Waste Collector, or if applicable other disposition in the following manner:
 - (1) Municipal Solid Waste, Yard Waste and recyclable Materials shall be stored in separate containers, including containers provided by the City Waste Collector where applicable.
 - (2) Firewood intended for heating purposes may be stored on premises, provided it is piled neatly and in a manner that will not be injurious to public health, welfare and safety.
 - (3) Ashes resulting from the combustion of standard heating materials may be stored in standard containers.
 - b. *Special storage methods.*
 - (1) *Use of special containers.* In the event that Refuse or Trash cannot be stored satisfactorily and efficiently in standard containers, the City Administrator or their designee may authorize the use of trailer tanks or other containers for service by Private Waste Collectors.
 - (2) *Storage of large items.* In the event that large items of Refuse or Trash need to be removed and are constructed of material that cannot be broken up to permit storage in standard containers, such items may be stored on the outside of the premises concerned without placement into containers; provided that the number of such items is reasonable; and provided further, that such storage will not produce conditions which in the opinion and judgment of the City Administrator or their designee tend to create a sanitary nuisance or a hazard to the public health, welfare or safety. Prompt arrangements shall be made for the collection of such large items.
 - c. *Placement of stored items for collection.*

(1) No one shall place items for collection at the curb by the City Waste Collector earlier than 4:00 P.M. on the day prior to the day scheduled for collection of such items. Any containers used for the disposal of such items shall be removed from the curb not later than 6:00 A.M. the day following the scheduled collection. In the event that the amount of materials left for collection exceeds applicable limitations or, in the absence of such formal limitations, a reasonable amount as determined by the City Waste Collector, then the responsible party shall schedule a Bulky Item and/or Appliances pickup.

(2) *Schedule.* The weekly schedule for regular collection shall be as designated by the City Waste Collector from time to time.

C. *Length Of Storage Period.*

1. *Collection by City Waste Collector.* Refuse and Trash which under the terms of this Chapter are eligible in type and amount for collection by the City Waste Collector shall not be stored on the inside or outside of the premises for a period longer than the time interval between collection days as prescribed by the City. No other Refuse or Trash shall be stored on the premises for more than seventy-two (72) hours.

2. *Collection by Private Waste Collector and other Disposition..* Refuse or Trash which is not eligible for collection by the City Waste Collector shall not be stored on the inside or outside of the premises for more than seventy-two (72) hours.

D. *Tank Type Containers For Commercial Establishments.* When, in the opinion of the City Administrator or their designee, it is determined necessary to expedite Refuse and Trash storage and collection because of accumulation requiring an excessive number of containers which constitute either an unsightly, unsanitary or hazardous condition in connection with any Commercial Establishment within the City, the owner of such property shall furnish a tank-type container or containers of a size and number sufficient to contain Refuse and Trash between collections as determined by the City Administrator or their designee and such container shall be maintained in a hygienic and satisfactory condition.

E. *Storage Of Refuse and Trash.* Any Residential Unit or Condominium which accumulates and stores Refuse or Trash shall provide the number of containers which in the opinion and judgment of the City Administrator or their designee are necessary for the orderly, clean and sanitary storage of Refuse or Trash on the premises concerned in the interim between the prescribed collection days.

F. *Management Of Containers.* Any occupier of land who owns or uses Refuse or Trash containers of any kind or in whose behalf they are used by others shall keep them at all times in a dry, sanitary and leak-proof condition, free of rodents or insects and shall clean, sanitize and repair them as often as necessary for proper compliance with this Chapter. The owner or user of containers and waste collectors shall be careful to avoid spillage of contents and if it occurs, they shall clean it up promptly and restore the premises to a clean and sanitary condition.

G. When not lawfully at the curb for collection, Residential Unit containers shall be stored on the premises either inside a structure or otherwise in a location that is not in an area between the street of address and the plane of any face of the house that is predominantly oriented towards that street of address. To the extent collection pickup is available at other than the curb, and applicable charges have been paid, the container shall be placed for pickup in compliance with the terms of the contract between the City and the City Waste Collector but shall not be in an area between the street of address and the plane of any face of the structure that is predominantly oriented towards that street of address earlier than 4:00 P.M. on the day prior to the day scheduled for collection of such items or later than 6:00 A.M. the day following the scheduled collection.

Section 235.060. Commercial Building Owners To Provide Refuse Facilities.

Every owner of a commercial building, including apartments, shall provide at least one (1) Refuse and Trash container and one (1) recycling container for each building, unless additional containers or other methods are deemed necessary by the City Administrator or their designee for proper and sanitary storage of Refuse and Trash. Said containers shall have a capacity of not less than twenty-five (25) gallons nor more than thirty-two (32) gallons and shall be constructed of galvanized iron or similar durable material of not less than twenty-six (26) gauge thickness. These containers shall be equipped with tight-fitting lids.

Section 235.070. Pickup of Refuse and Trash

- A. No person shall pick up or collect Refuse or Trash within the City limits except between the hours of 7:00 A.M. to 9:00 P.M. on weekdays or Saturdays and 9:00 A.M. to 6:00 P.M. on Sundays with the following exceptions:
 - 1. Any container in the "RO" Research Office Park District as designated on the official map of the City may be collected at any hour on any day; and
 - 2. The Chief of Police or their duly authorized designee may issue a revocable permit varying such hours for pickup at a specific location where investigation reveals there is no significant disturbance to inhabitants of nearby property. Such permit may be revoked upon the determination of the Chief of Police that continuation of such permit would disturb the use of nearby property by its owners or inhabitants and such administrative determination shall be considered final.
- B. Each container for Private Waste Collector pickups shall have the name of the firm or corporation responsible for pickup, along with the business address and telephone number of such firms located in a visible place on the container.

Section 235.080. Recyclable Materials — Scavenging and Unauthorized Collection.

- 1. It is a violation of this Chapter for any person unauthorized by the City or the owner of the involved real property to collect or pick up, cause to be collected or picked up any Recyclable Materials or receptacles.
- 2. Nothing in this Section is intended to prevent any occupier of land from donating or selling recyclable materials from its own refuse in an otherwise lawful manner.
- 3. It shall be unlawful for any person or entity to place, locate, establish, maintain, erect, leave or otherwise make available any unattended recycling receptacle or donation container which is in public view in the City for the purpose of collecting discarded materials for reuse; provided however, in the case of undertakings sponsored by and located on a site owned by a bona fide non-profit organization or a licensed business, a temporary renewable permit, for the period of one (1) year, for the location and the use of recycling receptacles may be issued. The City Administrator shall determine rules and regulations regarding such locations. The actual costs of issuance of such permits as well as the costs of regular inspections which shall be required in order to uphold such rules and regulations shall be paid by the non-profit organization or licensed business applying for said permit.

SECTION 2: This ordinance shall become effective on July 1, 2025, in accordance with Section 3.11 (g) of the City Charter.

ADOPTED THIS ____ DAY OF _____, 2025.

MARK MANLIN
PRESIDENT OF CITY COUNCIL

APPROVED THIS ____ DAY OF _____, 2025.

DR. ROBERT HOFFMAN
MAYOR

ATTEST:

KELLIE HENKE, MRCC
CITY CLERK

RESOLUTION NO. 1775

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CREVE COEUR, MISSOURI AUTHORIZING A NEW FIVE-YEAR CONTRACT WITH REPUBLIC SERVICES OF BRIDGETON FOR SOLID WASTE, RECYCLING, AND YARD WASTE DISPOSAL

WHEREAS, the City Council of the City of Creve Coeur recognizes the need to provide solid waste, recycling and yard waste service to our residents; and

WHEREAS, City staff has researched the current market and a negotiated five-year extension of the existing contract with Republic Services makes the most sense, financially and otherwise; and

WHEREAS, the contract extension will commence on July 1, 2025 and terminate on June 30, 2030; and

WHEREAS, the services and pricing contained in the agreement were negotiated in the fall/winter of 2024/2025; and

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF CREVE COEUR, AS FOLLOWS:

Section 1. The City-Contractor Agreement between **Republic Services of Bridgeton** and the City, attached hereto as "Exhibit A," is hereby approved, and the City Administrator is hereby authorized and directed to enter into and execute that Agreement. The Agreement as executed shall be substantially in the form of "Exhibit A," with such changes therein as shall be approved by the officers of the City executing same, consistent with the provisions and intent of this Resolution. The City Administrator and his designated representatives are hereby authorized and directed to take any and all actions necessary, desirable, convenient, or proper in order to carry out the intent of this Resolution, the matters herein authorized, and the rights and duties of the City under the Agreement.

ADOPTED THIS 24th DAY OF FEBRUARY, 2025.



DR. ROBERT HOFFMAN
MAYOR

ATTEST:



KELLIE HENKE
CITY CLERK





DEPARTMENT OF PUBLIC WORKS OFFICE MEMO

DATE: February 4, 2025

TO: Mayor and City Council

FROM: Mark Perkins, City Administrator
Jim Heines, Director of Public works

SUBJECT: Solid Waste Services Contract

Solid Waste Contract History and Proposal Overview

Republic Services and its predecessors has provided residential solid waste collection services for the City of Creve Coeur for several decades. The City's current contract expires on June 30, 2025 following a five-year extension of a contract which begin on July 1, 2015.

Resident satisfaction with the City's trash and recycling program has been consistently strong over the years. To gauge satisfaction with a wide range of city services, the City of Creve Coeur conducts a triennial citizen survey through a third-party firm, ETC Institute. The City's most recent survey was conducted in September 2024, when 96% of residents stated that they were either satisfied or very satisfied with the city's trash and recycling service. Retaining this level of high quality of service is a priority for the City with regard to all services including trash and recycling.

In mid-2024, city staff contacted several haulers to gain an understanding of current market conditions and available resources, as well as to gauge interest serving Creve Coeur. As a result of this research, it was clear that the number of qualified haulers who were capable of providing the high level of service required was extremely limited.

Based on the market conditions and high level of satisfaction with the current service, it was determined that negotiating a contract extension with Republic Services was the best course of action. At the City's request, Republic Services submitted a cost proposal for a five-year contract extension in early October. Negotiations between the city and Republic Services continued into early January, resulting in a tentative agreement, subject to City Council approval.

Current and Proposed Costs

As provided in the proposed contract extension, all single-family households and condominiums will continue to see once weekly trash and recycling service. The table below compares the current costs and those proposed by Republic Waste:

<u>Service</u>	<u>Current</u>	<u>Proposed</u>
1x Weekly Curbside Trash/Recycle	\$839,364	\$1,057,212
Condominium Dumpsters	\$22,278	\$59,328
Total Annual Cost	\$861,642	\$1,116,540

The proposed agreement results in a unit cost increase from \$14.25 to \$17.55 per month, or 23%. This new rate remains below the St. Louis industry average for residential contracts executed over the last two years, which range from \$20.41 for extensions to \$22.76 for competitive bids.

In addition, an updated inventory of single-family homes and condominium dumpsters results in an additional increase in cost, for a total overall annual cost increase to the city of \$254,898.

The proposed contract includes a fixed 5% annual increase in years 2 through 5. This annual increase is consistent with recent contract extensions among other cities in the St. Louis metro area, which have ranged from 5% to 6%.

Service Changes

The contract includes certain changes to reduce costs by eliminating inefficient services. These changes are as follows:

- **Additional Weekly Trash/Recycle Pickups**
Currently, a small number of residents pay for second and third pickups per week. Under the new agreement, this option will be discontinued. Instead, residents may request an additional trash/recycle toter for \$11.67 per month, with collection occurring on their weekly trash day. The cost of additional toters will be the responsibility of the property owner.
- **Yard Waste Bag and Tag Program**
The current Bag and Tag yard waste program requires the hauler to travel all city streets each week despite the fact that only a small number of bags and tags are placed at the curb for pick up. This process is highly labor and capital intensive, as well as resulting in safety concerns associated with manual bag handling. As provided in the proposed contract extension, bags and tags will no longer be

offered but residents will continue to have the option of subscribing to Unlimited Yard Waste Service for \$12.51 per month. This service includes a yard waste toter, billed quarterly, and allows for the flexibility of suspending service on a quarterly basis if desired.

Residents will continue to have the option of subscribing to 'valet' trash pick up (rear yard), for an additional fee billed to the resident. This amount is increasing from \$17.64 to \$30.02 under the proposed agreement. Despite the substantial increase, the proposed price is below the estimated market value of \$50 per month.

City Council Review

We look forward to further discussing the proposed trash and recycling contract in more detail at the Monday, February 10 City Council Work Session. We have tentatively scheduled this matter for formal consideration by the City Council at its February 24 meeting.



APPLICATION TO PLANNING AND ZONING COMMISSION
#25-005: TEXT AMENDMENT TO THE SUBDIVISION AND DEVELOPMENT
OF LAND CODE TO AMEND SECTION 410.150 TO PROVIDE
CONDOMINIUM PLAT REVIEW PROCEDURES

FOR THE MEETING OF: Monday, May 19, 2025, 6:00 P.M.

REQUEST: Jason Jaggi, Director of Community Development, of the City of Creve Coeur, has submitted a text amendment application to provide procedures for Condominium Plats. The submitted application would amend Section 410.150 of the Subdivision and Development of Land section of the City Code to create a new section that includes procedures that would govern how Condominium Plats are reviewed and approved by the Planning and Zoning Commission and City Council. Currently, there is not a formalized, codified process specifically for Condominium. Text amendments require approval by the City Council after a recommendation from the Planning and Zoning Commission.

ADDITIONAL INFORMATION: Text Amendments to the Subdivision Code require review by the Planning and Zoning Commission with a public hearing and final approval given by the City Council.

APPLICANT: Jason Jaggi, Director of Community
Development
City of Creve Coeur
300 N. New Ballas Road
St. Louis, MO 63141

REPORT PREPARED BY: Bethany L. Moore, AICP, City Planner

DATE: May 15, 2025

ATTACHMENTS: Draft Ordinance

Key Issues:

- Are the changes consistent with the purposes of the City Code?

Zoning Code References

- Section 410.150: Reserved
- Section 410.530:
Amendment of Chapter

BACKGROUND AND REQUEST

The current Subdivision and Development of Land chapter of the City Code does not include review procedures specific to condominium plats. In prior reviews, the procedure for subdivision plats has been followed instead because a condominium plat is a type of subdivision. Staff recognized that following the subdivision procedures does not address additional requirements that Staff and the City Attorney would like to see included specifically for condominium plats. After reviewing the condominium plat procedures for surrounding municipalities, Staff worked with the City Attorney to create a review procedure specific to condominium plats in order to provide clear requirements for this process that are similar to the review timeline for subdivision plats. A new Section 410.150 will be created to provide requirements for condominium plat review procedures.

Text amendments to the Subdivision and Development of Land section of the City Code are handled slightly different than a text amendment to the Zoning Code. Amendments to Chapter 410, Subdivision and Development of Land, requires City Council approval upon a recommendation from the Planning and Zoning Commission with a public hearing held at City Council instead of the Planning and Zoning Commission like the amendment to the Zoning Code process.

SUBDIVISION AND DEVELOPMENT OF LAND REVIEW

The Subdivision and Development of Land chapter of the City Code includes review and approval procedures for subdivision plats but not specifically for condominium plats. In the past, condominium plats have been reviewed under the subdivision plat requirements because a condo plat is a type of subdivision. The proposed new Section 410.150 would provide a review process with requirements specific to condominium plats. Section 410.150 is currently empty and reserved for future use. Staff has worked with the City Attorney to provide requirements that are similar to the condo plat procedures for surrounding cities and also follow the same framework for the existing Creve Coeur City Code plat reviews.

SUMMARY OF PROPOSED AMENDMENTS

The proposed condominium plat requirements will be included in Section 410.150 which is currently empty and reserved. The proposed condominium plat procedures mirror the procedures for subdivision plat review while also including requirements that are specific to condominium plats in order to fill the gap for review procedures for this type of document. The proposed amendment provides technical requirements for the plat drawing, and requires a condominium declaration with review by the City Attorney. The condominium declaration must accompany the plat and provide the appropriate mechanisms for collection of assessments and compliance with city ordinances. The code also requires certification that the plat has been prepared in accordance with the State Statutes for Condominiums. These requirements are not addressed in the subdivision plat review procedures that are currently used to review condominium plats. The entire amendment can be viewed in the draft ordinance, attached.

While reviewing this ordinance to establish condominium plat procedures, staff found another area of the code that should be amended. Section 410.530 should be amended to eliminate the City Clerk's requirement to schedule the public hearing after the Planning and Zoning Commission gives a recommendation on a text amendment to the Subdivision and Development of Land section. This amendment would allow the public hearing to be scheduled for the first City Council meeting after the Planning and Zoning Commission meeting and eliminate a longer wait time between meetings on the item.

Below is the minor amendment proposed for Section 410.530(A)(4)(c):

Public hearing. ~~After receipt of a recommendation from the Planning and Zoning Commission,~~
The City Clerk shall set a date for a public hearing before the City Council and publish a public

notice as required under Section **405.1120** of this Code and post it on the City website. Notice of the hearing shall also be published in the City newsletter. No application for amendment may be approved until after such hearing is held.

If the Commission is in agreement with this additional amendment, Staff will include this in the notice for the City Council public hearing.

CONCLUSION AND ACTION

The proposed condominium plat procedure amendment to Section 410.150 has been submitted to address the need for condominium plat review standards which are not currently addressed in Chapter 410 Subdivision and Development of Land. The amendment provides clear requirements for this specific plat type instead of relying on following the subdivision plat procedures. The motion will also include revisions to Section 410.530 to shorten the length of time between meetings for the amendment process for Chapter 410.

MOTION

If the Planning and Zoning Commission believes the condominium plat procedure amendment is appropriate, including the additional revisions to Section 410.530(A)(4)(c), the following would be a suitable motion for this application:

“I move to recommend approval to City Council for the text amendment to amend the Subdivision and Development of Land Code to include a new Section 410.150, *Condominium Plat Procedure*, and revisions to Section 410.530(A)(4)(c) as described in the attached draft ordinance as part of Application 25-013 discussed at the Planning and Zoning Commission meeting of May 19, 2025.”

APPENDIX 1: COMPREHENSIVE PLAN

Included and attached by reference. See body of report for specific excerpts.

APPENDIX 2: ZONING CODE

Included and attached by reference. See body of report for specific excerpts.

**AN ORDINANCE AMENDING SECTION 410.150 AND SECTION 410.530 OF THE
SUBDIVISION AND DEVELOPMENT OF LAND CODE TO ESTABLISH
CONDOMINIUM PLAT REVIEW PROCEDURES**

WHEREAS, an application was made by the Director of Community Development for the City of Creve Coeur to amend Sections 410.150 and 410.530 of the Subdivision and Development of Land section of the City Code which regulates plat review; and

WHEREAS, the Planning and Zoning Commission of the City of Creve Coeur, Missouri has recognized the need for such amendments in the City Code of Ordinances as set forth herein; and

WHEREAS, the Planning and Zoning Commission of the City of Creve Coeur, Missouri, held a public meeting thereon at the Creve Coeur Government Center on Monday, May 19, 2025 and beginning at 6:00 p.m.; and

WHEREAS, the Planning and Zoning Commission reviewed and, by a vote of __ recommended approval of the subject amendments as set forth herein at its meeting on Monday, May 19, 2025; and

WHEREAS, the City Council of the City of Creve Coeur, Missouri, held a public hearing thereon at the Creve Coeur Government Center on __, 2025, beginning at __:__ p.m., and

WHEREAS, notice of said public hearing had previously been published at least 15 days prior to the hearing in the St. Louis Countian, a newspaper of general circulation in the City of Creve Coeur and otherwise posted and published in accordance with the requirements of the Subdivision and Development of Land chapter; and

WHEREAS, all persons who presented themselves at said meeting and desiring to be heard were given an opportunity to be heard and a copy of the proposed ordinance has been made available for public inspection prior to its consideration by the City Council; and the Bill was read by title in open meeting two times before final passage by the City Council; and

WHEREAS, the City Council being fully informed finds that amending the City Code of Ordinances would be in harmony with and bear a substantial relation to the public welfare, health, safety, comfort, and convenience of the citizens of the City of Creve Coeur and in the public interest.

NOW, THEREFORE, be it ordained by the City Council of the City of Creve Coeur, Missouri, as follows:

SECTION 1: Section 410.150 of the Subdivision and Development of Land chapter, of the City of Creve Coeur's Code of Ordinances shall be amended as follows:

Section 410.150 Condominium Plat Procedures

A. *Purpose.* The purpose of the condominium plat is to establish a legal record of the condominium subdivision in accordance with the provisions of this Chapter and the provisions of Chapter 448, RSMo., as amended, or successor Statutes (the "Condominium Act").

B. *Submission Requirements.* The condominium plat shall be prepared and sealed by a land surveyor or engineer registered by the State of Missouri to ensure compliance with the State of Missouri's "Condominium Act" and shall be clearly and legibly drawn at a scale of fifty feet to the inch (1" = 50') or other scale if deemed appropriate by the Zoning Administrator. Information required on the condominium plat shall include:

- 1.** Name of the condominium.
- 2.** Names, addresses and telephone numbers of the subdivider, owner and engineer.
- 3.** Location of the condominium by U.S. Survey System and political subdivisions including section, town, range, township, County and State.
- 4.** Names of existing streets abutting or giving access to the subject property.
- 5.** All plat boundaries based on an accurate transverse, with all angular and linear dimensions shown. Error of enclosure of such boundary survey shall not exceed one (1) in ten thousand (10,000) (one (1) foot for each ten thousand (10,000) feet of perimeter survey).
- 6.** All blocks, lots, streets, alleys, crosswalks, easements and setback lines within and adjacent to the plat, all of which shall have all angular and linear dimensions given and all radii, internal angles, bearings, points of curvature, tangents and lengths of all curves, so that no dimensions or data are missing which are required for the future location of any of the corners of boundaries of blocks, lots or streets as listed above. All dimensions shall be given to the nearest hundredth of a foot. True angles and distances shall be drawn to the nearest established official monuments, not less than three (3) of which shall be accurately described on the plat.
- 7.** Accurate location of all survey monuments.
- 8.** All easements or rights-of-way provided for public services or utilities and any limitations of such easements.
- 9.** All lot numbers and lines, with accurate dimensions in feet and hundredths of feet and with bearings or angles to street lines.
- 10.** Accurate outlines of any areas to be dedicated or temporarily reserved for public use with the purpose indicated thereon.
- 11.** Location of all Common Elements and Limited Common Elements

12. Building setback lines required by the Creve Coeur zoning ordinance, with dimensions.

13. Title, date of preparation, scale of map and north arrow.

14. In addition to the foregoing requirements, every condominium plat prepared pursuant to this Section shall be accompanied by a declaration of condominium which shall include provisions for the following:

a. The Board of Trustees shall be responsible for compliance with all City ordinances with respect to common elements and common areas.

b. Service of any notice or of any complaint with respect to a violation of City ordinances relating to common elements or common areas shall be sufficient if served on the Board of Trustees.

c. Assessment powers of the Board of Trustees shall include the right to levy assessments for the cost of compliance with all City requirements with respect to the common elements or common areas, the curing of any violations of these City requirements and the satisfaction of any fines or costs that may be imposed for violation of City requirements.

d. A fidelity bond covering the Board of Trustees sufficient under the circumstances of the condominium development shall be obtained and maintained in full force and effect at all times.

e. Signature of approval by City Attorney and requirement that any amendment be approved by the City Attorney.

15. Certificates. The following information shall be provided on the condominium plat:

a. Certification by a registered land surveyor or engineer that the plat represents a survey made by him/her and that all the necessary survey monuments are correctly shown thereon and that the size of each lot is correctly indicated by dimensions and square feet of area. Impressed thereon and affixed thereto shall be the personal seal and signature of the registered land surveyor or engineer by whom or under whose authority and direction the plat was prepared in conformance with the State of Missouri's "Condominium Act".

b. Certification that real estate taxes are paid shall be furnished in the form of copies of paid real estate tax bills on the land within the proposed subdivision.

c. An acknowledgment in certificate form by the owner or owners of his/her or their adoption of the plat and of the dedication of streets and other public areas. Dedications shall be in certificate form on the plat including any liens or deeds of trust. Should such restrictions and trusteeships be filed as a

separate instrument, reference to such instrument shall be noted on the final subdivision plat.

d. Proposed and existing private restrictions and trusteeships and their periods of existence. Should such restrictions and trusteeships be filed as a separate instrument, reference to such instrument shall be noted on the final condominium plat.

C. *Review Procedure.*

1. *Submission to Zoning Administrator.* The applicant shall submit one physical copy and one .pdf copy of the condominium plat to the Zoning Administrator. The Zoning Administrator shall review the application and determine whether it is complete with respect to all applicable submission requirements. The Zoning Administrator shall distribute copies to other appropriate City personnel for review and comment.

2. *Planning and Zoning Commission.* The various City departments shall review the submission and transmit their comments to the Zoning Administrator. The Zoning Administrator shall promptly:

a. Forward the application to the Planning and Zoning Commission, Mayor and City Council,

b. Cause notice of the application to be publicly posted at the Government Center in the same manner as Commission meeting agendas,

c. Cause a sign regarding the matter to be posted on the affected property, and

d. Cause the application and plat to be made publicly available on the City website, all at least ten (10) days prior to the date of the meeting of the Planning and Zoning Commission at which the application is first considered.

e. The Zoning Administrator shall also prepare a staff analysis and submit a report in conjunction with all applications being forwarded to the Planning and Zoning Commission, and shall submit such analysis and report to the Commission, Mayor and City Council in advance of the meeting at which the application is scheduled to be considered, and cause such analysis and report to be made publicly available on the City website in advance of that meeting.

f. The Commission shall, by majority vote, recommend approval or denial of the condominium plat and declaration by the City Council.

3. *City Council.* Once Planning and Zoning Commission has made its recommendation, the condominium plat and declaration shall be submitted to the City Council for consideration of the necessary ordinance creating the condominium subdivision and approving the declaration, and if approved such

approval and date thereof shall be shown on the final condominium plat and declaration.

4. Recording. Upon enactment of the ordinance, the final condominium plat and declaration shall be recorded and a copy of the recorded plat shall be provided to the Zoning Administrator. No construction or occupancy permits shall be issued until proof of recording has been submitted to the Zoning Administrator.

5. Amendments to Condominium Plats. Any change in an approved and/or recorded condominium plat including, but not limited to, changes in areas dedicated to public use, the number or size of units, location and extent of common elements or limited common elements or changes that affect any plat approved or recorded prior to the adoption of the condominium plat regulations in effect at the time the change is proposed shall be approved or disapproved by the Planning and Zoning Commission and City Council in accordance with the provisions governing condominium plat approval.

SECTION 2: Section 410.530(A)(4)(c) of the Subdivision and Development of Land chapter, of the City of Creve Coeur's Code of Ordinances shall be amended as follows:

Public hearing. ~~After receipt of a recommendation from the Planning and Zoning Commission,~~ The City Clerk shall set a date for a public hearing before the City Council and publish a public notice as required under Section **405.1120** of this Code and post it on the City website. Notice of the hearing shall also be published in the City newsletter. No application for amendment may be approved until after such hearing is held.

SECTION 3: This ordinance shall become effective in accordance with Section 3.11 (g) of the City Charter.

ADOPTED THIS ____ DAY OF _____, 2025.

MARK MANLIN
PRESIDENT OF CITY COUNCIL

APPROVED THIS ____ DAY OF _____, 2025.

DR. ROBERT HOFFMAN
MAYOR

ATTEST:

KELLIE HENKE, MRCC

BILL NO. 6173

ORDINANCE NO. _____

CITY CLERK

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CITY COUNCIL MEETING
CITY OF CREVE COEUR, MISSOURI
300 NORTH NEW BALLAS ROAD
MONDAY, JUNE 9, 2025
7:00 P.M.

PUBLIC HEARING

TEXT AMENDMENT TO THE SUBDIVISION AND DEVELOPMENT OF LAND
CODE TO AMEND SECTION 410.150 TO PROVIDE CONDOMINIUM PLAT
REVIEW PROCEDURES

THOSE IN ATTENDANCE:

Mayor Robert Hoffman
Council Member Donna Spence, Ward 1
Council Member Mark Manlin, Ward 1
Council Member Kim Norwood, Ward 2
Council Member Nicole Greer, Ward 2
Council Member Drew Newman, Ward 3
Council Member David Hoffman, Ward 3
Council Member Scott Saunders, Ward 4
Council Member Mara Berry, Ward 4

McLaughlin Court Reporting Services, Inc.

Deborah K. McLaughlin, MO-CCR #314, IL-CSR, KS-CCR
4772 Gatesbury Drive
St. Louis, MO 63128
(314) 974-1199

1 MAYOR HOFFMAN: And we'll call for the next.

2 MS. HENKE: Text Amendment to the Subdivision
3 and Development of Land Code to Amend Section 410.150 to
4 Provide Condominium Plat Review Procedures.

5 (Jason Jaggi was sworn by the court reporter.)

6 MAYOR HOFFMAN: Mr. Jaggi.

7 MR. JAGGI: Good evening. Jason Jaggi, Director
8 of Community Development with the City of Creve Coeur.

9 Mayor, Members of City Council, this is a text
10 amendment application to our subdivision and development
11 of land code. So it's not the zoning ordinance, but it's
12 an ordinance that does impact how you can subdivide
13 property in the City and -- and other land development
14 standards.

15 It's Chapter 410 of the City's Code of
16 Ordinances.

17 So a little bit of background on this, is you
18 recall a couple months ago we had a condominium plat
19 matter come before the Commission and the Council.

20 And a lot of issues pertain to the declaration
21 of that -- of that condominium that was being formed.

22 And we really didn't have any information in our
23 ordinances that spoke to what -- what contents the
24 declaration needed to have, as well as the procedures
25 and -- and requirements of the condominium plat. So, with

1 that experience, we thought it would be a good idea to go
2 ahead and develop those regulations.

3 We surveyed some -- several cities in the
4 county, and kind of picked apart those ordinances and come
5 up -- and we came up with our draft ordinance that --
6 that's before you tonight.

7 So, again, not having those prior procedures for
8 condo plats, this would create a new Section 410.150
9 entitled Condominium Plat Procedures within the
10 Subdivision Code.

11 And we are also suggesting amendments to Section
12 410.530.A regarding public hearings for amendments to the
13 subdivision code, so I'll go over that here in a minute.

14 But, essentially, so the new Section 410.150,
15 first part of that references the State of Missouri's
16 Condominium Act, which is Chapter 4 -- or 440 -- I'm
17 sorry -- 448 of the Revised Statutes.

18 Our procedures require that the drawing, the
19 condominium plat drawing, that is prepared by our surveyor
20 or engineer, certify compliance with the State's
21 Condominium Act, so that they're preparing a Condominium
22 Act Plat in -- in -- in conformance with that, the State's
23 requirements, so, there's a certification requirement on
24 that.

25 And then specific to the condominium

1 declaration, which is also a component that's required to
2 be submitted with the plat drawing, there are several
3 requirements that -- that protect the City's interest in
4 terms of what -- what content needs to be provided in
5 the -- in that condominium declaration. And this has been
6 also been reviewed by Mr. Lumley as well.

7 So, just to go over that briefly. There needs
8 to be some information that says that they are -- the
9 trustees are responsible for compliance with all City
10 ordinances with respect to common ground and common
11 elements; service of any City ordinance violation related
12 to common elements or areas, assessment powers of the
13 Board, including the ability to levy assessment for the
14 costs of compliance with any City ordinances, including
15 fines that may be a result of compliance issues; a
16 fidelity bond covering the Board, and then City Attorney
17 approval for any new condominium declarations or any
18 future declarations.

