



**REGULAR MEETING
AGENDA
CITY OF CREVE COEUR
CITY COUNCIL
300 NORTH NEW BALLAS RD
FEBRUARY 14, 2022
7:00 PM**

CALL TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL

COMMENTS FROM THE GENERAL PUBLIC

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

- 1. Approval of January 24, 2022 City Council Regular Meeting Minutes**
- 2. Documents for Destruction**
Summary: The listed documents have reached the end for required archiving per the Records Retention Manual as published by the Secretary of States Office. Once approved by Council, documents will be shredded on site.

BILLS PAYABLE REPORT

For Information Only

Invoices Paid Listing

Summary: For your information and transmittal to the City Council, attached is a list of paid invoices from January 20, 2022 through February 10, 2022 in the amount of \$229,636.10.

UNFINISHED BUSINESS

- 3. Bill No. 5999- an Ordinance Amending the Adopted 2022 General Fund Budget of the City of Creve Coeur by Authorizing the Transfer of an Administrative Assistant Position and Its Funding from the Planning Department to the Public Works Administration Department. Final Reading and Passage.**



**AGENDA
CITY OF CREVE COEUR
CITY COUNCIL
300 NORTH NEW BALLAS RD
FEBRUARY 14, 2022
7:00 PM**

Summary: An Amended Bill has been added to Authorized an Increase from \$300 to \$500 for the Provisional Judge's Salary.

An Ordinance Amending the Adopted 2022 General Fund Budget of the City of Creve Coeur by Authorizing the Transfer of an Administrative Assistant Position and Its Funding from the Planning Department to the Public Works Administration Department. This allows the Detail of Authorized Full-Time Equivalents in the Budget Book to be Updated with this Transfer and it Transfers \$54,902 from One Department to Another so there is No Monetary effect on the Budget.

- 4. Bill No. 6000- an Ordinance Authorizing the Execution of an Agreement with the Missouri Highways and Transportation Commission Regarding the Construction and Maintenance of Certain Traffic Signal Enhancements Along Olive Boulevard West of Interstate 270. Final Reading and Passage.**

Summary: The Department of Public Works recommends that the City enter into a maintenance agreement with the Missouri Highways and Transportation Commission to enable the construction of and future maintenance for illuminated street name signs at eight intersections and decorative traffic signal coating at three intersections along Olive Boulevard west of Interstate 270.

NEW BUSINESS

- 5. Resolution No. 1575- a Resolution of the City Council of the City of Creve Coeur, Missouri, Authorizing Execution of an Agreement with Vogel Sheet Metal & Heating Inc. to Replace the Hail Damaged Coping on the Police Building for an Amount of \$29,744.00**

Summary: Approval of an agreement with Vogel Sheet Metal & Heating to replace the hail damaged coping on the Police Building

- 6. Resolution No. 1576- a Resolution of the City Council of the City of Creve Coeur, Missouri, Authorizing the Execution of a Contract with Pros Consulting Inc for the Creation of an Ice Rink Feasibility and Use Study in an Amount of \$30,960.**

Summary: Staff issued a Request for Qualifications (RFQ) soliciting firms for the purpose of conducting a study of alternative recreational uses for the ice arena, as well as an analysis of the ice arena operations. Staff recommends the selection of Pros Consulting, Inc.

BUSINESS FROM MAYOR AND CITY COUNCIL



**AGENDA
CITY OF CREVE COEUR
CITY COUNCIL
300 NORTH NEW BALLAS RD
FEBRUARY 14, 2022
7:00 PM**

7. Council Liaison Reports

BUSINESS FROM CITY ADMINISTRATOR

8. Fall 2021 Leaf Collection Update

Summary: Report on the fall leaf collection program and discussion of recommendations to improve this services to the residents.

9. Conway Park Cabin Removal Options

Summary: Public Works staff have prepared a brief report that outlines three options for the removal of the two log cabins from Conway Park. The options appear to be demolition, dismantling, or donation. These cabins are deteriorating, and the cost to repair the cabins is significantly more than the cost of any of the three options to remove the cabins from the park. Staff seeks the City Council's guidance for how to proceed.

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: _____ posted 02/10/2022
Kellie Henke
City Clerk



**REGULAR MEETING
MINUTES
CITY OF CREVE COEUR
CITY COUNCIL
300 NORTH NEW BALLAS RD
JANUARY 24, 2022
7:00 PM**

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, January 24, 2022 at 7:00 PM.

PLEDGE OF ALLEGIANCE

Mayor Robert Hoffman led the Pledge of Allegiance.

ROLL CALL

Council Member, Ward 1 Mark Manlin
Council Member, Ward 1 Heather Silverman
Council Member, Ward 2 Tim Carney
Council Member, Ward 2 Nicole Greer
Council Member, Ward 3 Alice Benner
Council Member, Ward 3 David Hoffman (attended via Zoom)
Council Member, Ward 4 Joseph Martinich
Council Member, Ward 4 Dan Tierney
Mayor Robert Hoffman

Staff in Attendance:

City Administrator Mark Perkins, Assistant City Attorney Stephanie Karr, Director of Community Development Jason Jaggi, Director of Finance Lori Obermoeller, Director of Public Works Jim Heines, Assistant Director of Public Works/City Engineer Matt Wohlberg, Chief of Police Jeff Hartman, Director of Recreation Jason Valvero, Public Information and Management Analyst Melissa Orscheln and City Clerk Kellie Henke.

COMMENTS FROM THE GENERAL PUBLIC

No one requested to speak.

ACCEPTANCE OF THE AGENDA

1. Accept the Agenda as Presented.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Heather Silverman, Council Member, Ward 1
SECONDER:	Nicole Greer, Council Member, Ward 2
AYES:	Manlin, Silverman, Carney, Greer, Benner, Hoffman, Martinich, Tierney

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



**MINUTES
CITY OF CREVE COEUR
CITY COUNCIL
300 NORTH NEW BALLAS RD
JANUARY 24, 2022
7:00 PM**

PRESENTATION

Citizen Of The Year

Mayor Hoffman presented the 2021 Citizen of the Year Award to the Venable Park Task Force.

Comprehensive Annual Financial Report for Year Ending June 30, 2021

Janice Smith of Schowalter & Jabouri presented the results of the Comprehensive Annual Report for Year End June 30, 2021.

RESULT:	ITEM DISCUSSED
----------------	-----------------------

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

Approval of January 10, 2022 City Council Regular Meeting Minutes

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Heather Silverman, Council Member, Ward 1
SECONDER:	Mark Manlin, Council Member, Ward 1
AYES:	Manlin, Silverman, Carney, Greer, Benner, Hoffman, Martinich, Tierney

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

BILLS PAYABLE REPORT

For Information Only

Invoices Paid Listing

Summary: For your information and transmittal to the City Council, attached is a list of paid invoices from January 6, 2022 through January 19, 2022 in the amount of \$833,140.15.

UNFINISHED BUSINESS



**MINUTES
CITY OF CREVE COEUR
CITY COUNCIL
300 NORTH NEW BALLAS RD
JANUARY 24, 2022
7:00 PM**

2. Bill No. 5990 - an Ordinance of the City of Creve Coeur, Missouri, Regarding Electric Bicycles and Motorized Scooters. Final Reading and Passage.

City Clerk Read Bill No. 5990 for the final time.

Mark Perkins requested to amend Bill No. 5990 based upon the submitted draft dated 1/20/22. Amendments include allowing bicycles and electric bikes within City Parks; restrictions regarding speed limits and types of electric bikes have been removed. The prohibition of riding bicycles on sidewalks has also been removed and will apply to electric bikes only. Council Member Silverman moved, seconded by Council Member Greer to accept the amendments. The vote on the motion being 8 ayes and 0 nays, motion carried.

RESULT:	SECOND READING AND FINAL PASSAGE [UNANIMOUS]
MOVER:	Heather Silverman, Council Member, Ward 1
SECONDER:	Nicole Greer, Council Member, Ward 2
AYES:	Manlin, Silverman, Carney, Greer, Benner, Hoffman, Martinich, Tierney

The vote on the motion being 8 ayes and 0 nays, motion carried. Amended Bill No. 5990 becomes Ordinance No. 5762.

3. Bill No. 5996-Ordinance Amending Chapter 140, Finances, of the Code of Ordinances, for the City of Creve Coeur. Final Reading and Passage.

City Clerk Read Bill No. 5996 for the final time.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Heather Silverman, Council Member, Ward 1
SECONDER:	Tim Carney, Council Member, Ward 2
AYES:	Manlin, Silverman, Carney, Greer, Benner, Hoffman, Martinich, Tierney

The vote on motion being 8 ayes and 0 nays, motion carried. Bill No. 5996 becomes Ordinance No. 5768.

4. Bill No. 5998 an Ordinance Authorizing a New Conditional Use Permit for a Drive through Pharmacy Kiosk, at 701 S New Ballas Road Within the Mercy Medical Campus, Zoned Ph-Planned Hospital District. Final Reading and Passage.

City Clerk Read Bill No. 5998 for the final time.



**MINUTES
CITY OF CREVE COEUR
CITY COUNCIL
300 NORTH NEW BALLAS RD
JANUARY 24, 2022
7:00 PM**

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Nicole Greer, Council Member, Ward 2
SECONDER:	Heather Silverman, Council Member, Ward 1
AYES:	Manlin, Silverman, Carney, Greer, Benner, Hoffman, Martinich, Tierney

The vote on motion being 8 ayes and 0 nays, motion carried. Bill No. 5998 becomes Ordinance No. 5770.

- 5. Bill No. 5997 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.**

City Clerk Read Bill No. 5997.

Council Member Manlin provided an overview of his conversation with Nan Johnston, Mayor of Parkville regarding the Use Tax. Council Member Manlin stated education about the importance and benefits of a Use Tax is important.

Council Member Carney asked if the Use Tax passes in St. Louis County, will the revenue generated solely belong to County, to which Mr. Perkins stated the bill through St. Louis County was amended to include a provision that states proceeds will be distributed in the same manner as a sales tax. If the Use Tax passes, Creve Coeur would receive a per capita distribution. Council Member Carney stated if residents will be paying a St. Louis County Use Tax it makes sense to have a city Use Tax.

Council Member Martinich stated he is concerned with putting the Use Tax on the November Ballot and recommended placing it on the ballot for either April 2022 or April 2023.

Council Member Greer stated elections this year may be impacted due to redistricting this year.

Council Member Tierney stated education is key and April 2022 is too soon.

Mayor Hoffman stated education is critical and Bill No. 5997 can be tabled and reviewed at a later time.

Council Member Silverman stated August or April 2023 is preferred.



**MINUTES
CITY OF CREVE COEUR
CITY COUNCIL
300 NORTH NEW BALLAS RD
JANUARY 24, 2022
7:00 PM**

Council Member Silverman moved to table Bill No. 5997, seconded by Council Member Manlin.

RESULT:	TABLED [UNANIMOUS]
MOVER:	Heather Silverman, Council Member, Ward 1
SECONDER:	Mark Manlin, Council Member, Ward 1
AYES:	Manlin, Silverman, Carney, Greer, Benner, Hoffman, Martinich, Tierney

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

NEW BUSINESS

- 6. Bill No. 5999- an Ordinance Amending the Adopted 2022 General Fund Budget of the City of Creve Coeur by Authorizing the Transfer of an Administrative Assistant Position and Its Funding from the Planning Department to the Public Works Administration Department. First Reading.**

City Clerk read Bill No. 5999.

Director of Finance Lori Obermoeller provided an overview of the recommended funds transfer.

RESULT:	FIRST READING	Next: 2/14/2022 7:00 PM
----------------	----------------------	--------------------------------

- 7. Bill No. 6000- an Ordinance Authorizing the Execution of an Agreement with the Missouri Highways and Transportation Commission Regarding the Construction and Maintenance of Certain Traffic Signal Enhancements Along Olive Boulevard West of Interstate 270. First Reading.**

City Clerk read Bill No. 6000.

Assistant Director of Public Works/City Engineer Matt Wohlberg summarized the recommended maintenance agreement with MoDOT for West Olive Signal Enhancements. Mr. Wohlberg stated a down payment of \$194,000 will be owed to MoDOT in April if proceeding.



**MINUTES
CITY OF CREVE COEUR
CITY COUNCIL
300 NORTH NEW BALLAS RD
JANUARY 24, 2022
7:00 PM**

RESULT: FIRST READING

Next: 2/14/2022 7:00 PM

- 8. Resolution No. 1574- a Resolution of the City Council of the City of Creve Coeur, Missouri, Authorizing the Execution of the Necessary Documents to Submit the Project Proposal Application to East-West Gateway Council of Governments for Federal Grant Funding through the Surface Transportation Block Grant Program – Suballocated (Stp-S) for the New Ballas Road Improvements Phase 2 Project Along South New Ballas Road.**

City Clerk read Resolution No. 1574.

Assistant Director of Public Works/City Engineer Matt Wohlberg provided an overview of the Federal Grant Application.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Heather Silverman, Nicole Greer
AYES:	Manlin, Silverman, Carney, Greer, Benner, Hoffman, Martinich, Tierney

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

APPOINTMENTS

Provisional Judge

Mayor Hoffman stated the Nominating Committee for the Provisional Judge position, which consisted of himself and Council Members Silverman and Hoffman, received six applications and interviewed three candidates. With input from Municipal Judge Tim Englemeyer and Court Administrator Jody Caswell, the Nominating Committee unanimously recommended Mary Bruntrager as next Provisional Judge.

Mr. Perkins stated the term would run through April 12, 2023 and suggested an increase of pay from \$300 to \$500 per court session; which will require a budget amendment.

Council Member Silverman moved, seconded by Council Member Manlin, to appoint Mary Bruntrager as Provisional Judge for the City of Creve Coeur for the remainder of the current term through April 12, 2023 with the salary of \$500 per court session.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Heather Silverman, Council Member, Ward 1
SECONDER:	Mark Manlin, Council Member, Ward 1
AYES:	Manlin, Silverman, Carney, Greer, Benner, Hoffman, Martinich, Tierney

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



**MINUTES
CITY OF CREVE COEUR
CITY COUNCIL
300 NORTH NEW BALLAS RD
JANUARY 24, 2022
7:00 PM**

BUSINESS FROM MAYOR AND CITY COUNCIL

Council Liaison Reports

Council Member Martinich stated the Pension Board met and voted to change the investment diversification into 60% equities and 40% fixed following the previous policy of 70% equities and 30% fixed.

Council Member Martinich stated the Energy and Environment Committee met with a representative from Republic Services to discuss ways of reducing contamination of at home recycling. Stickers and magnets of acceptable and non-acceptable items to place on totes, classroom training, and the use of the monthly newsletter were ideas discussed.

Council Member Carney stated the Stormwater Committee met to discuss the scope of the stormwater study and will make a recommendation to council within the next couple of months.

Council Member Tierney stated the Parks and Historic Preservation Committee met to discuss electric bikes and discuss new parks bathroom designs.

Council Member Carney stated the Heart-to-Heart Committee met and stated the 5k Run is scheduled for June 4th.

BUSINESS FROM CITY ADMINISTRATOR

11. FY 2022 Second Quarter Financial Report

Director of Finance Lori Obermoeller provided an overview of the Report and stated the numbers are closer to pre-pandemic numbers.

RESULT:	ITEM DISCUSSED
---------	----------------

12. Venable Park Master Plan Services

Director of Recreation Jason Valvero presented the opportunity to work with HDR to create a Venable Park Master Plan which will incorporate a park memorial. The work will be completed pro bono with services valued in the amount of \$20,000.

Council Member Tierney, seconded by Silverman, moved to accept and approve the donation of \$20,000 pro bono services through HDR.