19 And then, so, with that, we also have review
20 procedures where it outlines how the process works. And
21 that is similar to other applications where you have a
22 staff review, a public notice requirement, which is at
23 least ten days before the Planning and Zoning Commission
24 meeting, staff report is presented to the P&Z and Council,
25 and then the P&Z recommends action on the plat to the

1 Council, and then the Council conducts a public hearing on
2 the plat.

3 And that is a little bit different. Normally
4 the Planning and Zoning Commission conducts any public
5 hearings for zoning items. But the State statute
6 specifically says that the City Council, legislative body,
7 shall do that, so we have to follow that. So, in that
8 case, Debbie would be here reporting those proceedings for
9 any -- any changes to the condominium plat.

10 And then the final step is the County Recorder
11 of Deeds' copy gets filed there and recorded with the
12 county.

13 And then we also, finally, included a -- a
14 procedure for any amendments to existing condominium
15 plats.

16 And I would add that this covers all types of
17 condominiums; residential and commercial, it's not just
18 geared towards one or the other, it would cover all
19 condominium requests.

20 And then the last item that I would mention is
21 that we did recommend amending a section that applies to
22 the subdivision ordinance in general, removing the
23 requirement that -- that states right now, it states,
24 after receiving a recommendation from the Planning and
25 Zoning Commission, then the City Clerk shall set a date

1 for public hearing. We would like to be able to set that
2 date ahead of time. So we would anticipate the Planning
3 and Zoning Commission being on a certain date, and then
4 the City Council hearing being on a certain date, and we
5 would publish that at the onset, rather than delaying it,
6 you know, after P&Z makes their recommendation, then you
7 have to set the public hearing and schedule the hearing,
8 and that just adds a little more time in the process, we'd
9 like to be able to do that upfront, which is what we do
10 with all our applications, so. This fills in a gap that
11 we didn't have before.

12 So I'd be happy to answer any questions.

13 MAYOR HOFFMAN: Any questions to my right?

14 Any questions to my left?

15 MR. MANLIN: I've got a question.

16 MAYOR HOFFMAN: Mr. Manlin.

17 MR. MANLIN: Touch on, you said an amendment to
18 an existing condominium or declaration --

19 MR. JAGGI: Uh-huh.

20 MR. MANLIN: -- would be subject to this?

21 MR. JAGGI: Yes.

22 MR. MANLIN: Okay.

23 MR. JAGGI: Yeah, so, any change, it says here
24 in the -- in the ordinance, any change in an approved
25 and/or a recorded condominium plat, including, but not

1 limited to changes in areas dedicated for public use, the
2 number and size of units, location, extent of common
3 elements or any changes that affect the actual plat
4 drawing requires an amendment. And then that's got to go
5 through the process as an amendment.

6 MAYOR HOFFMAN: Anyone else to my left?

7 Mr. Lumley.

8 MR. LUMLEY: Thank you.

9 I offer the following exhibits into the record
10 of this Public Hearing: Documentation in possession of
11 the City Clerk reflecting that the required public notice
12 has been provided, the proposed bill, the City Code of
13 Ordinances and Charter, the City Comprehensive Plan and
14 the public file regarding the development of this
15 proposal.

16 MAYOR HOFFMAN: Closed.

17 MR. JAGGI: Thank you.

18 MAYOR HOFFMAN: Thank you.

19 The Public Hearing was concluded at 7:39 p.m.
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25

1 STATE OF MISSOURI)
2) SS
3 COUNTY OF ST. LOUIS)
4

5 I, Deborah K. McLaughlin, Missouri Certified
6 Court Reporter, Illinois Certified Shorthand Reporter and
7 Kansas Certified Court Reporter, do hereby certify that I
8 reported the Planning and Zoning Public Hearing
9 stenographically and later reduced to typewriting; and
10 that this is a true and accurate transcript of the public
11 hearing.

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14 Deborah McLaughlin, MO-CCR, IL-CSR, KS-CCR
15 Deborah K. McLaughlin, MO-CCR, IL-CSR, KS-CCR
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MEMORANDUM

DATE: May 22, 2025
TO: Lori Obermoeller, Director of Finance
FROM: Jim Heines, Director of Public Works
CC:
SUBJECT: Mary Meadows ROW dedication and Formation of a Neighborhood Improvement District (NID)

RECOMMENDATION:

Public Works staff recommends accepting Mary Meadows as a public road. We also recommend approval of the formation of an NID to fund the necessary pavement repairs to bring the street up to City standards as a required element of the dedication/acceptance process.

Staff presented the matter to the Finance Committee pursuant to the City's NID Policy on May 21, 2025 and the committee unanimously recommended moving forward with acceptance of the road and formation of the NID to fund repairs.

PROJECT FUNDING (If Applicable):

If both the NID and the acceptance of the road are approved, funding for the pavement improvements will be provided by the City. The city will be paid back with interest over the next 7 yrs. through an annual special assessment on the St. Louis County property tax bill. At this point we are estimating the cost of preparing documents for the NID, NID application fee, and construction cost will be approximately \$75,000

BACKGROUND INFORMATION:

Over the past 20 years, the Mary Meadows subdivision has pursued the dedication and acceptance of their street on multiple occasions. Unfortunately, they were unsuccessful each time due to their indentures requiring approval by 100% of the property owners.

Over the past couple of years, the subdivision has revised their indentures reducing the percentage of property owner approval and giving authority to the trustees for approvals.

Last summer Missouri American Water replaced the water main under the pavement on Mary Meadows. In doing so, the restoration included the replacement of the pavements that were affected by the installation of the water main. If the NID is approved, the remaining repairs to the pavement will be completed during our annual pavement replacement programs later this

summer. After all of the construction work is completed, the final cost will be determined and the assessments can be calculated for each property and provided to St. Louis County.

ATTACHMENTS: Public Works cost estimate

BILL NO. 6174

ORDINANCE NO. _____

AN ORDINANCE ACCEPTING THE DEDICATION OF MARY MEADOWS LANE AND AUTHORIZING CONSTRUCTION PURSUANT TO THE MARY MEADOWS STREET REPAIR AND IMPROVEMENT PROJECT.

WHEREAS, the City Council established the Mary Meadows Neighborhood Improvement District by enacting Resolution No. 1798 on May 27, 2025, for the purposes stated therein including funding improvements to Mary Meadows Lane; and

WHEREAS, in such resolution the City Council directed that bids be obtained on plans and specifications for the improvements; and

WHEREAS, in conjunction with the City's annual asphalt paving program, such plans and specifications have been prepared, bids have been received thereon, and City Staff has presented its recommendation that the bid of E. Meier Contracting Inc. should be accepted as the best and lowest bid and a contract be awarded accordingly pursuant to Resolution _____; and

WHEREAS, a proposed assessment pursuant to the Neighborhood Improvement District Act has been developed based on the bid of E. Meier Contracting Inc. of approximately \$57,000 for the improvements to Mary Meadows Lane; and

WHEREAS, such plans and specifications and proposed assessment have been on file with the office of the City Clerk and available for public inspection; and

WHEREAS, the Trustees of the Mary Meadows subdivision have submitted a plat of dedication of Mary Meadows Lane to the City of Creve Coeur, attached hereto as **Exhibit A**; and

WHEREAS, the Creve Coeur Planning and Zoning Commission has reviewed the proposed dedication of Mary Meadows Lane and by 5-0 vote at its meeting of June 16, 2025, recommended that the City Council accept the dedication; and

WHEREAS, the City Council held a public hearing on June 23, 2025, regarding the proposed improvements and proposed assessments in compliance with Sections 67.453 to 67.475 RSMo, (i) after publication of notice in the St. Louis Countian on June 6, 2025, which was not less than 10 days before and not more than 20 days before the date of the public hearing, and (ii) after the City Clerk mailed to the owners of record of the real property made liable to pay the assessments, being the lots within the Mary Meadows Subdivision, at their last known post office address, on June 3, 2025 a notice of the hearing and a statement of the cost proposed to be

BILL NO. 6174

ORDINANCE NO. _____

assessed against the real property so owned and assessed; and

WHEREAS, the City Council has considered all comments and objections presented at the public hearing and other pertinent publicly available information and determined it should accept the dedication of Mary Meadows Lane and proceed with the improvements to Mary Meadows Lane with the costs thereof to be recovered by assessments on the properties in the district;

NOW THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF CREVE COEUR, MISSOURI, AS FOLLOWS:

Section 1. The City Council hereby accepts the dedication of Mary Meadows Lane (**Exhibit A**) and authorizes that the improvements to Mary Meadows Lane be made in accordance with Resolution _____.

Section 2. The City Administrator and the City Clerk are hereby authorized and directed to take any and all actions necessary, desirable, convenient, or proper in order to carry out the intent of this Ordinance, the matters herein authorized, and the rights and duties of the City under the Agreement, and to comply with the City's NID Policy and the Neighborhood Improvement District Act.

Section 3. This Ordinance shall be in full force and effect from and after the date of its passage and approval.

PASSED THIS ____ DAY OF _____ 2025.

MARK MANLIN
PRESIDENT OF CITY COUNCIL

APPROVED THIS ____ DAY OF _____ 2025.

DR. ROBERT HOFFMAN
MAYOR

ATTEST:

KELLIE HENKE, MRCC
CITY CLERK

RESOLUTION NO. 1798

RESOLUTION ESTABLISHING THE MARY MEADOWS NEIGHBORHOOD IMPROVEMENT DISTRICT, AND MAKING CERTAIN FINDINGS AND ORDERS RELATED THERETO.

WHEREAS, pursuant to the Neighborhood Improvement District Act, Sections 67.453 to 67.475 RSMo. (the "Act"), a neighborhood improvement district may be established upon the filing of a proper petition signed by the owners of record of at least two-thirds by area of all real property located within such proposed district; and

WHEREAS, a petition meeting the requirements of the Act has been filed with the City Clerk for the City of Creve Coeur asking that the City establish the Mary Meadows Neighborhood Improvement District pursuant to the Neighborhood Improvement District Act for the purpose of improving the street (Mary Meadows Lane) described in that petition, which petition is attached hereto as **Exhibit A**; and

WHEREAS, said petition was signed by all the owners of record of the total area of the real property within the district located in the City of Creve Coeur in accordance with the requirements of the Act (thus meeting the requirement that at least two-thirds of such ownership sign) and no signatures were withdrawn in the allowed time period (or later); and

WHEREAS, pursuant to the City's NID Policy adopted by Resolution 1760, the Creve Coeur Finance Committee has reviewed the petition and has recommended that the City Council proceed as requested therein; and

WHEREAS, pursuant to the City's NID Policy the Director of the Creve Coeur Department of Public Works has completed a written evaluation of the proposed project, attached hereto as **Exhibit B**; and

WHEREAS, the acreage or square footage of the district and of each lot in the district has been certified for the State Auditor, which certification is part of the plat included in **Exhibit A**; and

WHEREAS, the City Council has determined it should establish the Mary Meadows Neighborhood Improvement District and proceed with the initial required steps to consider improvements to Mary Meadows Lane with the costs thereof to be recovered by assessments on the properties in the district.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF CREVE COEUR, MISSOURI, AS FOLLOWS:

Section 1. The City Council hereby orders that the Mary Meadows Neighborhood Improvement District be established.

RESOLUTION NO. 1798

Section 2. Regarding the above-referenced Neighborhood Improvement District, the City Council hereby makes the following findings:

The name of the district shall be the Mary Meadows Neighborhood Improvement District and the name of the project shall be the Mary Meadows Street Repair and Improvement Project.

The boundaries of the proposed neighborhood improvement district are shown on the plat included in **Exhibit A** and incorporated herein. The boundaries are further described as follows:

LOTS 1 THROUGH 18 OF THE MARY MEADOWS SUBDIVISION PER PLAT
RECORDED PLAT BOOK 72 PAGE 25.

The general nature of the improvements is road surface preparation, and paving and/or repaving of Mary Meadows Lane as needed.

The estimated cost of the improvements is \$75,000.

The final cost of such improvements assessed against the real property within the neighborhood improvement district shall not, without a new election or petition, exceed the estimated cost of such improvements by more than twenty-five percent.

The amount the City Council ultimately pays for the improvements would be repaid over a period of seven years with interest at the prime lending rate established by Busey Bank plus 100 basis points as of the date of assessment (with minimum rate of 6% and maximum rate of 10%) and the City Council hereby acknowledges that the amount of such assessment shall not, without a new election or petition, exceed the estimated cost of such improvements by more than twenty-five percent.

The proposed method of assessment is as follows: Because each lot would be equally benefited by the improvements, each lot within the subdivision would be assessed for an equal portion of the total cost of the Project. Each lot owner shall have the option of paying their portion upfront without any interest. Each lot owner that does not choose to pay their portion upfront shall make annual assessment payments through their annual real property tax bill.

The City shall bear the future costs of maintenance of Mary Meadows Lane and there shall be no assessment for maintenance costs imposed within the district.

Section 3. The City Council hereby orders that bids be obtained on plans and specifications for the improvements, and that a proposed contract for the improvements be presented to the City Council for approval. In conjunction with that presentation the City Clerk shall set a public hearing and provide notification thereof by publication and

RESOLUTION NO. 1798

mail as required by the Act.

Section 4. The City Council also orders that a preliminary assessment roll be prepared and remain on file with the City Clerk until a final assessment roll is prepared.

Section 5. The City Administrator and City Clerk are authorized and directed to take any and all actions necessary to implement the provisions of this Resolution and to comply with the City's NID Policy and the Neighborhood Improvement District Act.

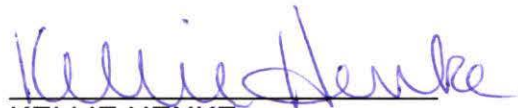
Section 6. This Resolution shall be in full force and effect from and after the date of its passage and approval.

APPROVED THIS 27TH DAY OF MAY, 2025.



DR. ROBERT HOFFMAN
MAYOR

ATTEST:



KELLIE HENKE
CITY CLERK



CITY OF CREVE COEUR



MEMORANDUM

Date: May 21, 2025
To: Mark Perkins, City Administrator
From: Kevin Mulligan, Civil Engineer
CC: Jim Heines, Director of Public Works
Steve Berecz, City Engineer/Assistant Director of Public Works
Subject: Evaluation of Mary Meadows Lane

Staff Recommendation

Once the east half of Mary Meadows has been repaired and resurfaced, the street will be in like-new condition and will require very little maintenance for the next ten years. After that only preservation measures like microsurfacing and crack sealing would be needed. Staff recommends adopting Mary Meadows as a public street after repairs and resurfacing are complete.

I performed a visual inspection of Mary Meadows Lane on Tuesday, May 20, 2025, in response to the Mary Meadows residents' request that the City of Creve Coeur to adopt the street pavement for maintenance. This review is an effort to define what pavement repairs are necessary to make the street suitable for public acceptance.

Background

Mary Meadows Lane is a residential cul-de-sac that is located on the south side of Olive Boulevard opposite of Schulte Road. Olive, Mary Meadows, and Schulte intersect at a slightly skewed, signalized intersection about 750 feet west of Graeser Road.

The pavement of Mary Meadows was originally constructed as a concrete street. St. Louis County's online aerial imagery suggests that the concrete pavement was overlaid with asphalt in the 1980s or early 1990s.

Subdivision trustees approached the City in 2011 or 2012 with the intent to convert Mary Meadows from a private street to a publicly maintained street. City staff worked with the subdivision to specify and inspect the necessary repairs. It is unknown to City staff why the subdivision decided not to pursue becoming a City-maintained street following these repairs.

In early 2024, Missouri American Water Company notified City staff of its upcoming water main replacement projects in the City - one of the streets included was Mary Meadows. Since the water main would be relocated to underneath the pavement, MO American would be responsible for replacing approximately half of the street. The subdivision used this opportunity to reopen discussions about the City taking over maintenance of the road.

Roadway Conditions

Mary Meadows is a residential cul-de-sac that consists of composite (i.e. concrete base with an asphalt overlay) pavement. The centerline of Mary Meadows measures approximately 1,050 in length, and the pavement is generally 20 feet wide. There are no sidewalks along Mary Meadows.

Pavement

Missouri American Water replaced the west half of the street after their water main replacement in 2024. The asphalt surface on the east half was installed in 2011-2012 and is in need of resurfacing. Since the concrete pavement is covered by asphalt, it is difficult to tell how much base pavement needs to be replaced. However, during the MO American project, City staff inspected the base pavement on the west side of the street and only 3-4 slabs (approximately 60 square yards) required replacement. Using this as a reference, City staff estimates that double the amount of base repairs will be needed (approximately 150 square yards) on the east half of the street.

Cul-de-sac

The cul-de-sac has a landscaped island in the center, however there is only grass and no trees or other plantings. There is an MSD manhole in the island, but no fire hydrants or street lights. Since the cul-de-sac is slightly smaller in diameter than current St. Louis County standards, trash trucks and other large vehicles often drive over the curb and grass of the island. The subdivision would like to remove the landscaped island and make the cul-de-sac fully paved. This will require a full-depth pavement repair.

Mary Meadows NID/Street Dedication

Event Calendar

<u>Date</u>	<u>Event</u>
5/20/25	Finance Committee review and recommendation of NID
5/27/25	NID Creation Resolution to Council
	Follow-up: Create preliminary assessment roll, keep on file with City Clerk
6/11/25	Receive bids for Annual Pavement Replacement Program (to Include pricing for Mary Meadows Rehabilitation as option, because rest of package likely to be accepted earlier) Follow-up: Staff bid rec Proposed contract (in form of addendum to annual program contract, accepting Mary Meadows option) Develop proposed assessment Have plans/specs/bid/proposed assessment available for public inspection at City Clerk office asap Establish separate account for tracking -see 67.473 send plat with certification of square footage to State Auditor

6/13/2025 (no later than date, and can't be earlier than 6/3) City Clerk to Publish Notice of Public Hearing for Council, mail notice to lot owners

6/16/25 P&Z Dedication recommendation

6/23/25 NID Public Hearing; Acceptance of Dedication and Pavement Rehabilitation Contract Approval , first reading of Ordinance

7/14/25 second reading of ordinance and passage, Acceptance of Dedication and Approval of Construction Contract for Mary Meadows

Completion of improvements

Prepare final assessment roll

[make sure no new NID laws effective 8/28 to be addressed]

9/?/25 Resolution - Assessments on Properties

Prior to assessment being levied, City Clerk records info with recorder of deeds per 67.457.7

City Clerk sends certification to county clerk of special assessments, City Clerk/ Finance Director communicate with county collector

City Clerk to mail notice of assessments to lot owners

				SPECIAL ASSESSMENT
LOT	PARCEL ID#	OWNER NAME	ADDRESS	CHARGE
9	17N520246	ZHONG FEI & SHI JING	801 MARY MEADOWS LANE	\$3,166.67
10	17N520279	LAN ALVIN & CHEN TZU	805 MARY MEADOWS LANE	\$3,166.67
8	17N520280	PETERS KENNETH	808 MARY MEADOWS LANE	\$3,166.67
11	17N520323	LIU RUIRUI	811 MARY MEADOWS LANE	\$3,166.67
7	17N520345	RUGGLES SMITH FAMILY REVOCABLE TRUST	814 MARY MEADOWS LANE	\$3,166.67
12	17N520367	SUTTERFIELD THOMAS & JOHNNANNA	817 MARY MEADOWS LANE	\$3,166.67
6	17N520390	PIKEY DIXIE REVOCABLE INTER VIVOS	820 MARY MEADOWS LANE	\$3,166.67
13	17N520400	HELTON DANIEL & RUITING	825 MARY MEADOWS LANE	\$3,166.67
5	17N520422	KISTNER GREGORY & SAMANTHA REVOCABLE TRUST	826 MARY MEADOWS LANE	\$3,166.67
4	17N520466	BUCKLER-SARRIS REVOCABLE TRUST	830 MARY MEADOWS LANE	\$3,166.67
14	17N520455	WHEATHERSBY DAMIEN	833 MARY MEADOWS LANE	\$3,166.67
3	17N520510	MCGUIRE JOHN & GLORIAN	836 MARY MEADOWS LANE	\$3,166.67
15	17N520488	FRIEDMAN JEREMY ADAM	839 MARY MEADOWS LANE	\$3,166.67
2	17N520532	RICHARDS CHERYL	842 MARY MEADOWS LANE	\$3,166.67
16	17N520521	ROBERTS DANIELEVAN	847 MARY MEADOWS LANE	\$3,166.67
1	17N520576	MJHM LC	848 MARY MEADOWS LANE	\$3,166.67
17	17N520565	PLATSCHEK DANIEL	855 MARY MEADOWS LANE	\$3,166.67
18	17N540024	KARAGIANNIS EFTHIMIOS & STELLA	861 MARY MEADOWS LANE	\$3,166.67
				\$57,000.06



MEMORANDUM

DATE: June 12, 2025
TO: Planning and Zoning Commission
FROM: Jim Heines, Director of Public Works
CC: Jason Jaggi, Director of Community Development
SUBJECT: Mary Meadows ROW Dedication and Acceptance by the City

RECOMMENDATION:

Public Works staff recommends accepting the Mary Meadows subdivision road pavement and rights-of-way (ROW). Improvements to bring the pavement up to city standards will be completed during the city's annual Pavement Improvement Program.

PROJECT FUNDING (If Applicable):

The property owners of the Mary Meadows subdivision will pay for the improvements through the formation of a Neighborhood Improvement District (NID) which allows the subdivision to have the improvements constructed today and pay for the improvements through special assessments added to the annual property taxes over a 7-year period. The City Council has passed a resolution creating the NID and will hold a first reading and public hearing on an ordinance that would accept the right-of-way dedication and approve the pavement rehabilitation contract at their June 23rd meeting.

BACKGROUND INFORMATION:

Over the past 20 years, the Mary Meadows subdivision has pursued the dedication and acceptance of their street on multiple occasions. Unfortunately, they were unsuccessful each time due to their indentures requiring approval by 100% of the property owners.

Over the past couple of years, the subdivision has revised their indentures, reducing the percentage of property owner approval and giving authority to the trustees for approvals.

Last summer, Missouri American Water replaced the water main under the pavement on Mary Meadows. In doing so, the restoration included the replacement of the pavements that were affected by the installation of the water main. If the NID is approved, the remaining repairs to the pavement will be completed during our annual pavement replacement programs later this summer. After all of the construction work is completed, the final cost will be determined and the assessments can be calculated for each property and provided to St. Louis County.

ATTACHMENTS: Dedication Plat

Staff memo 5-14-2025

CITY OF CREVE COEUR



MEMORANDUM

Date: June 19, 2025
To: Mark Perkins, City Administrator
From: Steven Berecz, City Engineer
CC: Jim Heines, Director of Public Works
Subject: Recommendation of Award, 2025 Asphalt Pavement Resurfacing Project

Staff Recommendation

Competitive bids have been evaluated for the City's annual asphalt pavement resurfacing project. City staff recommends entering into a contract with E. Meier Contracting for the project, based upon their past performance in the City and their low bid for the work.

Project Funding

The proposed 2025 Asphalt Pavement Resurfacing Project will be funded through the Capital Fund and is identified in the Capital Improvement Program as part of the Street and Sidewalk Maintenance Program line items. Funding is designated in the proposed FY2026 capital improvement budget in account 02-61-71-9510 for streets and sidewalks and street reconstruction.

Background

City staff developed the 2025 Asphalt Pavement Resurfacing Project as part of the City's annual pavement maintenance program for FY2026.

The 2025 Asphalt Pavement Resurfacing Project involves asphalt pavement repairs and resurfacing for several streets throughout the City. Almost all of the work involves the removal and replacement of the top two inches of asphalt pavement. While resurfacing involves the entire street, asphalt repairs include only select portions that are in poor condition.

Attached to this report is a map of the City that highlights the streets involved in this year's asphalt program. The scope of work for each street is summarized below:

Executive Parkway (entire loop)	Resurfacing
Fourwynd Drive (entire street)	Resurfacing, new concrete curb and gutter
Hibler Road (end of street)	Concrete base repairs, resurfacing
*Mary Meadows Lane (east half of street)	Concrete base repairs, resurfacing
Public Works Garage (parking lot)	Resurfacing
West Rue de la Banque	Resurfacing

*Mary Meadows Lane is in the process of becoming a public street. The estimated cost of work on Mary Meadows is \$57,000.

Bid Submittals

Bids were publicly opened on June 11, 2025, with a total of eight bids received:

Contractor	As-Read Bid Price	Corrected Bid Price
E. Meier Contracting, Inc.	\$384,259.50	\$383,059.50
Spencer Contracting Company	\$384,221.25	\$384,221.25
Ford Asphalt Company	\$430,000.00	\$430,000.00
Asphalt Services LLC	\$438,234.00	\$438,234.00
Pavement Solutions, LLC	\$471,553.00	\$471,553.00
Byrne and Jones Construction	\$476,450.00	\$476,450.00
West Contracting	\$498,475.00	\$498,475.00
Gershenson Construction Co., Inc.	\$518,998.00	\$518,998.00

A copy of the bid tabulation is attached.

During the public reading of bids, Spencer Contracting's bid was read as \$384,221.25. E. Meier's bid was read as \$384,259.50. The apparent, as-read bid results were Spencer being the low bidder by \$38. While reviewing the bids, Staff found that for Item 502001A – Concrete Removal and Replacement, E. Meier's unit price written in words was "One hundred twenty dollars and zero cents" and the unit price written in numbers was "\$123.00." In the Instructions to Bidders section of the Project Manual it is stated that "Where so indicated on the Itemized Bid Form, the dollar amount shall be expressed in both words and figures. In case of any discrepancy between the two, the amount written in words shall govern." E. Meier's apparent, as-read bid was based on their price of \$123.00 for Item 502001A. When using their price written in words - \$120.00 – E. Meier's corrected bid is \$383,059.50, making them the low bidder by about \$1,200. A copy of both E. Meier's and Spencer's Itemized Bid Forms are attached.

The staff estimate for this project was \$369,350.00, which was based on unit prices from the last 1-2 years. The low bid is 3.5% higher than the estimate, indicating the City received a fair and reasonable bid.

Schedule/Timeline

Work on this project is expected to begin in August or September and be completed before November.

Contractor Recommendation

E. Meier Contracting has successfully completed several projects for the City in the past, most recently the 2024 Asphalt Resurfacing Project and several smaller asphalt repair projects in the past few years. The City has received quality work from E. Meier with these projects, and staff expects that to continue with this year's asphalt project.

Attachments: Exhibit A - Bid Tabulation

Exhibit B - Itemized Bid Forms from E. Meier Contracting and Spencer Contracting Company

Exhibit C - 2025 Asphalt Pavement Resurfacing Project Locations Map



BID TABULATION

2025 Asphalt Pavement Resurfacing Project

City of Creve Coeur, Missouri

Bids opened: 10:00 am, Wednesday, June 11, 2025

Item Number	Item	Unit	Contract Quantity	Engineer's Estimate		E. Meier Contracting, Inc		Spencer Contracting Company		Ford Asphalt Company		Asphalt Services LLC	
				Unit Bid Price	Item Subtotal	Unit Bid Price	Item Subtotal	Unit Bid Price	Item Subtotal	Unit Bid Price	Item Subtotal	Unit Bid Price	Item Subtotal
402001A	UNSUITABLE SUBGRADE FORCE ACCOUNT	DOLLAR	5,000	\$ 1.00	\$ 5,000.00	\$ 1.00	\$ 5,000.00	\$ 1.00	\$ 5,000.00	\$ 1.00	\$ 5,000.00	\$ 1.00	\$ 5,000.00
402001A	PAVEMENT MILLING	SY	14,500	\$ 3.00	\$ 43,500.00	\$ 3.75	\$ 54,375.00	\$ 4.07	\$ 59,015.00	\$ 4.35	\$ 63,075.00	\$ 4.50	\$ 65,250.00
405001A	TYPE "C" BITUMINOUS PAVEMENT	TON	2,000	\$ 100.00	\$ 200,000.00	\$ 96.00	\$ 192,000.00	\$ 96.52	\$ 193,040.00	\$ 110.00	\$ 220,000.00	\$ 100.00	\$ 200,000.00
407001	TACK COAT	GAL	1,450	\$ 3.00	\$ 4,350.00	\$ 0.01	\$ 14.50	\$ 0.01	\$ 14.50	\$ 0.01	\$ 14.50	\$ 7.00	\$ 10,150.00
502001A	CONCRETE REMOVAL AND REPLACEMENT (8" THICK)	SY	400	\$ 100.00	\$ 40,000.00	\$ 120.00	\$ 48,000.00	\$ 113.46	\$ 45,384.00	\$ 130.00	\$ 52,000.00	\$ 145.75	\$ 58,300.00
604201A	ADJUST MANHOLE TO GRADE	EA	5	\$ 500.00	\$ 2,500.00	\$ 64.00	\$ 320.00	\$ 172.50	\$ 862.50	\$ 150.00	\$ 750.00	\$ 300.00	\$ 1,500.00
609100A	ROLLED CURB AND GUTTER (VARIOUS WIDTHS)	LF	550	\$ 60.00	\$ 33,000.00	\$ 58.00	\$ 31,900.00	\$ 64.00	\$ 35,200.00	\$ 55.00	\$ 30,250.00	\$ 50.00	\$ 27,500.00
612001A	TRAFFIC CONTROL (INCLUDES FLAGGERS)	LS	1	\$ 10,000.00	\$ 10,000.00	\$ 8,400.00	\$ 8,400.00	\$ 7,072.50	\$ 7,072.50	\$ 14,300.00	\$ 14,300.00	\$ 10,000.00	\$ 10,000.00
613500A	PARTIAL-DEPTH PAVEMENT REPAIR	SY	50	\$ 40.00	\$ 2,000.00	\$ 59.00	\$ 2,950.00	\$ 28.31	\$ 1,415.50	\$ 50.00	\$ 2,500.00	\$ 75.00	\$ 3,750.00
613500A	FULL-DEPTH PAVEMENT REPAIR	SY	150	\$ 100.00	\$ 15,000.00	\$ 159.00	\$ 23,850.00	\$ 82.49	\$ 12,373.50	\$ 110.00	\$ 16,500.00	\$ 200.00	\$ 30,000.00
619000A	MOBILIZATION	LS	1	\$ 7,000.00	\$ 7,000.00	\$ 10,350.00	\$ 10,350.00	\$ 17,393.75	\$ 17,393.75	\$ 12,610.50	\$ 12,610.50	\$ 11,784.00	\$ 11,784.00
619999A	MOBILIZATION (MILLING)	LS	1	\$ 2,500.00	\$ 2,500.00	\$ 4,400.00	\$ 4,400.00	\$ 4,950.00	\$ 4,950.00	\$ 5,500.00	\$ 5,500.00	\$ 10,000.00	\$ 10,000.00
608110A	ASPHALT DRIVEWAY (3" TYPE 'C' MIX)	LS	50	\$ 90.00	\$ 4,500.00	\$ 30.00	\$ 1,500.00	\$ 50.00	\$ 2,500.00	\$ 150.00	\$ 7,500.00	\$ 100.00	\$ 5,000.00
				Engineer's Estimate		E. Meier Contracting, Inc		Spencer Contracting Company		Ford Asphalt Company		Asphalt Services LLC	
Total Bid:				\$	369,350.00	\$	383,059.50	\$	384,221.25	\$	430,000.00	\$	438,234.00

- Denotes discrepancy between price written in number and words.
Price written in words governs.
- Denotes calculation error. Corrected value shown.