**MINUTES
CITY OF CREVE COEUR
CITY COUNCIL
300 NORTH NEW BALLAS RD
JANUARY 24, 2022
7:00 PM**

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Dan Tierney, Council Member, Ward 4
SECONDER:	Heather Silverman, Council Member, Ward 1
AYES:	Manlin, Silverman, Carney, Greer, Benner, Hoffman, Martinich, Tierney

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

ADJOURN

13. Adjourn

The meeting adjourned at 8:03 P.M.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Nicole Greer, Council Member, Ward 2
SECONDER:	Mark Manlin, Council Member, Ward 1
AYES:	Manlin, Silverman, Carney, Greer, Benner, Hoffman, Martinich, Tierney

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

Submitted by:

Kellie Henke
City Clerk

Robert Hoffman
Mayor



LOCAL RECORDS PROGRAM

DISPOSITION LIST

CITY OF CREVE COEUR

2022

The following Police 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
Arrest / Booking Sheets	1/1/2011-12/31/2011	POL006
Bond Receipts and Bond Log	2020	
FAX requests for information	2020	
NRN paperwork	2020	
Report requests – Driver Protection Act	2020	
Report Requisition Log	2020	
Repossession's paperwork	2020	
Ride Along Request forms	2020	
Towed Vehicle entries with No Report	2020	
Police Reports, not Class A Felonies or Active Warrants	2011	
Protective Custody files	2020	POL 002
UCR Reports	2019	
Visitor Log	2016	
Unusable Parking Tickets	See attached list of numbers	

PARKING TICKETS TO BE DESTROYED AFTER 1/1/2022

P23577-P23600

P23629-P23650

P23660-P23700

P24615-P24650

P23533-P23550

P25160-P25200

P24487-P24500

P24904-P24950

P23803-P23850

P24382-P24400

P24279-P24300

P24012-P24050

P21038-P21050

P18847-P18850

P22343-P22350

P23497-P23500

P17931-P17950

P18080-P18100

P24677-P24700

P24765-P24800

P11886-P11900

P24731-P24750

P24447-P24450



MEMORANDUM

DATE: February 10, 2022

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 January 20, 2022 through February 10, 2022 in the amount of \$229,636.10.



Creve Coeur, MO

Council Report of invoices Paid Listing

By Fund

Payment Dates 1/20/2022 - 2/10/2022

Vendor Name	Purchase Order Number	Payable Number	Payable Date	Description (Item)	Account Number	Payment Number	Amount
Fund: 01 - GENERAL FUND							
ARVEST BANK OPERATIONS INC		PURCHASES DEC 21	12/31/2021	OFFICER REQUESTED MEDICAL RECORDS	01-2410	DFT0004382	37.41
ARVEST BANK OPERATIONS INC		PURCHASES DEC 21	12/31/2021	MEALS FOR PRISONERS- HONEY BUNS	01-2410	DFT0004382	10.95
ARVEST BANK OPERATIONS INC		PURCHASES DEC 21	12/31/2021	6 PK WIPES FOR LIVE SCAN	01-2410	DFT0004382	26.74
UNUM LIFE INSURANCE COMPANY OF AMERICA		0093442-001 FEB 22	01/18/2022	LONG TERM CARE FEB 22	01-2219	444495	170.30
FIDELITY SECURITY LIFE INSURANCE COMPANY		165086594	12/22/2021	VISION JAN 22	01-2218	444467	849.43
FIDELITY SECURITY LIFE INSURANCE COMPANY		165086794	12/22/2021	EIDMAN COBRA VISION INS JAN 22 (FINAL BILL)	01-2224	444467	23.69
AMERICAN UNITED LIFE INSURANCE COMPANY		619325 JAN 22	01/01/2022	VOL AD&D JAN 22	01-2216	444448	87.60
CREATIVE COMMUNITIES ALLIANCE		CCA FEES 2022	01/11/2022	SCULPTURE ON THE MOVE ANNUAL FEE	01-2445	444458	100.00
MICHAEL L FOSTER - MO# 56139		INV0001370	01/20/2022	GARNISHMENT	01-2111	444476	175.14
WASHINGTON NATIONAL INS CO		P2187618	01/01/2022	CANCER/INTENSIVE CARE JAN 22	01-2215	444496	395.90
FIDELITY SECURITY LIFE INSURANCE COMPANY		165127696	01/22/2022	VISION FEB 22	01-2218	444516	960.29
							2,837.45
							2,837.45
Department: 11 - LEGISLATIVE SERVICES							
Division: 12 - MAYOR AND CITY COUNCIL							
ARVEST BANK OPERATIONS INC		PURCHASES DEC 21	12/31/2021	Council Mtg. Dinner	01-11-12-6264	DFT0004382	105.42
ARVEST BANK OPERATIONS INC		PURCHASES DEC 21	12/31/2021	Coffee with the Mayor- Donuts	01-11-12-6264	DFT0004382	26.97
ARVEST BANK OPERATIONS INC		PURCHASES DEC 21	12/31/2021	Mtg w Mayor and Former Mayor-Bldg Code Initiative	01-11-12-6264	DFT0004382	55.59
ARVEST BANK OPERATIONS INC		PURCHASES DEC 21	12/31/2021	Council Mtg. Dinner	01-11-12-6264	DFT0004382	56.20
ARVEST BANK OPERATIONS INC		PURCHASES DEC 21	12/31/2021	Citizen of the Year/Proclamation Frames	01-11-12-7306	DFT0004382	291.88

Council Report of invoices Paid Listing

Payment Dates: 1/20/2022 - 2/10/2022

Vendor Name	Purchase Order Number	Payable Number	Payable Date	Description (Item)	Account Number	Payment Number	Amount
CHAMBER OF COMMERCE CREVE COEUR OLIVETTE		E5535	02/07/2022	MEMBERSHIP LUNCHEON ON 2/17/22 - ROBERT HOFF	01-11-12-6264	444506	26.00
Division 12 - MAYOR AND CITY COUNCIL Total:							562.06
Division: 13 - CITY CLERK							
GRANICUS LLC		148172	02/01/2022	AGENDA AND MINUTES FEB 22	01-11-13-6213	444520	578.20
GRANICUS LLC		148172	02/01/2022	CIVIC STREAMING FEB 22	01-11-13-6213	444520	367.50
Division 13 - CITY CLERK Total:							945.70
Department 11 - LEGISLATIVE SERVICES Total:							1,507.76
Department: 12 - ADMINISTRATION							
Division: 11 - ADMINISTRATIVE							
ARVEST BANK OPERATIONS INC		PURCHASES DEC 21	12/31/2021	Monthly Credit Reports	01-12-11-6202	DFT0004382	31.82
ARVEST BANK OPERATIONS INC		PURCHASES DEC 21	12/31/2021	Pre-Employment Background - Delia	01-12-11-6203	DFT0004382	15.25
ARVEST BANK OPERATIONS INC		PURCHASES DEC 21	12/31/2021	Pre-Employment Background - Waller	01-12-11-6203	DFT0004382	15.25
ARVEST BANK OPERATIONS INC		PURCHASES DEC 21	12/31/2021	Business E-Newsletter Subscription	01-12-11-6262	DFT0004382	70.00
ARVEST BANK OPERATIONS INC		PURCHASES DEC 21	12/31/2021	Wall Street Journal	01-12-11-6262	DFT0004382	6.00
ARVEST BANK OPERATIONS INC		PURCHASES DEC 21	12/31/2021	Meeting with STL Realtors Bldg Codes	01-12-11-6264	DFT0004382	9.14
SWIFT PRINT COMMUNICATIONS	PO00201-R2	000008029	01/10/2022	RESIDENTIAL NEWLETTER PRINTING JAN 22	01-12-11-6203	444491	2,517.00
ST LOUIS AREA CITY MANAGEMENT ASSOCIATIO		2022 DUES	01/19/2022	SLACMA 2022 MEMBERSHIP FEE MARK PERKINS	01-12-11-6262	444489	50.00
ST LOUIS AREA CITY MANAGEMENT ASSOCIATIO		2022 DUES	01/19/2022	SLACMA 2022 MEMBERSHIP FEE SHARON STOTT	01-12-11-6262	444489	50.00
SHOCKEY CONSULTING SERVICES LLC	PO00595	46002.01	01/19/2022	Strategic Planning PHASE 1 (PARTIAL)	01-12-11-6203	444487	6,096.00
T MOBILE USA		971998911-20211220	12/21/2021	CITY PHONES ADMIN 11/21/21-12/20/21	01-12-11-6253	444493	49.48
SHOCKEY CONSULTING SERVICES LLC	PO00595	46002.02	02/07/2022	Strategic Planning PARTIAL PHASES 1, 2 & 3	01-12-11-6203	444546	10,776.00
RICHARD DECOLLO	PO00575	5969	01/27/2022	Residential Newsletter Handling FEB 22	01-12-11-6203	444540	278.50
T MOBILE USA		971998911-20220120	02/09/2022	CITY PHONES ADMIN 12/21/21-1/20/22	01-12-11-6253	444552	49.48
ASI		A000178621018YD	01/31/2022	HRA & FSA ADMIN FEES JAN 22	01-12-11-6203	444503	406.00
Division 11 - ADMINISTRATIVE Total:							20,419.92

Council Report of invoices Paid Listing

Payment Dates: 1/20/2022 - 2/10/2022

Vendor Name	Purchase Order Number	Payable Number	Payable Date	Description (Item)	Account Number	Payment Number	Amount
Division: 14 - MUNICIPAL COURT							
AMERICAN STAMP AND MARKING PRODUCTS INC		1722161	01/10/2022	COURT DATE FILE STAMPS	01-12-14-7304	444447	74.55
Division 14 - MUNICIPAL COURT Total:							74.55
Department 12 - ADMINISTRATION Total:							20,494.47
Department: 13 - FINANCE							
Division: 11 - ADMINISTRATIVE							
ARVEST BANK OPERATIONS INC		PURCHASES DEC 21	12/31/2021	APA EXAM FEE FOR ANNE CRONIN	01-13-11-6261	DFT0004382	320.00
ARVEST BANK OPERATIONS INC		PURCHASES DEC 21	12/31/2021	APA MEMBERSHIP ANNE CRONIN + \$35 ENROLLMENT FEE	01-13-11-6262	DFT0004382	297.00
ARVEST BANK OPERATIONS INC		PURCHASES DEC 21	12/31/2021	W-2 AND 1099 FORMS AND ENVELOPES	01-13-11-7304	DFT0004382	573.18
TYLER TECHNOLOGIES		025-327163	03/11/2021	INCODE FINANCIALS ANNUAL FEE 5/1-12/31/21	01-13-11-6213	444494	889.35
TYLER TECHNOLOGIES		025-350397	09/20/2021	CREDIT INCODE SALES	01-13-11-6213	444494	-18.15
TYLER TECHNOLOGIES		025-350400	09/20/2021	CREDIT INCODE FINANCIALS AND SALES MAY 21 - DEC 21	01-13-11-6213	444494	-25.19
TYLER TECHNOLOGIES	PO00618	025-358230	12/10/2021	TYLER MAINTENANCE ANNUAL FEES 1/1/22-12/31/22	01-13-11-6213	444494	20,404.90
TYLER TECHNOLOGIES	PO00618	025-359866	12/01/2021	CIS/CRM ICD LICENSES FEES 1/1/22-12/31/22	01-13-11-6213	444494	2,875.00
TYLER TECHNOLOGIES	PO00618	025-361937	01/01/2022	EXECUTIME T&A & MOBILE APP MAINT 1/1/22-12/31/22	01-13-11-6213	444494	2,630.99
T MOBILE USA		971998911-20211220	12/21/2021	CITY PHONES FIN 11/21/21-12/20/21	01-13-11-6253	444493	24.74
TYLER TECHNOLOGIES		FY22 CM0000068	07/01/2021	FY22 BALANCE FOR OCT 20 SOFTWARE CREDIT AGREEMENT	01-13-11-6213	444494	-12,945.79
SCHOWALTER & JABOURI PC	PO00363	207221	01/31/2022	FY21 Audit Services Year 2 of 5 years	01-13-11-6209	444545	1,500.00
T MOBILE USA		971998911-20220120	02/09/2022	CITY PHONES FIN 12/21/21-1/20/22	01-13-11-6253	444552	24.74
Division 11 - ADMINISTRATIVE Total:							16,550.77
Division: 15 - INTERDEPARTMENTAL							
ARVEST BANK OPERATIONS INC		PURCHASES DEC 21	12/31/2021	2022 Labor Law Posters	01-13-15-6272	DFT0004382	158.70
ARVEST BANK OPERATIONS INC		PURCHASES DEC 21	12/31/2021	EE Recognition Luncheon - Food	01-13-15-6272	DFT0004382	1,694.50
ARVEST BANK OPERATIONS INC		PURCHASES DEC 21	12/31/2021	Employee Recognition - EE of the Year Visa	01-13-15-6272	DFT0004382	54.95
ARVEST BANK OPERATIONS INC		PURCHASES DEC 21	12/31/2021	9 VOLT BATTERIES AND FOUNTAIN PEN LIQUID INK	01-13-15-7312	DFT0004382	26.93

Council Report of invoices Paid Listing

Payment Dates: 1/20/2022 - 2/10/2022

Vendor Name	Purchase Order Number	Payable Number	Payable Date	Description (Item)	Account Number	Payment Number	Amount
ARVEST BANK OPERATIONS INC		PURCHASES DEC 21	12/31/2021	NOTEPADS REQUESTED BY J. VALVERO	01-13-15-7312	DFT0004382	55.98
CHARTER COMMUNICATION		0215132011622	01/16/2022	ANALOG LINES AND CONNECT PW GARAGE 1/16/	01-13-15-6253	444455	671.43
CHARTER COMMUNICATION		0215116011622	01/16/2022	996 RUE DE LA BANQUE PW GARAGE 01/16/22-2/15/22	01-13-15-6255	444511	398.66
CHARTER COMMUNICATION		0353198020122	02/01/2022	350 N NEW BALLAS PD PRI FIBER 2/1/22-2/28/22	01-13-15-6253	444510	1,407.35
CHARTER COMMUNICATION		0420922012522	01/25/2022	996 E RUE DE LA BANQUE PW GARAGE 1/25/22-2/24/2	01-13-15-6255	444509	171.98
WUSSLER BUSINESS FORMS INC		5061	01/27/2022	BUSINESS CARDS M WALLER & T DELIA	01-13-15-7312	444565	165.22
Division 15 - INTERDEPARTMENTAL Total:							4,805.70

Division: 51 - MIS OPERATIONS

ARVEST BANK OPERATIONS INC		PURCHASES DEC 21	12/31/2021	DOMAIN NAMESAFE FROM 12-16-21 TO 12-16-22	01-13-51-6213	DFT0004382	5.99
ARVEST BANK OPERATIONS INC		PURCHASES DEC 21	12/31/2021	SHIPPING	01-13-51-6213	DFT0004382	30.63
ARVEST BANK OPERATIONS INC		PURCHASES DEC 21	12/31/2021	otterbox iphone 11 case	01-13-51-6213	DFT0004382	34.99
ARVEST BANK OPERATIONS INC		PURCHASES DEC 21	12/31/2021	Zoom for December 2021	01-13-51-7332	DFT0004382	129.94
ARVEST BANK OPERATIONS INC		PURCHASES DEC 21	12/31/2021	Zoom Meetings for City	01-13-51-7332	DFT0004382	14.99
TYLER TECHNOLOGIES	PO00618	025-358230	12/10/2021	TECHINAL SERVICES ANNUAL FEES 1/1/22-12/31/22	01-13-51-6213	444494	6,642.41
T MOBILE USA		971998911-20211220	12/21/2021	CITY PHONES MIS 11/21/21- 12/20/21	01-13-51-6253	444493	24.74
WINNING TECHNOLOGIES, INC.	PO00518	25096	02/01/2022	IT Management Consultants FEB 22	01-13-51-6202	444564	4,380.00
T MOBILE USA		971998911-20220120	02/09/2022	CITY PHONES MIS 12/21/21- 1/20/22	01-13-51-6253	444552	24.74
CDW LLC		Q800678	01/13/2022	FUJITSU SCANSNAP 1x1400 SCANNER	01-13-51-7331	444505	389.92

Division 51 - MIS OPERATIONS Total: 11,678.35

Department 13 - FINANCE Total: 33,034.82

Department: 14 - COMMUNITY SERVICES

Division: 11 - ADMINISTRATIVE

ARVEST BANK OPERATIONS INC		PURCHASES DEC 21	12/31/2021	MPRA Yearly Membership	01-14-11-6262	DFT0004382	380.00
R & R CONTRACTING SERVICES		0000271316	09/17/2021	VENABLE PARK DEDICATION PORTA POTTIES	01-14-11-6221	444483	320.00
MYRLYNN HENLEY		105	01/20/2022	PROGRAM INST TAI CHI, STRETCH & TONE 1/11 - 3/3/22	01-14-11-6202	444480	1,920.00

Council Report of invoices Paid Listing

Payment Dates: 1/20/2022 - 2/10/2022

Vendor Name	Purchase Order Number	Payable Number	Payable Date	Description (Item)	Account Number	Payment Number	Amount
RICOH USA, INC		105803114	01/18/2022	DRC METER 1/12/22 - 02/11/22 PROPERTY TAX 202	01-14-11-6213	444541	50.81

Division 11 - ADMINISTRATIVE Total: 2,670.81

Department 14 - COMMUNITY SERVICES Total: 2,670.81

Department: 16 - MUNICIPAL FACILITIES MAINTENANCE

Division: 11 - ADMINISTRATIVE

ST LOUIS COUNTY TREASURE		002929-03-22	01/03/2022	ELEVATOR INSPECTIONS	01-16-11-6211	444490	71.00
AREA WIDE INC	PO00589	145243	01/19/2022	Ice Machine Replacement	01-16-11-9503	444450	2,420.00
ARAMARK UNIFORM SERVICES		617000023483	01/11/2022	UNIFORM SERVICES	01-16-11-7308	444449	11.52
ARAMARK UNIFORM SERVICES		617000026090	01/18/2022	UNIFORM SERVICES	01-16-11-7308	444449	11.52
T MOBILE USA		971998911-20211220	12/21/2021	CITY PHONES BLDG MAINT 11/21/21-12/20/21	01-16-11-6253	444493	24.74
GATEWAY INDUSTRIAL POWER INC		001-116197r	01/16/2022	ANNUAL SERVICE - GENERATOR - CITY HALL	01-16-11-6211	444517	675.00
NEW SYSTEM CARPET AND BUILDING CARE LTD		093515	01/05/2022	CITY HALL CLEANING/BUILDING SUPPLIES	01-16-11-6212	444535	644.38
METROPOLITAN ST LOUIS SEWER DISTRICT		260870	01/20/2022	0247372-6: 300 N NEW BALLAS RD 11/30/21- 12/31/21	01-16-11-6254	444528	999.49
WALTER KNOLL FLORIST		58594	01/03/2022	PLANT MAINTENANCE FEB 2	01-16-11-6212	444561	80.00
ARAMARK UNIFORM SERVICES		617000028667	01/25/2022	UNIFORM SERVICES	01-16-11-7308	444502	11.52
WIEGMANN ASSOCIATES		71022	01/13/2022	CITY HALL CONDENSER WATER LOOP TEMP RUNNING LOW	01-16-11-6211	444563	417.00
T MOBILE USA		971998911-20220120	02/09/2022	CITY PHONES BLDG MAINT 12/21/21-1/20/22	01-16-11-6253	444552	24.74

Division 11 - ADMINISTRATIVE Total: 5,390.91

Department 16 - MUNICIPAL FACILITIES MAINTENANCE Total: 5,390.91

Department: 21 - POLICE

Division: 11 - ADMINISTRATIVE

ARVEST BANK OPERATIONS INC		PURCHASES DEC 21	12/31/2021	2022 IACP MEMBERSHIP DUES-ROMAS	01-21-11-6262	DFT0004382	190.00
ARVEST BANK OPERATIONS INC		PURCHASES DEC 21	12/31/2021	LUNCH FOR ASSESSORS-SGTS PROCESS	01-21-11-6264	DFT0004382	65.60
ARVEST BANK OPERATIONS INC		PURCHASES DEC 21	12/31/2021	BANDAIDS FOR FIRST AID KIT	01-21-11-6271	DFT0004382	4.94
ARVEST BANK OPERATIONS INC		PURCHASES DEC 21	12/31/2021	SIGNS AND PINS FOR CUBICLES	01-21-11-7302	DFT0004382	70.84
ARVEST BANK OPERATIONS INC		PURCHASES DEC 21	12/31/2021	PENS TO USE FOR CALEA POLICIES	01-21-11-7304	DFT0004382	28.10

Council Report of invoices Paid Listing

Payment Dates: 1/20/2022 - 2/10/2022

Vendor Name	Purchase Order Number	Payable Number	Payable Date	Description (Item)	Account Number	Payment Number	Amount
ARVEST BANK OPERATIONS INC		PURCHASES DEC 21	12/31/2021	WEARING APPAREL FOR POLICE AND SAFETY	01-21-11-7308	DFT0004382	219.21
ARVEST BANK OPERATIONS INC		PURCHASES DEC 21	12/31/2021	OFFICE CHAIR FOR EVIDENCE OFFICE	01-21-11-9503	DFT0004382	137.28
ENERGY PETROLEUM CO		131999	12/28/2021	REGULAR FUEL	01-21-11-7307	444463	1,740.02
T MOBILE USA		971998911-20211220	12/21/2021	CITY PHONES POLICE 11/21/21-12/20/21	01-21-11-6253	444493	24.74
T MOBILE USA		972253619-20211220	12/21/2021	PD PHONES AND TABLETS PD ADMIN 11/21/21-12/20/21	01-21-11-6253	444492	66.54
T MOBILE USA		972253619-20211220	12/21/2021	PD PHONES AND TABLETS PD ADMIN 11/21/21-12/20/21	01-21-11-6253	444492	-58.10
MERCY CORPORATE HEALTH		619229	01/03/2022	PRE-EMPLOYMENT SCREENING NEW RECRUIT	01-21-11-6271	444527	712.46
ST LOUIS PRINT GROUP LLC		82104812	01/11/2022	300 DOMESTIC ABUSE INFORMATION BULLETINS	01-21-11-7304	444548	117.71
T MOBILE USA		971998911-20220120	02/09/2022	CITY PHONES POLICE 12/21/21-1/20/22	01-21-11-6253	444552	24.74
T MOBILE USA		972253619-20220120	01/21/2022	PD PHONES AND TABLETS PD ADMIN 12/21/21-1/20/22	01-21-11-6253	444551	-58.10
T MOBILE USA		972253619-20220120	01/21/2022	PD PHONES AND TABLETS PD ADMIN 12/21/21-1/20/22	01-21-11-6253	444551	66.54
MARCO HOLDINGS LLC		INV9516961	01/10/2022	RECORD'S ROOM COPIER MAINT 1/11/22-4/10/22	01-21-11-6213	444526	277.50
MARCO HOLDINGS LLC		INV9521553	01/11/2022	CHIEF'S OFFICE COPIER MAINT-1/7/22-4/6/22	01-21-11-6213	444526	80.30
Division 11 - ADMINISTRATIVE Total:							3,710.32
Division: 21 - INVESTIGATION							
ARVEST BANK OPERATIONS INC		PURCHASES DEC 21	12/31/2021	9100 8 GB AND (5) GB FLASHDRIVES	01-21-21-7304	DFT0004382	70.12
ENERGY PETROLEUM CO		131999	12/28/2021	REGULAR FUEL	01-21-21-7307	444463	1,035.46
T MOBILE USA		972253619-20211220	12/21/2021	PD PHONES AND TABLETS PD INVESTIGAT11/21-12/20/21	01-21-21-6253	444492	-25.01
T MOBILE USA		972253619-20211220	12/21/2021	PD PHONES AND TABLETS PD INVESTIGAT11/21-12/20/21	01-21-21-6253	444492	100.02
T MOBILE USA		972253619-20220120	01/21/2022	PD PHONES AND TABLETS PD INVESTI 12/21/21-1/20/22	01-21-21-6253	444551	-25.01
T MOBILE USA		972253619-20220120	01/21/2022	PD PHONES AND TABLETS PD INVESTI 12/21/21-1/20/22	01-21-21-6253	444551	100.02
Division 21 - INVESTIGATION Total:							1,255.60
Division: 22 - PATROL							
ARVEST BANK OPERATIONS INC		PURCHASES DEC 21	12/31/2021	24 FLEET CAR WASHES	01-21-22-6210	DFT0004382	359.76
ARVEST BANK OPERATIONS INC		PURCHASES DEC 21	12/31/2021	MAILED SIGNED PICTURE FRAME TO DREW PICKIN	01-21-22-6211	DFT0004382	10.15

Council Report of invoices Paid Listing

Payment Dates: 1/20/2022 - 2/10/2022

Vendor Name	Purchase Order Number	Payable Number	Payable Date	Description (Item)	Account Number	Payment Number	Amount
ARVEST BANK OPERATIONS INC		PURCHASES DEC 21	12/31/2021	FIRST RESPONDER CHAPLAIN/PEER SUPPORT TRAINING	01-21-22-6261	DFT0004382	417.24
ARVEST BANK OPERATIONS INC		PURCHASES DEC 21	12/31/2021	24 AAA BATTERIES	01-21-22-7302	DFT0004382	11.79
ARVEST BANK OPERATIONS INC		PURCHASES DEC 21	12/31/2021	AIR CHUCK FOR PATROL CAR	01-21-22-7302	DFT0004382	25.99
ARVEST BANK OPERATIONS INC		PURCHASES DEC 21	12/31/2021	(3) BOTTLES SHREDDER OIL	01-21-22-7304	DFT0004382	63.00
ARVEST BANK OPERATIONS INC		PURCHASES DEC 21	12/31/2021	4 GALLONS DISTILLED WATE	01-21-22-7304	DFT0004382	4.76
ARVEST BANK OPERATIONS INC		PURCHASES DEC 21	12/31/2021	GUN CLEANING SUPPLIES	01-21-22-7313	DFT0004382	30.93
ENERGY PETROLEUM CO		131999	12/28/2021	REGULAR FUEL	01-21-22-7307	444463	14,646.67
T MOBILE USA		972253619-20211220	12/21/2021	PD PHONES AND TABLETS PD PTRL11/21/21-12/20/21	01-21-22-6253	444492	-103.41
T MOBILE USA		972253619-20211220	12/21/2021	PD PHONES AND TABLETS PD PTRL11/21/21-12/20/21	01-21-22-6253	444492	236.47
VALVOLINE LLC		179521	01/18/2022	OIL CHANGE AND TIRE ROTATION FOR CAR 2413	01-21-22-6210	444559	48.97
VALVOLINE LLC		179746	01/22/2022	OIL CHANGE AND TIRE ROTATION FOR CAR 2406	01-21-22-6210	444559	48.97
VALVOLINE LLC		179834	01/24/2022	OIL CHANGE AND TIRE ROTATION FOR CAR 2427	01-21-22-6210	444559	48.97
VALVOLINE LLC		179843	01/24/2022	OIL CHANGE AND TIRE ROTATION FOR CAR 2410	01-21-22-6210	444559	48.97
VALVOLINE LLC		183972	01/10/2022	OIL CHANGE FOR CAR 2416	01-21-22-6210	444559	38.98
VALVOLINE LLC		183975	01/10/2022	OIL CHANGE FOR CAR 2419	01-21-22-6210	444559	38.98
SUNTRUP FORD INC		319040	01/20/2022	REPAIRS ON CAR 2402	01-21-22-6210	444549	328.14
TRI-TECH FORENSICS INC	PO00610	596670	01/14/2022	Medical Supplies for PD	01-21-22-6271	444556	28.66
T MOBILE USA		972253619-20220120	01/21/2022	PD PHONES AND TABLETS PD PTRL12/21/21-1/20/22	01-21-22-6253	444551	-103.41
T MOBILE USA		972253619-20220120	01/21/2022	PD PHONES AND TABLETS PD PTRL 12/21/21-1/20/22	01-21-22-6253	444551	236.47
						Division 22 - PATROL Total:	16,467.05
						Department 21 - POLICE Total:	21,432.97
Department: 31 - PUBLIC WORKS							
Division: 11 - ADMINISTRATIVE							
T MOBILE USA		971998911-20211220	12/21/2021	CITY PHONES PW ADMIN 11/21/21-12/20/21	01-31-11-6253	444493	98.96
GEORGE L. CRAWFORD & ASSOCIATES INC	PO00564	00021	01/06/2022	On-call traffic signal maintenance 8/9/21- 12/31/21	01-31-11-6211	444519	23,342.80
CHUCKS BOOTS		22-0247	01/28/2022	KEVIN MULLIGAN BOOTS	01-31-11-7308	444512	150.00

Council Report of invoices Paid Listing

Payment Dates: 1/20/2022 - 2/10/2022

Vendor Name	Purchase Order Number	Payable Number	Payable Date	Description (Item)	Account Number	Payment Number	Amount
US BANK EQUIPMENT FINANCE	PO00383	461247041 - RECEIPT	01/24/2021	COPIER LEASE & MAINTENANCE 12/20/21- 1/20/22	01-31-11-6213	444557	470.72
T MOBILE USA		971998911-20220120	02/09/2022	CITY PHONES PW ADMIN 12/21/21-1/20/22	01-31-11-6253	444552	123.70
DREXEL TECHNOLOGIES INC		INV69505	01/26/2022	COLOR PRINTER JAN 22	01-31-11-6213	444514	88.39
DREXEL TECHNOLOGIES INC		INV69662	01/26/2022	TONER FOR LEASE COPIER	01-31-11-6213	444514	9.50
						Division 11 - ADMINISTRATIVE Total:	24,284.07
Division: 41 - STREET MAINTENANCE							
JOHNNY ON THE SPOT #347		0347-000250784	12/31/2021	PORTA JOHNS DEC 21	01-31-41-6266	444472	189.00
DEKA ELECTRO BATTERY MF		124951	01/11/2022	GATER AND LEAF VAC BATTERY	01-31-41-6211	444460	103.16
ABSTENENCIA GENTRY		1261-2000012273	01/03/2022	EXCEL PW TEMP EMPLOYEE W/E 1/2/22	01-31-41-6207	444445	147.08
ABSTENENCIA GENTRY		1261-2000012285	01/10/2022	EXCEL-PW TEMP EMPLOYEE W/E 1/9/22	01-31-41-6207	444445	209.38
ABSTENENCIA GENTRY		1261-2000012296	01/17/2022	EXCEL-PW TEMP EMPLOYEE W/E1/16/2022	01-31-41-6207	444445	335.44
ENERGY PETROLEUM CO		131998	12/28/2021	DIESEL FUEL	01-31-41-7307	444463	4,895.29
ENERGY PETROLEUM CO		131999	12/28/2021	REGULAR FUEL	01-31-41-7307	444463	1,622.95
CERTIFIED POWER INC		15485797	01/03/2022	CLUTCH 6 GROOVE SERPENTINE TRUCK 212	01-31-41-6210	444454	127.72
CERTIFIED POWER INC		15485798	01/03/2022	FUSE	01-31-41-6210	444454	3.45
CHUCKS BOOTS		22-0155	01/19/2022	CARHARTS FOR PW THOMAS DELIA	01-31-41-7308	444457	89.99
ARAMARK UNIFORM SERVICES		617000023481	01/11/2022	UNIFORM SERVICES - PW SHOP	01-31-41-7308	444449	63.52
ARAMARK UNIFORM SERVICES		617000026088	01/18/2022	UNIFORM SERVICES - PW SHOP	01-31-41-7308	444449	63.52
T MOBILE USA		971998911-20211220	12/21/2021	CITY PHONES STREETS 11/21/21-12/20/21	01-31-41-6253	444493	123.70
WM NOBBE & COMPANY IN HUMAN RESOURCE STAFFIN		9803414	01/12/2022	LEAF VAC PARTS	01-31-41-6211	444497	28.41
		1001067808	01/27/2022	PW TEMPORARY EMPLOYEE W/E1/23/2022	01-31-41-6207	444523	1,066.06
CHART AUTOMOTIVE GROUP INC		1080733	01/24/2022	OIL-DRI ABSORBENT	01-31-41-6212	444507	291.65
ABSTENENCIA GENTRY		1261-2000012310	01/24/2022	PW TEMPORARY EMPLOYEES W/E 1/23	01-31-41-6207	444501	231.84
SUPER BRIGHT LEDS INC		1641321715-41937	01/04/2022	LIGHT BAR PLOW EQUIPMEN	01-31-41-7310	444550	740.32
SUPER BRIGHT LEDS INC		1642517003-08382	01/18/2022	PLOW EQUIPMENT	01-31-41-7310	444550	45.40
CHUCKS BOOTS		22-0267	01/31/2022	TOM DELIA - BOOTS	01-31-41-7308	444512	108.74
WEBER CHEVROLET COMPANY		2273802	01/04/2022	12 COLORADO PIPE	01-31-41-6210	444562	63.53
WEBER CHEVROLET COMPANY		2274396	01/05/2022	FUEL LINE 2012 COLORADO	01-31-41-6210	444562	40.26