BID TABULATION

2025 Asphalt Pavement Resurfacing Project

City of Creve Coeur, Missouri

Bids opened: 10:00 am, Wednesday, June 11, 2025

				Pavement Solutions, LLC		Byrne and Jones Construction		West Contracting		Gershenson Construction Co., Inc.	
Item Number	Item	Unit	Contract Quantity	Unit Bid Price	Item Subtotal	Unit Bid Price	Item Subtotal	Unit Bid Price	Item Subtotal	Unit Bid Price	Item Subtotal
402001A	UNSUITABLE SUBGRADE FORCE ACCOUNT	DOLLAR	5,000	\$ 1.00	\$ 5,000.00	\$ 1.00	\$ 5,000.00	\$ 1.00	\$ 5,000.00	\$ 1.00	\$ 5,000.00
402001A	PAVEMENT MILLING	SY	14,500	\$ 4.46	\$ 64,670.00	\$ 5.00	\$ 72,500.00	\$ 5.00	\$ 72,500.00	\$ 4.30	\$ 62,350.00
405001A	TYPE "C" BITUMINOUS PAVEMENT	TON	2,000	\$ 117.10	\$ 234,200.00	\$ 105.00	\$ 210,000.00	\$ 115.00	\$ 230,000.00	\$ 122.47	\$ 244,940.00
407001	TACK COAT	GAL	1,450	\$ 0.01	\$ 14.50	\$ 6.00	\$ 8,700.00	\$ 3.00	\$ 4,350.00	\$ 6.55	\$ 9,497.50
502001A	CONCRETE REMOVAL AND REPLACEMENT (8" THICK)	SY	400	\$ 148.94	\$ 59,576.00	\$ 145.00	\$ 58,000.00	\$ 110.00	\$ 44,000.00	\$ 170.63	\$ 68,252.00
604201A	ADJUST MANHOLE TO GRADE	EA	5	\$ 250.00	\$ 1,250.00	\$ 500.00	\$ 2,500.00	\$ 125.00	\$ 625.00	\$ 540.00	\$ 2,700.00
609100A	ROLLED CURB AND GUTTER (VARIOUS WIDTHS)	LF	550	\$ 74.69	\$ 41,079.50	\$ 60.00	\$ 33,000.00	\$ 50.00	\$ 27,500.00	\$ 79.27	\$ 43,598.50
612001A	TRAFFIC CONTROL (INCLUDES FLAGGERS)	LS	1	\$ 11,700.00	\$ 11,700.00	\$ 10,000.00	\$ 10,000.00	\$ 20,000.00	\$ 20,000.00	\$ 22,280.00	\$ 22,280.00
613500A	PARTIAL-DEPTH PAVEMENT REPAIR	SY	50	\$ 79.61	\$ 3,980.50	\$ 80.00	\$ 4,000.00	\$ 220.00	\$ 11,000.00	\$ 54.00	\$ 2,700.00
613500A	FULL-DEPTH PAVEMENT REPAIR	SY	150	\$ 113.32	\$ 16,998.00	\$ 225.00	\$ 33,750.00	\$ 130.00	\$ 19,500.00	\$ 218.00	\$ 32,700.00
619000A	MOBILIZATION	LS	1	\$ 18,600.00	\$ 18,600.00	\$ 30,000.00	\$ 30,000.00	\$ 49,000.00	\$ 49,000.00	\$ 11,640.00	\$ 11,640.00
619999A	MOBILIZATION (MILLING)	LS	1	\$ 5,446.00	\$ 5,446.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,390.00	\$ 5,390.00
608110A	ASPHALT DRIVEWAY (3" TYPE 'C' MIX)	LS	50	\$ 180.77	\$ 9,038.50	\$ 80.00	\$ 4,000.00	\$ 200.00	\$ 10,000.00	\$ 159.00	\$ 7,950.00

	Pavement Solutions, LLC	Byrne and Jones Construction	West Contracting	Gershenson Construction Co., Inc.
Total Bid:	\$ 471,553.00	\$ 476,450.00	\$ 498,475.00	\$ 518,998.00

- Denotes discrepancy between price written in number and words.
Price written in words governs.
- Denotes calculation error. Corrected value shown.

Itemized Bid Form

Project: 2025 Asphalt Pavement Resurfacing Project
Location: Selected Locations in Creve Coeur, Missouri



Sealed Bids Publicly Opened and Read
10:00 AM Wednesday, June 11, 2025

E. Meier Contracting, Inc. 06/11/2025

Contractor's Name

Date

Department of Public Works
City of Creve Coeur, Missouri
300 North New Ballas Road
Creve Coeur, MO 63141
314-872-2533

Item No.	Quantity	Item with Unit Bid Price		Unit Price		Amount	
		Written in Words		Dollars	Cents	Dollars	Cents
402001A	5,000	UNSUITABLE SUBGRADE FORCE ACCOUNT					
		at One dollar and zero cents		\$	1 0	\$ 5,000	00
		Per Dollar					
402001A	14,500	PAVEMENT MILLING					
		at Three dollars and seventy five cents		3	75	54,375	00
		Per Square Yard					
405001A	2,000	TYPE "C" BITUMINOUS PAVEMENT					
		at Ninety six dollars and zero cents		96	00	192,000	00
		Per Ton					
407001	1,450	TACK COAT					
		at Zero dollars and one cent		0	01	14	50
		Per Gallon					
502001A	400	CONCRETE REMOVAL AND REPLACEMENT (8" THICK)					
		at One hundred twenty dollars and zero cents		123	00	49,200	00
		Per Square Yard					
604201A	5	ADJUST MANHOLE TO GRADE					
		at Sixty four dollars and zero cents		64	00	320	00
		Per Each					
609100A	550	ROLLED CURB AND GUTTER (VARIOUS WIDTHS)					
		at Fifty eight dollars and zero cents		58	00	31,900	00
		Per Linear Foot					
612001A	1	TRAFFIC CONTROL (INCLUDES FLAGGERS)					
		at Eight thousand four hundred dollars and zero cents		8,400	00	8,400	00
		Per Lump Sum					

Subtotal Carried Forward to the Next Page:

341,209.50



Itemized Bid Form

Project: 2025 Asphalt Pavement Resurfacing Project
Location: Selected Locations in Creve Coeur, Missouri

Sealed Bids Publicly Opened and Read
10:00 AM Wednesday, June 11, 2025

Department of Public Works
City of Creve Coeur, Missouri
300 North New Ballas Road
Creve Coeur, MO 63141
314-872-2533

E. Meier Contracting, Inc. 06/11/2025
Contractor's Name Date

Item No.	Quantity	Item with Unit bid price Written in Words	Unit Price		Amount	
			Dollars	Cents	Dollars	Cents
613500A	50	PARTIAL-DEPTH PAVEMENT REPAIR at Fifty nine dollars and zero cents Per Square Yard	59	00	2,950	00
613500A	150	FULL-DEPTH PAVEMENT REPAIR at One hundred fifty nine dollars and zero cents Per Square Yard	159	00	23,850	00
619000A	1	MOBILIZATION at Ten thousand three hundred fifty dollars and zero cents Per Lump Sum	10,350	00	10,350	00
619999A	1	MOBILIZATION (MILLING) at Four thousand four hundred dollars and zero cents Per Lump Sum	4,400	00	4,400	00
608110A	50	ASPHALT DRIVEWAY (3" TYPE 'C' MIX) at Thirty dollars and zero cents Per Square Yard	30	00	1,500	00

TOTAL BID:

384,259

50

Dollars

Cents

THE CITY WILL NOT BE FINANCIALLY RESPONSIBLE FOR ANY WAITING TIME.

Dalton Jones

Bid Form Completed By

Project Manager

Title

[Signature]
Signature



Itemized Bid Form

Project: 2025 Asphalt Pavement Resurfacing Project
Location: Selected Locations in Creve Coeur, Missouri

Sealed Bids Publicly Opened and Read
10:00 AM Wednesday, June 11, 2025

Spencer Contracting Company 06-11-2025

Contractor's Name

Date

Department of Public Works
City of Creve Coeur, Missouri
300 North New Ballas Road
Creve Coeur, MO 63141
314-872-2533

Item No.	Quantity	Item with Unit Bid Price Written in Words	Unit Price		Amount	
			Dollars	Cents	Dollars	Cents
402001A	5,000	UNSUITABLE SUBGRADE FORCE ACCOUNT at <u>ONE DOLLAR</u> Per Dollar	\$	1 0	\$	5,000 00
402001A	14,500	PAVEMENT MILLING at <u>Four Dollars. 07/100</u> Per Square Yard	4	07	59015	00
405001A	2,000	TYPE "C" BITUMINOUS PAVEMENT at <u>Ninety-Six 52/100</u> Per Ton	96	52	193040	00
407001	1,450	TACK COAT at <u>ONE CENT</u> Per Gallon	0	01	14	50
502001A	400	CONCRETE REMOVAL AND REPLACEMENT (8" THICK) at <u>ONE HUNDRED THIRTEEN 46/100</u> Per Square Yard	113	46	45384	00
604201A	5	ADJUST MANHOLE TO GRADE at <u>ONE HUNDRED SEVENTY-TWO 50/100</u> Per Each	172	50	862	50
609100A	550	ROLLED CURB AND GUTTER (VARIOUS WIDTHS) at <u>Sixty-Four Dollars</u> Per Linear Foot	64	00	35200	00
612001A	1	TRAFFIC CONTROL (INCLUDES FLAGGERS) at <u>SEVEN THOUSAND SEVENTY-TWO 50/100</u> Per Lump Sum	7072	50	7072	50

Subtotal Carried Forward to the Next Page:

345588.50



Itemized Bid Form

Project: 2025 Asphalt Pavement Resurfacing Project
Location: Selected Locations in Creve Coeur, Missouri

Sealed Bids Publicly Opened and Read
10:00 AM Wednesday, June 11, 2025

Spencer Contracting Company

Contractor's Name

Date

Department of Public Works
City of Creve Coeur, Missouri
300 North New Ballas Road
Creve Coeur, MO 63141
314-872-2533

Item No.	Quantity	Item with Unit bid price Written in Words	Unit Price		Amount	
			Dollars	Cents	Dollars	Cents
613500A	50	PARTIAL-DEPTH PAVEMENT REPAIR at <u>Twenty-Eight</u> <u>31/100</u> Per Square Yard	28	31	1415	50
613500A	150	FULL-DEPTH PAVEMENT REPAIR at <u>Eighty-Two</u> <u>49/100</u> Per Square Yard	82	49	12373	50
619000A	1	MOBILIZATION at <u>SEVENTEEN THOUSAND THREE</u> Per Lump Sum <u>HUNDRED NINETY THREE</u> <u>75/100</u>	17393	75	17393	75
619999A	1	MOBILIZATION (MILLING) at <u>FOUR THOUSAND NINE HUNDRED</u> Per Lump Sum <u>FIFTY</u>	4950	00	4950	00
608110A	50	ASPHALT DRIVEWAY (3" TYPE 'C' MIX) at <u>Fifty - DOLLARS</u> Per Square Yard	50	00	2500	00

TOTAL BID:

384221

25

Dollars

Cents

THE CITY WILL NOT BE FINANCIALLY RESPONSIBLE FOR ANY WAITING TIME.

Alex Heuring

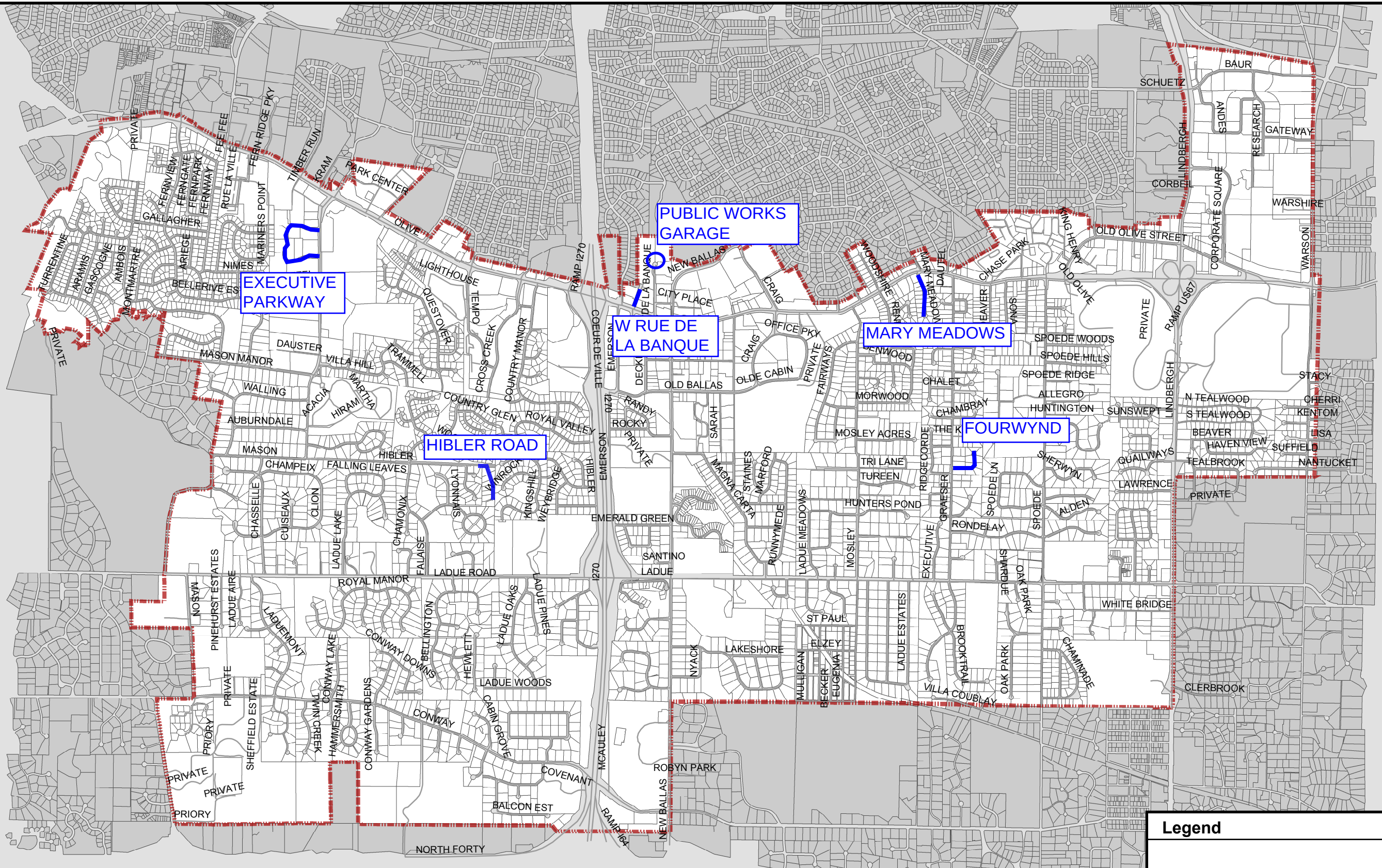
Bid Form Completed By

Asst. Manager

Title

[Signature]

Signature



Legend

 FY2025 Asphalt Resurfacing



FY2025 Asphalt Resurfacing Program



MEMORANDUM

Date: June 5, 2025
To: Mark Perkins, City Administrator
From: Dione Garson, P.E., Civil Engineer
CC: Jim Hines, Director of Public Works
Steve Berecz, P.E., City Engineer and Assistant Director of Public Works
Subject: Malcolm Terrace Park Bridge Removal

Staff Recommendation

Staff is requesting City Council approval for the agreement for professional services with Intuition & Logic (I&L) for engineering design services for removal of the Malcolm Terrace Park Bridge and associated creek bank stabilization. The total amount requested for this phase of engineering design services is \$31,440.00.

Intuition & Logic was selected from the approved On-Call Professional Services List – Stormwater (Resolution No. 1704).

Project Funding

The project will be funded equally by 05-61-71-9509 (Stormwater Fund) and 05-61-71-9506 (Parks and Recreational Facilities). The FY2026-FY2030 Capital Improvement Program (CIP) has allocated \$75,000 under 9506 Stormwater and \$75,000 under 9506 Parks and Recreational Facilities for a total budget of \$150,000 in FY2026. The CIP budgeted total is intended for both engineering design and construction activities.

Background

During the first phase of engineering design, the engineering firm Structure, Inc. completed a structural inspection of the bridge on September 4, 2024 and prepared a report dated September 11, 2024. The 2024 report is an addendum to a report dated March 20, 2017.

In 2017, Intuition & Logic created a plan for rehabilitating the bridge. At that time, the project did not move into engineering construction phase because estimated construction costs exceeded the City's available budget.

Structure, Inc. inspection in 2024 found:

- Precast, prestressed concrete deck beams show signs of heavy moisture seepage on the underside of all beam joints.
- Hairline cracks were observed along the deck's beam joint grout keyways indicating bond failure between the grout keyways.
- Since the 2017 inspection, the earth slopes below the bridge at each abutment have experienced significant new erosion. On some of the drilled piers, up to eight feet of the pier's ten-foot total height are exposed.
- On each side of the bridge, the pavement has settled approximately two inches.

The 2024 Structure, Inc. report concluded:

- The plans for bridge replacement that I&L developed in 2017 are based on the bridge's condition at that time.
- Since 2017, the condition of the bridge has deteriorated, and the 2017 bridge rehabilitation plans are no longer sufficient to address the current structural issues.
- The Missouri Department of Transportation's (MoDOT) Engineering Policy Guide suggests that when the estimated cost of rehabilitating an existing bridge is at least 68% of the estimated costs of replacement, then replacement is likely the better value and use of public funds.
- Given the bridge's existing condition, it is likely that the rehabilitation work will exceed MoDOT's 68% threshold.

The bridge's primary user is the City's Department of Public Works staff who use the bridge for transporting maintenance equipment. Secondary users are bicyclists and pedestrians entering and exiting the park. City staff, bicyclists, and pedestrians have alternate access routes into the park.

Given the availability of alternate access routes and the small volume of people who use the bridge, City staff believes the best value and use of public funds is to remove rather than replace the bridge. The Parks and Recreation Department has reviewed and they don't anticipate any significant negatives in removing the bridge. There is currently no parks programming within the trail system and none are anticipated in the foreseeable future.

Permits and Streambank Restoration

Removing the bridge requires engineering design services to develop plans to:

- Obtain the necessary permits from the St. Louis Metropolitan Sewer District and the US Army Corps of Engineers.
- Restore sections of the creek that have been altered by the bridge or will be impacted by construction activities.

Scope of Engineering Design Services

The scope of services includes:

- Hydraulic analysis
- Preliminary plan design phase (70%)
- Permitting
- Final plans, specifications, engineer's opinion of probable costs, and construction documents
- Bidding services (answering questions and providing requested information)

Schedule/Timeline

- Final plans are expected to be complete by December 2025.
- The goal is to advertise the project for bids as early as January 2026.
- Construction is anticipated for early 2026.

Attachments

- Exhibit A: Standard Agreement for Professional Services Between Intuition & Logic Engineering, Inc. and the City

RESOLUTION NO. 1802

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CREVE COEUR, MISSOURI AUTHORIZING THE EXECUTION OF A CONTRACT WITH INTUITION & LOGIC FOR THE DESIGN OF THE MALCOLM TERRACE PARK BRIDGE REMOVAL PROJECT FOR THE NOT-TO-EXCEED AMOUNT OF \$31,440.00.

WHEREAS, structural inspections of the bridge at Malcolm Terrace Park (south end of Townsend) found that estimated rehabilitation costs are likely to be at least 68% of the estimated costs of replacement; and

WHEREAS, the Missouri Department of Transportation's Engineering Policy Guide suggests that when the estimated cost of rehabilitating is at least 68% of the estimated costs of replacement, then replacement is the better value and use of public funds; and

WHEREAS, there are alternative means of access that eliminate the need to replace the bridge; and

WHEREAS, removing the bridge will improve public safety; and

WHEREAS, Public Works staff has found that Intuition & Logic is well qualified for the design and permitting of streambank stabilization and bridge removal.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF CREVE COEUR, AS FOLLOWS:

Section 1. The Standard Agreement between Intuition & Logic and the City, attached hereto as "Exhibit A," with a not-to-exceed **contract sum of \$31,440.00**, is hereby approved, and the City Administrator is hereby authorized and directed to enter into and execute that Agreement. The Agreement as executed shall be substantially in the form of "Exhibit A," with such changes therein as shall be approved by the officers of the City executing same, consistent with the provisions and intent of this Resolution. The City Administrator and his designated representatives are hereby authorized and directed to take any and all actions necessary, desirable, convenient, or proper in order to carry out the intent of this Resolution, the matters herein authorized, and the rights and duties of the City under the Agreement.

Section 2. This Resolution shall become effective upon its passage.

ADOPTED THIS 23RD DAY OF JUNE, 2025.

DR. ROBERT HOFFMAN
MAYOR

ATTEST:

KELLIE HENKE, MRCC
CITY CLERK

Exhibit A

Standard Agreement Between Intuition & Logic Engineering, Inc. and The City of Creve Coeur, Missouri For Professional Services

Project Name: Malcolm Terrace Park Bridge

THIS AGREEMENT is entered into between THE CITY OF CREVE COEUR, MISSOURI located at 300 N. New Ballas Road, Creve Coeur, MO 63141, its successors and assigns, hereinafter called CITY and INTUITION & LOGIC ENGINEERING INC, a Missouri Corporation doing business as INTUITION & LOGIC, its successors and assigns, hereinafter called I&L.

ARTICLE 1 - EFFECTIVE DATE

The effective date of this Agreement shall be _____.

ARTICLE 2 - GOVERNING LAW

This Agreement shall be governed by the laws of the State of MISSOURI.

ARTICLE 3 - SCOPE OF SERVICES

I&L shall provide the Services described in Attachment A, Scope of Services. I&L shall be the general administrator and coordinator of I&L's services and shall facilitate the exchange of information among the other independent sub consultants (if any) engaged by I&L as necessary for the coordination of their services.

ARTICLE 4 - SCHEDULE

I&L shall provide the Services pursuant to the Schedule set forth in Attachment B, Schedule.

ARTICLE 5 - COMPENSATION

CITY shall pay I&L in accordance with Attachment C, Compensation.

I&L shall submit periodic invoices to CITY for services provided. At a minimum, all invoices shall include a unique invoice number; an itemized statement of the work performed; the invoice amount, the amount previously billed, the total amount billed to date and the total amount paid to date.

All Invoices are due within thirty (30) days of receipt of invoice. If CITY objects to any statement submitted by I&L, CITY shall so advise I&L in writing giving reasons therefor within fourteen days (14) of receipt of invoice. If no such objection is made, the invoice will be considered acceptable to CITY. CITY shall pay when due that portion of the invoice, if any, not in dispute.

I&L reserves the right to stop work in the event that payment is not received as stipulated herein. Project schedules, time to perform and deliverable dates shall be postponed by the number of stop work days.

ARTICLE 6 - STANDARD OF CARE

Services performed by I&L under this Agreement will be conducted in a manner consistent with that level of care and skill ordinarily exercised by members of the profession currently practicing under similar conditions. No other representation expressed or implied and no warranty or guarantee is included or intended in this Agreement or in any report, opinion, document or otherwise.

ARTICLE 7 - INDEMNIFICATION

CITY and I&L shall mutually indemnify and hold each other harmless from and against all judgments, losses and

damages to the extent such judgments, losses, or damages are caused by any negligent act, error, or omission of CITY or I&L or any person or organization for whom CITY or I&L is legally liable.

Without limiting the generality of the foregoing, this indemnification obligation shall extend to and include any actions brought by, or in the name of, any employee of CITY or I&L or others for whom the CITY or I&L is legally liable.

CITY and I&L further agree to mutually indemnify and hold each other harmless from any third party claims for liability for injury or loss sustained or alleged by any person or entity, whether a party to this Agreement or not, and allegedly arising out of CITY or I&L's performance of services under this Agreement.

The terms and conditions of this Article shall survive completion of all Services, obligations, and duties provided for in this Agreement, or the termination of this Agreement for any reason.

ARTICLE 8 - INSURANCE

During the performance of the Services under this Agreement, I&L shall maintain the following insurance with carriers having a Best's rating of at least B+ and authorized to do business in the state of Missouri:

- (a) General Liability Insurance on a coverage form equal to ISO CG 00 01, on an occurrence basis, with a limit of not less than \$2,000,000 per occurrence and \$4,000,000 general aggregate.
- (b) Automobile Liability Insurance to include coverage for all hired, owned and non-owned vehicles, with a combined single limit of not less than \$1,000,000.
- (c) Workers' Compensation Insurance, in accordance with the laws of Missouri, and Employers' Liability Insurance with limits according to such statutory requirements, or \$1,000,000 for each accident, whichever is greater. Where Services fall within the authority of the United States Longshoreman's and Harbor Workers Compensation Act, or the Jones Act, I&L's insurance shall include such Acts.
- (d) Professional Liability Insurance with limits of not less than \$2,000,000 per claim and annual aggregate.

Upon request, I&L shall furnish CITY certificates of insurance which evidence the requirements upon written request.

ARTICLE 9 - COMPLIANCE WITH LAWS

In performance of the Services, I&L shall comply with applicable regulatory requirements including federal, state, and local laws, rules, regulations, orders, codes, criteria, and standards. I&L shall procure the permits, certificates, and licenses necessary to allow I&L to perform the Services. I&L shall not be responsible for procuring permits, certificates, and licenses required for any construction unless such responsibilities are specifically assigned to I&L in Attachment A, Scope of Services.

ARTICLE 10 - CITY'S RESPONSIBILITIES

CITY shall perform the following in a timely manner so as not to delay the Services of I&L:

- (a) Provide criteria and information pertinent to I&L's Services as to CITY's requirements for the Project, including design objectives and constraints, space, capacity, and performance requirements, flexibility and expandability, and any budgetary limitations; and furnish copies of all design and construction standards which CITY will require to be included in the drawings and specifications to be furnished by I&L under this Agreement, if any.
- (b) Make available to I&L drawings, specifications, schedules, and other information, interpretations, and data which are prepared by CITY, or by others, which are reasonably available to CITY, and which CITY and I&L consider pertinent to I&L's responsibilities hereunder.
- (c) Arrange for access to and to make provisions for I&L to enter upon public and private property as required for I&L to perform the Services.
- (d) Give prompt notice to I&L whenever CITY observes or otherwise becomes aware of any development that affects the scope or timing of I&L's Services.

Unless otherwise provided in the Agreement, the information and services to be provided by CITY under this Article will be without cost to I&L.

ARTICLE 11 – NOT USED

ARTICLE 12 - TERMINATION AND SUSPENSION

CITY may terminate or suspend performance of all or any part of this Agreement for CITY's convenience upon written notice to I&L. Upon receipt of notice, I&L shall terminate or suspend performance of the Services on a schedule acceptable to CITY. CITY shall pay I&L for Services performed in accordance with this Agreement up to the effective date of termination or suspension.

I&L may terminate this Agreement upon written notice in the event of substantial failure by CITY to perform in accordance with this Agreement; provided, however, CITY shall have 14 calendar days from receipt of the termination notice to cure or to submit a plan for cure reasonably acceptable to I&L. In the event of termination, CITY will pay I&L for Services performed in accordance with this Agreement to the date of termination.

Throughout the term of this Agreement, I&L shall maintain, in legible and organized form, all information, work papers, and design calculations relating to the Services. Upon termination of this Agreement for any reason, I&L will provide same to CITY, along with all documents or other instruments of service, whether completed or in progress, that have been prepared or furnished by I&L in the performance of the Services hereunder.

ARTICLE 13 - PROPRIETARY INFORMATION

I&L shall treat as proprietary all information provided by CITY and all drawings, reports, studies, design calculations, specifications, and other documents or information, in any form or media, resulting from the I&L's performance of the Services. I&L shall not publish or disclose proprietary information for any purpose other than the performance of the Services without the prior written authorization of CITY.

The preceding restriction shall not apply to information which is in the public domain, was previously known to I&L, was acquired by I&L from others who have no confidential relationship to I&L with respect to same, or which, through no fault of I&L, comes into the public domain. I&L shall not be restricted from releasing information, including proprietary information, in response to a subpoena, court order, or other legal process. I&L shall not be required to resist such subpoena, court order, or legal process, but shall promptly notify CITY in writing of the demand for information before I&L responds to such demand.

ARTICLE 14 - NOTICES

Any notices required by this Agreement shall be made in writing to the address specified below:

I&L: Tim Dean, PE, CFM
Intuition & Logic
16253 Swingley Ridge Road
Suite 100
St. Louis, MO 63017
(636) 777-3000
tim@ilincworld.com

CITY: James Heines
Director of Public Works
City of Creve Coeur
300 North New Ballas Road
Creve Coeur, MO 63141
314-872-2538
jheines@crevecoeurmo.gov

Nothing contained in this Article shall be construed to restrict the transmission of routine communications between representatives of CITY and I&L.

ARTICLE 15 - DELAY IN PERFORMANCE

Neither CITY nor I&L shall be considered in default of this Agreement for delays in performance caused by circumstances beyond the reasonable control of the nonperforming party. For purposes of this Agreement, such circumstances include, but are not limited to, abnormal weather conditions; floods; earthquakes; fire; epidemics; war, riots, and other civil disturbances; strikes, lockouts, work slowdowns, and other labor disturbances; sabotage; judicial restraint; and delay in or inability to procure permits, licenses, or authorizations from any local, state or federal agency for any of the supplies, materials, accesses, or services required to be provided by either CITY or I&L under this Agreement.

Should such circumstances occur, the nonperforming party shall, within a reasonable time of being prevented from performing, give written notice to the other party, describing the circumstances preventing continued performance and the efforts being made to resume performance.

ARTICLE 16 - DISPUTES

In the event of a dispute between I&L and CITY arising out of or related to this Agreement, the aggrieved party shall notify the other party of the dispute within a reasonable time after such dispute arises. If the parties cannot thereafter resolve the dispute, each party shall nominate a senior officer of its management to meet to resolve the dispute by direct negotiation or mediation.

Should such negotiation or mediation fail to resolve the dispute, either party may pursue resolution by arbitration in accordance with the Construction Industry Arbitration Rules of the American Arbitration Association; provided, however, in the event the parties are unable to reach agreement to arbitrate under terms reasonably acceptable to both parties, either party may pursue resolution in any court having jurisdiction.

During the pendency of any dispute, the parties shall continue diligently to fulfill their respective obligations hereunder.

ARTICLE 17 - EQUAL EMPLOYMENT OPPORTUNITY

I&L affirms its policy to recruit and hire employees without regard to race, age, color, religion, sex, sexual preference/orientation, marital status, citizen status, national origin or ancestry, presence of a disability or status as a Veteran of the Vietnam era or any other legally protected status. It is I&L's policy to treat employees equally with respect to compensation, advancement, promotions, transfers and all other terms and conditions of employment.

ARTICLE 18 - WAIVER

A waiver by either CITY or I&L of any breach of this Agreement shall be in writing. Such a waiver shall not affect the waiving party's rights with respect to any other or further breach.

ARTICLE 19 - SEVERABILITY

The invalidity, illegality, or unenforceability of any provision of this Agreement or the occurrence of any event rendering any portion or provision of this Agreement void shall in no way affect the validity or enforceability of any other portion or provision of this Agreement. Any void provision shall be deemed severed from this Agreement, and the balance of this Agreement shall be construed and enforced as if it did not contain the particular portion or provision held to be void. I&L and CITY further agree to amend this Agreement to replace any stricken provision with a valid provision that comes as close as possible to the intent of the stricken provision. The provisions of this Article shall not prevent this entire Agreement from being void should a provision which is of the essence of this Agreement be determined void.

ARTICLE 20 - INTEGRATION

This Agreement, including Attachments [A](#), [B](#), and [C](#) incorporated by this reference, represents the entire and integrated Agreement between I&L and CITY. It supersedes all prior and contemporaneous communications,

representations, and agreements, whether oral or written, relating to the subject matter of this Agreement. This Agreement may be amended only by a written instrument signed by both I&L and CITY.

ARTICLE 21 - SUCCESSORS AND ASSIGNS

I&L and CITY each binds itself and its successors, executors, administrators, permitted assigns, legal representatives, and, in the case of a partnership, its partners, to the other party to this Agreement and to the successors, executors, administrators, permitted assigns, legal representatives, and partners of such other party, in respect to all provisions of this Agreement.