Council Report of invoices Paid Listing

Payment Dates: 1/20/2022 - 2/10/2022

Vendor Name	Purchase Order Number	Payable Number	Payable Date	Description (Item)	Account Number	Payment Number	Amount
VALTEC HYDRAULICS		240680	01/26/2022	318 PLOW CYLINDER	01-31-41-7310	444558	452.42
METROPOLITAN ST LOUIS SEWER DISTRICT		260870	01/20/2022	0549319-2: 1030 N LINDBERGH BLVD 11/30/21- 12/30/22	01-31-41-6254	444528	234.33
METROPOLITAN ST LOUIS SEWER DISTRICT		260870	01/20/2022	0473730-0: 996 E RUE DE LA BANQU ST 11/30/21-12/21	01-31-41-6254	444528	167.12
THE GREENWOOD GROUP LL PO00296		26463 - RECEIPT 1/2/22	01/02/2022	2021- 2022 ROW & Grounds Maintenance Services	01-31-41-6212	444554	950.00
RUSH TRUCK CENTER		3026370845	01/25/2022	321 PARTS	01-31-41-6210	444543	-69.82
RUSH TRUCK CENTER		3026371242	01/25/2022	321 PARTS	01-31-41-6210	444543	268.58
RUSH TRUCK CENTER		3026371313	01/25/2022	321 PARTS	01-31-41-6210	444543	75.00
TIRE SHREDDERS UNLIMITED		308558	01/20/2022	OLD TIRES	01-31-41-6210	444555	29.25
ARAMARK UNIFORM SERVICES		617000028664	01/25/2022	UNIFORM SERVICES - PW SHOP	01-31-41-7308	444502	58.60
T MOBILE USA		971998911-20220120	02/09/2022	CITY PHONES STREETS 12/21/21-1/20/22	01-31-41-6253	444552	123.70
VIKING-CIVES MIDWEST, INC.		97741	01/19/2022	FEEDGATE JACK	01-31-41-7310	444560	136.58
WEBER CHEVROLET COMPANY		CM2273802	01/05/2022	CREDIT - 12 COLORADO PIPE	01-31-41-6210	444562	-63.53
TAPCO		I718121	01/25/2022	NO PARKING & SPEED LIMIT SIGNS	01-31-41-7311	444553	790.66
OVERHEAD DOOR COMPANY OF ST LOUIS		SVC/716026	01/06/2022	BUILDING 5: REPLACED PUSH BUTTON STATION	01-31-41-6212	444536	255.05
Division 41 - STREET MAINTENANCE Total:							13,998.35
Division: 43 - PARKS MAINTENANCE							
ARVEST BANK OPERATIONS INC		PURCHASES DEC 21	12/31/2021	dual line wireless for tappmeyer	01-31-43-6224	DFT0004382	941.99
ARVEST BANK OPERATIONS INC		PURCHASES DEC 21	12/31/2021	Wild Flower for Mill Park	01-31-43-7303	DFT0004382	640.00
JOHNNY ON THE SPOT #347		0347-000250784	12/31/2021	PORTA JOHNS DEC 21	01-31-43-6266	444472	189.00
DEKA ELECTRO BATTERY MF		124951	01/11/2022	GATER AND LEAF VAC BATTERY	01-31-43-6211	444460	34.38
ABSTENENCIA GENTRY		1261-2000012273	01/03/2022	EXCEL PW TEMP EMPLOYEE W/E 1/2/22	01-31-43-6207	444445	49.02
ABSTENENCIA GENTRY		1261-2000012285	01/10/2022	EXCEL-PW TEMP EMPLOYEE W/E 1/9/22	01-31-43-6207	444445	69.79
ABSTENENCIA GENTRY		1261-2000012296	01/17/2022	EXCEL-PW TEMP EMPLOYEE W/E1/16/2022	01-31-43-6207	444445	111.82
ENERGY PETROLEUM CO		131998	12/28/2021	DIESEL FUEL	01-31-43-7307	444463	126.00
ENERGY PETROLEUM CO		131999	12/28/2021	REGULAR FUEL	01-31-43-7307	444463	686.39
CERTIFIED POWER INC		15485797	01/03/2022	CLUTCH 6 GROOVE SERPENTINE TRUCK 212	01-31-43-6210	444454	42.58
CERTIFIED POWER INC		15485798	01/03/2022	FUSE	01-31-43-6210	444454	1.15
CHUCKS BOOTS		22-0155	01/19/2022	CARHARTS FOR PW THOMAS DELIA	01-31-43-7308	444457	30.00

Council Report of invoices Paid Listing

Payment Dates: 1/20/2022 - 2/10/2022

Vendor Name	Purchase Order Number	Payable Number	Payable Date	Description (Item)	Account Number	Payment Number	Amount
AT&T		314 579-0412 739 1 12/29/2	12/01/2021	SECURITY LINES TAPMEYER 12/1/21-12/31/21	01-31-43-6224	444451	186.84
ARAMARK UNIFORM SERVICES		617000023481	01/11/2022	UNIFORM SERVICES - PW SHOP	01-31-43-7308	444449	21.18
ARAMARK UNIFORM SERVICES		617000026088	01/18/2022	UNIFORM SERVICES - PW SHOP	01-31-43-7308	444449	21.18
T MOBILE USA		971998911-20211220	12/21/2021	CITY PHONES PARKS 11/21/21-12/20/21	01-31-43-6253	444493	24.74
WM NOBBE & COMPANY IN HUMAN RESOURCE STAFFIN		9803414 1001067808	01/12/2022 01/27/2022	LEAF VAC PARTS PW TEMPORARY EMPLOYEE W/E1/23/2022	01-31-43-6211 01-31-43-6207	444497 444523	9.47 355.36
MISSOURI AMERICAN WATER CO		1017-210013559299 12/23/	01/27/2022	12301 CONWAY RD 12/23/21 - 1/25/22	01-31-43-6254	444532	18.08
ABSTENENCIA GENTRY		1261-2000012310	01/24/2022	PW TEMPORARY EMPLOYEES W/E 1/23	01-31-43-6207	444501	77.28
CHUCKS BOOTS		22-0267	01/31/2022	TOM DELIA - BOOTS	01-31-43-7308	444512	36.25
WEBER CHEVROLET COMPANY		2273802	01/04/2022	12 COLORADO PIPE	01-31-43-6210	444562	21.18
WEBER CHEVROLET COMPANY		2274396	01/05/2022	FUEL LINE 2012 COLORADO	01-31-43-6210	444562	13.42
METROPOLITAN ST LOUIS SEWER DISTRICT		260870	01/20/2022	0783768-5: 902 N MASON RD 11/30/21-12/31/21	01-31-43-6224	444528	74.06
METROPOLITAN ST LOUIS SEWER DISTRICT		260870	01/20/2022	0472261-7: 12100 CONWAY RD 11/30/21-12/31/21	01-31-43-6254	444528	94.74
METROPOLITAN ST LOUIS SEWER DISTRICT		260870	01/20/2022	0578025-9: 1000 BARNES WEST DR 11/30/21-12/31/2	01-31-43-6254	444528	208.48
METROPOLITAN ST LOUIS SEWER DISTRICT		260870	01/20/2022	0578184-4: 601 COEUR DE VILLE DR 11/30/21-12/31/21	01-31-43-6254	444528	84.40
METROPOLITAN ST LOUIS SEWER DISTRICT		260870	01/20/2022	0034325-1: 11370 ST PAUL ST 11/30/21-12/31/21	01-31-43-6254	444528	74.06
METROPOLITAN ST LOUIS SEWER DISTRICT		260870	01/20/2022	0567312-4: 10620 COUNTRY VIEW DR 11/31/21-12/31/21	01-31-43-6254	444528	89.57
RUSH TRUCK CENTER		3026370845	01/25/2022	321 PARTS	01-31-43-6210	444543	-23.28
RUSH TRUCK CENTER		3026371242	01/25/2022	321 PARTS	01-31-43-6210	444543	89.52
RUSH TRUCK CENTER		3026371313	01/25/2022	321 PARTS	01-31-43-6210	444543	25.00
TIRE SHREDDERS UNLIMITED		308558	01/20/2022	OLD TIRES	01-31-43-6210	444555	9.75
MISSOURI DEPARTMENT OF NATURAL RESOURCES		34602205245	01/12/2022	WATER PROTECTION PROGRAM PERMIT #FEEMS4017	01-31-43-6254	444533	250.00
ARAMARK UNIFORM SERVICES		617000028664	01/25/2022	UNIFORM SERVICES - PW SHOP	01-31-43-7308	444502	19.53
T MOBILE USA		971998911-20220120	02/09/2022	CITY PHONES PARKS 12/21/21-1/20/22	01-31-43-6253	444552	24.74

Council Report of invoices Paid Listing

Payment Dates: 1/20/2022 - 2/10/2022

Vendor Name	Purchase Order Number	Payable Number	Payable Date	Description (Item)	Account Number	Payment Number	Amount
WEBER CHEVROLET COMPANY		CM2273802	01/05/2022	CREDIT - 12 COLORADO PIPE	01-31-43-6210	444562	-21.18
Division 43 - PARKS MAINTENANCE Total:							4,706.49
Department 31 - PUBLIC WORKS Total:							42,988.91
Department: 32 - COMMUNIITY DEVELOPMENT							
Division: 11 - ADMINISTRATIVE							
ARVEST BANK OPERATIONS INC		PURCHASES DEC 21	12/31/2021	APA/AICP Dues Renewal	01-32-11-6262	DFT0004382	668.00
ARVEST BANK OPERATIONS INC		PURCHASES DEC 21	12/31/2021	Pizza P&Z Meeting	01-32-11-6264	DFT0004382	107.48
MCLAUGHLIN COURT REPORTING SERVICES INC		122921-1	12/29/2021	P&Z 21-030 MEETING MINUTES 12/6/21	01-32-11-6202	444474	136.90
T MOBILE USA		971998911-20211220	12/21/2021	CITY PHONES PLNING 11/21/21-12/20/21	01-32-11-6253	444493	24.74
T MOBILE USA		971998911-20220120	02/09/2022	CITY PHONES PLNING 12/21/21-1/20/22	01-32-11-6253	444552	24.74
Division 11 - ADMINISTRATIVE Total:							961.86
Division: 61 - BUILDING DEPARTMENT							
ARVEST BANK OPERATIONS INC		PURCHASES DEC 21	12/31/2021	Adam Boshears - ISA Member Dues	01-32-61-6262	DFT0004382	30.00
ARVEST BANK OPERATIONS INC		PURCHASES DEC 21	12/31/2021	Tape Measure	01-32-61-7302	DFT0004382	29.99
ARVEST BANK OPERATIONS INC		PURCHASES DEC 21	12/31/2021	Laser Measure	01-32-61-7302	DFT0004382	26.97
MARBECK PRINTING LLC		212570	01/05/2022	INSPECTION REQUEST FORMS 500QTY	01-32-61-7304	444473	280.33
MARBECK PRINTING LLC		212573	01/10/2022	APARTMENT RE-OCCUPANCY FORM	01-32-61-7304	444473	212.09
T MOBILE USA		971998911-20211220	12/21/2021	CITY PHONES BLDG 11/21/21-12/20/21	01-32-61-6253	444493	197.92
T MOBILE USA		971998911-20220120	02/09/2022	CITY PHONES BLDG 12/21/21-1/20/22	01-32-61-6253	444552	197.92
Division 61 - BUILDING DEPARTMENT Total:							975.22
Department 32 - COMMUNIITY DEVELOPMENT Total:							1,937.08
Fund 01 - GENERAL FUND Total:							132,295.18
Fund: 02 - CAPITAL IMPROVEMENT FUND							
EAST WEST GATEWAY COUNCIL OF GOVERNMENTS		STP GRANT FEE 2/1/22	02/01/2022	STP APP SOUTH NEW BALLAS ROAD IMPROVEMENT PHASE 2	02-1666	444515	5,140.00
							5,140.00
							5,140.00

Council Report of invoices Paid Listing

Payment Dates: 1/20/2022 - 2/10/2022

Vendor Name	Purchase Order Number	Payable Number	Payable Date	Description (Item)	Account Number	Payment Number	Amount
Department: 61 - CIP							
Division: 71 - CIP							
LOUIS G CHIODINI INC	PO00572	0031854	02/07/2022	Ice Arena Refrigeration Study THRU 10/31/21	02-61-71-9506	444525	20,000.00
HR GREEN, INC.	PO00580	211272	01/14/2022	West Olive Signal Enhancement Design THRU 12/24/21	02-61-71-9510	444522	5,735.00
Division 71 - CIP Total:							25,735.00
Department 61 - CIP Total:							25,735.00
Fund 02 - CAPITAL IMPROVEMENT FUND Total:							30,875.00

Fund: 06 - MUNICIPAL ENTERPRISE FUND**Department: 14 - COMMUNITY SERVICES****Division: 31 - ICE ARENA**

ARVEST BANK OPERATIONS INC		PURCHASES DEC 21	12/31/2021	Ice repair part	06-14-31-6212	DFT0004382	19.45
ARVEST BANK OPERATIONS INC		PURCHASES DEC 21	12/31/2021	Test CC Transaction	06-14-31-6213	DFT0004382	2.00
ARVEST BANK OPERATIONS INC		PURCHASES DEC 21	12/31/2021	Void of Test CC Transaction	06-14-31-6213	DFT0004382	-2.00
ARVEST BANK OPERATIONS INC		PURCHASES DEC 21	12/31/2021	Painting Supplies	06-14-31-7301	DFT0004382	66.76
ARVEST BANK OPERATIONS INC		PURCHASES DEC 21	12/31/2021	Scrub Brushes	06-14-31-7301	DFT0004382	23.98
ARVEST BANK OPERATIONS INC		PURCHASES DEC 21	12/31/2021	Carpet Cleaner	06-14-31-7301	DFT0004382	42.98
ARVEST BANK OPERATIONS INC		PURCHASES DEC 21	12/31/2021	Painting Supplies	06-14-31-7301	DFT0004382	52.39
ARVEST BANK OPERATIONS INC		PURCHASES DEC 21	12/31/2021	Writing Pad Refund	06-14-31-7304	DFT0004382	-20.73
ARVEST BANK OPERATIONS INC		PURCHASES DEC 21	12/31/2021	Writing Pad	06-14-31-7304	DFT0004382	20.73
MISSOURI AMERICAN WATER CO		1017-210013831861 1/7/22	01/07/2022	FIRE SERVICE DRC 1/4/21 - 2/1/22	06-14-31-6254	444498	58.29
SESAC INC		10532536	12/31/2021	MUSIC PERFORMANCE LICENSE 2022 DRC	06-14-31-6262	444486	513.00
DOUGLAS VENTURES LLC		112490012-352	12/01/2021	DRC CUSTODIAN SERVICES 12/6 -12/31/21	06-14-31-6203	444462	1,413.00
MURPHY COMPANY	PO00597	202942	12/30/2021	Shaft Seal Replacement Compressor #1	06-14-31-6268	444500	3,000.00
DEKA SERVICE	PO00620	23144494	10/20/2021	Ice rink Munters service call and repair	06-14-31-6268	444461	1,705.36
DEKA SERVICE		2320013	11/05/2021	INVOICE 23320013 DRC WATER HEATER SERVICE CAL	06-14-31-6212	444461	265.50
SPIRE		4981701000 1/18/22	01/18/2022	11400 OLDE CABIN RD 12/16/21-12/22/21	06-14-31-6252	DFT0004390	2,505.12

Council Report of invoices Paid Listing

Payment Dates: 1/20/2022 - 2/10/2022

Vendor Name	Purchase Order Number	Payable Number	Payable Date	Description (Item)	Account Number	Payment Number	Amount
GERALD LEE RICHARDSON		567479	10/12/2021	OLYMPIA SEAT - USED	06-14-31-6211	444468	75.00
RHINE PARACO GAS OF ST LOUIS		602868	01/04/2022	OLY PROPANE	06-14-31-7307	444484	127.37
RHINE PARACO GAS OF ST LOUIS		606154	01/18/2022	OLY PROPANE	06-14-31-7307	444484	127.37
ARAMARK UNIFORM SERVICES		617000021055	01/04/2022	TOWELS AND MOPS	06-14-31-7301	444449	12.22
CHEM AQUA INC		7635693	01/05/2022	ICE ARENA WATER TREATMENT SERVICE	06-14-31-6211	444456	700.19
GRAINGER		91614702333	12/27/2021	GREASE GUN DRC	06-14-31-6211	444469	116.28
T MOBILE USA		971998911-20211220	12/21/2021	CITY PHONES ICE RINK 11/21/21-12/20/21	06-14-31-6253	444493	24.74
AMERENUE		1801001713 1/14/22	01/14/2022	11400 OLDE CABIN ICE ARENA 12/9/21-1/12/22	06-14-31-6250	DFT0004392	6,304.21
CHARTER COMMUNICATION		0136635012122	01/21/2022	11400 OLDE CABIN 01/21/22 -02/20/22	06-14-31-6255	444508	78.86
NEW SYSTEM CARPET AND BUILDING CARE LTD		093139	12/01/2021	DRC CUSTODIAN SUPPLIES	06-14-31-7301	444535	237.12
NEW SYSTEM CARPET AND BUILDING CARE LTD		093181	12/02/2021	DRC CUSTODIAN SUPPLIES	06-14-31-7301	444535	186.92
NEW SYSTEM CARPET AND BUILDING CARE LTD		093447	12/21/2021	DRC CUSTODIAN SUPPLIES	06-14-31-7301	444535	219.10
NEW SYSTEM CARPET AND BUILDING CARE LTD		093861	01/27/2022	DRC CUSTODIAN SUPPLIES	06-14-31-7301	444535	378.82
J J KOKESH AND SON INC		17130	01/28/2022	DRC PLUMBING	06-14-31-6212	444524	237.00
MURPHY COMPANY	PO00594	204725	01/30/2022	Monthly Walk-Thrus JAN 22	06-14-31-6211	444534	814.55
METROPOLITAN ST LOUIS SEWER DISTRICT		260870	01/20/2022	1049261-9: 11400 OLDE CABIN RD 11/30/21-12/31/2	06-14-31-6254	444528	1,265.32
ARAMARK UNIFORM SERVICES		617000028670	01/25/2022	TOWELS AND MOPS	06-14-31-7301	444502	12.22
ARAMARK UNIFORM SERVICES		617000031636	02/01/2022	TOWELS AND MOPS	06-14-31-7301	444502	12.22
T MOBILE USA		971998911-20220120	02/09/2022	CITY PHONES ICE RINK 12/21/21-1/20/22	06-14-31-6253	444552	24.74
Division 31 - ICE ARENA Total:							20,620.08
Division: 32 - GOLF MAINTENANCE							
ARVEST BANK OPERATIONS INC		PURCHASES DEC 21	12/31/2021	Cory MO pesticide recertification course	06-14-32-6261	DFT0004382	75.00
ERB TURF EQUIPMENT INC		01-71676	01/10/2022	JD 7700 CUTTING UNIT PART	06-14-32-6211	444464	269.88
OREILLY AUTOMOTIVE STORES INC		1388-402579	01/20/2022	VEHICLE FILTERS AND PLUGS	06-14-32-6210	444481	61.29
OREILLY AUTOMOTIVE STORES INC		1388-402626	01/21/2022	INVOICE 1388-402636 ANTIFREEZE	06-14-32-6210	444481	29.98
IMPERIAL FENCE INC		21045	01/03/2022	SOUTH GATE REPAIR PORTION PAID BY INSURANC	06-14-32-6212	444470	-2,122.00
IMPERIAL FENCE INC		21045	01/03/2022	SOUTH GATE REPAIR	06-14-32-6212	444470	4,244.00

Council Report of invoices Paid Listing

Payment Dates: 1/20/2022 - 2/10/2022

Vendor Name	Purchase Order Number	Payable Number	Payable Date	Description (Item)	Account Number	Payment Number	Amount
BLUEWING SUPPLY LLC	PO00533	2995	01/05/2022	BEDKNIVES AND SCREWS	06-14-32-6211	444452	435.37
PRECISION SMALL ENGINE CO INC		635252	12/22/2021	Greens Fan for Golf Course	06-14-32-9501	444482	8,445.00
T MOBILE USA		971998911-20211220	12/21/2021	CITY PHONES GOLF MAINT	06-14-32-6253	444493	24.74
AMERENUE		0639074006 1/14/22	01/14/2022	11/21/21-12/20/21 11400 OLDE CABIN LAKE FOUNTAIN 12/9/21-1/12/22	06-14-32-6250	DFT0004466	11.33
AMERENUE		7072604119 1/14/22	01/14/2022	11400 OLDE CABIN MAINTENANCE SHED 12/9/21-1/12/22	06-14-32-6250	DFT0004393	200.58
REDEXIM NORTH AMERICA INC	PO00602	0106191	12/23/2021	Mower Verticut Unit Adapter	06-14-32-9501	444539	3,630.29
SITEONE LANDSCAPE SUPPLY HOLDING, LLC		115922351-001	01/28/2022	DRAIN PIPE	06-14-32-6212	444547	63.90
HELENA CHEMICAL CO.		235276404	01/11/2022	GRANULAR PRE EMERGENT	06-14-32-7303	444521	1,200.00
T MOBILE USA		971998911-20220120	02/09/2022	CITY PHONES GOLF MAINT 12/21/21-1/20/22	06-14-32-6253	444552	24.74
Division 32 - GOLF MAINTENANCE Total:							16,594.10
Division: 33 - PRO-SHOP							
ARVEST BANK OPERATIONS INC		PURCHASES DEC 21	12/31/2021	Golf Awards League Trophies	06-14-33-7304	DFT0004382	390.50
MISSOURI GOLF ASSOCIATIO		122022	01/11/2022	2022 DUES MISSOURI GOLF ASSOCIATION	06-14-33-6262	444499	250.00
METROPOLITAN AMATEUR GOLF ASSOCIATION INC		2022088	01/03/2022	MEMBERSHIP DUES	06-14-33-6262	444475	150.00
SPIRE		4981701000 1/18/22	01/18/2022	11400 OLDE CABIN RD 12/16/21-12/22/21	06-14-33-6252	DFT0004390	1,073.63
ACUSHNET COMPANY		911756402	09/02/2021	TOURNAMENT PRIZES SUPPLIES AWARDS	06-14-33-7304	444446	167.41
E-Z-GO TEXTRON		92870398	01/10/2022	GOLF CART REPAIRS	06-14-33-6210	444465	368.20
AMERENUE		9601003815 1/17/22	01/17/2022	11400 OLDE CABIN GOLF SHOP 12/9/21-1/12/22	06-14-33-6250	DFT0004394	1,256.05
CHARTER COMMUNICATION		0136635012122	01/21/2022	11400 OLDE CABIN 01/21/22 -02/20/22	06-14-33-6255	444508	33.79
RICOH USA, INC		105803114	01/18/2022	DRC METER 1/12/22 - 02/11/22 PROPERTY TAX 202	06-14-33-6213	444541	50.81
RICOH USA, INC		105803114	01/18/2022	DRC METER 1/12/22 - 02/11/22 PROPERTY TAX 202	06-14-33-6213	444541	50.82
PNC EQUIPMENT FINANCE		1338190	01/11/2022	PROPERTY TAX - GOLF CARTS 2021	06-14-33-6202	444537	2,268.96
METROPOLITAN ST LOUIS SEWER DISTRICT		260870	01/20/2022	1049261-9: 11400 OLDE CABIN RD 11/30/21-12/31/2	06-14-33-6254	444528	421.78
Division 33 - PRO-SHOP Total:							6,481.95
Division: 34 - FOOD SERVICES							
ARVEST BANK OPERATIONS INC		PURCHASES DEC 21	12/31/2021	Snacks Resale	06-14-34-8319	DFT0004382	31.11

Council Report of invoices Paid Listing

Payment Dates: 1/20/2022 - 2/10/2022

Vendor Name	Purchase Order Number	Payable Number	Payable Date	Description (Item)	Account Number	Payment Number	Amount
RL MUELLER NATIONAL DIST INC		110377	01/04/2022	CLEANING SUPPLIES	06-14-34-7301	444485	68.15
RL MUELLER NATIONAL DIST INC		110377	01/04/2022	FOOD FOR RESALE	06-14-34-8315	444485	192.80
RL MUELLER NATIONAL DIST INC		110377	01/04/2022	SNACKS FOR RESALE	06-14-34-8319	444485	63.00
J J KOKESH AND SON INC		16896	01/03/2022	CONCESSION REPAIR - TRAP DRC	06-14-34-6211	444471	1,037.50
C R FRANK POPCORN AND SUPPLY CO		313818	12/30/2021	SNACKS FOR RESALE	06-14-34-8319	444453	15.50
C R FRANK POPCORN AND SUPPLY CO		313910	12/31/2021	SNACKS FOR RESALE	06-14-34-8319	444453	15.50
ARAMARK UNIFORM SERVICES		617000021055	01/04/2022	SODA TOWELS	06-14-34-7301	444449	8.64
D AND D DISTRIBUTORS LLP		640141	11/01/2021	BEER FOR RESALE	06-14-34-8316	444459	620.45
FARMER BROS COFFEE		93910498	01/06/2022	BEVERAGE FOR RESALE	06-14-34-8317	444466	154.40
RL MUELLER NATIONAL DIST INC		110433	01/20/2022	SNACKS FOR RESALE	06-14-34-8319	444542	111.40
RL MUELLER NATIONAL DIST INC		110469	01/31/2022	FOOD FOR RESALE	06-14-34-8315	444542	43.90
RL MUELLER NATIONAL DIST INC		110469	01/31/2022	SNACKS FOR RESALE	06-14-34-8319	444542	229.20
ARAMARK UNIFORM SERVICES		617000028670	01/25/2022	SODA TOWELS	06-14-34-7301	444502	11.24
ARAMARK UNIFORM SERVICES		617000031636	02/01/2022	SODA TOWELS	06-14-34-7301	444502	11.24
D AND D DISTRIBUTORS LLP		688583	01/21/2022	BEER FOR RESALE	06-14-34-8316	444513	651.05
						Division 34 - FOOD SERVICES Total:	3,265.08
						Department 14 - COMMUNITY SERVICES Total:	46,961.21
						Fund 06 - MUNICIPAL ENTERPRISE FUND Total:	46,961.21
Fund: 11 - SEWER LATERAL FUND							
Department: 61 - CIP							
Division: 93 - SEWER LATERAL							
SHOSHANA HEIMAN		SLR 1/18/22	01/18/2022	SANITARY SEWER LATERAL REPAIR REIMBURSEMENT	11-61-93-9315	444488	2,267.50
CASEY ARCESE		SLR 03/16/21	03/16/2021	SANITARY SEWER LATERAL REPAIR REIMBURSEMENT	11-61-93-9315	444504	1,694.50
GEORGE AND JUDY MEI		SLR 11/05/21	11/05/2021	SANITARY SEWER LATERAL REPAIR REIMBURSEMENT	11-61-93-9315	444518	1,312.50
PORNCHAI MOOLSINTONG		SLR 12/08/21	12/08/2021	SANITARY SEWER LATERAL REPAIR REIMBURSEMENT	11-61-93-9315	444538	2,812.50
						Division 93 - SEWER LATERAL Total:	8,087.00
						Department 61 - CIP Total:	8,087.00
						Fund 11 - SEWER LATERAL FUND Total:	8,087.00

Council Report of invoices Paid Listing

Payment Dates: 1/20/2022 - 2/10/2022

Vendor Name	Purchase Order Number	Payable Number	Payable Date	Description (Item)	Account Number	Payment Number	Amount
Fund: 19 - PUBLIC SAFETY FUND							
Department: 21 - POLICE							
Division: 23 - COUNTY PUBLIC SAFETY-PROP P							
SPIRE		0076006378 1/14/22	01/14/2022	350 N NEW BALLAS RD 12/14/21-12/22/21	19-21-23-6252	DFT0004465	356.16
AMERENUE		0427008070 12/30/21	12/30/2021	350 N NEW BALLAS POLICE STATION 11/25/21-12/28/21	19-21-23-6250	DFT0004391	4,439.67
ARVEST BANK OPERATIONS INC		PURCHASES DEC 21	12/31/2021	SOAP FOR RESTROOMS	19-21-23-6212	DFT0004382	3.96
ARVEST BANK OPERATIONS INC		PURCHASES DEC 21	12/31/2021	INTERNAL AFFAIRS INVESTIGATIONS TRAINING - MCINTOS	19-21-23-6261	DFT0004382	195.00
ARVEST BANK OPERATIONS INC		PURCHASES DEC 21	12/31/2021	REGISTRATION FOR CALEA CONFERENCE-HARTMAN	19-21-23-6265	DFT0004382	750.00
ARVEST BANK OPERATIONS INC		PURCHASES DEC 21	12/31/2021	AIR FARE FOR CALEA CONFERENCE-MCINTOSH	19-21-23-6265	DFT0004382	512.96
ARVEST BANK OPERATIONS INC		PURCHASES DEC 21	12/31/2021	AIR FARE FOR CALEA CONFERENCE - HARTMAN	19-21-23-6265	DFT0004382	512.96
ARVEST BANK OPERATIONS INC		PURCHASES DEC 21	12/31/2021	REGISTRATION FOR CALEA CONFERENCE-MCINTOSH	19-21-23-6265	DFT0004382	750.00
ARVEST BANK OPERATIONS INC		PURCHASES DEC 21	12/31/2021	ROLLING XMAS TREE STORAGE BAG	19-21-23-7302	DFT0004382	58.69
ARVEST BANK OPERATIONS INC		PURCHASES DEC 21	12/31/2021	CLOCKS FOR LOCKER WORKOUT SQUAD ROOM	19-21-23-7302	DFT0004382	136.40
ARVEST BANK OPERATIONS INC		PURCHASES DEC 21	12/31/2021	SUPPLIES FOR K9 UNIT	19-21-23-9503	DFT0004382	75.97
ARVEST BANK OPERATIONS INC		PURCHASES DEC 21	12/31/2021	CASES TO STORE K9 TRAINING ITEMS	19-21-23-9503	DFT0004382	173.85
ARVEST BANK OPERATIONS INC		PURCHASES DEC 21	12/31/2021	CASES TO STORE K9 TRAINING ITEMS	19-21-23-9503	DFT0004382	384.65
ST LOUIS COUNTY TREASURE		002929-03-22	01/03/2022	ELEVATOR INSPECTIONS	19-21-23-6211	444490	59.00
GATEWAY INDUSTRIAL POWER INC		001-116196R	01/16/2022	350 N NEW BALLAS ANNUAL GENERATOR SERVICE	19-21-23-6211	444517	680.00
METROPOLITAN ST LOUIS SEWER DISTRICT		1225607-9-12-21	01/12/2022	350 N NEW BALLAS 11/30/21-12/31/21	19-21-23-6254	444529	84.18
MISSOURI AMERICAN WATER CO		220023905711-01-22	01/20/2022	350 N NEW BALLAS 12/16/21-1/18/22	19-21-23-6254	444530	136.74
MISSOURI AMERICAN WATER CO		220023905773-01-22	01/07/2022	350 N NEW BALLAS 1/4/22- 2/1/22	19-21-23-6254	444531	107.52
SAVANT LEARNING SYTEMS INC		VA7590	01/12/2022	VIRTUAL ACADEMY TRAINING 2/5/22-2/5/23	19-21-23-6261	444544	2,000.00
Division 23 - COUNTY PUBLIC SAFETY-PROP P Total:							11,417.71
Department 21 - POLICE Total:							11,417.71
Fund 19 - PUBLIC SAFETY FUND Total:							11,417.71
Grand Total:							229,636.10

Report Summary

Fund Summary

Fund	Payment Amount
01 - GENERAL FUND	132,295.18
02 - CAPITAL IMPROVEMENT FUND	30,875.00
06 - MUNICIPAL ENTERPRISE FUND	46,961.21
11 - SEWER LATERAL FUND	8,087.00
19 - PUBLIC SAFETY FUND	11,417.71
Grand Total:	229,636.10