ARTICLE 22 - ASSIGNMENTS

Neither I&L nor CITY shall assign any rights or duties under this Agreement without the prior written consent of the other party. Unless otherwise stated in the written consent, no assignment will release or discharge the assignor from any obligation under this Agreement.

ARTICLE 23 - THIRD PARTY RIGHTS

The Services provided for in this Agreement are for the sole use and benefit of, and nothing in this Agreement shall be construed to give any rights or benefits to, anyone other than I&L and CITY.

ARTICLE 24 – FORCE MAJEURE

Neither CITY nor I&L shall be deemed in default of this Agreement to the extent that any delay or failure in the performance of its obligations results from any cause beyond its reasonable control and without its negligence.

ARTICLE 25 – USE OF ELECTRONIC MEDIA

Copies of Documents that may be relied upon by CITY are limited to the printed copies (also known as hard copies) that are signed or sealed by I&L. Files in electronic media format or text, data, graphic or other types that are furnished by I&L to CITY are only for convenience of CITY. Any conclusion of information obtained or derived from such electronic files will be at the user's sole risk. When transferring documents in electronic media format, I&L makes no representation as to long-term compatibility, usability, or readability of documents resulting from the use of software application packages, operating systems or computer hardware differing from those in use by I&L at the beginning of this assignment.

ARTICLE 26 – HAZARDOUS ENVIRONMENTAL CONDITIONS

It is acknowledged by CITY and I&L that I&L's scope of service does not include any services related to the presence at the site of asbestos, PCB's, petroleum, hazardous waste or radioactive materials. CITY acknowledges that I&L is performing professional services for CITY and I&L is not and shall not be required to become an "arranger," "operator," "generator" or "transporter" of hazardous substances, as defined in the Comprehensive Environmental Response, Compensation, and Liability Act of 1990 (CERCLA).

ARTICLE 27 – CONSTRUCTION PHASE SERVICES

If this AGREEMENT provides for any construction phase services by I&L, it is understood that the Contractor, not I&L, is responsible for the construction of the project, and that I&L is not responsible for the acts or omissions of any contractor, subcontractor or material supplier; for safety precautions, programs or enforcement; or for construction means, methods, techniques, sequences and procedures employed by the Contractor.

IN WITNESS WHEREOF, I&L and CITY have executed this Agreement. The individuals signing this Agreement represent and warrant that they have the power and authority to enter into this Agreement and bind the parties for whom they sign.

THIS CONTRACT CONTAINS A BINDING ARBITRATION PROVISION WHICH MAY BE ENFORCED BY THE PARTIES.

Intuition & Logic Engineering, Inc. (I&L)

The City of Creve Coeur, Missouri (CITY)

Signature
Name: Tim Dean, PE, CFM
Title: Principal

Signature
Name:
Title:

Date:

Date:

431873553

Fed. Tax I.D. No.

Fed. Tax I.D. No.

City of Creve Coeur Missouri

Malcolm Terrace Park Bridge Removal Project

Scope of Service

The purpose of the following scope of services is to develop demolition and site stabilization plans for the Malcolm Terrace Park Bridge. It has been several years since the previous report was prepared (circa 2017) and the bridge conditions have worsened.

1.0 Hydraulic Analysis

I&L will develop a 1D HEC RAS model to illustrate design performance and support permits. I&L will use the hydrologic and hydraulic data from the previous design efforts as follows:

- 1.1 Existing Conditions Model – Add current topography and geometry as available.
- 1.2 Proposed Conditions Model – Model the effect of bridge demolition and proposed bank stabilization designs on the regulatory floodway and floodplain.

2.0 Preliminary Plan Design Phase (70%)

I&L will locate and size channel stabilization in accordance with accepted design standards (City, County, State, Federal and others). This is anticipated to be modifications to the previously completed set of plans to address demolition and removal of the bridge and stabilization of the disturbed area from the bridge removal.

2.1 Design

Develop the bridge demolition approach including disturbance limits, material removals, stabilization needs, and other plan modifications. Modify and update the bank stabilization design to accommodate the bridge demolition.

2.2 Utility Coordination

I&L will submit preliminary plans to the utility companies for their review and identification of utility locations as appropriate. I&L will coordinate directly with each utility to either 1) utility verifies that there is no conflict or 2) develop a mutually agreed plan to address each utility conflicts identified. I&L will PDF all letters, maps, notes, and correspondence documenting the findings of “no conflict” or the agreed upon resolution.

2.3 Design Plans

Retrieve plans from the project archive and update to reflect the design changes. Prepare and incorporate preliminary bridge demolition plans into the planset. Plans will be produced in AutoCAD to illustrate the design and for use as a base for the final cost opinion. The plans include the following information and sheets: Cover, Notes, Access and Easement plan, Demolition and Utility Relocation, Plan Profile Sheets, Details, Planting and Restoration Plan, Erosion and Sediment Control.

- 2.3.1 Plans were put on hold during MSD review and final notes/production has not been completed. Example, the planting palette was developed, but has not been populated to the sheets yet.

- 2.4 Quantities
I&L will revise and update the quantities based on the design. The quantities will be in the final bid tab format using the bid tab item descriptions and units.
- 2.5 Cost Opinion
I&L will revise and update the opinion of construction costs based on the bid tab quantities and unit cost information appropriate for this region.
- 2.6 Quality Control Check
The project QCM will review the design plans, calculations and cost opinion to check for practicality and that I&L's design protocols were followed in developing and documenting the design.
- 2.7 Preliminary Plan, Specifications, Costs, and Construction Documents Submittal
I&L will submit final plans, specifications, cost opinion, and construction documents to the City electronically in PDF format.
- 2.8 Plans, Specs and CDs Review Meeting
I&L will coordinate and attend a meeting with the City to review the plans, specifications, construction documents, and cost opinion. A site visit will be performed to ground check the plans as part of this meeting. I&L will prepare meeting summary notes in PDF format and submit them to the City via email for review and comment.

3.0 Permitting

I&L will prepare and submit the necessary required permits for review and approval. Previous permit approvals have expired, and re-authorization is needed. Minor permit revisions are anticipated. A new cover letter and permit application will be prepared citing the previous approved permit. MSD Plan review will be a full review process as the final plans were not approved when the project was placed on hold.

- 3.1 US Army Corps of Engineer 404 Nationwide
- 3.2 DNR 401
- 3.3 City Building/Land Disturbance
- 3.4 City Floodplain Development Permit
 - 3.4.1 FEMA No-Rise Certification
- 3.5 MSD Plan Review
- 3.6 MSD Flood Study Review

4.0 Final Plans, Specifications, Cost Opinion, and Construction Documents

- 4.1 Design Plans
Revise plans per permitting/agency review comments. Plans will be produced in AutoCAD to illustrate the design and for use as a base for the final cost opinion. The Final plans include the following information and sheets: Cover, Notes, Access and Easement plan, Demolition and Utility Relocation, Plan Profile Sheets, Details, Planting and Restoration Plan, Erosion and Sediment Control.
- 4.2 Specifications – were partially complete at the time the project went on hold. Finalize bid items, special provisions, and add new specifications for work not already covered.
 - 4.2.1 Standard Specifications
The Project Standard Construction Specifications will be the City's approved specifications.
 - 4.2.2 Special Provisions
Special provisions will be prepared for all items not specifically covered in the project standard specifications.
- 4.3 Construction Documents – Update the previous project manual to the City's current project manual and prepare the standard forms. Construction Documents may include: Project Description, Invitation to Bidders, Contract Agreement, Bid Tab, General Conditions, Standard Specifications,

Special Provisions, Bond Forms (Bid, Payment, Performance), Project Construction Forms (Notice of Award, Notice to Proceed, Application for Payment, Change order, among others as appropriate)

4.4 Final Quantities

I&L will revise and update the final quantities based on the final design. The final quantities will be in the final bid tab format using the bid tab item descriptions and units.

4.5 Final Cost Opinion

I&L will revise and update the final opinion of construction costs based on the bid tab final quantities and unit cost information appropriate for this region.

4.6 Quality Control Check

The project QCM will review the design plans, calculations and cost opinion to check for practicality and that I&L's design protocols were followed in developing and documenting the design.

4.7 Final Plan, Specifications, Costs, and Construction Documents Submittal

I&L will submit final plans, specifications, cost opinion, and construction documents to the City electronically in PDF format.

4.8 Final Plans, Specs and CDs Review Meeting

I&L will coordinate and attend a meeting with the City to review the final plans, specifications, construction documents, and cost opinion. I&L will prepare meeting summary notes in PDF format and submit them to the City via email for review and comment. A site visit will be held following the meeting to review the plans and field conditions.

4.9 Final Submittal Review and Approval

The City will review the Final Plans Submittal documents and provide comments and conditional approval. I&L will incorporate the review comments into the approved documents.

5.0 Approved Documents

Upon approval of the Final Submittal documents, I&L will prepare and submit the approved documents.

The submittal will include:

5.1 Electronic Bid Documents

Submit electronic copy of Plans, Specifications and Construction Documents in PDF format for use in electronic plan rooms and project bidding. Submittal shall be via email, on line file sharing or other method as requested by the City.

5.2 Electronic Project Files

I&L will submit all of the approved documents in their original electronic format (MS Word, MS Excel, MS PowerPoint, AutoCAD, HEC-RAS, others) electronically via email, on line file sharing or other method as requested by the City.

6.0 Bidding Services

6.1 Requests for Information

I&L will respond to written requests for information during the bidding process and make the resulting information available to the other potential bidders via email notifications or coordination with the electronic plan room.

6.2 Addendum

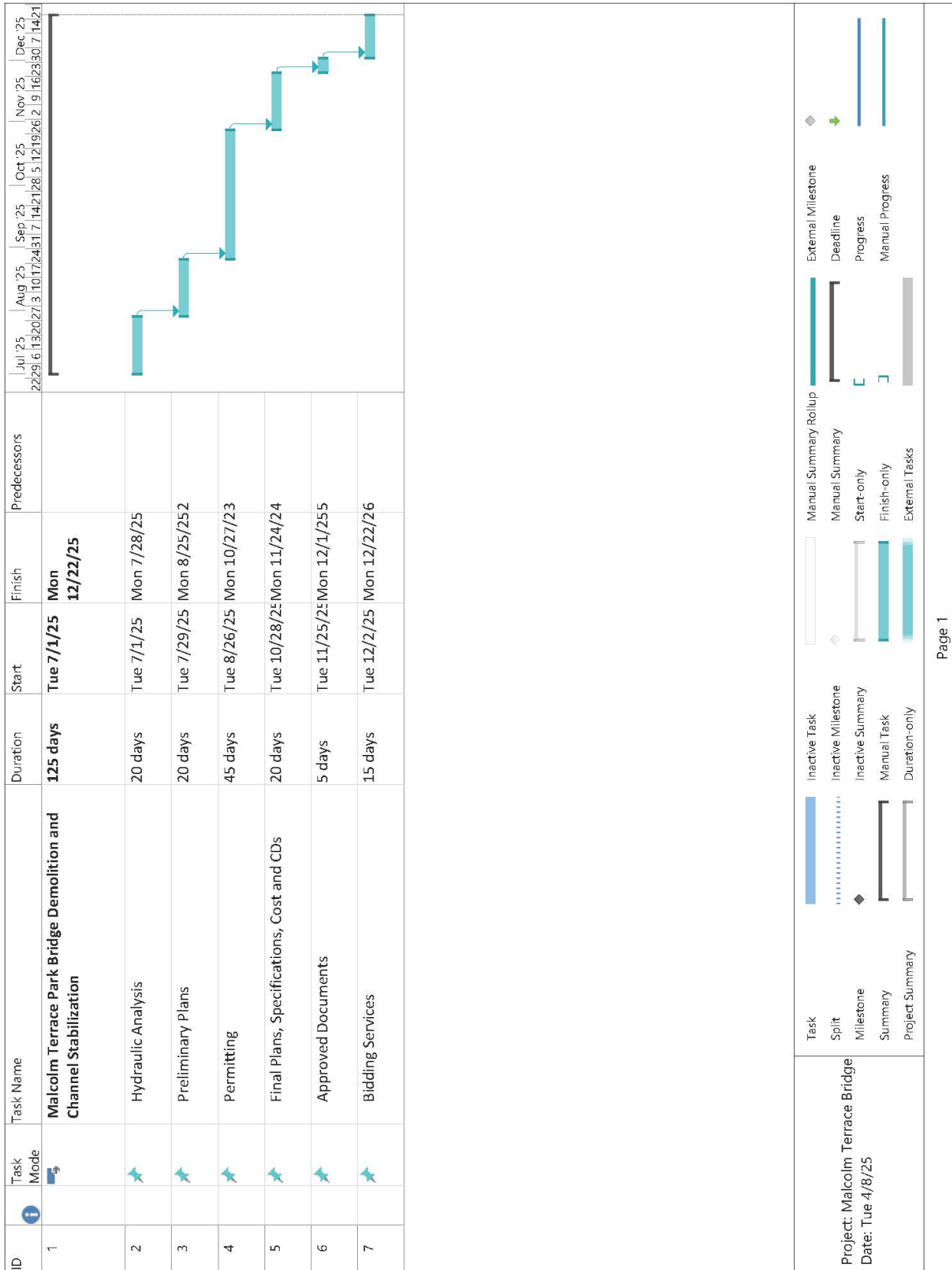
I&L will prepare contract addendum in a timely fashion during the bidding period and make the addendum available to the other potential bidders via email notification or coordination with the electronic plan room.

Exclusions:

- Survey
- Public Engagement
- Permit Fees (to be paid directly by Owner)
- MSD Water Quality BMPs
- Construction Services

Attachment B Schedule

I&L estimates completing the scope of services in approximately 6 months. I&L will complete the tasks in a timely fashion following the schedule below.



Attachment C Compensation

The compensation to be paid for the services identified in Attachment A - Scope of Services shall be paid on a Time and Materials, Not To Exceed method of payment. The total compensation shall not exceed THIRTY ONE THOUSAND FOUR HUNDRED FOURTY DOLLARS AND NO CENTS (\$31,440.00) without prior written authorization by I&L AND CITY. The forgoing total compensation amount includes all expenses, which include, but are not limited to, sub-consultant services, direct expenses, transportation, subsistence, reproduction of reports, drawings, specifications, and other documents, courier services, materials, supplies, equipment rental and other costs.

Changes in scope of services shall be agreed upon using written contract, addendum or confirmation letter. Additional services not included in the Scope of Services performed by I&L will be provided on a time and material basis according to the below rate schedule and on mutually agreed scopes.

<u>Personnel Category</u>	<u>2024 Hourly Rate</u>
<u>I&L</u>	
Principal Engineer	\$230.00
Project Manager (Senior/Principal)	\$200.00
Professional Engineer III (Senior)	\$190.00
Professional Engineer II (Mid)	\$180.00
Engineer EI	\$120.00
CAD / GIS / Technician / Designer	\$120.00

	\$ 31,440.00
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[illegible]

FEE WORKSHEET



\$ 31,440.00

Personnel Billing Rate										Subtotal				Subtotal			
Personnel Type/ Title	Principal	Project Manager (Principal)	Engineer EI	Project Manager (Senior)	Non-Degree Intern	Subtotal Hours	Subtotal Cost	Direct Expenses	Sub Consultant Expenses	Subtotal				Subtotal			
Preliminary Plan Submittal	230.00	200.00	120.00	180.00	75.00	1.50	\$ 220.00			\$ 220.00				\$ 220.00			
Review meeting with site visit		4	4			8.00	\$ 1,280.00			\$ 1,280.00				\$ 1,280.00			
							\$ -			\$ -				\$ -			
Subtotal =	2	21	31	0	0	54.00	\$ 8,380.00	\$ -	\$ -	\$ 8,380.00	\$ -	\$ -	\$ -	\$ 8,380.00	\$ -	\$ -	\$ -
7.0 Permitting																	
USACE 404, DNR 401		0.5	2			2.50	\$ 340.00			\$ 340.00				\$ 340.00			
City Building Permit		0.5	1			1.50	\$ 220.00			\$ 220.00				\$ 220.00			
City Floodplain Permit/No Rise Cert		0.5	4			4.50	\$ 580.00			\$ 580.00				\$ 580.00			
MSD Plan Review		8	16			24.00	\$ 3,520.00			\$ 3,520.00				\$ 3,520.00			
MSD Flood Study Review		4	8			12.00	\$ 1,760.00			\$ 1,760.00				\$ 1,760.00			
							\$ -			\$ -				\$ -			
							\$ -			\$ -				\$ -			
							\$ -			\$ -				\$ -			
Subtotal =	0	13.5	31	0	0	44.50	\$ 6,420.00	\$ -	\$ -	\$ 6,420.00	\$ -	\$ -	\$ -	\$ 6,420.00	\$ -	\$ -	\$ -
8.0 Final Plans, Specifications, Cost and CDs																	
Final Design Plans		2	4			6.00	\$ 880.00			\$ 880.00				\$ 880.00			
Cover		1	1			2.00	\$ 320.00			\$ 320.00				\$ 320.00			
Notes		1	1			2.00	\$ 320.00			\$ 320.00				\$ 320.00			
Overall Location, Boundary, Easement Plan		1	1			2.00	\$ 320.00			\$ 320.00				\$ 320.00			
Demolition and Utility Relocation		1	1			2.00	\$ 320.00			\$ 320.00				\$ 320.00			
Plan Profile Sheets		1	1			2.00	\$ 320.00			\$ 320.00				\$ 320.00			
Cross Sections Sheets		0	0			-	\$ -			\$ -				\$ -			
Headwall/Retaining Elevation and Details		0	0			-	\$ -			\$ -				\$ -			
Pipe Profile Sheets		0	0			-	\$ -			\$ -				\$ -			
Details and Notes		2	2			4.00	\$ 640.00			\$ 640.00				\$ 640.00			
Traffic Control		0	0			-	\$ -			\$ -				\$ -			
Planting Plan		1	1			2.00	\$ 320.00			\$ 320.00				\$ 320.00			
Erosion and Sediment Control		1	1			2.00	\$ 320.00			\$ 320.00				\$ 320.00			
Others		0	0			-	\$ -			\$ -				\$ -			
Standard Specifications		1	2			3.00	\$ 440.00			\$ 440.00				\$ 440.00			
Special Provisions		2	8			10.00	\$ 1,360.00			\$ 1,360.00				\$ 1,360.00			

**INTUITION
& LOGIC**

Intuition & Logic Engineering, Inc. • 16253 Swingley Ridge Road • Chesterfield, MO 63017 • 636-777-3000



MEMORANDUM

Date: June 13, 2025
To: Mark Perkins, City Administrator
From: Dione Garson, P.E., Civil Engineer
CC: Jim Hines, Director of Public Works
Steve Berecz, P.E., City Engineer and Assistant Director of Public Works
Subject: FY2026 Stormwater Projects – Engineering Design Phase

- DC-S-19 308 South Spoede Road
- DC-S-22 North Spoede Road & Mission Hills Court
- DC-S-09 Pine Manor Drive
- DC-S-02 18 Sackston Woods Lane
- DC-C-18 Alden Lane

Summary

Public Works staff recommends that the City enter into a contract with Trekk Design Group for the preliminary engineering study phase of the following grouping of projects identified in the City's 2024 Watershed Management Plan (WMP):

- DC-S-19 308 South Spoede Road
- DC-S-22 North Spoede Road & Mission Hills Court
- DC-S-09 Pine Manor Drive
- DC-S-02 18 Sackston Woods Lane
- DC-C-18 Alden Lane

Project Selection

During the development of the City's FY2026-FY2030 Capital Improvement Program (CIP), City staff presented a list of possible projects to the City's Stormwater Committee for their review, consideration, and recommendation for funding. WMP possible projects with a higher prioritization ranking score are more likely to be suggested by City staff, recommended by the Stormwater Committee, and identified for funding under the CIP.

City staff and the Stormwater Committee focused on finding the mix of projects that:

- Attempted to optimize the total number of Prioritization Ranking points addressed within the CIP budget constraints.
- Addressed potential public stormwater projects with a Prioritization Ranking Score equal to or above one.

The list of five projects under this proposed engineering design contract meet the goals listed above, and the Stormwater Committee voted to recommend inclusion of these projects in the FY2026-FY2030 CIP.

Project	WMP Prioritization Ranking Score
308 South Spoeede Road (DC-S-19)	1.21
North Spoeede Road & Mission Hills Court (DC-S-22)	1.19
Pine Manor Drive (DC-S-09)	1.05
18 Sackston Woods Lane (DC-S-02)	2.08
Alden Lane (DC-C-18)	1.47
Total	7

Table 1: WMP Prioritization Ranking Scores of Proposed Projects

Project Goals

The projects seek to address the following issues:

- 308 South Spoeede Road (DC-S-19)
 - Structural flooding
- North Spoeede Road & Mission Hills Court (DC-S-22)
 - Roadway flooding
- Pine Manor Drive (DC-S-09)
 - Roadway and yard flooding
- 18 Sackston Woods Lane (DC-S-02)
 - Yard flooding
- Alden Lane (DC-C-18)
 - Failing streambanks
 - Roadway flooding
 - Roadway sinkholes
 - Yard flooding

Attached to this memo, please find one-page WMP project summaries.

Scope of Engineering Design Services

The engineering design services include preliminary engineering, permitting, final engineering, and preparation of bid documents.

Scope items include:

- Site visits and meetings with site owners
- Identification of utility conflicts
- Survey
- Permitting
- Concept reviews
- Drainage area delineation and hydrologic calculations
- Prepare easement documents, final plan sets, and bid documents

Engineering Design Cost Estimates

Trekk Design Group has submitted scope for all phases of engineering design (concept through bid documents) with costs for the not-to-exceed amount of \$198,492.00.

The WMP estimated design costs for the five projects to be \$313,000.

Project Funding

The project will be funded by 05-61-71-9509 (Stormwater Fund).

The FY2026-FY2030 CIP has a line item for FY2026 Stormwater Projects. For this line item:

- \$160,000 is budgeted in FY2026
- \$435,000 is budgeted in FY2027

Schedule/Timeline

- August 2025: Conduct survey of all properties
- October 2025: Present concept design to the City for approval
- February 2026: Complete design and bid packages

Recommendation

The recommendation is to enter into an engineering design contract with Trekk Design Group for the not-to-exceed amount of \$198,492.00.

Trekk Design Group was selected from the approved On-Call Professional Services List – Stormwater (Resolution No. 1704).

Trekk has been providing engineering design services to the City under a contract authorized with Resolution No. 1749. Throughout the design process, Trekk has delivered solid engineering concepts and designs on time and within budget.

Trekk Design Group offers a full complement of stormwater planning, design, and regulatory compliance experience including:

- Master planning
- Hydrologic and hydraulic modeling
- Design of open channels, enclosed drainage systems, and streambank stabilization projects
- Sustainable stormwater design
- Comprehensive inspection services
- Floodplain permitting and compliance

Attachments

- Exhibit A: Contract / Professional Services Agreement between the City of Creve Coeur and Trekk Design Group for FY2026 Stormwater Projects
- Exhibit B: Project summaries from the 2024 Watershed Management Plan

RESOLUTION NO. 1803

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CREVE COEUR, MISSOURI, AUTHORIZING THE EXECUTION OF A CONTRACT WITH TREKK DESIGN GROUP FOR ENGINEERING DESIGN SERVICES FOR 308 SOUTH SPOEDE ROAD, NORTH SPOEDE ROAD AND MISSION HILLS COURT, PINE MANOR DRIVE, 18 SACKSTON WOODS LANE, AND ALDEN LANE PROJECTS FOR THE NOT-TO-EXCEED AMOUNT OF \$198,492.00.

WHEREAS, the City's 2024 Watershed Management Plan identified issues such as streambank erosion and structural, yard, and roadway flooding at 308 South Spoede Road, North Spoede Road and Mission Hills Court, Pine Manor Drive, 18 Sackston Woods Lane, and Alden Lane.

WHEREAS, the City's Stormwater Program focuses on addressing stormwater issues that impact public safety, public health, natural assets, and property;

WHEREAS, Trekk Design Group is on the approved On-Call Professional Services List and staff has found Trekk to be well qualified for the design of projects that address stormwater risks while adhering to applicable design and permitting requirements.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF CREVE COEUR, AS FOLLOWS:

Section 1. The Standard Agreement between **Trekk Design Group** and the City, attached hereto as "Exhibit A," with a not-to-exceed **contract sum of \$198,492** is hereby approved, and the City Administrator is hereby authorized and directed to enter into and execute that Agreement. The Agreement as executed shall be substantially in the form of "Exhibit A," with such changes therein as shall be approved by the officers of the City executing same, consistent with the provisions and intent of this Resolution. The City Administrator and his designated representatives are hereby authorized and directed to take any and all actions necessary, desirable, convenient, or proper in order to carry out the intent of this Resolution, the matters herein authorized, and the rights and duties of the City under the Agreement.

Section 2. This Resolution shall become effective upon its passage.

ADOPTED THIS 23RD DAY OF JUNE, 2025.

DR. ROBERT HOFFMAN
MAYOR

ATTEST:

KELLIE HENKE, MRCC
CITY CLERK



PROFESSIONAL SERVICES AGREEMENT

City of Creve Coeur
FY2026 Stormwater Design Projects

THIS PROFESSIONAL SERVICES AGREEMENT (hereinafter the "Agreement") made as of this ____ day of June, 2025, by and between City of Creve Coeur, Missouri, a St. Louis County Municipal Corporation (hereinafter the "City"), and **TREKK DESIGN GROUP, LLC** (hereinafter the "Consultant").

WHEREAS, the City is in need of professional assistance in a technical field to prepare plans and specifications for the FY2026 Stormwater Design Projects, more fully described on Exhibit A attached hereto (hereinafter the "Project");

WHEREAS, the Consultant represents that it has sufficient experience and qualified personnel to perform, and the City desires the Consultant to perform, the professional services more fully described on Exhibit A attached hereto; and

WHEREAS, the City has determined, based upon information provided by the Consultant that Consultant is qualified to provide the professional services described herein.

NOW, THEREFORE, the City and the Consultant, in consideration of their mutual covenants herein, agree in respect to the performance of professional services by the Consultant and the payment for those services by the City as set forth below.

ARTICLE I Scope of Services

The Consultant shall provide for the City professional services listed in attached Exhibit A, "Scope of Services."

It is the desire of the parties to keep changes in the Scope of Services at a minimum, but the parties recognize that such changes may become necessary and agree that the City may initiate deletions, modification or changes to the Services by advising the Consultant in writing of the change believed to be necessary. As soon thereafter as practicable, Consultant shall prepare a cost estimate of the change and shall inform the City of the adjustment in the compensation due Consultant under Article II applicable to such requested change. City shall then advise Consultant in writing of its approval or disapproval of the change. If City approves the change, a written contract amendment shall be executed by both parties and Consultant shall perform the services as changed and the adjustment in Consultant's compensation and/or the completion date set forth in the executed contract amendment shall become effective.

ARTICLE II

Compensation

The City shall the pay the Consultant for services performed as outlined in Article I as set forth on Exhibit B attached hereto.

ARTICLE III

Schedule

The Consultant agrees to complete the services outlined in Article I within a time frame as lined out in Exhibit C. In absence of written directions to the contrary, receipt of the executed Agreement shall be the Consultant's Notice to Proceed. The contract time includes reasonable review time by the City, and any other applicable governmental agencies.

Solely at the discretion of the City, an extension in time may be granted to the Consultant for delays determined by the City as unavoidable. Consultant may request extension of time stating fully the reasons for such request. Extensions for unavoidable delays shall be made in accordance with Article VI, Section 5.3 herein.

ARTICLE IV

City's Responsibilities

City shall perform the following in a timely manner so as not to unreasonably delay the services of the Consultant:

1. Provide design objectives and constraints, capacity and performance requirements, and budgetary limitations for the Project;
2. Furnish reports, plans and surveys in its possession that pertain to the Project. Except for reports and surveys prepared specifically for this Project, the Consultant shall have an obligation to independently verify the information contained in reports, plans, surveys and maps, which are furnished by the City. City shall notify Consultant of any known material errors or omissions in the information provided;
3. Arrange for access to enter upon public and private property as required for Consultant to perform services under this Agreement;
4. Furnish design and construction standards;
5. Examine all studies, reports, sketches, drawings, specification, proposals, and other documents presented by Consultant, obtain advice of attorney, insurance counselor and other Consultant as City deems appropriate for such examination and render in writing decisions pertaining thereto within a reasonable time so as not to delay the services of Consultant;
6. Sign and submit permits required by other local, state, and federal agencies;
7. Attend design review meetings, pre-bid and pre-construction conferences, and construction meetings;

8. Negotiate and pay for rights of way and easements necessary to complete the Project;
9. Advertise the Project for construction bids, distribute bidding documents, and receive and open construction bids; and
10. Identify, in writing, a primary point of contact through whom all communications to the Consultant shall be issued.

ARTICLE V

Consultant's Responsibilities

In addition to the basic services identified in Article I "Scope of Services" the Consultant shall do the following:

1. Comply with local, state and federal rules, regulations and laws pertaining to this Agreement that are applicable at the time the Consultant designs the Project, regardless of whether such requirements are specifically referred to in this Agreement. Consultant shall protect and indemnify the City and its officers and agents against any claims or liability to the extent caused by any violation of the same;
2. Submit interim drafts and coordinate and attend draft review meetings as needed to meet Project requirements and City's design standards, and prepare final plans and specifications as required in Exhibit B, "Compensation;"
3. Immediately upon expiration or termination of the Agreement, return to the City all of the studies, maps, and other data furnished to the Consultant by the City pursuant to this Agreement;
4. To the greatest extent permitted by law, indemnify and hold harmless the City, its elected officials, officers, employees, , from damages, losses and expenses, including reasonable attorneys' fees, to the extent resulting from the performance of Consultant's services, but only to the extent the damage, loss, or expense is caused by the negligent or intentional act, error or omission of the Consultant, its sub consultants, anyone employed or retained by any of them, or anyone for whose acts any of them may be liable
5. Maintain throughout the duration of this Agreement insurance in the following minimum amounts:

(a) Workers' Compensation and Employers' Liability	
Worker's Compensation	Statutory
Employers' Liability	\$1,000,000 each employee
	\$1,000,000 each accident
	\$1,000,000 policy limit
(b) Comprehensive Automobile Liability	
Bodily Injury	\$1,000,000 each person
	\$1,000,000 each accident
Property Damage	\$1,000,000 each occurrence
(c) Comprehensive General Liability	
Bodily Injury	\$2,000,000 each person

Property Damage

\$2,000,000 each accident
\$2,000,000 each occurrence

(d) Professional Liability Insurance

\$2,000,000 per claim
\$2,000,000 annual aggregate

Consultant shall provide City with certification thereof upon request. All general liability and automobile liability insurance shall be written on an occurrence basis unless otherwise agreed by the City in writing. All insurance carriers must be licensed to do business in the State of Missouri; carry a Best's policyholder rating of "A" or better and/or that is acceptable to the City. Consultant shall provide City with a certificate of insurance showing such coverage, endorsements, and naming the City of Creve Coeur, Missouri as an additional insured. In the event such insurance coverage is canceled, the City shall be notified immediately;

6. Employ persons qualified to efficiently perform the obligations and duties of the Consultant under this Agreement. If the City shall so direct, the Consultant shall remove from the Project any engineer, architect, surveyor, appraiser or other person employed by the Consultant in connection with the work;
7. Furnish right-of-way and easement descriptions for negotiations, eminent domain proceedings, and maps and sketches as required by City; and
8. Notify the City in writing in accordance with Article I of any changes in services, fees or schedules.