Account Summary

Account Number	Account Name	Payment Amount
01-11-12-6264	IN TOWN MEETINGS	270.18
01-11-12-7306	MEMORIALS AND PLAQ	291.88
01-11-13-6213	OFFICE EQUIPMENT MAI	945.70
01-12-11-6202	TECHNICAL AND PERSO	31.82
01-12-11-6203	PROFESSIONAL SERVICE	20,104.00
01-12-11-6253	TELEPHONE	98.96
01-12-11-6262	DUES MEMBERSHIPS &	176.00
01-12-11-6264	IN TOWN MEETINGS	9.14
01-12-14-7304	GENERAL SUPPLIES	74.55
01-13-11-6209	ACCOUNTING SERVICES	1,500.00
01-13-11-6213	OFFICE EQUIPMENT MAI	13,811.11
01-13-11-6253	TELEPHONE	49.48
01-13-11-6261	EDUCATION & TRAINING	320.00
01-13-11-6262	DUES MEMBERSHIPS &	297.00
01-13-11-7304	GENERAL SUPPLIES	573.18
01-13-15-6253	TELEPHONE	2,078.78
01-13-15-6255	CABLE TV AND INTERNE	570.64
01-13-15-6272	EMPLOYEE RELATIONS	1,908.15
01-13-15-7312	OFFICE SUPPLIES	248.13
01-13-51-6202	TECHNICAL AND PERSO	4,380.00
01-13-51-6213	OFFICE EQUIPMENT MAI	6,714.02
01-13-51-6253	TELEPHONE	49.48
01-13-51-7331	COMPUTER HARDWARE	389.92
01-13-51-7332	COMPUTER SOFTWARE	144.93
01-14-11-6202	TECHNICAL AND PERSO	1,920.00
01-14-11-6213	OFFICE EQUIPMENT MAI	50.81
01-14-11-6221	VENABLE PARK EXPENSE	320.00
01-14-11-6262	DUES MEMBERSHIPS &	380.00
01-16-11-6211	EQUIPMENT MAINTENA	1,163.00
01-16-11-6212	BUILDING AND GROUND	724.38
01-16-11-6253	TELEPHONE	49.48

Account Summary

Account Number	Account Name	Payment Amount
01-16-11-6254	WATER AND SEWER	999.49
01-16-11-7308	WEARING APPAREL AND	34.56
01-16-11-9503	EQUIPMENT	2,420.00
01-2111	PAYROLL GARNISHMENT	175.14
01-21-11-6213	OFFICE EQUIPMENT MAI	357.80
01-21-11-6253	TELEPHONE	66.36
01-21-11-6262	DUES MEMBERSHIPS &	190.00
01-21-11-6264	IN TOWN MEETINGS	65.60
01-21-11-6271	MEDICAL SUPPLIES	717.40
01-21-11-7302	SMALL TOOLS	70.84
01-21-11-7304	GENERAL SUPPLIES	145.81
01-21-11-7307	GASOLINE, PROPANE &	1,740.02
01-21-11-7308	WEARING APPAREL AND	219.21
01-21-11-9503	EQUIPMENT	137.28
01-21-21-6253	TELEPHONE	150.02
01-21-21-7304	GENERAL SUPPLIES	70.12
01-21-21-7307	GASOLINE, PROPANE &	1,035.46
01-21-22-6210	VEHICLE MAINTENANCE	961.74
01-21-22-6211	EQUIPMENT MAINTENA	10.15
01-21-22-6253	TELEPHONE	266.12
01-21-22-6261	EDUCATION & TRAINING	417.24
01-21-22-6271	MEDICAL SUPPLIES	28.66
01-21-22-7302	SMALL TOOLS	37.78
01-21-22-7304	GENERAL SUPPLIES	67.76
01-21-22-7307	GASOLINE, PROPANE &	14,646.67
01-21-22-7313	RANGE SUPPLIES	30.93
01-2215	INTENSIVE CARE/CANCE	395.90
01-2216	SUPPLEMENTAL LIFE	87.60
01-2218	VISION CARE	1,809.72
01-2219	VOL LONG TERM DISABI	170.30
01-2224	VISION CARE-COBRA	23.69
01-2410	INMATE SECURITY ACCO	75.10
01-2445	ARTS ON LOAN DONATI	100.00
01-31-11-6211	EQUIPMENT MAINTENA	23,342.80
01-31-11-6213	OFFICE EQUIPMENT MAI	568.61
01-31-11-6253	TELEPHONE	222.66
01-31-11-7308	WEARING APPAREL AND	150.00
01-31-41-6207	TEMP PROFESSIONAL SE	1,989.80
01-31-41-6210	VEHICLE MAINTENANCE	474.44
01-31-41-6211	EQUIPMENT MAINTENA	131.57
01-31-41-6212	BUILDING AND GROUND	1,496.70
01-31-41-6253	TELEPHONE	247.40

Account Summary

Account Number	Account Name	Payment Amount
01-31-41-6254	WATER AND SEWER	401.45
01-31-41-6266	EQUIPMENT RENTAL	189.00
01-31-41-7307	GASOLINE, PROPANE &	6,518.24
01-31-41-7308	WEARING APPAREL AND	384.37
01-31-41-7310	SNOW REMOVAL SUPPLI	1,374.72
01-31-41-7311	STREET SIGNS	790.66
01-31-43-6207	TEMP PROFESSIONAL SE	663.27
01-31-43-6210	VEHICLE MAINTENANCE	158.14
01-31-43-6211	EQUIPMENT MAINTENA	43.85
01-31-43-6224	TAPPMAYER HOUSE MAI	1,202.89
01-31-43-6253	TELEPHONE	49.48
01-31-43-6254	WATER AND SEWER	819.33
01-31-43-6266	EQUIPMENT RENTAL	189.00
01-31-43-7303	HORTICULTURAL SUPPLI	640.00
01-31-43-7307	GASOLINE, PROPANE &	812.39
01-31-43-7308	WEARING APPAREL AND	128.14
01-32-11-6202	TECHNICAL AND PERSO	136.90
01-32-11-6253	TELEPHONE	49.48
01-32-11-6262	DUES MEMBERSHIPS &	668.00
01-32-11-6264	IN TOWN MEETINGS	107.48
01-32-61-6253	TELEPHONE	395.84
01-32-61-6262	DUES MEMBERSHIPS &	30.00
01-32-61-7302	SMALL TOOLS	56.96
01-32-61-7304	GENERAL SUPPLIES	492.42
02-1666	STP/TAP GRANT APPL. F	5,140.00
02-61-71-9506	PARK AND RECREATION	20,000.00
02-61-71-9510	STREETS	5,735.00
06-14-31-6203	PROFESSIONAL SERVICE	1,413.00
06-14-31-6211	EQUIPMENT MAINTENA	1,706.02
06-14-31-6212	BUILDING AND GROUND	521.95
06-14-31-6213	OFFICE EQUIPMENT MAI	0.00
06-14-31-6250	ELECTRICITY	6,304.21
06-14-31-6252	NATURAL GAS	2,505.12
06-14-31-6253	TELEPHONE	49.48
06-14-31-6254	WATER AND SEWER	1,323.61
06-14-31-6255	CABLE TV AND INTERNE	78.86
06-14-31-6262	DUES MEMBERSHIPS &	513.00
06-14-31-6268	ICE REPAIRS	4,705.36
06-14-31-7301	CHEMICALS & CLEANING	1,244.73
06-14-31-7304	GENERAL SUPPLIES	0.00
06-14-31-7307	GASOLINE, PROPANE &	254.74
06-14-32-6210	VEHICLE MAINTENANCE	91.27

Account Summary

Account Number	Account Name	Payment Amount
06-14-32-6211	EQUIPMENT MAINTENA	705.25
06-14-32-6212	BUILDING AND GROUND	2,185.90
06-14-32-6250	ELECTRICITY	211.91
06-14-32-6253	TELEPHONE	49.48
06-14-32-6261	EDUCATION & TRAINING	75.00
06-14-32-7303	HORTICULTURAL SUPPLI	1,200.00
06-14-32-9501	BUILDINGS AND IMPRO	12,075.29
06-14-33-6202	TECHNICAL AND PERSO	2,268.96
06-14-33-6210	VEHICLE MAINTENANCE	368.20
06-14-33-6213	OFFICE EQUIPMENT MAI	101.63
06-14-33-6250	ELECTRICITY	1,256.05
06-14-33-6252	NATURAL GAS	1,073.63
06-14-33-6254	WATER AND SEWER	421.78
06-14-33-6255	CABLE TV AND INTERNE	33.79
06-14-33-6262	DUES MEMBERSHIPS &	400.00
06-14-33-7304	GENERAL SUPPLIES	557.91
06-14-34-6211	EQUIPMENT MAINTENA	1,037.50
06-14-34-7301	CHEMICALS & CLEANING	99.27
06-14-34-8315	SANDWICHES AND HOT	236.70
06-14-34-8316	BEER	1,271.50
06-14-34-8317	COFFEE,TEA & SOFT DRI	154.40
06-14-34-8319	SNACKS	465.71
11-61-93-9315	SEWER LATERAL REIMB	8,087.00
19-21-23-6211	EQUIPMENT MAINTENA	739.00
19-21-23-6212	BUILDING AND GROUND	3.96
19-21-23-6250	ELECTRICITY	4,439.67
19-21-23-6252	NATURAL GAS	356.16
19-21-23-6254	WATER AND SEWER	328.44
19-21-23-6261	EDUCATION & TRAINING	2,195.00
19-21-23-6265	TRAVEL & CONFERENCE	2,525.92
19-21-23-7302	SMALL TOOLS	195.09
19-21-23-9503	EQUIPMENT	634.47
Grand Total:		229,636.10

Project Account Summary

Project Account Key	Payment Amount
None	200,871.53
0141116221E	320.00
18801E	5,735.00
20022E	20,000.00
ISFE	75.10

Project Account Summary

Project Account Key	Payment Amount
K9 UNITE	634.47
POSTE	2,000.00
Grand Total:	229,636.10

BILL NO. _____

ORDINANCE NO. _____

**AN ORDINANCE AMENDING THE ADOPTED 2022 GENERAL FUND BUDGET
OF THE CITY OF CREVE COEUR BY TRANSFERRING ONE (1) ADMINISTRATIVE ASSISTANT POSITION
FROM THE PLANNING DEPARTMENT TO THE PUBLIC WORKS ADMINISTRATION DEPARTMENT
AND AUTHORIZING AN INCREASE TO THE PROVISIONAL JUDGE'S PER SESSION FEE**

WHEREAS, REVENUES WERE ESTIMATED AND APPROPRIATIONS WERE AUTHORIZED IN THE ANNUAL CITY BUDGET ADOPTED ON JUNE 14, 2021 BY ORDINANCE NO. 5741, AND

WHEREAS, DETAIL OF AUTHORIZED FULL-TIME EQUIVALENTS BY DEPARTMENT FY 2022 WERE SUBMITTED AND AUTHORIZED IN THE ANNUAL CITY BUDGET ADOPTED ON JUNE 14, 2021 BY ORDINANCE NO. 5741, AND

WHEREAS, THE FUNDING OF THE TRANSFER WILL ALSO TRANSFER FROM ONE DEPARTMENT TO ANOTHER, AND

WHEREAS, THE PROVISIONAL JUDGE'S SALARY WAS INCREASED FROM \$300 TO \$500 PER SESSION BY CITY COUNCIL

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

SECTION 1. THAT THE ANNUAL OPERATING BUDGET FOR THE GENERAL FUND FOR THE FISCAL YEAR 2022 AS ADOPTED, IS HEREBY AMENDED BY AUTHORIZING THE ATTACHED EXHIBIT A: GENERAL FUND DETAIL OF AUTHORIZED FULL-TIME EQUIVALENTS (FTEs) BY DEPARTMENT FY 2022

SECTION 2. THAT THE ANNUAL OPERATING BUDGET FOR THE GENERAL FUND FOR THE FISCAL YEAR 2022 AS ADOPTED, IS HEREBY AMENDED BY TRANSFERRING \$54,902 FROM PLANNING DEPARTMENT TO PUBLIC WORKS DEPARTMENT

GENERAL FUND

SALARIES - FULL TIME EMPLOYEE (01-31-11-5101)	51,000
SALARIES - FULL TIME EMPLOYEE (01-32-11-5101)	(51,000)
SOCIAL SECURITY CONTRIBUTION (01-31-11-5240)	3,902
SOCIAL SECURITY CONTRIBUTION (01-32-11-5240)	(3,902)
TOTAL GENERAL FUND	\$ -

SECTION 3. THE ANNUAL OPERATION BUDGET FOR THE GENERAL FUND FOR THE FISCAL YEAR 2022 AS ADOPTED, IS HEREBY AMENDED BY AUTHORIZING THE ATTACHED EXHIBIT B: FY 2022 PAY SCHEDULE FOR SALARIES OF ELECTED AND APPOINTED OFFICIALS

SECTION 4. THIS ORDINANCE SHALL BECOME EFFECTIVE PURSUANT TO PROVISIONS OF SECTION 3.11(G) OF THE CHARTER.

ADOPTED THIS _____ DAY OF _____ 2022.

HEATHER SILVERMAN
PRESIDENT OF THE CITY COUNCIL

ADOPTED THIS _____ DAY OF _____ 2022.

DR ROBERT HOFFMAN
MAYOR

ATTEST:

KELLIE HENKE
CITY CLERK

BILL NO. _____

ORDINANCE NO. _____

**AN ORDINANCE AMENDING THE ADOPTED 2022 GENERAL FUND BUDGET
OF THE CITY OF CREVE COEUR BY TRANSFERRING ONE (1) ADMINISTRATIVE ASSISTANT POSITION
FROM THE PLANNING DEPARTMENT TO THE PUBLIC WORKS ADMINISTRATION DEPARTMENT**

WHEREAS, REVENUES WERE ESTIMATED AND APPROPRIATIONS WERE AUTHORIZED IN THE ANNUAL CITY BUDGET ADOPTED ON JUNE 14, 2021 BY ORDINANCE NO. 5741, AND

WHEREAS, DETAIL OF AUTHORIZED FULL-TIME EQUIVALENTS BY DEPARTMENT FY 2022 WERE SUBMITTED AND AUTHORIZED IN THE ANNUAL CITY BUDGET ADOPTED ON JUNE 14, 2021 BY ORDINANCE NO. 5741, AND

WHEREAS, THE FUNDING OF THE TRANSFER WILL ALSO TRANSFER FROM ONE DEPARTMENT TO ANOTHER

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

SECTION 1. THAT THE ANNUAL OPERATING BUDGET FOR THE GENERAL FUND FOR THE FISCAL YEAR 2022 AS ADOPTED, IS HEREBY AMENDED BY AUTHORIZING THE ATTACHED EXHIBIT A: GENERAL FUND DETAIL OF AUTHORIZED FULL-TIME EQUIVALENTS (FTEs) BY DEPARTMENT FY 2022

SECTION 2. THAT THE ANNUAL OPERATING BUDGET FOR THE GENERAL FUND FOR THE FISCAL YEAR 2022 AS ADOPTED, IS HEREBY AMENDED BY TRANSFERRING \$54,902 FROM PLANNING DEPARTMENT TO PUBLIC WORKS DEPARTMENT

GENERAL FUND

SALARIES - FULL TIME EMPLOYEE (01-31-11-5101)	51,000
SALARIES - FULL TIME EMPLOYEE (01-32-11-5101)	(51,000)
SOCIAL SECURITY CONTRIBUTION (01-31-11-5240)	3,902
SOCIAL SECURITY CONTRIBUTION (01-32-11-5240)	(3,902)
TOTAL GENERAL FUND	\$ -

SECTION 3. THIS ORDINANCE SHALL BECOME EFFECTIVE PURSUANT TO PROVISIONS OF SECTION 3.11(G) OF THE CHARTER.

ADOPTED THIS _____ DAY OF _____ 2022.

HEATHER SILVERMAN
PRESIDENT OF THE CITY COUNCIL

ADOPTED THIS _____ DAY OF _____ 2022.