ARTICLE VI

Miscellaneous

1. **Controlling law.** This Agreement is to be governed by the laws of the State of Missouri.
2. **Assignment.** None of the obligations of the Consultant under this Agreement shall be assigned without the approval in writing of the City.
3. **Binding on Successors.** This Agreement is binding upon and fully enforceable against the successors and assigns of the Consultant, whether or not consented to by the City.
4. **Reuse of Information.** Consultant shall retain ownership of information, including reports, surveys, designs, presentation graphics and creative products, furnished under this Agreement. Provided, however, City's right of reuse shall be unlimited in frequency and quantity and may be for completion of the Project, an extension of the Project by parties other than the Consultant, or for uses unrelated to the Project. When information is subject to third party royalties or license agreements, City shall pay such royalties and license fees associated with the reuse of the documents. City's reuse of the information without verification or adaptation by the Consultant shall be at the City's sole risk without liability or legal exposure to the Consultant. No additional compensation shall be due the Consultant for City's reuse of the information.
5. **Termination for Default.**

5.1 Default:

If the Consultant refuses or fails to perform any of the provisions of this Agreement with such diligence as will ensure its completion within the time specified in this Agreement, or any extension thereof, or commits any other substantial breach of this Agreement, the City may notify the Consultant in writing of the delay or nonperformance and if not cured in ten days or any longer time specified in writing by the City, the City may terminate the Consultant's rights to proceed with the Agreement or such part of the Agreement as to which there has been delay or a failure to properly perform.

5.2 Compensation:

The City shall pay the Consultant the costs and expenses and reasonable profit for services performed by the Consultant prior to receipt of the notice of termination; however, the City may withhold from amounts due the Consultant such sums as the City deems to be necessary to protect the City against loss caused by the Consultant because of the default.

5.3 Excuse for Nonperformance or Delayed Performance:

Except with respect to defaults of subcontractors, the Consultant shall not be in default by reason of any failure in performance of this Agreement in accordance with its terms if the Consultant has notified the City within 30 days after the cause of the delay and the failure arises out of causes such as: acts of God; acts of the public enemy; acts of the City or any other governmental entity in its sovereign or contractual capacity; fires; floods; epidemics; quarantine restrictions; strikes or other labor disputes. If the failure to perform is caused by the failure of a subcontractor to perform or to make progress, and if such failure arises out of the causes set forth above, the Consultant shall not be deemed to be in default, unless the services to be furnished by the subcontractor were reasonably obtainable from other sources in sufficient time to permit the Consultant to meet the terms of the Agreement. Upon request of the Consultant, the City shall ascertain the facts and extent of such failure, and, if the City determines that any failure to perform was occasioned by any one or more of the excusable causes, and that, but for the excusable cause, the Consultant's progress and performance would have met the terms of the Agreement, the time for completion of the Agreement shall be revised accordingly, subject to the rights of the City under the clause entitled "Termination for Convenience."

5.4 Erroneous Termination for Default:

If, after notice of termination of the Consultant's right to proceed under the provisions of this Section, it is determined for any reason that the Consultant was not in default under the provisions of this Section, or that the delay was excusable under the provision of Subsection 5.3, and both the City and the Consultant agree, the rights and obligations of the parties shall be the same as if the notice of termination had not been issued. Otherwise, the rights and obligations of the parties shall be the same as if the notice of termination had been issued pursuant to the Section entitled "Termination for Convenience."

6. Termination for Convenience.

6.1 Termination:

The City may, when the interests of the City so require, terminate this Agreement in whole or in part, for the convenience of the City. The City shall give written notice

of the termination to the Consultant specifying the part of the Agreement terminated and when termination becomes effective.

6.2 Consultant's Obligations:

The Consultant shall incur no further obligations in connection with the terminated services and on the date set in the notice of termination the Consultant will stop work to the extent specified.

6.3 Compensation:

The City shall pay the Consultant the following amounts:

- (a) All costs and expenses incurred by the Consultant for work accepted by the City prior to the Consultant's receipt of the notice of termination, plus a reasonable profit for said work.
- (b) All costs and expenses incurred by the Consultant for work not yet accepted by the City but performed by the Consultant prior to receipt of the notice of termination, plus a reasonable profit for said work.
- (c) Anticipatory profit for work and service not performed by the Consultant shall not be allowed or paid under any circumstances.

7. Disputes.

7.1 The City and Consultant agree that disputes relative to the Project or this Agreement should first be addressed by negotiations between the parties. If direct negotiations fail to resolve the dispute, the party initiating the claim that is the basis of the dispute shall be free to take such steps as it deems necessary to protect its interests; provided, however, that notwithstanding any such dispute, the Consultant shall proceed with its services under this Agreement as though no dispute exists; and provided further, that no arbitration proceedings shall be initiated by Consultant without the prior written consent of the City.

8. Representations.

The Consultant states that:

8.1 The price submitted and the costs comprising same are independently arrived at without collusion.

8.2 The Consultant affirms it has not made or agreed to make any valuable gift whether in the form of service, loan, thing, or promise to any person, or any of the person's immediate family, having the duty to recommend, the right to vote upon, or any other direct influence on the selection of consultants to provide services to the City within two (2) years preceding the execution of this Agreement.

8.3 The Consultant represents that it has not retained and will not retain a person to solicit or secure a City contract upon an agreement or understanding for a commission, percentage, brokerage, or contingent fee, except for retention of bona fide employees or bona fide established commercial selling agencies for the purpose of securing business.

9. Equal Employment Opportunity.

During the performance of this Agreement, the Consultant agrees as follows:

9.1 The Consultant will not discriminate against any employee or applicant for employment because of race, religion, color, sex, disability, age, national origin, or ancestry. The Consultant will ensure that applicants are employed, and that employees are treated during employment, without regard to their race, religion, color, sex, disability, age, national origin, or ancestry. Such action shall include, but not be limited, to the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The Consultant agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this non-discrimination clause.

9.2 The Consultant will, in all solicitations or advertisements for employees placed by or on behalf of the Contractor, state that all qualified applicants will receive consideration for employment without regard to race, religion, color, sex, disability, age, national origin, or ancestry, and shall include the phrase "equal opportunity employer" or similar phrase approved by Missouri Commission on Human Rights.

9.3 The Consultant will cause the foregoing provisions to be inserted in all subcontracts for any work covered by this Agreement.

9.4 The Consultant shall assure that it and all subcontractors will comply with this Section 9.

9.5 If the Consultant shall fail, refuse or neglect to comply with the terms of these contractual conditions, such failure shall be deemed a total breach of the Agreement and such Agreement may be terminated, canceled or suspended, in whole or in part, and the Consultant may be declared ineligible for any further City contract for a period of up to one year. Provided, that if an Agreement is terminated, canceled or suspended for failure to comply with this Section, the Consultant shall have no claims for damages against the City on account of such termination, cancellation or suspension or declaration of ineligibility.

9.6 The Consultant shall assure that it is in compliance with and shall maintain sufficient records to document that, under all aspects of this Agreement, it has acted in a manner which is in full compliance with all applicable sections of the Equal Employment section of this Agreement and the following, as applicable: Title VI of the Civil Rights Act of 1964 (as amended) (42 USCS § 2000d et seq.); Title VII of the Civil Rights Act of 1964 (42 USCS §§ 2000e et seq.); Title VIII of the Civil Rights Act of 1968 (42 USCS § 3601 et seq.); the Americans with Disabilities Act of 1990 (42 U.S.C. § 12101, and amendments thereto). Such records shall at all times remain open to inspection by an individual designated by the City for such purpose.

9.7 The Consultant, in carrying out this Agreement, shall also comply with all other applicable existing federal, state and local laws relative to equal opportunity and nondiscrimination, all of which are incorporated by reference and made part of this Agreement.

9.8 Pursuant to Section 34.600 RSMo, the Contractor certifies that it is not currently engaged in and shall not, for the duration of this contract, engage in a boycott of

goods or services from the State of Israel; companies doing business in or with Israel or authorized by, licensed by, or organized under the laws of the State of Israel; or persons or entities doing business in the State of Israel.

10. Independent Contractor.

It is agreed that Consultant is an independent contractor to the City and shall not be considered an employee. Consultant shall be responsible for and pay all taxes and withholdings required by law upon the compensation paid under this Agreement, and shall indemnify and hold harmless the City from liability in connection therewith.

11. Notice.

Any formal notice required or permitted under this Agreement shall be deemed sufficiently given if said notice is personally delivered or sent by First Class mail, postage prepaid, to the party to whom said notice is to be given. Notices delivered in person shall be deemed to be served effective as of the date the notice is delivered. Notices sent by First Class mail shall be deemed to be served seventy-two (72) hours after the date said notice is postmarked to the addressee, postage prepaid.

Until changed by written notice given by one party to the other, notice to the Consultant shall be made at the address set forth following the Consultant's signature block. Notice to the City shall be made as follows:

City of Creve Coeur
Attn: Steve Berecz, City Engineer / Assistant Director of Public Works
300 N. New Ballas Rd.
Creve Coeur, MO 63141
Phone: (314) 442-2084

Other correspondences may be sent to:
TREKK Design Group, LLC
Attn: Erica Ridgway
17 Cassens Court
Fenton, MO 63026
Phone: (314) 932-1226

12. Phraseology.

In this Agreement, the singular includes the plural, the plural includes the singular and any gender includes the other gender.

13. Descriptive Headings.

The descriptive headings of the provisions of this Agreement are formulated and used for convenience only and shall not be deemed to affect the meaning and construction of any such provision.

14. Amendments.

This Agreement may not be amended unless such amendment is in writing and signed by both parties hereto.

15. Invalidity.

In the event that any provision in this Agreement shall be adjudicated invalid under applicable laws, such invalid provision shall automatically be considered reformed and amended so as to conform to all applicable legal requirements, or, if such invalidity

cannot be cured by reformation or amendment, the same shall be considered stricken and deleted, but in neither such event or events shall the validity or enforceability of the remaining valid portions hereof be affected thereby.

16. Waiver.

The failure of either party to insist upon the strict performance of any of the terms or conditions of this Agreement or to exercise any option, right or remedy herein contained, should not be construed as a waiver or relinquishment for the future of such term, provision, option, right or remedy, but the same shall continue and remain in full force and effect. No waiver by either party of any term or provision hereof shall be deemed to have been made unless expressed in writing and signed by the waiving party.

17. Merger.

This Agreement and the documents incorporated by reference constitute the entire agreement between the parties with respect to the professional services set forth herein. There are no verbal understandings, agreements, representations or warranties between the parties which are not expressly set forth herein. This Agreement supersedes all prior agreements and understandings between the parties, both written and oral.

18. Verbal Statements Not Binding.

It is understood and agreed that the written terms and provisions of this Agreement shall supersede all verbal statements of any and every official and/or other representative of the City, and such statements shall not be effective or be construed as entering into, or forming a part of, or altering in any way whatsoever, the written Agreement.

19. Survivorship.

Notwithstanding the termination of this Agreement, Consultant's obligations with respect to indemnification (Article V, Section 4) and insurance (Article V, Section 5), and any other terms and conditions which by their nature should survive termination, shall survive the termination of this Agreement.

ARTICLE VII

Exhibits

The following Exhibits are attached to and made a part of this Agreement:

Exhibit A. "Scope of Services"

Exhibit B. "Compensation"

Exhibit C. "Project Schedule"

Exhibit D. "Affidavit of Work Authorization"

Attachment A. "Rate Schedule"

Attachment B. "Fee Estimate"

IN WITNESS WHEREOF, the parties hereto have made and executed this Agreement the day and year first above written.

CITY OF CREVE COEUR, MISSOURI

By: _____

Name: Mark Perkins

Title: City Administrator

Attest:

TREKK Design Group, LLC

By: _____

Kimberly Robinett

Managing Member

1411 E 104th Street

Kansas City, MO 64131

EXHIBIT A

SCOPE OF SERVICES

I. Services to be provided by TREKK Design Group, LLC

The services covered by this Agreement shall include furnishing the professional, technical, and other personnel and the equipment, material and all other things necessary for survey and design services for the Creve Coeur FY2026 Stormwater Design project in the City of Creve Coeur.

The following information will explain and define in general terms the major design items of importance relating to this project. All the elements of work that are necessary to satisfactorily complete the design of this project may not be listed.

The City desires to develop concept plans, preliminary plans, final plans and construct improvements for the following five stormwater projects:

- DC-S-19 308 South Spoede Rd
- DC-S-22 North Spoede Road & Mission Hills Court
- DC-S-09 Pine Manor Drive
- DC-S-02 18 Sackston Woods Lane
- DC-C-18 Alden Lane

The five locations are on private property where yard flooding and/or structure flooding is occurring. The CONSULTANT will be required to make submittals to the CITY. The CONSULTANT will also be responsible for the completion of all quantities and probable cost associated with the improvements.

The CONSULTANT shall develop the design criteria to be utilized in the design. The CONSULTANT and governing agencies will then meet to discuss and concur on the criteria.

1. PROJECT ADMINISTRATION

- 1.1. Kick-off Meeting – The CONSULTANT will attend one kickoff meeting for all five projects.
- 1.2. Meetings and Status Reports - The CONSULTANT shall attend and prepare meeting minutes for four (4) progress meetings.
- 1.3. Project Coordination
 - 1.3.1. Subconsultant Coordination
- 1.4. Invoice Preparation & Progress Report

1.4.1. The CONSULTANT shall submit monthly progress report documents, along with the monthly invoices and reimbursement requests. The Monthly Progress Report shall document the following:

1.4.1.1. Past Month's Activities/Accomplishments

1.4.1.2. Pending Issues and Decisions

1.4.1.3. Problem Areas and Recommended Corrective Actions

1.4.1.4. Budget Summary Status (showing % complete vs. % expended per task)

1.5. General Project Administration – The CONSULTANT will maintain organized and accurate records, schedule, and timesheets associated with this project.

2. INITIAL ASSESSMENT

2.1. Survey

2.1.1. Utilities will be acquired as marked by Missouri One Call and supplemented with basemaps as available from utilities. CONSULTANT will lead all utility coordination efforts and coordinate with each governing agency or company.

2.1.2. The CONSULTANT will compile data for desktop review of project area.

2.1.3. The CONSULTANT will collect MSD record plans.

2.1.4. The CONSULTANT will identify potential conflicts and will document the areas.

2.1.5. The CONSULTANT will provide coordination in all project phases.

2.1.6. Topographic and Right of Way Surveys - CONSULTANT shall obtain survey information required for the preparation of final plans including:

2.1.6.1. Establish three-dimensional survey control sufficient for construction at the proposed intersections.

2.1.6.2. The final survey drawings shall be done in accordance with MSD Standards and provided in AutoCAD Civil 3D.

2.1.6.3. Control – The CONSULTANT will provide project control points.

2.1.6.4. CONSULTANT will provide a plat and legal description for incorporation into easement acquisition documentation to be completed by CITY and property owner.

2.2. Field Checks

2.2.1. Upon collection of the data and the creation of base survey drawings, a field check will be performed to verify final survey drawing accuracy and proposed design solutions at all five project locations.

2.2.2. Meeting with Property Owner

2.2.3. The CONSULTANT will attend one initial meeting with the property owners along with CITY representatives at each of the five project locations. Meetings shall be organized by the CITY.

2.3. Permitting Requirements

- 2.3.1. The CONSULTANT will determine the permitting requirements for all five project locations.

2.4. Concept Design for each project

The CONSULTANT will complete the following:

- 2.4.1. Review the current concept plans completed by the CITY.
- 2.4.2. Delineate drainage areas & perform hydrologic calculations.
- 2.4.3. Perform conceptual hydraulic calculations.
- 2.4.4. Develop design concepts.
- 2.4.5. Identify utility conflicts.
- 2.4.6. Determine easement limits
- 2.4.7. Develop design concept memo
- 2.4.8. Develop concept exhibits

2.5. Quality Control

2.6. Present design concepts to CITY

3. **Final Design**

3.1. Detail selected design

- 3.1.1. The CONSULTANT will create a complete design package based on the approved concept for each site.

3.2. Design

- 3.2.1. Delineate drainage areas & perform hydrologic calculations.
- 3.2.2. Perform conceptual hydraulic calculations.
- 3.2.3. Develop design concepts.
- 3.2.4. Identify utility conflicts.
- 3.2.5. Determine easement limits
- 3.2.6. Develop design memo
- 3.2.7. Develop design exhibits

3.3. Develop complete drawing set

- 3.3.1. Will include title sheet with general notes, plan sheets, detail sheets for each site.

3.4. Easement exhibits

- 3.4.1. The CONSULTANT will provide the limits of disturbance and the easement limits necessary for project construction.

3.5. Develop project specifications

3.5.1. The CONSULTANT will develop the appropriate project specification package for permitting and construction

3.6. Refine design calculations as appropriate

3.6.1. Design calculations will be reformed to conform with specific method, material, or regulatory requirements.

3.7. Quality control

3.7.1. Internal review of all calculations, specifications, and other design output.

3.8. Project quantities and cost estimate

3.8.1. A material quantity takeoff will be prepared for each project location, which may be used in the bid package (at the CITY's discretion). Additionally, an engineer's cost estimate for each project location will be provided to the CITY.

4. PERMITTING

4.1. Complete permit applications

4.1.1. The CONSULTANT shall prepare complete Permitting Packages for each site for submittal to governing agencies (MSD, St. Louis County, City of Creve Coeur, USACE).

4.2. Submit to agencies

4.2.1. Submit Permitting Package and necessary permitting documents to permitting authorities for review and permitting approval. (This does not include any direct permitting costs/fees).

4.3. Address agency comments

4.3.1. The CONSULTANT will review agency comments/issues and respond with a submittal addressing permitting concerns with appropriate design changes or supporting documentation.

4.3.2. The CONSULTANT will review design changes made to address agency concerns and will update material quantities

4.3.3. The CONSULTANT will update the engineer's cost estimate to reflect any design changes made to address agency concerns.

4.3.4. The CONSULTANT will perform internal review on all changes made to design, material quantities (take-off), and engineer's cost estimate.

5. BID PHASE SERVICES

5.1. Compile project documents for bid package

5.1.1. The consultant will compile project drawings, specifications, and requirements for use in a project bid package. This task excludes all "front end" contract documents.

4.3. Respond to bidders/address RFI's

4.3.1. The CONSULTANT will prepare responses to bidder inquiries which will be compiled and reviewed by the CITY. Responses approved by the CITY will be delivered to all prospective bidders.

4. ASSUMPTIONS

4.1. The CONSULTANT shall prepare all plans through use of a Computer Aided Drafting (CAD) program.

4.2. All submittals will be electronic.

4.3. Design disciplines not included:

4.3.1. Flood Modeling

4.3.2. Structural Design

4.3.3. BMP Design

4.3.4. Attendance at Public Meetings

4.4. Surveying at the Sackston Woods Lane and Alden Lane locations will require ground clearing unless it is performed in winter months.

4.5. \$10,000.00 has been set aside for geotechnical investigation at the Alden Lane location.

This proposal assumes that Shannon and Wilson Inc. will be subcontracted to provide necessary geotechnical investigation work on the areas of concern at the Alden Lane site location. Unusual geological features (such as caves or sink holes) are not anticipated to be found within site boundaries. If unusual geology is discovered, CONSULTANT will present findings to City for discussion of possibly increasing the effort of the geotechnical investigation.

4.6. The construction of the work at Alden Lane will require a USACE Nationwide 404 permit.

5. STANDARDS

5.1. The CONSULTANT shall use the latest version of the following publications to determine the design criteria and procedures which will be followed for development of the project:

5.1.1. The Metropolitan St. Louis Sewer District's "Rules and Regulations and Engineering Design Requirements for Sanitary Sewer and Stormwater Drainage Facilities", publication.

SERVICES PROVIDED BY THE CITY

The CITY will provide available information of record to the CONSULTANT. In addition, the following specific items will be furnished or performed by the CITY:

1. The CITY is responsible for easement acquisition, the CONSULTANT will assist the CITY.
2. The CITY is responsible for permitting, review, and other regulatory fees as required.
3. The CITY is responsible for the bidding process though the CONTRACTOR will assist as previously stated. The CITY is responsible for all contracting documentation.

EXHIBIT B

COMPENSATION

The City agrees to pay the Consultant compensation for the services set forth in Exhibit A in accordance with the following:

1. **BASIC SERVICES:** Compensation for Basic Services as set forth in Exhibit A shall be billed at hourly rates as set forth in the attached hourly billing rate schedule as may be adjusted annually, plus noted direct expenses. City agrees to pay Consultant an amount not to exceed One hundred ninety-eight thousand, four hundred ninety-two and no/100 dollars (\$198,492.00).

Payments shall be made no more frequently than monthly as the work of the Consultant progresses, upon the presentation of a proper invoice.

2. **ADDITIONAL SERVICES:** Compensation for additional services not specified in Exhibit A, but agreed to in accordance with Article I, shall be paid in accordance with the Consultant's hourly billing rates as set forth in the Hourly Rate Schedule attached to this Agreement and as may be adjusted annually, or as otherwise agreed to in writing by the City and the Consultant.

EXHIBIT C

SCHEDULE

The project schedule is as follows:

Task 1: Proposal approved	July 2025
Task 2: Conduct survey of all properties	August 2025
Task 3: Present concept designs to City for approval	October2025
Task 4: Complete design and bid packages	February 2026

Services occurring from Notice to Proceed, estimated to be July 1, 2025 with an estimated completion date of February 27, 2026.

EXHIBIT D

AFFIDAVIT OF WORK AUTHORIZATION

Comes now **TREKK employee (name of person signing affidavit)** as Member **(title of person signing affidavit)** first being duly sworn, on my oath, affirm TREKK Design Group, LLC (company name) is enrolled and will continue to participate in a federal work authorization program in respect to employees that will work in connection with the contracted services related to **(project name)** for the duration of the contract, if awarded in accordance with RSMo Section 285.530(2). I also affirm that TREKK Design Group, LLC (company name) does not and will not knowingly employ a person who is an unauthorized alien in connection with the contracted services related to **(project name)** for the duration of the contract, if awarded.

Attached hereto is documentation affirming enrollment and participation in a federal work authorization program with respect to the employees working in connection with the contracted services.

In affirmation thereof, the facts stated above are true and correct (the undersigned understands that false statements made in this filing are subject to the penalties provided under Section 575.040, RSMo).

Signature

Printed Name:

Title: Member

Company: TREKK Design Group, LLC

Date: _____

Subscribed and sworn to before me this _____ day of _____, **2025**. I am commissioned as a notary public within the County of _____, State of Missouri, and my commission expires on _____.

Signature of Notary

Date: _____

Exhibit B

DC-S-19: 308 South Spoede Road

Problem description: Structural flooding due to increased flow from new construction at 41 Chaminade Drive.

Recommendation: Construct swale along east property line to inlet 18N3-187D with Instaturf ShearForce on steep section at downstream end near the inlet. Construct catch basin on south side of driveway at east end of wall and pipe to southwest corner of property and discharge into swale. Construct curb along driveway from garage to the street.



Inlet 18N3-187D

Special Considerations: Additional grading maybe needed on 41 Chaminade Drive to intercept flow to the swale.



Conceptual Layout of DC-S-19

DC-S-22: North Spoele Road & Mission Hills Court

Problem description: Street flooding near the intersection.

Recommendation: Construct 2 grate inlets w/ side intake on north side of Mission Hills Court approximately 50 feet east of North Spoele Road and connect to existing storm sewer with a manhole with a slotted cover.

Special Considerations: Hydraulic analysis of storm sewer system is needed that accounts for potential bypass at inlets and inlet capacity on the street and review spread if additional inlets are warranted on North Spoele Road.



Conceptual Layout of DC-S-22

DC-S-09: Pine Manor Drive

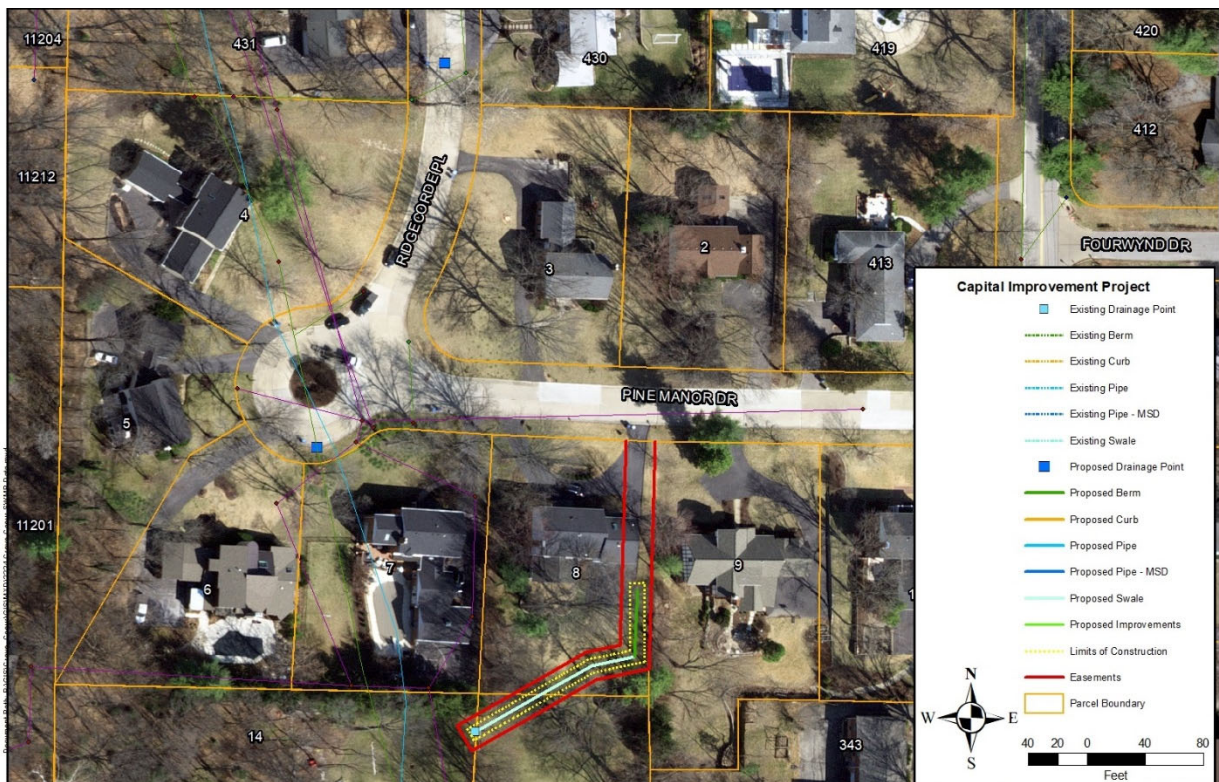
Problem description: Street flooding at cul-de-sac and yard flooding at 7 and 8 Pine Manor Drive.

Recommendation: Construct trench drain across Ridgecore Place between inlets 18N2-107D and 18N2-178D. Construct double curb inlet over existing pipe on south side of cul-de-sac. Modify other inlets as needed to minimize bypass and increase inlet capacity. Swap out solid cover for slotted cover at manhole 18N2-060D at the south property line of #7. Construct berm and swale along east property line of #8 from end of driveway to natural low point and then construct swale across the yard to an existing yard drain on the west property line.



Existing yard drain on west property line of #8

Special Considerations: Hydraulic analysis of storm sewer system is needed that accounts for potential bypass at inlets and inlet capacity on the street. Initial analysis shows adequate capacity of 84" pipe at #7. The 100-year overland flow path needs to be verified across #7.



DC-S-02: 18 Sackston Woods Lane

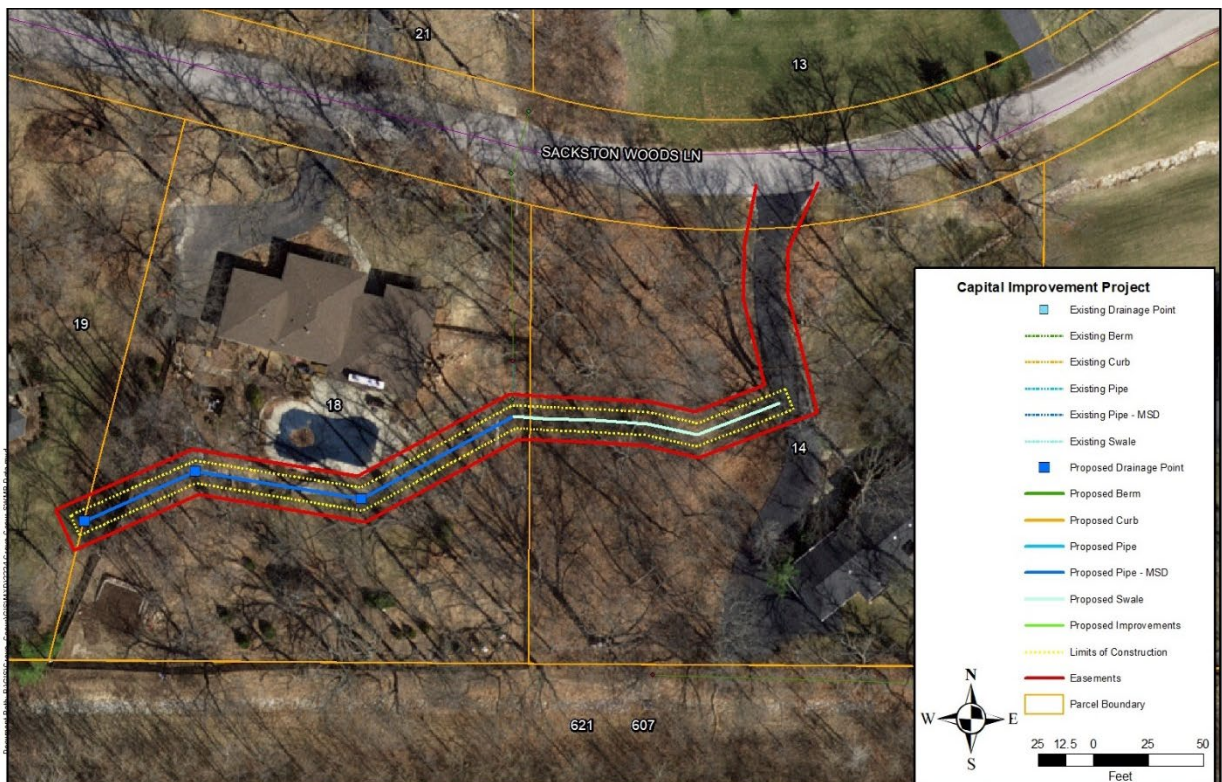
Problem description: Yard flooding with overflow into the pool.

Recommendation: Construct storm sewer across property with two 2 grate inlets w/ side intake in the yard to route pipe around the pool and an area inlet with a berm at the west property line on the west side of the fence. Construct rock swale from discharge at east property line to driveway culvert at #14.



West side of fence

Special Considerations: Sewer will need to be constructed adjacent to the pool and minimize disruption to trees. Storm sewer from street also discharges at east property line.



Conceptual Layout of DC-S-02

DC-C-18: Alden Lane

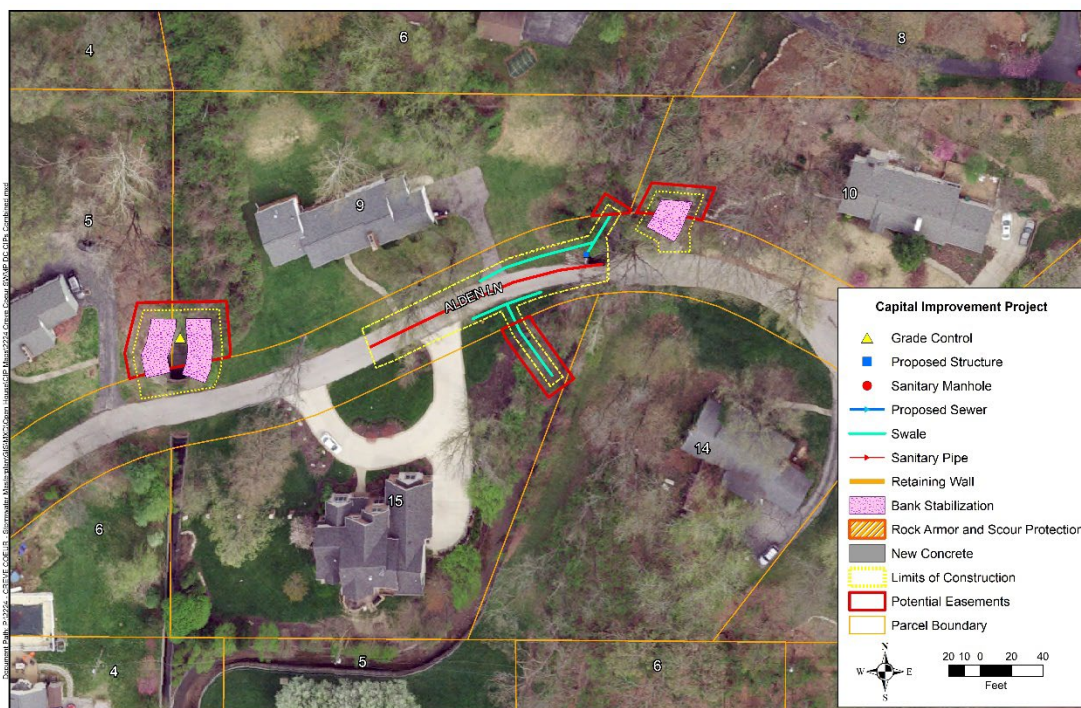
Problem Description: In Monsanto-Sunswept Creek upstream of the Alden Lane crossing there is a failing railroad tie wall on the LDB. In the unnamed tributary to Monsanto-Sunswept Creek upstream of the Alden Lane crossing there is a failing grouted riprap structure. Flow on the east end of the street bypasses the channel at the culvert causing street flooding west of the culvert. The affected parcels are private.



Failing grouted riprap

Recommendation: Replace the failing railroad tie wall with bank stabilization. Install a grade control structure with to replace the failing grouted riprap. Construct a curb chute off the street into a concrete swale along the west wing wall. Construct a grass swale along the north side of the street to drain to the concrete swale. Repave the apron to create a swale across the driveway at 9 Alden Lane. Construct a grass swale along the south side of the street with a swale across 15 Alden Lane to the channel that is grass in the turf area and rock in the landscape area. Repave and crown Alden Lane.

Special Considerations: A second chute or inlet over the culvert maybe needed to adequately direct flow from the street into the channel. An alternative solution would be to construct an inlet on each side of the street and pipe to the channel.



Conceptual Layout of DC-C-18



MEMORANDUM

Date: June 13, 2025
To: Mark Perkins, City Administrator
From: Steven Berecz, P.E., City Engineer
CC: Jim Hines, Director of Public Works
Subject: Olive Blvd. @ City Place Drive – New Pedestrian Crossing

Staff Recommendation

Staff is requesting City Council approval of the agreement for professional services with George L. Crawford and Associates, d/b/a CBB for engineering design and surveying services required by MoDOT for a new pedestrian crossing at the intersection of Olive Blvd. and City Place Drive. The total not-to-exceed amount requested for the engineering design services is \$44,800.00.

CBB was selected from the approved On-Call Professional Services List – Transportation/Survey (Resolution No. 1704).

Project Funding

The project will be funded by account #02-61-71-9510 in the Capital Fund / Streets & Sidewalks in FY2026. The FY2026-FY2030 Capital Improvement Program (CIP) has allocated \$100,000 in FY26 for both design and construction services. The conceptual construction costs are estimated at \$55,000.

Background

Currently there are not any pedestrian crossings at this intersection. The new pedestrian crossing is anticipated to be only on the east side of City Place Drive (Old Ballas Road) for pedestrians to cross Olive Blvd. The existing pedestrian crossings at Craig Road are about 1/5th a mile from City Place Drive and the existing pedestrian crossings at N. New Ballas Road are about 1/4th of a mile from City Place Drive. This additional crossing in a high traffic area should increase pedestrian use and safety in this area.

Scope of Engineering Design Services

The scope of services includes:

- Topographic Survey
- Traffic Signal Modifications Plans
- Curb Ramp Modifications Plans for ADA compliance
- Pavement Marking Plans, Details and Traffic Control Plans
- Traffic Signal Timing and Programming Plans
- Bid plans and permitting

Schedule/Timeline

- Survey and design to commence in July 2026.
- Construction to be determined after design is completed.

Attachments

- Exhibit A: Professional Services Agreement between George L. Crawford and Associates and the City.

RESOLUTION NO. 1804

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CREVE COEUR, MISSOURI AUTHORIZING THE EXECUTION OF A CONTRACT WITH GEORGE L. CRAWFORD AND ASSOCIATES d/b/a CBB FOR THE DESIGN OF A NEW PEDESTRIAN CROSSING ON THE EAST SIDE OF CITY PLACE DRIVE AT OLIVE BLVD. FOR THE NOT-TO-EXCEED AMOUNT OF \$44,800.00.

WHEREAS, the Missouri Department of Transportation (MoDOT) has agreed to permit a new pedestrian crossing at this location; and

WHEREAS, MoDOT is requiring that the City provide detailed engineering design documents for their review and approval prior to the City constructing said improvements; and

WHEREAS, installation of a new pedestrian crossing will improve public safety and connectivity along this corridor; and

WHEREAS, Public Works staff has found that CBB is well qualified for the design and permitting of roadway and pedestrian improvement projects and is on the City's approved On-Call Professional Services List.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF CREVE COEUR, AS FOLLOWS:

Section 1. The Standard Agreement between **George L. Crawford and Associates** and the City, attached hereto as "Exhibit A," with a not-to-exceed **contract sum of \$44,800.00**, is hereby approved, and the City Administrator is hereby authorized and directed to enter into and execute that Agreement. The Agreement as executed shall be substantially in the form of "Exhibit A," with such changes therein as shall be approved by the officers of the City executing same, consistent with the provisions and intent of this Resolution. The City Administrator and his designated representatives are hereby authorized and directed to take any and all actions necessary, desirable, convenient, or proper in order to carry out the intent of this Resolution, the matters herein authorized, and the rights and duties of the City under the Agreement.

Section 2. This Resolution shall become effective upon its passage.

ADOPTED THIS 23RD DAY OF JUNE, 2025.

DR. ROBERT HOFFMAN
MAYOR

ATTEST:

KELLIE HENKE, MRCC
CITY CLERK

June 13, 2025

Mr. Steve Berez, PE
City Engineer/Assistant Director of Public Works
300 N. Ballas Road
Creve Coeur, MO 63141

RE: Proposal for Traffic Engineering Services
Traffic Signal Modification Plans
Olive Boulevard (MO Route 340) and CityPlace Drive
CBB Proposal No. P25-056

Dear Mr. Berez:

In accordance with your request and information provided by MoDOT, CBB is pleased to submit the following proposal for traffic signal modification plans pertaining to the installation of a crosswalk on Olive Boulevard at CityPlace Drive.

As you are aware, CBB has prepared many traffic studies and traffic signal plans within the Olive Boulevard corridor. Based on our previous experience, we are very familiar with the subject intersection.

In conjunction with the upcoming work on Olive Boulevard this summer and utilizing construction drawings prepared by MoDOT for this work, we would obtain additional supplemental information as needed with a topographical survey and prepare plans for the installation of a crosswalk on Olive Boulevard on the east side of the intersection. The crosswalk will require modifications to the existing curb ramps to meet ADA guidelines and APS pushbuttons, stanchion posts and pedestrian heads will need to be installed on the existing traffic signal.

Scope of Services

We are proposing the preparation of traffic signal modification plans at the intersection of Olive Boulevard (MO Route 340) and CityPlace Drive to accommodate the installation of a crosswalk. The crosswalk is intended to be placed on the east side of the intersection. Based on information provided by you and MoDOT, no traffic study will be required.

We propose the following scope items:



Topographical Survey

We would utilize Civil Design Inc, (CDI) to obtain a topographical survey on the east side of the intersection in order to design new curb ramps for the crossing. The survey would include pavement markings and utilities as marked. CDI will locate the existing MoDOT RW lines and ensure it is as depicted in the plans provided by MoDOT.

Traffic Signal Modification Construction Drawings

We would utilize the plans prepared by MoDOT and supplement the topographic survey provided by CDI to develop a base file to begin design of the signal improvements for the crossing.

These drawings would be based upon MoDOT approved construction drawings for roadway modifications.

The final traffic signal plans would be suitable for incorporation into the MoDOT roadway plans for bidding purposes, or issued as a change order to their existing contractor.

Prepare preliminary plans for the traffic signal modifications. The preliminary plans would be submitted to MODOT for their review and comment, and a copy would also be provided to you. Since the signal is currently in place, we assumed there would be no need to add new interconnect or street lighting (for illumination). If additional interconnect runs, temporary traffic signal plans or street lighting designs are required, our fee would be increased to cover the additional scope.

Revise the preliminary plans based upon review comments from MODOT and resubmit final plans for approval and permitting.

Prepare specifications, special provisions, and cost estimates, if required. Prints of the final signal drawings, including those required for submittal to MODOT would be provided for bidding purposes. Up to seven sets of prints and one PDF file would be provided as part of this scope of work (electronic CAD files are not included as a project deliverable). Additional printed sets would be available at an extra cost using the attached billing rates.

Curb Ramp Modifications

As part of the design; at a minimum, new curb ramps will be required for the crossing on Olive Boulevard in order to meet ADA compliance with current PROWAG standards. The addition of these new curb ramps will likely require changes to additional curb ramps. This may affect pushbutton locations for other crossings as well.



Pavement Marking Plans

Pavement Marking Plans will be prepared showing the new crossing on the east side of the intersection. A new crossing will be shown on Olive Boulevard. This crossing may affect other crossing locations as well, depending on the final curb ramp configurations.

Traffic Signal Timing Plans

Traffic signal timing plans will be developed to allow for the new crosswalk phase.

Fees

We propose to perform the above work for the fees shown below:

<u>Task</u>	<u>Fees</u>
Topographical Survey (CDI) for the east side of the intersection	\$ 8,786.05
Traffic Signal Modification Plans for crosswalk installation	\$ 15,000.00
Curb Ramp Modification Plans for ADA compliance	\$ 9,500.00
Pavement Marking Plans, Details and Traffic Control Plans	\$ 7,500.00
Traffic Signal Timing and Programming Plans for the new crosswalk	\$4,000.00

Extra Costs and/or Supplemental Services

The above fees do not include costs for meeting time, intersection lighting plans, temporary traffic signal plans, traffic signal interconnect relocation, and/or construction review. If necessary, proposals for these or other additional services will be provided upon request.

In the absence of a contract for additional services, any additional tasks would be billed as extras on a time and material basis using the attached fee schedule. However, no additional work would be performed without your direction or permission.

Invoicing and Payment

You agree to pay for these services within 30 days of the date of the invoice. You agree to pay all expenses incurred by CBB including but not limited to attorney fees, court costs and interest at the legal rate to collect any amount due under the terms of this agreement. Further, you



agree to limit our liability to you due to any negligent act, errors, or omissions such that the total aggregate liability of our firm shall not exceed \$100,000.

Acceptance

If the proposed scope of services, fees, payment terms and limits of liability described above meet your approval, please sign and return this letter for final execution in our St. Louis, Missouri office. This agreement will be governed by the laws of the state of Missouri and we comply with e-verify under 285.530 RSMo. A copy of the fully executed contract will be returned to you for your records.

We look forward to working with you on this project. Should there be any questions regarding this proposal, please contact me at 618.570.2863 or Cbrammeier@cbbtraffic.com.

Sincerely,

Christopher M. Brammeier, P.E., PTOE
Principal, Roadway Engineer



THE UNDERSIGNED HEREBY COMPLIES WITH ALL TERMS AND CONDITIONS SET FORTH IN THIS AGREEMENT:

Signature

Date

Printed Name

Title

Entity

ACCEPTING FOR GEORGE L. CRAWFORD AND ASSOCIATES D/B/A CBB IN OUR ST. LOUIS, MISSOURI OFFICE:

Signature

Date

Printed Name

Title

Contact Information

Proposal Number: P25-056

Mr. Steve Berecz, PE
City Engineer/Assistant Director of Public Works
300 N. Ballas Road
Creve Coeur, MO 63141
Phone: 314.442.2084
Email: sberecz@crevecoeurmo.gov



2025 FEE SCHEDULE*
For Contracted Services

<u>Classification</u>		<u>Hourly Rate</u>
Principal		\$230.00
Senior Engineer	Level VI	\$220.00
Senior Engineer	Level V	\$215.00
Senior Engineer	Level IV	\$210.00
Senior Engineer	Level III	\$200.00
Senior Engineer	Level II	\$195.00
Senior Engineer	Level I	\$190.00
Senior Planner	Level III	\$200.00
Senior Planner	Level II	\$190.00
Senior Planner	Level I	\$185.00
Project Engineer	Level V	\$185.00
Project Engineer	Level IV	\$180.00
Project Engineer	Level III	\$175.00
Project Engineer	Level II	\$170.00
Project Engineer	Level I	\$165.00
Staff Engineer	Level III	\$150.00
Staff Engineer	Level II	\$145.00
Staff Engineer	Level I	\$140.00
Staff Planner	Level II	\$140.00
Staff Planner	Level I	\$135.00
Jr. Engineer		\$115.00
Senior CADD Designer		\$115.00
CADD Tech	Level III	\$105.00
CADD Tech	Level II	\$100.00
CADD Tech	Level I	\$95.00
Construction Inspector		\$110.00
Field Tech	Level II	\$95.00
Field Tech	Level I	\$90.00
Senior Admin.		\$100.00
Marketing Spec.		\$90.00

Other Direct Costs (ODC)

Mileage	IRS Standard Rate/Mile
Special Prints or Plan Sheets	Actual Cost
Overnight Mail/Express	Actual Cost
Miscellaneous	Actual Cost

* Note: Effective January 1, 2025
 Rates subject to change January 1 of each calendar year.

RESOLUTION NO. 1805

A RESOLUTION TO AMEND RESOLUTION NO. 978 ADOPTING A FORMAL INTERVIEW PROCESS FOR CITIZENS INTERESTED IN POSITIONS ON CERTAIN BOARDS, COMMITTEES, AND COMMISSIONS FOR THE CITY OF CREVE COEUR.

WHEREAS, the City of Creve Coeur currently has thirteen standing Boards, Committees, and Commissions and one ad hoc Task Force, and

WHEREAS, The City Council wants to incorporate interviews into the procedures for appointment of qualified members to the Board of Adjustment, Personnel Appeals Board, Finance Committee, and Planning and Zoning Commission,

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF CREVE COEUR, MISSOURI, AS FOLLOWS:

SECTION 1: One or more members of the Nominating Committees shall provide an opportunity for all eligible candidates to be interviewed for the Board of Adjustment, Personnel Appeals Board, Finance Committee, and Planning and Zoning Commission, prior to deciding upon and presenting recommendations for appointments for consideration by the City Council. Nominating Committees should interview multiple applicants whenever possible and should not recommend an applicant who has not been given the opportunity for an interview. An applicant who has been interviewed in the past 12 months need not be interviewed again to be considered and/or nominated.

SECTION 2: Nominating Committee meeting minutes shall reflect a discussion concerning candidates' skills and experience.

SECTION 3: This resolution shall take effect immediately upon its adoption.

ADOPTED THIS 23RD DAY OF JUNE, 2025.

DR. ROBERT HOFFMAN
MAYOR

ATTEST:

KELLIE HENKE, MRCC
CITY CLERK



MEMORANDUM

DATE: June 17, 2025
TO: Mark Perkins, City Administrator
FROM: Lori Obermoeller, Director of Finance
SUBJECT: Insurance Coverage for FY 2026

RECOMMENDATION:

Staff recommends approval of the attached resolution authorizing the purchase of insurance coverage for FY 2026. All overall increases in premiums are less than what was budgeted for FY 2026, so no budget amendments will be needed for FY 2026.

The cyber liability coverage can be approved by the City Administrator as it is less than \$25,000 annually. Therefore, the cyber liability coverage is not included on the resolution for Council approval.

BACKGROUND INFORMATION:

The city's primary insurance coverages expire at midnight on June 30, 2025. These include: Auto-physical damage and Property, General, Police and Auto Liability, Workers' Compensation, Public Officials Liability and others. In addition, health insurance coverage expires at the same time.

For many years the city has received its coverages from two sources:

1. St. Louis Area Insurance Trust (SLAIT) – this is a self-insured trust of 29 municipalities in St. Louis that provides coverages for Workers' Compensation; General, Police, Auto Liability and Health Insurance (24 municipalities).
2. The Thomas McGee Group – The Thomas McGee Group are the administrators for the SLAIT group.

Thomas McGee also brokers insurance coverage not provided by SLAIT for the members. This is done by soliciting proposals from various insurance companies to provide these coverages to the group. Since the same company provides the coverage to all members of the group, the members receive preferential pricing due to the larger premium base. The additional coverages provided through The Thomas McGee Group includes Property (Chubb), Auto-physical damage

(now Lexington), Public Officials Liability coverage's (XL Catlin/Greenwich Insurance Company), and Cyber Liability (CFC/Lloyds).

The Public Officials Liability insurance provides the standard Public Officials and Employers Liability coverage to the city. The coverage covers legal fees and judgments resulting from the acts of a public official (including all employees). There are some exemptions to this coverage. Some of the major ones include:

1. Defense costs and judgments resulting from illegal activity if found guilty.
2. Punitive damages.
3. Officials of certain public agencies such as utilities and airports.
4. Intentional torts.
5. Inverse Condemnation.

The average Workers' Compensation (WC) premiums and losses for SLAIT members remained essentially flat, with a modest overall increase of just 0.14%. Although the City's experience modification factor improved from 1.32 to 1.29, a 7.75% increase in City wages for FY 2026 is resulting in a 2.04% increase in the City's WC premium for the upcoming fiscal year.

The average premium increase for Liability coverage among SLAIT members ranged from 17% to 26%. While there are no changes to the policy itself, Creve Coeur's significantly high loss ratio over the past five years has resulted in a 21.14% premium increase for FY 2026. Of all SLAIT cities, only one experienced the maximum 26% increase.

Property coverage will continue to be provided by Chubb; however, auto damage coverage has transitioned to Lexington, as Chubb will no longer offer that portion of the policy. The new auto policy through Lexington is a self-insured plan administered by SLAIT. A portion of the premium will go to Lexington through Risk Strategies, while a smaller portion will fund SLAIT's Buy Down Deductible Program, which helps cover deductibles in the event of a claim. Under the new policy, the comprehensive/collision deductible will decrease from \$15,000 to \$5,000. However, the wind/hail deductible for autos will increase from \$100,000 to \$250,000. As this policy is shared among all SLAIT members, the deductible will also be collectively shared. Both property and auto premiums reflect a 14.51% increase from FY 2025.

On the next page is a table comparing the proposed FY 2026 premiums with FY 2025, as you can see the City's overall premiums increased in FY 2026 by 7.82%.

Coverage	FY 2026 Premium	FY 2025 Premium	\$ Increase (Decrease)	% Increase (Decrease)	Coverage and Deductibles
Workers Compensation	\$437,951	\$429,180	\$8,771	2.04%	Per State Law
General, Police, Auto Liability	\$153,004	\$126,300	\$26,704	21.14%	\$3M per Occurrence & \$6M Aggregate (\$5,000 Police Vehicles & \$5,000 General Liability Deductibles)
Property - \$125,009 Auto Damage - \$76,052 Split Out Starting in FY 2026	\$201,061	\$175,581	\$25,480	14.51%	Value of Property (\$5K per Vehicle; Wind/Hail - 1% per Premise - \$250K Minimum Deductible - shared with all members)
Public Official Liability	\$46,600	\$44,381	\$2,219	5.00%	\$2M per Occurrence (\$10K Deductible)
Cyber Liability	\$9,800	\$9,800	\$0	0.00%	\$1M (\$10K Deductible)
Health Insurance Total*	\$1,839,185	\$1,707,825	\$131,360	7.69%	Actual incr. 6%, but 7.7% due to an increase in members
City's Portion	\$1,526,317	\$1,417,247	\$109,070	7.70%	
Total	\$2,374,733	\$2,202,489	\$172,244	7.82%	

*Both premium amounts are based on current enrolled members – the City's portion is included in total

The attached memo from SLAIT provides information on the FY 2026 health insurance premiums which increased 7% over FY 2025. However, since there was a slight surplus for the entire SLAIT group from FY 2024, only an average 6% rate increase was adopted for FY 2026. SLAIT divided the rate increases into 3 tiers with a range from 3% to 9%, with the City of Creve Coeur falling in the 6% tier. The number of covered members has increased slightly compared to last year, primarily due to the filling of previously vacant positions.

Effective January 1, 2022, in an effort to help control overall health insurance costs, the City of Creve Coeur implemented a \$200 monthly spousal surcharge for employees and retirees who cover a spouse under the City's health plan if that spouse is eligible for major medical coverage

through their own employer. This policy was approved by the City Council during the FY 2021 budget process and has resulted in annual savings of approximately \$123,000.

In FY 2022, as a result of this policy, 17 employees and retirees dropped spousal coverage, while 10 elected to continue coverage and began paying the \$200 monthly surcharge. As of today, only 6 active employees and 1 retiree are subject to the surcharge.

I'd also like to highlight the City's Medical Benefit Reimbursement (MBR) Program, which provides eligible employees with up to \$600 per year if they waive the City's health insurance coverage or eligible dependent coverage. In 2025, 26 employees participated in the program—8 employees opted out of all coverage, while 18 opted out of dependent coverage. As a result, the City saved approximately \$210,941 in insurance premiums, while the total cost of the MBR incentives was only \$14,500 in FY 2025.

ATTACHMENTS:

Attached is the Resolution authorizing the purchase of insurance coverage for the year beginning July 1, 2025, as well as the memo from SLAIT which provides information on the FY 2026 Health Insurance premiums.



Memorandum

TO: SLAIT Health Program Members

FROM: John Charpie

DATE: April 24, 2025

SUBJECT: 2025-2026 Health Rates

At its meeting of April 3, 2025, the SLAIT Board of Directors adopted rates and a Budget for the 2025-2026 Health Plan policy year.

The Budget is determined by expected claims. This year, they are estimated at approximately expected, or \$1,105.70 per employee per month (PEPM), a 3% increase. For 2025-2026, PEPM claim costs are budgeted to be \$1,183.08 PEPM, a 7% increase. To fund the expected claims cost and a slight surplus, a 6% rate increase was adopted for the 2025-2026 term.

As has been done the past several years, the rate increases by member adopted by the Board for the 2025-2026 policy year were developed with the idea of rewarding the best performers, while still maintaining the “one group” characteristics of the plan. Rate increases were divided into 3 tiers and range from 3% to 9%. By-member rate increases with loss ratios are attached to this memo.

Remember, SLAIT only spends approximately 8% of premium on administrative expenses. Thus, the group’s premium and results are based almost entirely on claims experience. Attached is a document outlining the rate increases by year over the past 16 years. You’ll note that even with this year’s increase, our year over year increases have been significantly less than industry average.

Finally, the SLAIT Board approved a \$1,500,000 distribution from the 2014-15 policy year. The distribution will be made on a pro-rata basis to members that participated in the Plan during the 2014-2015 year and who are still members when the distribution is made in September of 2025. A by-member accounting of the distribution is shown on the attached worksheet.

If you have any questions about any of this information, please feel free to contact me at 816-830-0073 or jcharpie@thomasmcgee.com.



SLAIT Health Plan 2025-2026 Rate Changes

	Loss Ratio *	Current Estimated		Renewal Estimated
City	July 2022-January 2025	Annual Premium	Rate Change	Annual Premium
Bridgeton	53%	\$2,205,000	3.00%	\$2,271,150
Rock Hill	67%	\$430,000	3.00%	\$442,900
Des Peres	72%	\$1,605,000	3.00%	\$1,653,150
Richmond Heights	78%	\$1,555,000	3.00%	\$1,601,650
Glendale	78%	\$580,000	3.00%	\$597,400
Town & Country	79%	<u>\$450,000</u>	3.00%	\$463,500
		\$6,825,000		\$7,029,750
Crestwood	89%	\$1,540,000	6.00%	\$1,632,400
Clayton	89%	\$2,570,000	6.00%	\$2,724,200
Maplewood	90%	\$1,365,000	6.00%	\$1,446,900
Maryland Heights	91%	\$3,030,000	6.00%	\$3,211,800
Chesterfield	92%	\$2,840,000	6.00%	\$3,010,400
St. Ann	94%	\$935,000	6.00%	\$991,100
Ferguson	94%	\$1,985,000	6.00%	\$2,104,100
ECDC	95%	\$265,000	6.00%	\$280,900
Creve Coeur	98%	\$1,725,000	6.00%	\$1,828,500
Webster Groves	98%	\$2,105,000	6.00%	\$2,231,300
Lake St. Louis	100%	\$1,640,000	6.00%	\$1,738,400
Brentwood	102%	\$1,815,000	6.00%	\$1,923,900
Hazelwood	60%	<u>\$2,785,000</u>	6.00%	<u>\$2,952,100</u>
		\$24,600,000		\$26,076,000
University City	111%	\$3,750,000	9.00%	\$4,087,500
WCDC	118%	\$145,000	9.00%	\$158,050
Ballwin	133%	\$1,900,000	9.00%	\$2,071,000
Olivette	135%	\$1,150,000	9.00%	\$1,253,500
Frontenac	147%	<u>\$885,000</u>	9.00%	<u>\$964,650</u>
		\$7,830,000		\$8,534,700
Total		\$39,255,000		\$41,640,450
Excludes amounts in excess of individual stop loss				



History of SLAIT Health Rate Increases – As of July 1, 2025

- 1) **For 2010-2011 Policy Year**
 - 10% rate increase
 - Plan changes equal to 6% reduction in estimated losses
 - Pharmacy co-pay increase from \$8/25/40 to \$10/35/60, (3% reduction)
 - Office visit co-pay increase from \$20/20 to \$20/40, (2% reduction)
 - ER co-pay from \$100 to \$200 (1% reduction)
- 2) **For 2011-2012 Policy Year**
 - 7.5% rate increase
 - Plan changes equal to 1.5% reduction in estimated losses
 - Office visit co-pay increase \$20/40 to \$25/40 (1% reduction)
 - ER co-pay from \$200 to \$250 (.5% reduction)
 - *\$0 deductible plan eliminated*
 - *Maplewood & University City move to \$250*
- 3) **For 2012-2013 Policy Year**
 - Primary Increase 4%
 - Varied among members – Range = 1% to 9%
 - *No Plan Changes*
- 4) **For 2013-2014 Policy Year**
 - Primary Increase 5.6%
 - Varied among members – Range = 3% to 11%
 - ACA Reinsurance Fee effective 1/1/14
 - *No Plan Changes*
- 5) **For 2014-2015 Policy Year**
 - Overall Increase 4.8%
 - Varied among members – Range = 1.8% to 7.8%
 - Maximum out-of-pocket increased by \$1,500/\$3,000 as ACA requires medical co-pays be included
- 6) **For 2015-2016 Policy Year**
 - Overall Increase = 0
 - Range = -3% to 3%
 - Maximum out-of-pocket increased by \$1,000/\$2,000 as ACA requires prescription drug co-pays be included



- 7) **For 2016-2017 Policy Year** \$1,000,000 Distributed
- Overall Increase = 4.5%
 - Range = 2.5% to 6.5%

No Plan Changes

- 8) **For 2017-2018 Policy Year** \$1,258,339 Distributed
- Overall Increase = 2%
 - Range = 0% to 4%

- 9) **For 2018-2019 Policy Year** \$1,000,000 Distributed
- Overall Increase = 2%
 - Range = 0% to 4%

- 10) **For 2019-2020 Policy Year** \$350,000 Distributed
- Overall Increase = 2%
 - Range = 0% to 4%

- 11) **For 2020-2021 Policy Year** \$440,000 Distributed
- Overall Increase = 2%
 - Range = 0% to 4%

- 12) **For 2021-2022 Policy Year** \$1,484,207 Distributed
- Overall Increase = 4.5%
 - Range = 2.5% to 6.5%

- 13) **For 2022-2023 Policy Year** \$500,000 Distributed
- Overall Increase = 7%
 - Range = 5% to 9%

- 14) **For 2023-2024 Policy Year** \$1,076,507 Distributed
- Overall Increase = 4%
 - Range = 2% to 6%

- 15) **For 2024-25 Policy Year** \$1,000,000 Distributed
- Overall Increase = 7.5%
 - Range = 2.5% to 12.5%

- 16) **For 2025-26 Policy Year** \$1,500,000 To be distributed
- Overall Increase = 6%
 - Range = 3% to 9%



SLAIT SURPLUS DISTRIBUTION					
HEALTH PREMIUMS					
To Be Distributed September, 2025					
		2014-2015 HEALTH PREMIUM	% OF TOTAL	2014-2015 HEALTH DISTRIBUTION	TOTAL DISTRIBUTION
1	Ballwin	1,395,255	6.19%	\$92,881	92,881
2	Brentwood	1,181,924	5.25%	\$78,680	78,680
3	Chesterfield	2,030,625	9.01%	\$135,178	135,178
4	Clayton & CRSWC	1,633,142	7.25%	\$108,717	108,717
5	Crestwood			\$0	-
6	Creve Coeur	1,463,543	6.50%	\$97,427	97,427
7	Des Peres	1,188,320	5.27%	\$79,106	79,106
8	ECDC	222,173	0.99%	\$14,790	14,790
9	Ferguson	1,737,227	7.71%	\$115,646	115,646
10	Frontenac	674,467	2.99%	\$44,899	44,899
11	Lake St. Louis	1,012,842	4.49%	\$67,424	67,424
12	Manchester			\$0	-
13	Maplewood	981,852	4.36%	\$65,361	65,361
14	Maryland Heights	2,257,914	10.02%	\$150,308	150,308
15	Olivette	807,594	3.58%	\$53,761	53,761
16	Richmond Heights	1,421,952	6.31%	\$94,659	94,659
17	Rock Hill	410,138	1.82%	\$27,303	27,303
18	St. Ann	970,028	4.30%	\$64,574	64,574
19	Town & Country	252,444	1.12%	\$16,805	16,805
20	University City	2,813,369	12.49%	\$187,285	187,285
21	WCDC	78,028	0.35%	\$5,194	5,194
				\$1,500,000	1,500,000
		22,532,838	100.00%	\$1,500,000	1,500,000

RESOLUTION NO. 1806

**A RESOLUTION AUTHORIZING THE PURCHASE OF INSURANCE COVERAGES
FOR THE YEAR BEGINNING JULY 1, 2025**

WHEREAS, The City annually purchases property, casualty and workers' compensation insurance to protect the City financially against loss due to damage and destruction of city property and liability claims, and;

WHEREAS, The City annually purchases health insurance coverage for its employees and certain retirees, and;

WHEREAS, purchasing these insurances either directly from the St. Louis Area Insurance Trust (SLAIT) or through the Trust in conjunction with the other members allows the City to obtain competitive rates for insurance coverages by being a part of a large consortium;

WHEREAS, the City's insurance coverage terminates on June 30, 2025.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF CREVE COEUR AS FOLLOWS:

SECTION 1: Authorization is hereby granted to enter into an agreement to purchase the following insurance coverages from the St. Louis Insurance Trust (SLAIT) at the estimated cost as follows:

- | | |
|--------------------------------------|------------------|
| 1. Worker's Compensation | \$437,951 |
| 2. General Police and Auto Liability | <u>\$153,004</u> |
| Total | \$590,955 |

SECTION 2: Authorization is hereby granted to enter into an agreement to purchase the following insurance coverages from CHUBB Insurance Group at the estimated costs as follows:

- | | |
|----------------------|-----------|
| 1. Property Coverage | \$125,009 |
|----------------------|-----------|

SECTION 3: Authorization is hereby granted to enter into an agreement to purchase the following insurance coverages from LEXINGTON Insurance Group through Risk Strategies at the estimated costs as follows:

- | | |
|-----------------------------|----------|
| 1. Auto Property Coverage | \$65,324 |
| 2. SLAIT Deductible Program | \$10,728 |

SECTION 4: Authorization is hereby granted to enter into an agreement to purchase the following insurance coverage from XL Catlin on Greenwich Insurance Company at the estimated cost as follows:

- | | |
|---|----------|
| 1. Public Officials Liability Insurance | \$46,600 |
|---|----------|

SECTION 5: Authorization is hereby granted to enter into an agreement with SLAIT through Anthem Blue Cross/Blue Shield as the 3rd party administrator to purchase the City's health care insurance for the budget year of FY 2026 at the estimated cost as follows:

- | | |
|---------------------|-------------|
| 1. Health Insurance | \$1,839,185 |
| City's Portion | \$1,526,317 |

ADOPTED THIS 23RD DAY OF JUNE, 2025.