DR ROBERT HOFFMAN
MAYOR

ATTEST:

KELLIE HENKE
CITY CLERK

**GENERAL FUND
DETAIL OF AUTHORIZED FULL-TIME EQUIVALENTS (FTEs)
BY DEPARTMENT FY 2022**

DEPARTMENT	POSITION TITLE	FY 2021 AUTHORIZED FTEs	FY 2022 AUTHORIZED FTEs	
FULL-TIME POSITIONS				
POLICE - INVESTIGATIONS				
		FY 2021	FY 2022	
	Police Lieutenant	1	1	
	Police Detective	5	5	
	Police Officer-SRO	1	1	
	Police Office-CPO	0	2	
		<u>7</u>	<u>9</u>	
FULL-TIME POSITIONS				
POLICE - PATROL				
	Police Lieutenant	2	1	
	Police Sergeant	8	8	
	Police Officer	23	22	
	Police Officer-TSO	4	4	
	Police Officer-K9	0	1	
	Police Officer-CPO	2	0	
		<u>39</u>	<u>36</u>	
FULL-TIME POSITIONS				
PUBLIC WORKS - ADMINISTRATION				
	Director of Public Works	1	1	
	Assistant Public Works Director/City Engineer	0	1	
	City Engineer	1	0	
	⁽³⁾ Project Manager-Engineering	0.8	0.8	
	⁽⁴⁾ Administrative Supervisor	0.5	0.5	
	Administrative Assistant	0	0	1
		<u>3.3</u>	<u>3.3</u>	4.3
FULL-TIME POSITIONS				
PUBLIC WORKS - STREET MAINTENANCE				
	Operations Superintendent	1	1	
	Foreman I - Streets	2	2	
	Maintenance Worker II	3	3	
	Maintenance Worker II/Mechanic	1	1	
	Maintenance Worker I	2	2	
		<u>9</u>	<u>9</u>	
PART-TIME POSITIONS				
PUBLIC WORKS - STREETS				
		HRS	HRS	
	Seasonal Maintenance Worker	0.0	0	1.0
		<u>0.0</u>	<u>0</u>	<u>2080</u>
				2080

EXHIBIT A

**GENERAL FUND
DETAIL OF AUTHORIZED FULL-TIME EQUIVALENTS (FTEs)
BY DEPARTMENT FY 2022**

DEPARTMENT	POSITION TITLE	FY 2021 AUTHORIZED FTEs	FY 2022 AUTHORIZED FTEs	
FULL-TIME POSITIONS		FY 2021	FY 2022	
PUBLIC WORKS - PARKS MAINTENANCE				
	Foreman I - Parks/Arborist	1	1	
	Maintenance Worker II	1	1	
	Maintenance Worker I	1	2	
	⁽²⁾ Parks and Building Maintenance Worker	0.5	0	
		3.5	4	
FULL-TIME POSITIONS				
PLANNING DEPARTMENT				
	Community Development Director	1	1	
	City Planner	1	1	
	⁽³⁾ Administrative Supervisor	0.5	0.5	
	Administrative Assistant	1	1	0
		3.5	3.5	2.5
FULL-TIME POSITIONS				
BUILDING DEPARTMENT				
	Chief Building Official	1	1	
	Senior Plans Examiner	1	1	
	Plans Examiner/Building Inspector	1	1	
	Building Inspector	2	3	
	Residential Building Inspector	2	1	
	Apartment Re-Occupancy Inspector/Code			
	Enforcement Officer	1	1	
	Administrative Assistant	2	2	
		10	10	
GENERAL FUND TOTAL FULL-TIME (FTEs)		98.00	98.00	*
GENERAL FUND TOTAL PART-TIME (FTEs)		2.31	4.25	



MEMORANDUM

DATE: January 18, 2022

TO: Mark Perkins, City Administrator

FROM: Lori Obermoeller, Director of Finance

SUBJECT: Budget Amendment #2 – FY 2022

Attached is an ordinance to amend the FY 2022 General Fund Budget to authorize a transfer of the Administrative Assistant position and funding from the Planning Department to the Public Works Administration Department. This item has no monetary effect on the budget other than the funding will be transferred from one department to another. It is, however, moving the Detail of Authorized Full-Time Equivalents by Department in the budget book from one department to another.

Both the Director of Public Works and the Director of Community Development have agreed that this is the best decision for both departments.

EXHIBIT B

CITY OF CREVE COEUR
FY 2022 PAY SCHEDULE

SALARIES OF ELECTED AND APPOINTED OFFICIALS

POSITION TITLE

Mayor	600.00	Per Month
City Council	400.00	Per Month
Planning & Zoning Commission Chairperson	150.00	Per Month
Planning & Zoning Commission Member	45.00	Per Session
Board of Adjustment Member	45.00	Per Session
Municipal Court Judge*	20,000.00	Per Year
Provisional Judge*	500 — 300.00	Per Session
Prosecuting Attorney*	2,500.00	Per Month
Alternate Prosecuting Attorney*	400.00	Per Session

HOURLY PAY RANGES FOR PART TIME AND SEASONAL EMPLOYEES

PER HOUR

GENERAL

Clerk	11.00 - 15.00
Intern	11.00 - 15.00

FINANCE

Accountant	20.00 - 25.00
Accounting Clerk	17.00 - 25.00

COMMUNITY DEVELOPMENT

Planner	20.00 - 25.00
---------	---------------

PUBLIC WORKS

Seasonal Maintenance Worker	16.80 - 25.00
-----------------------------	---------------

GOLF COURSE

Greenskeeper	12.00 - 15.00
Concession Attendant	10.30 - 12.00
Recreation Aide-Golf	10.30 - 12.00

*Independent contractor

**CITY OF CREVE COEUR
FY 2022 PAY SCHEDULE**

HOURLY POSITIONS (CONT.)

PER HOUR

ICE ARENA

Building Supervisor-Ice	12.00 - 15.00
Building Maintenance Technician	18.00 - 25.00
Learn to Skate Instructor	15.00 - 26.00
Front Desk Supervisor-Ice	12.00 - 16.00
Custodian-Ice	11.00 - 15.00
Learn to Skate Coordinator	11.00 - 15.00
Receptionist	11.00 - 15.00
Intern	11.00 - 15.00
Recreation Aide-Ice	10.30 - 12.00

COMMUNITY SERVICES

Market Manager	12.00 - 16.00
Receptionist	11.00 - 15.00
Community Center Recreation Monitor	12.00 - 15.00
Recreation Aide-Community Services	10.30 - 12.00
Intern	11.00 - 15.00

POLICE

Administrative Assistant	18.00 - 25.00
CALEA Accreditation Assistant	25.00 - 30.00
Evidence Custodian	18.00 - 25.00



MEMORANDUM

DATE: January 18, 2022

TO: Mark Perkins, City Administrator

FROM: Lori Obermoeller, Director of Finance

SUBJECT: Budget Amendment #2 – FY 2022

Attached is an ordinance to amend the FY 2022 General Fund Budget to authorize a transfer of the Administrative Assistant position and funding from the Planning Department to the Public Works Administration Department. This item has no monetary effect on the budget other than the funding will be transferred from one department to another. It is, however, moving the Detail of Authorized Full-Time Equivalents by Department in the budget book from one department to another.

In addition, there has been an amended bill to increase the Provisional Judge's salary from \$300 to \$500 as approved by City Council. The amended bill includes Exhibit B, which amends the FY 2022 Pay Schedule for Salaries of Elected and Appointed Official of the annual operation budget for the general fund.

Both the Director of Public Works and the Director of Community Development have agreed that this is the best decision for both departments.

BILL NO. 6000

ORDINANCE NO. _____

AN ORDINANCE AUTHORIZING THE EXECUTION OF AN AGREEMENT WITH THE MISSOURI HIGHWAYS AND TRANSPORTATION COMMISSION REGARDING THE CONSTRUCTION AND MAINTENANCE OF CERTAIN TRAFFIC SIGNAL ENHANCEMENTS ALONG OLIVE BOULEVARD WEST OF INTERSTATE 270.

WHEREAS, the City strives to present and maintain a positive and attractive appearance for its residents and visitors; and

WHEREAS, the City Council has identified the branding and promotion of Creve Coeur as a goal in the City's Strategic Plan; and

WHEREAS, the Missouri Highways and Transportation Commission (Commission) plans to make pavement, sidewalk, and traffic signal improvements along Olive Boulevard from Lea Oak Drive in Chesterfield to Interstate 270 in Creve Coeur through Commission project J6S3255 (the "Project"); and

WHEREAS, the Commission has offered to allow the City to add or replace illuminated street name signs at the signalized intersections along Olive Boulevard within Creve Coeur (i.e. at Fernview Drive, Fee Fee Road, Timber Run Drive, Mason Road, Barnes West Drive, Ross Avenue/Questover Lane, Tempo Drive, and Cross Creek Drive) and to apply black powder coating to the new signal equipment at the intersections of Olive Boulevard at Fernview Drive, Ross Avenue/Questover Lane, and Tempo Drive (the "Signal Enhancements") as part of the Project; and

WHEREAS, future operation and maintenance costs for the Signal Enhancements are expected to be minimal; and

WHEREAS, City staff recommends pursuit of the proposed agreement with the Commission so that the Commission may construct, and the City may fund and maintain, the Signal Enhancements involved with the Project, because these Enhancements align with the Strategic Plan and such work is more cost-effective to complete and will be of higher quality than if completed independently at a later date.

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

Section 1: The Municipal and Cost Apportionment Agreement between the Missouri Highways and Transportation Commission and the City of Creve Coeur, attached hereto as "Exhibit One," and referred to hereafter as the "Agreement," 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 One," with such changes therein as shall be approved by the officers of the City executing same, consistent with the provisions and intent of this Ordinance. 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

BILL NO. 6000

ORDINANCE NO. _____

the intent of this Ordinance, the matters herein authorized, and the rights and duties of the City under the Agreement.

Section 2. The City's payment(s) for the Signal Enhancements involved with the Project shall be made pursuant to the Agreement. In addition to the sum of one-hundred-ninety-four thousand, four hundred, and twenty-seven dollars (\$194,427), which is the engineer's estimate for these Signal Enhancements and which shall be paid to the Commission on or before April 9, 2022, the City Administrator is hereby authorized to pay up to another ten thousand dollars (\$10,000) to the Commission should the Commission's recommended proposal exceed the engineer's estimate for these Signal Enhancements.

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

ADOPTED THIS ____ DAY OF FEBRUARY, 2022.

HEATHER SILVERMAN
PRESIDENT OF CITY COUNCIL

APPROVED THIS ____ DAY OF FEBRUARY, 2022.

DR. ROBERT HOFFMAN
MAYOR

ATTEST:

KELLIE HENKE
CITY CLERK

CCO Form: DE63
 Approved: 12/17 (BDG)
 Revised: 12/21 (BDG)
 Modified:

Municipal and Cost Apportionment Agreement
 Route: 340
 County: St. Louis
 Job No.: J6S3255

MISSOURI HIGHWAYS AND TRANSPORTATION COMMISSION MUNICIPAL AND COST APPORTIONMENT AGREEMENT

THIS AGREEMENT is entered into by the Missouri Highways and Transportation Commission (hereinafter, "Commission") and the City of Creve Coeur, Missouri, a municipal corporation (hereinafter, "City").

WITNESSETH:

NOW, THEREFORE, in consideration of the mutual covenants, promises and representations contained herein, the parties agree as follows:

(1) IMPROVEMENT DESIGNATION: The public improvement designated as Route 340, St. Louis County, Job No. J6S3255 shall consist of modifying signals at Cross Creek Dr, Tempo Dr, Ross Ave, Barnes West Dr., Mason Rd, Timber Run Dr, Fee Fee Rd. and Fernview Dr. The new signal posts and mast arms will be powder coated per the specifications outlined in the contract. Modified and illuminated street name signs will be included.

(2) IMPROVEMENT WITHIN CITY: The improvement within the City is located along Route 340, at the Cross Creek Dr, Tempo Dr, Ross Ave, Barnes West Dr., Mason Rd, Timber Run Dr, Fee Fee Rd. and Fernview Dr intersections.

(3) EXTENT OF AGREEMENT: This Agreement shall apply only to the portion of the improvement lying within the city limits as they exist on the date this Agreement is executed by the City.

(4) LOCATION: The general location of the public improvement within the City is shown on an attached sketch marked "Exhibit A" and made a part of this Agreement. The detailed location of the improvement is shown on the plans prepared by the Commission for the above-designated route and project.

(5) PURPOSE: It is the intent of this Agreement to outline the parties' responsibilities with respect to the construction and maintenance of those improvements to the State Highway System located within the City limits described in paragraphs (1) and (2) above and designated as Commission Job No. J6S3255. The parties' responsibilities with respect to the funding of said improvements are outlined further herein.

(6) PROJECT RESPONSIBILITIES: With regard to project responsibilities

under this Agreement, the parties agree to contribute as follows:

(A) The Commission will be responsible for the preparation of detailed right-of-way and construction plans and project specifications. This includes design, letting of project, and inspection of project. The plans shall be prepared in accordance with and conform to Commission requirements.

(B) The Commission will acquire right-of-way as needed for the project in accordance with Commission requirements.

(C) The Commission will be responsible for letting the work for the herein improvement, which includes advertising the project for bids and awarding the construction contract. The Commission will solicit bids for the herein improvement in accordance with plans developed by the Commission, or as the plans may from time to time be modified in order to carry out the work as contemplated.

(D) The Commission will be responsible for construction of the herein improvements, which includes administration of the construction contract and inspection of the project work. The project shall be constructed in accordance with and conform to Commission requirements.

(E) The City will be responsible for the preparation of detailed construction plans and project specifications for the addition of powder coating to the Commission's signal posts and mast arms, and for the addition of modified and illuminated street name signs at the intersections specified in Paragraph (2) (hereinafter, the "Enhancements").

(7) PAYMENT RESPONSIBILITIES: With regard to payment responsibilities under this Agreement, the parties agree to as follows:

(A) The City will be responsible for one hundred percent (100%) of the cost of the Enhancements. The Enhancements cost will include preliminary engineering, right of way, utilities, construction and inspection necessary for the Enhancements. The details of the estimated cost breakdown of the Enhancements are listed in "Exhibit B", which is attached hereto and made part hereof. The current estimate of the City's responsibilities is one hundred ninety four thousand, four hundred twenty seven dollars (\$194,427). The City shall remit a check in the amount of one hundred ninety four thousand, four hundred twenty seven dollars (\$194,427) to cover preliminary engineering, right of way, utility, and construction costs no later than April 9th 2022, five (5) days prior to the Commission's advertisement of the project for bids. The check should be made payable to the *Director of Revenue – Credit State Road Fund*. If the City fails to make any of the required deposits, the Commission is under no obligation to continue with the project.

(B) The Commission will pay for one hundred percent (100%) of the total

project cost of Project J6S3255, excluding the cost of the Enhancements. The total cost of project J6S3255 is currently estimated at twelve Million, six hundred eighty six thousand dollars (\$12,686,000).

(C) The City is responsible for the balance of the Enhancements cost on project J6S3255 in excess of one hundred ninety four thousand, four hundred twenty seven dollars (\$194,427).

(D) If, at the time of the letting, the lowest responsive bid is higher than the estimated construction cost amount of the Enhancements, the City, upon written notification from the Commission shall remit a check in the amount of its share of the difference between the estimated Enhancements cost amount and the lowest responsive bid no later than one (1) day prior to the date of the Commission meeting wherein the subject bid will be considered for award or a later date set by the Commission in its sole discretion. In the event the Commission, in its sole discretion, extends the day the City payment is due, it shall notify the City of the new due date in writing, which shall be binding immediately upon the City's receipt of the written notice. The check must be made payable to the *Director of Revenue – Credit State Road Fund*. The Commission, in its sole discretion, reserves the right to take action at the said Commission meeting and either reject all bids if the City fails to make the payment by the due date, or award the contract to the lowest responsive bidder contingent upon receipt of the additional funds from the City by the extended due date. If the Commission makes a contingent award of the contract and the City fails to make the required deposit(s) by the extended due date, the contingency of the contract award by the Commission shall be deemed unsatisfied, the award of the contract shall be deemed null and void and the Commission shall be under no obligation to continue with construction of the Enhancements .

(8) COMMINGLING OF FUNDS: The City agrees that all funds deposited by the City, pursuant to this Agreement with the Commission, may be commingled by the Commission with other similar monies deposited from other sources. Any deposit may be invested at the discretion of the Commission in such investments allowed by its Investment Policy. All interest monies shall be payable to the *State Road Fund*. If the amount deposited with the Commission shall be less than the actual obligation of the City for this project, the City, upon written notification by the Commission, shall tender the necessary monies to the Commission to completely satisfy its obligation. Upon completion of the project, any excess funds, excluding interest, shall be refunded to the City based on its pro rata share of the investment.