Dr. Robert Hoffman, Mayor

ATTEST:

Kellie Henke, MRCCC, City Clerk



MEMORANDUM

DATE: 6/18/2025
TO: City Council
FROM: Mayor Hoffman, Nominating Committee Chair
CC:
SUBJECT: Recommendations for Annual Appointments and Reappointments to Boards, Commissions, and Committees

RECOMMENDATION:

The Nominating Committee met on Tuesday, May 27, 2025, at 5:00 p.m., and again on Wednesday, June 16, 2025, at 8:30 a.m., and recommends the following appointments and reappointments.

Arts

- Michele Chapman – appoint for 3 yr. (exp 6/30/2028)
- Nan Kulkarni – reappoint for 3 yr. (exp 6/30/2028)

Board of Adjustment

- Ted Armstrong – appoint for 5 yr. (exp 6/30/2030)
- Judy Pass – appoint as Alternate Member – No term Limit

Economic Development

- Roger Levy - reappoint for 3 yr. (exp 6/30/2028)
- Ned Maniscalco - reappoint for 3 yr. (exp 6/30/2028)
- Kristy Wei – appoint for 3 yr. (6/30/2028)

Energy and Environment

- Walker Gaffney - reappoint for 3 yr. (exp 6/30/2028)
- Andrew Lowenthal - reappoint for 3 yr. (exp 6/30/2028)
- David Morgenstern – appoint for 3 yr. (6/30/2028)

Finance

- Theodore Armstrong - reappoint for 3 yr. (exp 6/30/2028)
- Ellen Lawrence - reappoint for 3 yr. (exp 6/30/2028)

Horticulture, Ecology, and Beautification

- Francine Cantor - reappoint for 3yr. (exp 6/30/2028)

- Rachel Eilbott - reappoint for 3yr. (exp 6/30/2028)
- Carolyn Hull-Ryde Bower – appoint for 3yr. (exp 6/30/2028)
- Gene Rovak - reappoint for 3yr. (exp 6/30/2028)

Parks and Historic Preservation

- Clarie Chosid – appoint for 3yr. (exp 6/30/2028)
- Joel Goldberg- reappoint for 3yr. (exp 6/30/2028)
- Ralph Merola - reappoint for 3yr. (exp 6/30/2028)
- Matthew Rizzo - reappoint for 3yr. (exp 6/30/2028)

Personnel Appeals Board

- Jack Groneck Jr. – appoint for 3yr. (exp 6/30/2028)

Planning and Zoning Commission

- Thomas Buelter – reappoint for 3yr. (exp 6/30/2028)
- Julie LaBonte - reappoint for 3yr. (exp 6/30/2028)
- Rhonda O’Brien - reappoint for 3yr. (exp 6/30/2028)
- Marjorie Richter - reappoint for 3yr. (exp 6/30/2028)

Police and Safety

- Robert Gale – reappoint for 3yr. (exp 6/30/2028)

Storm Water

- Samantha Davies - reappoint for 3yr. (exp 6/30/2028)

ATTACHMENTS:

Minutes of the May 27, 2025 Nominating Committee Meeting

Draft Minutes of the June 16, 2025 Nominating Committee Meeting



**MEETING MINUTES
CITY OF CREVE COEUR
NOMINATING COMMITTEE
300 NORTH NEW BALLAS RD
MAY 27, 2025
5:00 PM**

A Nominating Committee of the City of Creve Coeur was called to order by Mayor Robert Hoffman at the City Mayor's Conference Room, 300 North New Ballas Rd, City of Creve Coeur Government Center, Creve Coeur, MO 63141 on Tuesday, May 27, 2025 at 5:00 p.m.

Mayor Hoffman stated that the meeting will address appointments and reappointments to boards, committees, and commissions pursuant to the requirements of Section 4.4(i) of the Creve Coeur City Charter. He also stated that the review of the Board of Adjustment and Personnel Appeals will be postponed.

ARTS COMMITTEE

The Nominating Committee consisted of:

Mayor Hoffman

Council President Manlin

Chair Robert Morrissey

Mayor Hoffman stated that one member, Nan Kulkarni is eligible for reappointment to the Arts Committee, and two new applications were received from Michele Chapman and Kristy Wei.

Chair Morrissey moved, seconded by Council President Manlin, to reappoint Nan Kulkarni to a three-year term which expires June 30, 2028, and to appoint Michele Chapman to a three-year term which expires June 30, 2028, the vote upon such motion being as follows, to-wit:

Mayor Hoffman – Aye

Council President Manlin – Aye

Chair Morrissey – Aye

The vote on the motion being 3 ayes and 0 nays, motion carried.

ECONOMIC DEVELOPMENT COMMITTEE

The Nominating Committee consisted of:

Mayor Hoffman

Council President Manlin

Chair Ned Maniscalco



**MEETING MINUTES
CITY OF CREVE COEUR
NOMINATING COMMITTEE
300 NORTH NEW BALLAS RD
MAY 27, 2025
5:00 PM**

Mayor Hoffman stated that two members are eligible for reappointment on the Economic Development Committee, Roger Levy and Ned Maniscalco, and two new applications were received from Kristy Wei and David Morgenstern.

Council President Manlin moved, seconded by Chair Maniscalco, to reappoint Roger Levy to a three-year term which expires June 30, 2028, and appoint Kristy Wei to a three-year term which expires June 30, 2028, the vote upon such motion being as follows, to-wit:

Mayor Hoffman – Aye
Council President Manlin – Aye
Chair Maniscalco – Aye

The vote on the motion being 3 ayes and 0 nays, motion carried.

Council President Manlin moved, seconded by Mayor Hoffman, to reappoint Ned Maniscalco to a three-year term which expires June 30, 2028, the vote upon such motion being as follows, to-wit:

Mayor Hoffman – Aye
Council President Manlin – Aye

The vote on the motion being 2 ayes and 0 nays, motion carried.

ENERGY AND ENVIRONMENT COMMITTEE

The Nominating Committee consisted of:

Mayor Hoffman
Council President Manlin

Mayor Hoffman stated that two members are eligible for reappointment on the Energy and Environment Committee, Walker Gaffney and Andrew Lowenthal, and one new application was received from David Morgenstern.

Council President Manlin moved, seconded by Mayor Hoffman, to reappoint Walker Gaffney and Andrew Lowenthal each to a three-year term which expires June 30, 2028,



**MEETING MINUTES
CITY OF CREVE COEUR
NOMINATING COMMITTEE
300 NORTH NEW BALLAS RD
MAY 27, 2025
5:00 PM**

and appoint David Morgenstern to a three-year term which expires June 30, 2028, the vote upon such motion being as follows, to-wit:

Mayor Hoffman – Aye
Council President Manlin – Aye

The vote on the motion being 2 ayes and 0 nays, motion carried.

FINANCE

The Nominating Committee consisted of:

Mayor Hoffman
Council President Manlin

Mayor Hoffman stated that two members are eligible for reappointment on the Finance Committee, Theodore Armstrong and Ellen Lawrence.

Council President Manlin moved, seconded by Mayor Hoffman, to reappoint Theodore Armstrong and Ellen Lawrence each to a three-year term which expires June 30, 2028, the vote upon such motion being as follows, to-wit:

Mayor Hoffman – Aye
Council President Manlin – Aye

The vote on the motion being 2 ayes and 0 nays, motion carried.

HORTICULTURE, ECOLOGY, AND BEAUTIFICATION COMMITTEE

The Nominating Committee consisted of:

Mayor Hoffman
Council President Manlin
Vice Chair Paulette Pierson

Mayor Hoffman stated that three members are eligible for reappointment on the Horticulture, Ecology, and Beautification Committee, Francine Cantor, Rachel Eilbott, and Gene Rovak, and two new applications were received from Carolyn Hull-Ryde Bower and Michele Wei.



**MEETING MINUTES
CITY OF CREVE COEUR
NOMINATING COMMITTEE
300 NORTH NEW BALLAS RD
MAY 27, 2025
5:00 PM**

Council President Manlin, seconded by Mayor Hoffman, to reappoint Francine Cantor, Rachel Eilbott, and Gene Rovak each to a three-year term which expires June 30, 2028, and appoint Carolyn Hull-Ryde Bower to a three-year term which expires June 30, 2028, the vote upon such motion being as follows, to-wit:

Mayor Hoffman – Aye
Council President Manlin – Aye
Vice Chair Pierson- Aye

The vote on the motion being 3 ayes and 0 nays, motion carried.

PARKS AND HISTORIC PRESERVATION COMMITTEE

The Nominating Committee consisted of:

Mayor Hoffman
Council President Manlin
Chair Nanci Allen

Mayor Hoffman stated that three members are eligible for reappointment on the Parks and Historic Preservation Committee, Joel Goldberg, Ralph Merola, and Matthew Rizzo, and two new applications were received from Claire Chosid and Michele Wei.

Council President Manlin, seconded by Mayor Hoffman, to reappoint Joel Goldberg, Ralph Merola, and Matthew Rizzo each to a three-year term which expires June 30, 2028, and appoint Claire Chosid to a three-year term which expires June 30, 2028, the vote upon such motion being as follows, to-wit:

Mayor Hoffman – Aye
Council President Manlin– Aye
Chair Allen – Aye

The vote on the motion being 3 ayes and 0 nays, motion carried.

PLANNING AND ZONING COMMISSION

The Nominating Committee consisted of:

Mayor Hoffman
Council President Manlin



**MEETING MINUTES
CITY OF CREVE COEUR
NOMINATING COMMITTEE
300 NORTH NEW BALLAS RD
MAY 27, 2025
5:00 PM**

Mayor Hoffman stated that there are currently no vacancies on the Planning and Zoning Commission and that four members, Thomas Buelter, Julie LaBonte, Rhoda O'Brien, and Marjorie Richter, is eligible for reappointment. Two new applications were received, from Judy Pass and David Morgenstern. Chair Julie LaBonte emailed a recommendation for reappointment to the City Clerk on Monday, May 12, 2025.

Council President Manlin moved, seconded by Mayor Hoffman, to reappoint Thomas Buelter, Julie LaBonte, Rhoda O'Brien, and Marjorie Richter each to a three-year term which expires June 30, 2028, the vote upon such motion being as follows, to-wit:

Mayor Hoffman – Aye
Council President Manlin – Aye

The vote on the motion being 2 ayes and 0 nays, motion carried.

POLICE AND SAFETY COMMITTEE

The Nominating Committee consisted of:
Mayor Hoffman
Council President Manlin
Chair William Spieler

Mayor Hoffman stated that two members are eligible for reappointment on the Police and Safety Committee, Robert Gale and Debra Wiens.

Chair Spieler moved, seconded by Mayor Hoffman, to reappoint Robert Gale and Debra Wiens each to a three-year term which expires June 30, 2028, the vote upon such motion being as follows, to-wit:

Mayor Hoffman – Aye
Council President Manlin – Aye
Chair Spieler – Aye

The vote on the motion being 3 ayes and 0 nays, motion carried.



**MEETING MINUTES
CITY OF CREVE COEUR
NOMINATING COMMITTEE
300 NORTH NEW BALLAS RD
MAY 27, 2025
5:00 PM**

STORMWATER COMMITTEE

The Nominating Committee consisted of:

Mayor Hoffman

Council President Manlin

Mayor Hoffman stated that one member is eligible for reappointment on the Stormwater Committee, Samantha Davies. Chair Bernard Feldman emailed a recommendation for reappointment to the City Clerk on Monday, May 12, 2025.

Council President Manlin, seconded by Mayor Hoffman, to reappoint Samantha Davies for a three-year term which expire June 30, 2028, the vote upon such motion being as follows, to-wit:

Mayor Hoffman – Aye

Council President Manlin – Aye

The Nominating Committee meeting adjourned at 5:15 p.m.



Mark Manlin

City Council President



Dr. Robert Hoffman
Mayor

Attest:



Kellie Henke, MRCC

City Clerk



**MEETING MINUTES
CITY OF CREVE COEUR
NOMINATING COMMITTEE
300 NORTH NEW BALLAS RD
JUNE 18, 2025
8:30 AM**

A Nominating Committee of the City of Creve Coeur was called to order by Mayor Robert Hoffman at the City Mayor's Conference Room, 300 North New Ballas Rd, City of Creve Coeur Government Center, Creve Coeur, MO 63141 on Wednesday June 18, 2025 at 8:30 a.m.

Mayor Hoffman stated that the meeting will include interviews for the Board of Adjustment, as well as consideration of appointments and reappointments to the Board of Adjustment and the Personnel Appeals Board, in accordance with Section 4.4(i) of the Creve Coeur City Charter.

BOARD OF ADJUSTMENT

The Nominating Committee consisted of:

Mayor Hoffman

Council President Manlin – Via Zoom

Also present: City Attorney Carl Lumley, and Director of Community Development Jason Jaggi.

Mayor Hoffman stated that an interview with Ted Armstrong was conducted on June 18, 2025, at 8:30 a.m., followed by an interview with Judy Pass at 9:00 a.m. that same day. He also noted that two current members, Jim Kostelc and Arnold Mayersohn, are eligible for reappointment.

The Nominating Committee deliberated on each candidate's qualifications and expressed interest in the position.

Council President Manlin, seconded by Mayor Hoffman, moved to appoint Ted Armstrong to a five-year term expiring June 30, 2030, and to appoint Judy Pass as an alternate member with no term limit. The vote on the motion was as follows, to-wit:

Mayor Hoffman – Aye

Council President Manlin – Aye

The vote on the motion being 2 ayes and 0 nays, motion carried.



**MEETING MINUTES
CITY OF CREVE COEUR
NOMINATING COMMITTEE
300 NORTH NEW BALLAS RD
JUNE 18, 2025
8:30 AM**

PERSONNEL APPEALS BOARD

The Nominating Committee consisted of:

Mayor Hoffman

Council President Manlin – Via Zoom

Mayor Hoffman stated that one application was received from Jack Groneck Jr. and Joyce Steiger is eligible for reappointment. Mayor Hoffman stated in recent months Assistant City Administrator and Staff Liaison Sharon Stott has been unable to reach Joyce Steiger leaving her membership status uncertain.

Mayor Hoffman, seconded by Council Member Manlin, moved to appoint Jack Groneck Jr. to a three-year term expiring June 30, 2028, the vote on the motion was as follows, to-wit:

Mayor Hoffman – Aye

City Council President – Aye

The vote on the motion being 2 ayes and 0 nays, motion carried.

The Nominating Committee meeting adjourned at 9:20 a.m.

Mark Manlin
City Council President

Dr. Robert Hoffman
Mayor

Attest:

Kellie Henke, MRCC
City Clerk



MEMORANDUM

DATE: June 23, 2025
TO: Mark Perkins, City Administrator
FROM: Melissa Bradford, Public Information Officer & Management Analyst
SUBJECT: Web Chat Service

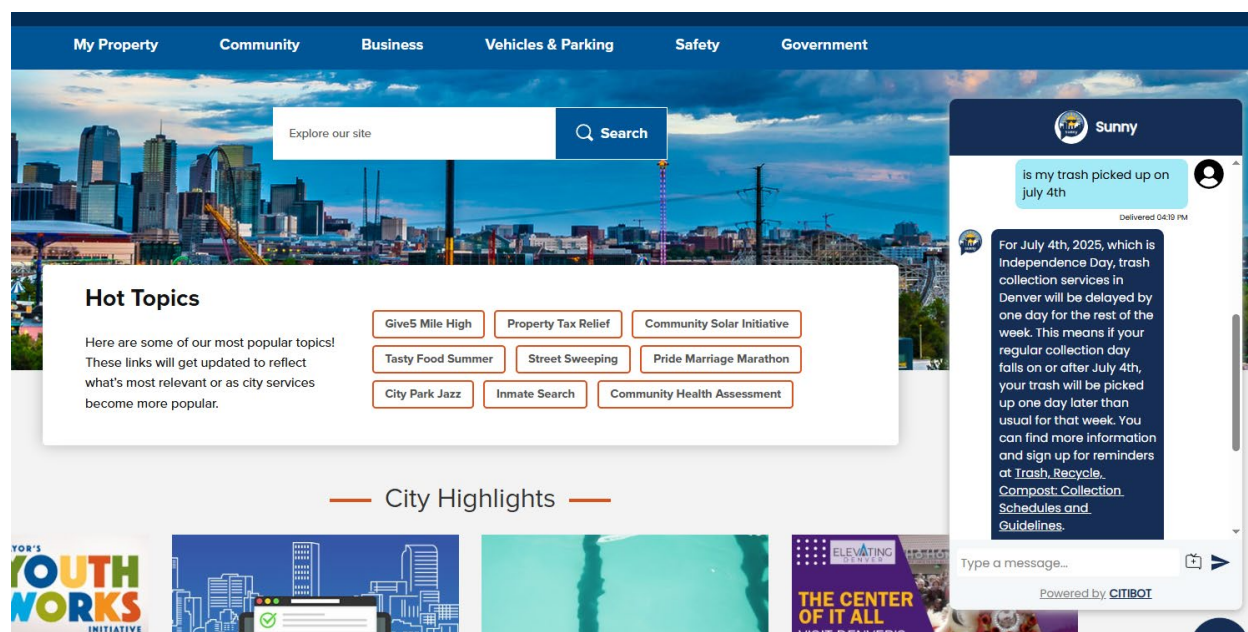
RECOMMENDATION:

City staff recommends implementing an AI-powered web chat service on the city website through a company called Citibot.

Web Chat: Residents would be able to use the chatbot on our website to ask questions and get information in a convenient and efficient way. The AI-powered chatbot pulls information from our website to answer questions from users, as well as provides a link to the webpage source if the user wants to learn more.

This web chat offers residents another way to communicate with the city, especially for those who do not want to make a phone call, or those with questions outside of business hours. If the chatbot receives a question it can't answer, then staff can step in to help address the question. Staff will have access to a dashboard where we can review questions being asked and follow up with anything that needs attention.

On the right side of the image below is an example of the City of Denver's web chat:



PROJECT FUNDING:

City staff recommends implementing the web chat service, which would cost \$6,000 annually for the first year, plus a one-time \$5,000 implementation fee. **The first-year total cost would be \$11,000. The second-year cost would be \$6,250, and the third-year cost would be \$6,500.**

There are optional add-on services available at an additional cost.

- **Text Chat:** Residents could text questions to a dedicated phone number and receive AI-powered responses based on the information on our website.
- **Text Alerts:** Residents could opt-in to receive routine text alerts from city staff. Currently, staff has the ability to send email/text alerts to subscribers through our City website at no additional cost (e.g., residents can sign up for email/text alerts about leaf and limb collection through our website).
- **Multi-Language API:** This add-on would provide translation capability of 75 different languages for the chatbot.
- **Service Request (LAMA) Integration:** This add-on would allow residents to submit service requests directly through the text/web chat—as opposed to being redirected to our service request webpage.

LAUNCH/YEAR 1	COST
Implementation Fee (One Time)	\$5,000
Annual Subscription Web Chat	\$6,000
TOTAL	\$11,000
ADD-ON: Annual Subscription Text Chat	\$5,500
ADD-ON: Annual Subscription Text Alerts	\$5,500
ADD-ON: Annual Subscription Multi-Language API	\$1,000
ADD-ON: Service Request (LAMA) Integration (One Time)	\$5,500
TOTAL INCLUDING ADD-ONS	\$28,500
YEAR 2	COST
Annual Subscription Web Chat	\$6,250
TOTAL	\$6,250
ADD ON: Annual Subscription Text Chat	\$5,750
ADD ON: Annual Subscription Text Alerts	\$5,750
ADD ON: Annual Subscription Multi-Language API	\$1,100
TOTAL INCLUDING ADD-ONS	\$18,850

YEAR 3	COST
Annual Subscription Web Chat	\$6,500
TOTAL	\$6,500
ADD ON: Annual Subscription Text Chat	\$6,000
ADD ON: Annual Subscription Text Alerts	\$6,000
ADD ON: Annual Subscription Multi-Language API	\$1,200
TOTAL INCLUDING ADD-ONS	\$19,700

BACKGROUND INFORMATION:

About Citibot: Citibot offers AI-powered chat solutions for local government and currently works with 150+ municipalities across the country. Creve Coeur would be the third city in Missouri to use Citibot, and the first city in the St. Louis region. Citibot also builds the marketing campaign to help promote the web chat to residents, which includes a web chat interface that is branded specifically to Creve Coeur.

Testimonials: I spoke with six cities with populations similar to Creve Coeur that currently use Citibot to gather feedback on their experiences. All reported positive experiences and recommended the platform. Additionally, cities using both the web chat and text chat features noted that the web chat saw significantly higher usage. Several cities mentioned that initial engagement was low, but with continued promotion, they've seen a noticeable increase in user interaction.

The City of Bedford, Texas, has used Citibot for two and a half years and was able to share data with us. They are a city of 50,000 located in the metropolitan area near Dallas. Since implementation, they have seen over 6,000 users engage with the web chat, and they average about 100 questions per month through the web chat.

PROJECT SCHEDULE:

The web chat service would take 2-3 months to implement, led by Citibot with staff assistance. If we choose to integrate the service request software (LAMA), that will add an additional month. We anticipate it may take a couple of years to grow usership of the web chat feature.

ATTACHMENTS:

- Citibot Product Sheet



AI-Powered Chat Solutions for Local Government



OUR PLATFORM

Citibot's platform provides an omnichannel multilingual bot through SMS (including alerts), City Website Chat, Facebook Chat, Twitter Chat and Whatsapp Chat.

Citibot builds a custom, turnkey platform and delivers the finished product to its customer.



WHY CHOOSE US?

At Citibot, we have unparalleled customer service and a tailor-made chatbot solution designed specifically to meet the unique needs of local government.

OUR STORY

Bratton Riley, Citibot's Co-Founder and CEO, comes from a family committed to public service. He believes in accessible local government, providing a voice to all for the betterment of communities and has firsthand experience of this commitment for 40 years. Citibot was born from this principle.



OUR VISION

Citibot envisions seamless, inclusive communications connecting governments and residents. We lead the way in transforming government services through innovation, empowering communities, and fostering trust. Our goal: ensuring every resident's voice heard yielding governments thriving on transparency and efficiency.

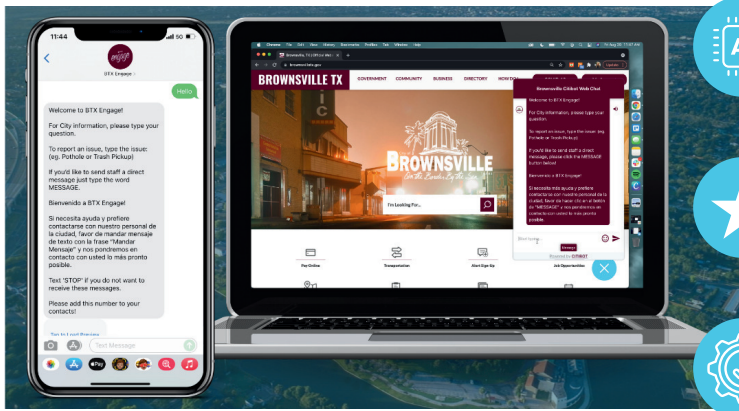


OUR MISSION

Citibot's mission is to build trust between governments and residents through accessible chat communications. We believe in equitable government, utilizing residents' preferred channels and technology for engagement. Our focus: sustainable customer service platforms and innovative government communication.



WHAT SETS US APART



Citibot builds a custom chatbot designed to fit the needs of each client.

The Citibot team delivers best in class customer service to support its products.

Citibot does not ask its customers to build and manage the bot.

CITIBOT USES NLP, AI, & MACHINE LEARNING TO:

- Allow residents to send direct messages to the city
- Assist residents with questions
- Promote open questions from residents on any topic, ensuring a successful chat experience
- Enable service request reporting through conversational AI
- Create proprietary AI/Machine learning models built specifically for local gov
- Ensure no chat gets to a dead end

INTEGRATIONS

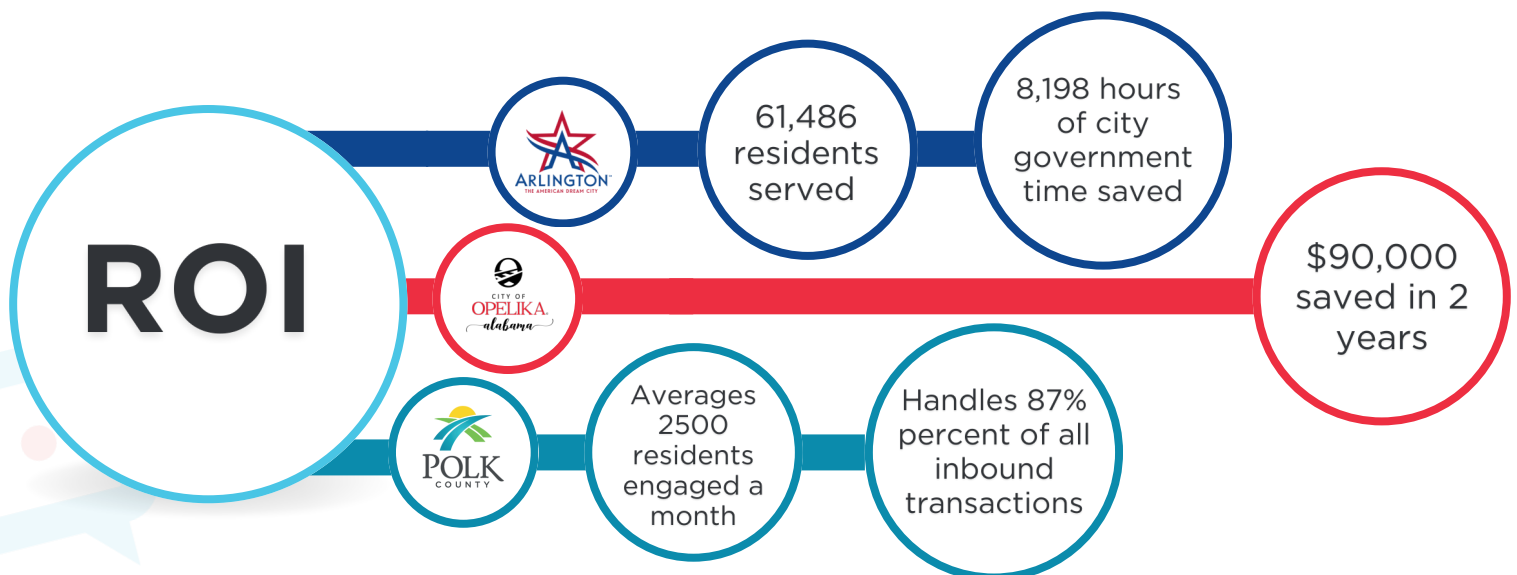
Produce a seamless enterprise experience with our integrations:

- Accela, ESRI, Cityworks, Tyler, RockSolid, Motorola, SeeClickFix, GoGov, Granicus, GovQA, Salesforce, Trello, and Quickbase.

*Don't see yours here. Just ask! We do all the work.

MARKETING SERVICES

Citibot builds the Marketing/Awareness Campaign for our customers, which also includes beautifully designed chat interfaces that are branded specifically to the City Brand.



Setting the Standard: Citibot's Key Differentiators

The Most Experienced AI Chatbot Provider for Local Government



GovAI Coalition

The first chatbot company approved by the GovAI Coalition for responsible AI use.



GovTech 100

Recognized as an industry leader in local government engagement and AI.



Custom built & Fully managed

Citibot designs and implements each chatbot, eliminating IT burden.



75+ Languages

Tracks language usage in real-time via the data dashboard.



Flexible

Works with any web platform and transitions seamlessly if you switch providers.



Trusted by 150+ Municipalities

Citibot works with municipalities, call centers, 311 and agencies all across the U.S.A

Effortless Implementation & Maintenance

- **Try Before You Buy** – Custom demo environments available for evaluation.
- **Low/No Maintenance** – Citibot handles all technology upkeep and issue resolution.
- **No Backend to Manage** – No training, maintenance, or manual updates required.

Seamless Integration

- **Enterprise Approach to Chat** – Pre-built integrations with Cityworks, CRMs, and Service Request MGT platforms.
- **Flexible with Web Providers** – Works with any web platform and transitions seamlessly if you switch providers.
- **Fits into Your Existing Tech Ecosystem** – Designed to complement and enhance current municipal systems.

Unmatched Customer Support

- **Dedicated Support Team** – Led by a former 311 Director for New Orleans/Orleans Parish.
- **Comprehensive Marketing Assistance** – We design marketing campaigns to promote chatbot adoption.
- **Mission-Driven Company** – Focused exclusively on empowering local governments with AI.

Advanced Capabilities

Multichannel

Website Chat

SMS Chat/Alerts

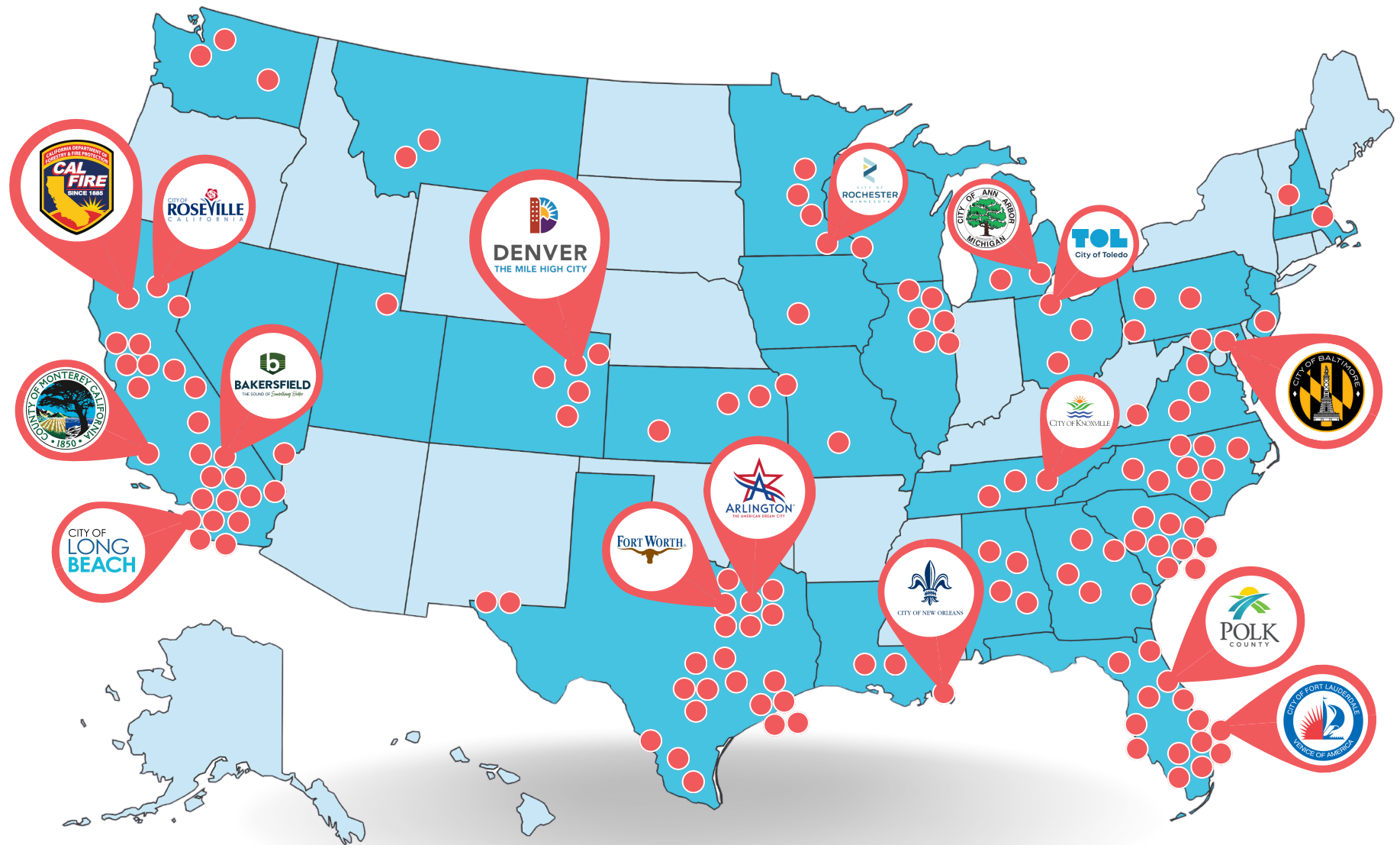
WhatsApp

Voice

- ✓ 75+ Languages
- ✓ Powered with GenAI
- ✓ Real time Analytics
- ✓ Living or static data sources



National Gold Standard for AI-Powered Local Government Chat Solutions



Alabama

Jefferson County , AL
Montgomery, AL (311)
Opelika, AL
Vestavia Hills, AL

California

Bakersfield, CA
California Department of Forestry &
Fire Protection
Citrus Heights, CA
Eastvale, CA
Encinitas, CA
Fairfield, CA
Hawthorne, CA
Hermosa Beach, CA
Indio, CA
Kern County (KCERA)
Laguna Beach, CA
Laguna Niguel, CA
Lancaster, CA
Long Beach, CA
Modesto, CA
Montebello, CA
County of Monterey, CA
Moreno Valley, CA
Oakland, CA
Perris, CA
Roseville, CA
San Jacinto, CA
South San Francisco, CA
Stockton, CA
Walnut Creek, CA

Colorado

Aurora, CO (Call Center)
Breckenridge, CO
Brighton, CO
Colorado Springs, CO
Denver, CO (311)
Pueblo, CO

Florida

Alachua County, FL
Clay County, FL
Clearwater, FL
Cocoa, FL
Fort Lauderdale, FL
Opa-Locka, FL
Palm Bay, FL
Palm Beach Gardens, FL
Parkland, FL
Pinecrest, FL
Pinecrest Gardens
Polk County, FL
Southwest Ranches, FL
Sunrise, FL
Winter Haven, FL

Georgia

Augusta, GA (311)
Byron, GA
Decatur, GA
Perry, GA
Richmond Hill, GA

Illinois

Batavia, IL
Bolingbrook, IL
Buffalo Grove, IL
Elgin, IL (311)
Hillside, IL
Park Forest, IL

Iowa

Clive, IA

Kansas

DeSoto, KS
Garden City, KS
Saline County, KS

Louisiana

Baton Rouge, LA
Lafayette, LA (311)
New Orleans, LA (311)

Massachusetts

Revere, MA (311)

Maryland

Baltimore, MD (311)
Friendship Heights, MD

Michigan

Ann Arbor, MI
Calhoun County, MI

Minnesota

Crow Wing County, MN
Edina, MN
Rochester, MN (311)
Rosemount, MN

Missouri

KC BizCare, MO
Lebanon, MO

Montana

Butte, MT
Montana League of Cities
& Towns

Nevada

North Las Vegas, NV

New Jersey

Gloucester, NJ

New Hampshire

Claremont, NH

North Carolina

Apex, NC
Cumberland County, NC
Fayetteville, NC (Call Center)
Holly Springs, NC (311)
Morrisville, NC
Rocky Mount, NC
Union County, NC
Winston-Salem, NC

Ohio

Dublin, OH
Morrow County ,OH
Toledo, OH

Pennsylvania

Easton, PA
Pittsburgh, PA (311)
Scott Township, PA
State College, PA
West Manchester, PA

South Carolina

Berkeley County, SC
Charleston, SC
Charleston County, SC
Charleston K12
Dorchester County, SC
Florence, SC
Isle of Palms, SC
North Charleston, SC
Sullivans Island, SC

Tennessee

Chattanooga, TN (311)
Franklin, TN
Knoxville, TN (311)

Texas

Allen, TX
Arlington, TX (Call Center)
Bedford, TX
Beaumont, TX (311)
Bexar County Appraisal District
Boerne, TX
Buda, TX
Corpus Christi, TX (311)
Edinburg, TX (311)
Farmers Branch, TX
Fort Worth, TX (Call Center)
La Porte, TX
Laredo, TX
Lewisville, TX
McAllen, TX (311)
McKinney, TX
Mont Belvieu, TX
Seabrook, TX
Socorro, TX
Trophy Club, TX
Universal City, TX
Wylie, TX

Utah

Ogden, UT (311)

Virginia

Prince William County, VA (311)
Roanoke County, VA
Stafford County, VA (Call Center)
Williamsburg, VA

Washington

Kirkland, WA
Puyallup, WA
Richland, WA

Wisconsin

La Crosse, WI



MEMORANDUM

DATE: May 27, 2025

TO: Mark Perkins, City Administrator

FROM: Lori Obermoeller, Director of Finance

SUBJECT: Use Tax

As a follow-up to the budget work session held on May 12, 2025, 54 out of the 81 municipalities in St. Louis County have adopted the Use Tax, while 27 have not.

The chart below provides a summary of cities that have either passed or failed the Use Tax, organized by election month:

Ballot Date	Passed	Failed
April	25	28
June	1	2
August	3	1
November	6	10
Total	35	41

The first chart on the following page shows 35 St. Louis County municipalities that passed the Use Tax **after 2015**, along with the election month in which it was approved. Of these 35 municipalities, 25 placed the measure on the April ballot, 1 in June, 3 in August, and 6 in November. The chart also includes the year the Use Tax was passed, which may be helpful in identifying whether it occurred in an even or odd year.

The 2nd chart on the next page shows the 27 cities that have NOT passed the Use Tax.

CITY	POP	MUNI RATE	TOTAL TAX RATE	PASSED	CITIES NOT PASSED
Richmond Heights	9,286	1.75	9.4875	Nov-15	Ballwin
Bel-Ridge	2,132	1.25	8.9875	Apr-16	Berkeley
Country Club Hills	1,014	1.75	9.4875	Apr-16	Charlack
Crestwood	12,404	1.75	9.4875	Apr-16	Chesterfield
Frontenac	3,612	1.50	9.2375	Apr-16	Creve Coeur
Greendale	642	1.00	8.7375	Aug-17	Crystal Lake Park
Moline Acres	2,156	1.25	8.9875	Aug-17	Ellisville
Beverly Hills	475	1.50	9.2375	Nov-17	Eureka (9)
Pagedale	2,554	1.25	8.9875	Nov-17	Grantwood Village
Cool Valley	1,039	1.75	9.4875	Apr-18	Green Park
St. John	6,643	1.25	8.9875	Apr-18	Hillsdale
Clayton	17,355	1.50	9.2375	Nov-18	Jennings (3) (7)
Pine Lawn	2,754	1.75	9.4875	Apr-19	Kinloch (4)
Velda Village Hills	881	1.00	8.7375	Apr-19	Ladue
Calverton Park	1,143	0.50	8.2375	Jun-20	Manchester
Brentwood (1)	8,233	2.00	9.7375	Nov-20	Marlborough
Bridgeton	11,445	1.25	8.9875	Apr-21	Northwoods
Rock Hill	4,750	1.50	9.2375	Apr-21	Norwood Court
Sunset Hills	9,198	1.25	8.9875	Apr-21	Overland
Warson Woods	2,018	1.25	8.9875	Apr-21	Pacific
Bellerive Acres	191	0.75	8.4875	Apr-22	St. Ann (8) (10)
Dellwood	4,914	1.25	8.9875	Apr-22	Town & Country
Florissant (2)	52,533	1.25	8.9875	Apr-22	Valley Park
Hanley Hills	2,009	1.00	8.7375	Apr-22	Velda City
Lakeshire	1,554	0.50	8.2375	Apr-22	Wellston
Oakland	1,390	1.00	8.7375	Apr-22	Wildwood
Pasadena Park	435	0.50	8.2375	Apr-22	Winchester
Shrewsbury	6,406	1.50	9.2375	Apr-22	
Twin Oaks (5)	605	1.25	8.9875	Apr-22	
Webster Groves	24,010	1.50	9.2375	Apr-22	
Wilbur Park	439	0.50	8.2375	Apr-22	
Ferguson (3)	18,527	2.00	9.7375	Aug-22	
Bellefontaine Neighbors	10,740	0.50	8.2375	Nov-22	
Fenton	3,989	0.50	8.2375	Apr-23	
Maryland Heights	28,284	0.50	8.2375	Apr-25	
# of cities that have adopted the tax after 2015				35	

I also reviewed election results dating back to 2015 and identified the cities listed on the next page that placed a Use Tax measure on the ballot, but did not pass it during those years. (Cities highlighted in the list have since successfully passed the Use Tax as of the date of this memo.)

Of the 41 Use Tax ballot measures that failed since 2015, 28 were held in April, 2 in June, 1 in August, and 10 in November. Seven of these cities eventually succeeded in passing the Use Tax, including one city that placed it on the ballot twice after 2015 before it finally passed in 2025.

Municipality	Date Failed	Date Passed
Manchester	Apr-16	
St. Ann	Apr-16	
Brentwood	Nov-17	Nov-20
Pine Lawn	Nov-17	
St. John	Nov-17	
Jennings	Apr-18	
Pine Lawn	Apr-18	
Velda Village	Apr-18	
Winchester	Apr-18	
Ferguson	Aug-18	Aug-22
Bellefontaine	Nov-18	Nov-22
Pine Lawn	Nov-18	
Valley Park	Nov-18	
Velda Village	Nov-18	
Ladue	Jun-20	
Shrewsbury	Jun-20	Apr-22
Webster Groves	Apr-21	Apr-22
Ballwin	Apr-22	
Chesterfield	Apr-22	
Ellisville	Apr-22	
Eureka	Apr-22	
Fenton	Apr-22	Apr-23
Glen Echo	Apr-22	
Grantwood Village	Apr-22	
Jennings	Apr-22	
Kinloch	Apr-22	
Manchester	Apr-22	
Northwoods	Apr-22	
Overland	Apr-22	
Town & Country	Apr-22	
Maryland Heights	Nov-22	Apr-25
Chesterfield	Apr-23	
Flordell Hills	Apr-23	
Maryland Heights	Apr-23	Apr-25
Northwoods	Apr-23	
Town & Country	Apr-23	
Velda City	Apr-23	
Berkeley	Nov-24	
Jennings	Nov-24	
Jennings	Apr-25	
St. Ann	Apr-25	

The chart below lists several St. Louis County cities that have adopted the Use Tax and includes data on their population, local sales tax rate, sales tax revenue, use tax revenue, and the ratio of use tax to sales tax.

Population	Municipality	Local Sales Tax	Local Sales Tax	Local Option Use Tax	Ratio (Use/Sales * 100)
8,233	Brentwood	2	12,421,133	1,314,019	11%
11,445	Bridgeton	1.25	6,744,781	1,400,908	21%
17,355	Clayton	1.5	4,431,514	1,509,116	34%
12,404	Crestwood	1.75	3,658,351	582,550	16%
9,193	Des Peres	1.75	8,175,984	1,809,383	22%
3,612	Frontenac	1.5	3,246,624	317,248	10%
31,276	Hazelwood	2.25	7,554,015	3,416,245	45%
29,461	Kirkwood	1.5	7,144,312	1,711,701	24%
8,269	Maplewood	1.75	6,023,068	543,114	9%
8,504	Olivette	1.5	1,551,603	515,390	33%
9,286	Richmond Heights	1.75	6,916,552	1,376,609	20%
6,406	Shrewsbury	1.5	2,388,642	398,299	17%
9,198	Sunset Hills	1.25	2,839,201	397,320	14%
35,065	University City	1.5	6,595,086	1,064,288	16%
24,010	Webster Groves	1.5	3,903,978	477,842	12%

According to the Missouri Municipal League (MML) and the data in the chart above, the average Use-to-Sales Tax ratio across the state – and even when considering just the cities listed above - is approximately 20%. Based on these averages and the City of Creve Coeur’s FY2024 local sales tax revenue of \$6,265,244, the City could reasonably expect to generate between \$626,524 (at 10%) and \$1,253,049 (at 20%) in Use Tax revenue.

St. Louis County Local Use Tax Participants

Legend

Local Use Tax Status



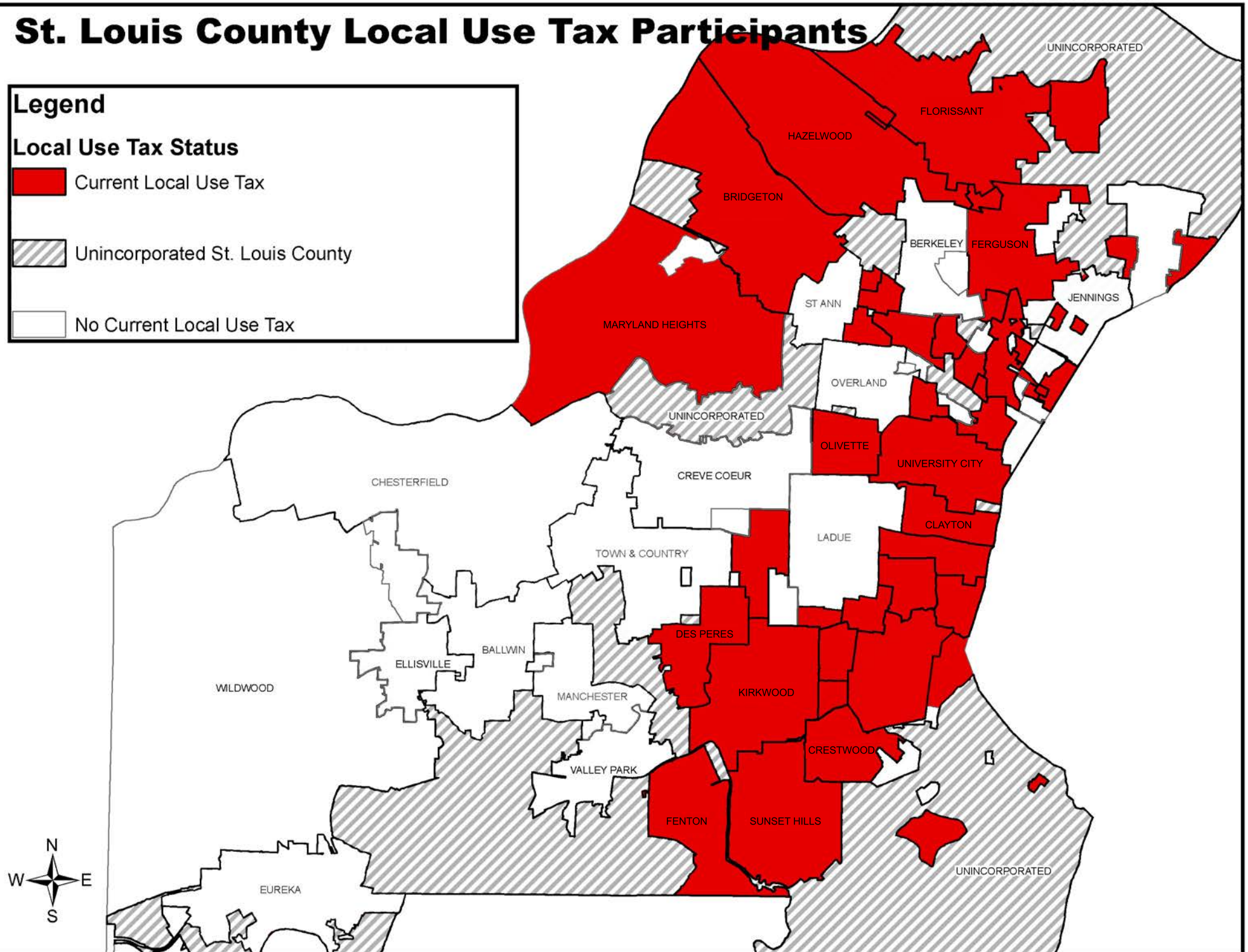
Current Local Use Tax



Unincorporated St. Louis County



No Current Local Use Tax



Frequently Asked Questions About Prop T



"Shall the City of Maryland Heights be authorized to implement a local use tax on online purchases, for the purpose of enhancing municipal services such as free trash hauling and capital improvements (including, but not limited to, streets, bridges, sidewalks, etc.)? The revenue from this tax will be utilized in the City of Maryland Heights at the current 1/2 cent tax rate collected by the City on purchases locally. If any local sales tax is repealed, reduced or raised by voter approval, the proposed local use tax shall also be repealed, reduced or raised by the same action."

On **April 8, 2025**, voters in Maryland Heights will decide on Proposition T. This proposal asks if the City should adopt a local use tax for online and out-of-state purchases. If passed, the revenue collected would help support services like free trash hauling, recycling, yard waste collection.

Key Facts About Prop T

- The use tax applies only to purchases where the local sales tax is not collected.

- The rate (0.5%) is the same as the city's sales tax. That's only \$0.50 on a \$100 purchase.
- It is not a new or an extra tax. You would pay either the sales tax or the use tax, but never both.
- Funds received from the use tax will be allocated to trash, recycling, and yard waste collection. This service is offered to homeowners in Maryland Heights at no additional charge.
- Collecting the local portion of use tax means that these funds stay in Maryland Heights to support city services.

All registered voters in Maryland Heights are able to vote on **Tuesday, April 8**. The results of the election will decide whether the city can add a use tax to help fund services and improvements.

Have questions about Prop T? Want to chat with City staff about what is happening in your community? We are bringing City Hall to you! Join us at one of our scheduled Pop-Up Town Hall Meetings - open house style - at various locations listed below. Stop by, ask your questions, and get the information you need. RSVP is required for the March 4 Mayor Breakfast so we can provide enough food!

We look forward to seeing you!

What is a use tax?

Think of a use tax as the equivalent of sales tax on items that are purchased outside of Missouri.

Sales tax is for retail purchases within the state of Missouri or from vendors who are obligated to collect Missouri taxes. If you purchase anything from a store in Missouri, you pay the local sales tax.

A **use tax** is for purchases from out-of-state vendors who are not currently collecting a sales tax. Depending on the vendor, you may already be paying a use tax or the state's portion of use tax. If passed, this ballot measure would ensure that all out-of-state vendors would collect the local use tax and that captured revenue would go directly to Maryland Heights.

Many large companies already collect our **state and local sales tax**, so this would have no impact on those purchases. The state of Missouri recently passed a use tax and that is collected by the Department of Revenue. If a use tax was passed for the City of Maryland Heights, it would add the city portion (.5%) to purchases from vendors who are not already collecting the local use tax.

Who is affected by the use tax?

If you do not make any purchases online to an out-of-state seller, the use tax will not affect you at all.

If you make a purchase to a large company online that has a Missouri address, you are most likely already paying a state and local sales tax. The use tax will not affect these purchases unless they are not currently collecting a local tax.

If you are purchasing items through an out-of-state vendor, you are currently paying a use tax only to the state of Missouri. By passing this ballot issue, all out-of-state vendors would be required to collect the Maryland Heights portion of use tax. In these cases, a .5% for local use tax would be added to the total.

The majority of the revenue from a use tax is from businesses in Maryland Heights who are purchasing items from out-of-state, for example, a manufacturing warehouse purchases equipment from a vendor in Texas.

Check your receipts for your online purchases. Most online sales already include local and state taxes. The use tax would not apply to these.

Is this a double tax?

No. Purchases would either include the state and local tax, or the state and city use tax. Never both. Most online sales already include state and local taxes, so this would not be an additional tax on those purchases.

What is the rate of the use tax?

A Maryland Heights use tax would be the same rate as our local sales tax (.5%). This means that out-of-state and online purchases would be subject to the same tax rate that is collected by Maryland Heights businesses.

Currently, our total sales tax rate is 8.24% and is one of the lowest rates in the area compared to other cities. Of this 8.24%, only 0.5% actually goes back to the City of Maryland Heights. The remainder goes to St. Louis County and the State of Missouri.

To put it into perspective, 0.5% on a \$100 total is \$0.50.

I'm looking at my receipts for online purchases. What if I am already paying a tax?

If you see tax listed on your online purchase, it is either one of two scenarios:

1. The business you made your purchase from has a business location in Missouri. This is very common for large corporations. If this is the case, this purchase would include sales tax. No use tax would be added to these purchases.
2. If this vendor is not within the state of Missouri, you may see the state use tax collected. If this is the case, Prop T would only add the Maryland Heights portion (.5%).

How much additional revenue could the use tax generate for Maryland Heights?

It is estimated that the use tax could generate \$750,000 and upward to \$2 million annually. This is in part by our large commercial businesses that are in the city.

How is a use tax collected?

Just like with sales tax, a use tax is collected by the Missouri Department of Revenue. Individuals will not have to file a use tax return.

How is a use tax distributed?

Like a local sales tax, the businesses that collect the use tax will have to file these taxes through the Missouri Department of Revenue. The Department of Revenue would then pass the Maryland Heights portion of use tax revenue to the City.

From there, Maryland Heights would take the revenue from the use tax and directly funnel it toward solid waste services (Prop T = Trash Services). This is written directly into the ballot language. If there is any additional revenue left from use tax revenue, the additional funds would then be designated to the Capital Improvement Fund. The Capital Improvement Fund is how the city pays for street repairs, sidewalks, street lights, and other various parks projects. To learn more about Capital Improvements, take a look at the Capital Improvement Plan at www.marylandheights.com/cipplan.

Why is a use tax on the April ballot?

Shopping trends are now shifting to out-of-state and online purchases rather than from our local retailers - which has an effect on the local sales tax collected. And unlike many cities throughout St. Louis County, Maryland Heights has been able to provide high-quality services without introducing a property tax. The use tax would provide revenue for services without increasing local sales tax or introducing a property tax.

What does this have to do with our trash services?

If the use tax is passed, it will directly fund the City of Maryland Heights solid waste service program.

Currently, the City contracts with Republic Services for the collection of residential trash, recycling, and yard waste materials. Homeowners receive this service from the City at no additional cost. This service includes weekly trash AND recycling pick up with two household trashcans, weekly yard waste pick up, an option to schedule bulk waste pick ups, bulk waste dumpster days coordinated through the city, and customer service notifications.

In other neighboring cities, comparable solid waste services can range to \$30 - \$40 a month and the homeowner receives a monthly or quarterly bill.

This service, like many other services, has increased in pricing over the past decade. If Prop T is passed, the City of Maryland Heights will be able to continue to provide homeowners with this same high-quality service.

Are there other cities in the area that collect use tax?

Yes. Missouri was the last state to implement a use tax. The law was signed by Governor Mike Parson in 2021 and it took effect in 2023. Individual counties and municipalities are then able to pass their own use tax law, so that a local portion is collected.

204 Missouri cities have passed a use tax law. Locally, these include: Brentwood, Clayton, Richmond Heights, Maplewood, Bridgeton, Florissant, and several more.

BILL NO. _____

ORDINANCE NO. _____

AN ORDINANCE OF THE CITY OF CREVE COEUR, MISSOURI, IMPOSING A USE TAX FOR GENERAL REVENUE PURPOSES AT THE RATE EQUAL TO THE TOTAL LOCAL SALES TAXES IN EFFECT FOR THE PRIVILEGE OF STORING, USING OR CONSUMING WITHIN THE CITY ANY ARTICLE OF TANGIBLE PERSONAL PROPERTY PURSUANT TO THE AUTHORITY GRANTED BY AND SUBJECT TO THE PROVISIONS OF SECTIONS 144.600 THROUGH 144.761 RSMO; PROVIDING FOR THE USE TAX TO BE REPEALED, REDUCED OR RAISED IN THE SAME AMOUNT AS ANY CITY SALES TAX IS REPEALED, REDUCED OR RAISED; AND PROVIDING FOR SUBMISSION OF THE PROPOSAL TO THE QUALIFIED VOTERS OF THE CITY FOR THEIR APPROVAL AT THE GENERAL ELECTION CALLED AND TO BE HELD IN THE CITY ON APRIL 5, 2022.

WHEREAS, the City of Creve Coeur has imposed local sales taxes, as defined in Section 32.085 RSMo, at the total rate of 1.25% with voter approval; and

WHEREAS, the City is authorized, under Section 144.757 RSMo, to impose a local use tax at a rate equal to the rate of the total local sales taxes in effect in the City; and

WHEREAS, the proposed City use tax cannot become effective until approved by the voters;

NOW, THEREFORE, be it ordained by the City Council of the City of Creve Coeur, Missouri, as follows:

Section 1. Pursuant to the authority granted by, and subject to, the provisions of Sections 144.600 through 144.761 RSMo, a use tax for general revenue purposes, being the equivalent of a sales tax on purchases made from out-of-state sellers by buyers in the City, is imposed for the privilege of storing, using, or consuming within the City any article of tangible personal property. This tax does not apply with respect to the storage, use or consumption of any article of tangible personal property purchased, produced, or manufactured outside this state until the transportation of the article has finally come to rest within this City or until the article has become commingled with the general mass of property of this City.

Section 2. The rate of the tax shall be equal to the total local sales tax in effect, which currently is 1.25%. If any City sales tax is repealed or the rate thereof is reduced or raised by voter approval, the City use tax rate also shall be deemed to be repealed, reduced, or raised by the same action repealing, reducing, or raising the City sales tax.

Section 3. This use tax shall be submitted to the qualified voters of Creve Coeur, Missouri, for their approval, as required by the provisions of Section 144.757 RSMo, at the general election to be held in the City on Tuesday, the 5th day of April, 2022. The ballot of submission shall contain substantially the following language:

Shall the City of Creve Coeur impose a local use tax at the same rate as the total local sales

tax rate, provided that if the local sales tax rate is repealed, or reduced or raised by voter approval, the local use tax rate shall also be repealed, reduced, or raised by the same action?

☐ Yes

☐ No

If you are in favor of the question, place an "X" in the box opposite "Yes."

If you are opposed to the question, place an "X" in the box opposite "No."

Section 4: If a majority of the votes cast on the proposition by the qualified voters voting thereon are in favor of the proposition, then the tax provided hereby shall be in effect on the first day of the calendar quarter which begins at least 45 days after the Missouri Director of Revenue receives notice of adoption of the City use tax, or as soon thereafter as permitted under Section 144.757 RSMo.

Section 5. Within ten (10) days after the approval of this ordinance by a majority of the qualified voters of Creve Coeur, Missouri, the City Clerk shall forward to the Director of Revenue of the State of Missouri by United States registered mail or certified mail, a certified copy of this ordinance together with certifications of the election returns and accompanied by a map of the City clearly showing the boundaries thereof.

Section 6. This Ordinance shall be in full force and effect from and its passage and approval pursuant to section 3.11(g) of the City Charter.

**PASSED BY THE CITY COUNCIL OF THE CITY OF CREVE COEUR,
MISSOURI, THIS _____ DAY OF _____, 2022.**

Heather Silverman, Council President

APPROVED THIS _____ DAY OF _____, 2022.

Mayor Robert Hoffman

Attest:

Kelly Henke, City Clerk

Request for Proposal (RFP)
Executive Recruitment Services for City Administrator Position
Creve Coeur, Missouri
Issue Date: June ??, 2025
Response Deadline: July ??, 2025

I. Introduction

The City of Creve Coeur, Missouri, is soliciting statements of qualifications from experienced executive recruitment firms to assist the City in the search and selection process for the position of City Administrator. The City seeks a qualified consultant with demonstrated success in recruiting top-level municipal executives and a clear understanding of local government operations.

II. Background

The City of Creve Coeur offers superior municipal services to a resident population of approximately 18,457 and a daytime population of 50,000, operating under a Mayor–City Council–City Administrator, form of government. The City provides a range of services including police, public works, community development, recreation, finance, and municipal court. The current City Administrator has accepted another position after serving 26 outstanding years, and the City is committed to finding a highly qualified and experienced professional to lead the organization forward.

III. Scope of Services

The selected firm will be expected to provide the following services:

- Conduct stakeholder interviews with elected officials and key staff
- Facilitate community and/or employee input as desired (e.g., surveys)
- Assist in finalizing the job description and candidate profile
- Develop and execute a national or regional advertising strategy
- Identify, recruit, and access potential candidates
- Present a recommended slate of qualified candidates
- Coordinate interview logistics and provide support throughout the selection process
- Assist with reference checks, background checks, and contract negotiation (if requested)
- Selected firm must be able to initiate the recruitment process immediately upon contract approval and work in close coordination with City leadership to conduct a timely, high-quality search. The City is committed to an efficient but thorough process, with the goal of finalizing a selection within [10–12 weeks].

IV. Qualifications

Interested firms should demonstrate the following:

- Proven track record of successful placements for similar executive-level positions in municipalities or counties, with candidates remaining in the role for at least one year or longer.
- Demonstrated capacity to begin the project immediately and maintain momentum through a timely, focused recruitment process.

- A dedicated project lead with sufficient availability to provide consistent communication, updates, and coordination throughout the engagement.
- Ability to meet project deadlines and facilitate a search process that aligns with the City's desired timeline
- Experience recruiting within the public sector, particularly in the Midwest or Missouri.
- Familiarity with the qualifications, skills, and leadership traits required of a City Administrator.
- Understanding of public sector hiring regulations, recruitment ethics, and confidentiality practices.
- Strong communication and facilitation skills, especially working with elected bodies and community stakeholders.

V. Submission Requirements

Please include the following in your response:

1. Firm Background and Qualifications – A brief history of the firm, its experience in executive recruitment, and public sector expertise.
2. Project Team – Key personnel assigned to the project and their relevant experience.
3. Project Approach – A proposed process and timeline for conducting the recruitment.
4. Availability and Capacity – A description of the project manager's availability over the next 60–90 days and confirmation that the firm has sufficient capacity to prioritize this search and meet the City's timeline expectations.
5. References – Contact information for at least three recent and comparable searches.
6. Fee Proposal – A detailed cost estimate, including optional services and reimbursable expenses.

VI. Evaluation Criteria

Submittals will be evaluated based on:

- Relevant municipal recruitment experience
- Qualifications and experience of assigned personnel
- Understanding of project needs and methodology
- Responsiveness and quality of the proposal
- References
- Cost of services

VII. Submission Instructions

Statements of qualifications must be received by July __, 2025.

Electronic submissions are preferred, and may be sent to:

sstott@crevecoeurmo.gov

Attn: Sharon Stott

Subject: Executive Recruitment RFQ

Late submittals will not be considered. The City reserves the right to reject any or all responses, to waive technicalities, and to negotiate with the selected firm.

VIII. Contact Information

For questions regarding this RFQ, contact:

Sharon Stott
Assistant City Administrator
(314) 872-2516
sscott@crevecoeurmo.gov

DRAFT