(9) RIGHT-OF-WAY USE: The City grants the right to use the right-of-way of public roads, streets, alleys and any other property owned by the City as necessary for construction and maintenance of said public improvement.

(10) CLOSE AND VACATE: The City shall temporarily close and vacate all streets or roads, or parts thereof, which may be necessary to permit the construction of

the project in accordance with the detailed plans.

(11) RIGHT-OF-WAY ACQUISITION: No acquisition of additional right-of-way is anticipated in connection with Job No. J6S3255 or contemplated by this Agreement.

(12) UTILITY RELOCATION:

(A) The Commission and the City shall cooperate to secure the temporary or permanent removal, relocation, or adjustment of public utilities or private lines, poles, wires, conduits, and pipes located on the right-of-way of existing public ways as necessary for construction of the improvement and the cost shall be borne by such public utilities or the owners of the facilities except where the City is by existing franchise or agreement obligated to pay all or a portion of such cost, in which case the City will pay its obligated portion of the cost.

(B) The Commission shall secure the removal, relocation, or adjustment of any public or private utilities located upon private easements and shall pay any costs incurred therein.

(13) LIGHTING The Commission will, at its cost and expense, install, operate, and maintain basic highway intersection or interchange lighting at warranted locations on the improvement. The construction, installation, and maintenance of any other or further lighting system on the public improvement covered by this Agreement shall be only in accordance with the Commission's policy on highway lighting in effect, and to the extent deemed warranted by the Commission, at the time of any such installation. No lighting system shall be installed or maintained by the City on the improvement without approval of the Commission.

(14) TRAFFIC CONTROL DEVICES: The installation, operation and maintenance of all traffic signals, pavement markings, signs, and devices on the improvement, including those between the highway and intersecting streets shall be under the exclusive jurisdiction and at the cost of the Commission. The City shall not install, operate, or maintain any traffic signals, signs or other traffic control devices on the highway or on streets and highways at any point where they intersect this highway without approval of the Commission.

(15) DRAINAGE: The Commission will construct drainage facilities along the improvement and may use any existing storm and surface water drainage facilities now in existence in the area. It is understood by and between the parties that the area of the improvement is within the jurisdiction of the St. Louis Metropolitan Sewer District.

(16) PERMITS: The Commission shall secure any necessary approvals or permits from the Surface Transportation Board, the Public Service Commission of Missouri, or any other state or federal regulating authority required to permit the

construction and maintenance of the highway.

(17) COMMENCEMENT OF WORK: The Commission shall construct the highway in accordance with final detailed plans approved by the Federal Highway Administration (or as they may be changed from time to time by the Commission with the approval of the FHWA) at such time as federal and state funds are allocated to the public improvement in an amount sufficient to pay for the federal and state government's proportionate share of construction costs. The obligation of the Commission toward the actual construction of the public improvement shall be dependent upon the completion of plans in time to obligate federal funds for such construction, upon approval of the plans by the FHWA, upon the award by the Commission of the contract for the construction, and upon the approval of the award by the FHWA.

(18) MAINTENANCE:

(A) Except as provided in this Agreement, upon completion of the public improvement, the Commission will maintain all portions of the improvement within the Commission owned right-of-way. Maintenance by the Commission shall not in any case include maintenance or repair of water supply lines, sanitary or storm sewers (except those storm sewers constructed by the Commission to drain the highway), city-owned utilities within the right-of-way or the removal of snow other than the machine or chemical removal from the traveled portion of the highway.

(B) When it is necessary to revise or adjust city streets, the right-of-way acquired for these adjustments and connections will be deeded to the City.

(C) Traffic Signal Painting:

(i) The painting of aluminum material, cabinets, or signal heads is not authorized by this agreement.

(ii) All painted facilities within the state-owned Right-of-way shall remain the Commission's property, and all future alterations, modification, or maintenance thereof, excluding the paint system, will be the responsibility of the Commission.

(iii) The City shall provide proper maintenance of the paint coating at its cost for continuation of appearance of the unique color including the painting of any replacement equipment installed or replaced by the Commission. The method of maintenance shall be mutually agreeable via a permit between the City and the Commission's District Engineer. Should the City elect to not repaint the facilities, the Commission may terminate this Agreement and the Commission's District Engineer shall have full discretion on future coatings to any of the painted signals or facilities painted pursuant to this Agreement.

(iv) Except for emergency situations where imminent danger to

the traveling public is present, if any of the painted signal equipment requires replacement by the Commission, the Commission shall confer with the City prior to commencing any replacement to determine, upon engineering analysis by the City and approved by the Commission, if the City elects to have said replacement item(s) manufactured with an anodized finish, factory powder coat painted finish, factory prime finish for field coating or standard material for field coating. The City shall pay the costs of any City-selected material and finish, Commission approved, in the amount that exceeds the standard Commission approved material and finish costs.

(D) Non-Standard Street Name Signs:

(i) The Commission shall be responsible for all maintenance and traffic control devices at the eight (8) intersections, with the exception of the non-standard street name signs, which include street name signs that have been modified to include City graphics and illuminated street name signs.

(ii) The City shall maintain, at the City's cost, the modified and illuminated street name signs and power supply(ies). The modified and illuminated street name signs shall be maintained in accordance with the Commission's policies.

(iii) The City shall be responsible for the cost of electrical current used for the operation of the illuminated street name signs. The illuminated street name signs shall be connected to a separate power supply. If the modified or illuminated signs or their support structures need to be replaced as a result of age, damage, or vandalism, the City will be solely responsible for the cost to return the signs to their original condition. The modified and illuminated street name signs shall be in accordance with the latest edition of the Manual of Uniform Traffic Control Devices (MUTCD) regarding letter height, letter type, use of pictographs and color.

(iv) The City may have maintenance work required pursuant to this Agreement performed by either its own maintenance personnel or by contract with qualified individuals or companies approved by the Commission to provide a fully functional illuminated street name sign system.

(v) The City shall respond to any emergency situation in which repair or maintenance of damage to the modified or illuminated street name signs is required immediately to correct a dangerous condition or restore the same, unobstructed flow of traffic on the improvement. Such as the City does not maintain 24 hour operations and no City representative may be available in a timely manner, the City authorizes the Commission to take immediate actions on the City's behalf to alleviate any imminent dangerous condition involving a facility for which the City is responsible. Further, the City shall reimburse the Commission for costs incurred to alleviate the imminent dangerous condition. The City shall promptly follow up and take any further necessary action to fully correct the condition.

(vi) If the Commission in its sole discretion, determines that the

modified and/or illuminated street name sign(s) should be removed or eliminated, the Commission may remove the modified and/or illuminated street name signs upon written notice to the City.

(19) POLICE POWERS: It is the intent of the parties to this Agreement that the City shall retain its police powers with respect to the regulation of traffic upon the improvement contemplated. However, the City will enact, keep in force, and enforce only such ordinances relating to traffic movement and parking restrictions as may be approved by the Commission and as are not in conflict with any regulations for federal aid. The Commission shall not arbitrarily withhold approval of reasonable traffic regulations, signs, and markings which will permit the movement of traffic in accordance with accepted traffic regulation practices.

(20) RESTRICTION OF PARKING: Since the improvement is being designed and constructed to accommodate a maximum amount of traffic with a minimum amount of right-of-way, the City shall take whatever actions that are necessary to prevent parking upon the highway or any part of the area of the highway right-of-way within the limits of the improvement.

(21) OUTDOOR ADVERTISING: No billboards or other advertising signs or devices or vending or sale of merchandise will be permitted within the right-of-way limits of the project and the City shall take whatever actions that are necessary to enforce this Section.

(22) WITHHOLDING OF FUNDS: In the event that the City fails, neglects, or refuses to enact, keep in force or enforce ordinances specified or enacts ordinances contrary to the provisions in this Agreement, or in any other manner fails, neglects or refuses to perform any of the obligations assumed by it under this Agreement, the Commission may, after serving written request upon the City for compliance and the City's failure to comply, withhold the expenditure of further funds for maintenance, improvement, construction, or reconstruction of the state highway system in the City.

(23) FEDERAL HIGHWAY ADMINISTRATION: This Agreement is entered into subject to approval by the Federal Highway Administration, and is further subject to the availability of federal and state funds for this construction.

(24) INDEMNIFICATION:

(A) To the extent allowed or imposed by law, the City shall defend, indemnify and hold harmless the Commission, including its members and department employees, from any claim or liability whether based on a claim for damages to real or personal property or to a person for any matter relating to or arising out of the City's wrongful or negligent performance of its obligations under this Agreement.

(B) The City will require any contractor procured by the City to work under this Agreement:

(1) To obtain a no cost permit from the Commission's District Engineer prior to working on the Commission's right-of-way, which shall be signed by an authorized contractor representative (a permit from the Commission's District Engineer will not be required for work outside of the Commission's right-of-way); and

(2) To carry commercial general liability insurance and commercial automobile liability insurance from a company authorized to issue insurance in Missouri, and to name the Commission, and the Missouri Department of Transportation and its employees, as additional named insureds in amounts sufficient to cover the sovereign immunity limits for Missouri public entities (\$500,000 per claimant and \$3,500,000 per occurrence) as calculated by the Missouri Department of Insurance, Financial Institutions and Professional Registration, and published annually in the Missouri Register pursuant to Section 537.610, RSMo.

(C) In no event shall the language of this Agreement constitute or be construed as a waiver or limitation for either party's rights or defenses with regard to each party's applicable sovereign, governmental, or official immunities and protections as provided by federal and state constitution or law.

(25) AMENDMENTS: Any change in this Agreement, whether by modification or supplementation, must be accomplished by a formal contract amendment approved and signed by representatives of the City and Commission, respectively, each of whom being duly authorized to execute the contract amendment on behalf of the City and Commission, respectively.

(26) COMMISSION REPRESENTATIVE: The Commission's St. Louis District Engineer is designated as the Commission's representative for the purpose of administering the provisions of this Agreement. The Commission's representative may designate by written notice other persons having the authority to act on behalf of the Commission in furtherance of the performance of this Agreement.

(27) CITY REPRESENTATIVE: The City's City Administrator is designated as the City's representative for the purpose of administering the provisions of this Agreement. The City's representative may designate by written notice other persons having the authority to act on behalf of the City in furtherance of the performance of this Agreement.

(28) NOTICES: Any notice or other communication required or permitted to be given hereunder shall be in writing and shall be deemed given three (3) days after delivery by United States mail, regular mail postage prepaid, or upon receipt by personal or facsimile delivery, addressed as follows:

(A) To the City:

Mark Perkins

City Administrator, City of Creve Coeur
 300 N. New Ballas Road
 Creve Coeur, MO 63141
 FacsimileNo: (314)872-2539

(B) To the Commission:

Missouri Department of Transportation
 Attn: Thomas Blair P.E.
 District Engineer
 MoDOT St. Louis District
 1590 Woodlake Drive
 Chesterfield, MO 63017

or to such other place as the parties may designate in accordance with this Agreement. To be valid, facsimile delivery shall be followed by delivery of the original document, or a clear and legible copy thereof, within three (3) business days of the date of facsimile transmission of that document.

(29) ASSIGNMENT: The City shall not assign, transfer or delegate any interest in this Agreement without the prior written consent of the Commission.

(30) LAW OF MISSOURI TO GOVERN: This Agreement shall be construed according to the laws of the State of Missouri. The City shall comply with all local, state and federal laws and regulations relating to the performance of the contract.

(31) VENUE: It is agreed by the parties that any action at law, suit in equity, or other judicial proceeding to enforce or construe this Agreement, or regarding its alleged breach, shall be instituted only in the Circuit Court of Cole County, Missouri.

(32) SOLE BENEFICIARY: This Agreement is made for the sole benefit of the parties hereto and nothing in this Agreement shall be construed to give any rights or benefits to anyone other than the Commission and the City.

(33) AUTHORITY TO EXECUTE: The signers of this Agreement warrant that they are acting officially and properly on behalf of their respective institutions and have been duly authorized, directed and empowered to execute this Agreement.

(34) SECTION HEADINGS: All section headings contained in this Agreement are for the convenience of reference only and are not intended to define or limit the scope of any provision of this Agreement.

(35) AUDIT OF RECORDS: The City must maintain all records relating to this Agreement, including but not limited to invoices, payrolls, etc. These records must be available at all reasonable times at no charge to the Commission and/or its designees or

representatives during the period of this Agreement and any extension thereof, and for three (3) years from the date of final payment made under this Agreement.

(36) COMMISSION RIGHT OF WAY: All improvements made within the state-owned right-of-way shall become the Commission's property, and all future alterations, modifications, or maintenance thereof, will be the responsibility of the Commission, except as otherwise provided by this Agreement or a separate written agreement.

(37) NO INTEREST: By contributing to the cost of this project or improvement, the City gains no interest in the constructed roadway or improvements on Commission right of way whatsoever. The Commission shall not be obligated to keep the constructed improvements or roadway in place if the Commission, in its sole discretion, determines removal or modification of the roadway or improvements, is in the best interests of the state highway system. In the event the Commission decides to remove the landscaping, roadway, or improvements, the City shall not be entitled to a refund of the funds contributed by the City pursuant to this Agreement.

(38) ADDITIONAL FUNDING: In the event the Commission obtains additional federal, state, local, private or other funds to construct the improvement being constructed pursuant to this Agreement that are not obligated at the time of execution of this Agreement, the Commission, in its sole discretion, may consider any request by the City for an off-set for the deposited funds, a reduction in obligation, or a return of, a refund of, or a release of any funds deposited by the City with the Commission pursuant to this Agreement. In the event the Commission agrees to grant the City's request for a refund, the Commission, in its sole discretion, shall determine the amount and the timing of the refund. Any and all changes in the parties' financial responsibilities resulting from the Commission's determination of the City's request for a refund pursuant to this provision must be accomplished by a formal contract amendment signed and approved by the duly authorized representative of the City and the Commission.

(39) NO ADVERSE INFERENCE: This Agreement shall not be construed more strongly against one party or the other. The parties to this Agreement had equal access to, input with respect to, and influence over the provisions of this Agreement. Accordingly, no rule of construction which requires that any allegedly ambiguous provision be interpreted more strongly against one party than the other shall be used in interpreting this Agreement.

(40) ENTIRE AGREEMENT: This Agreement represents the entire understanding between the parties regarding this subject and supersedes all prior written or oral communications between the parties regarding this subject.

(41) VOLUNTARY NATURE OF AGREEMENT: Each party to this Agreement warrants and certifies that it enters into this transaction and executes this Agreement freely and voluntarily and without being in a state of duress or under threats or coercion.

[remainder of page intentionally left blank]

IN WITNESS WHEREOF, the parties have entered into this Agreement on the date last written below.

Executed by the City on _____(Date).

Executed by the Commission on _____(Date).

MISSOURI HIGHWAYS AND
TRANSPORTATION COMMISSION

CITY OF CREVE COEUR

By: _____

By: _____

Mark Perkins

Title: _____

Title: City Administrator

ATTEST:

ATTEST:

Secretary to the Commission

By: _____

Kellie Henke

Title: City Clerk

APPROVED AS TO FORM:

APPROVED AS TO FORM:

Commission Counsel

By: _____

Carl Lumley

Title: City Attorney

Ordinance Number _____

ENGINEER'S ESTIMATE OF PROBABLE CONSTRUCTION COST - DRAFT FINAL

West Olive Blvd. (MO-340) Traffic Signal Enhancements

City of Creve Coeur, MO

EXHIBIT B

ITEM NO.	DESCRIPTION	UNIT	QUANTITY	UNIT COST	EXTENSION
ROADWAY ITEMS					
618-10.00	MOBILIZATION	LS	1	\$10,000.00	\$10,000.00
619-99.01	TRAFFIC CONTROL, ALL INCLUSIVE	LS	1	\$4,000.00	\$4,000.00
627-10.00	CONTRACTOR FURNISHED SURVEYING AND STAKING	LS	1	\$4,000.00	\$4,000.00
SUBTOTAL - ROADWAY ITEMS					\$18,000.00
LIGHTING ITEMS					
901-30.02	CONDUIT, 2 IN. RIGID, IN TRENCH	LF	500	\$12.00	\$6,000.00
901-.86.12	PAD MOUNTED 120V/240V LED STREET NAME SIGN POWER SUPPLY	EA	8	\$7,500.00	\$60,000.00
901-99.02 {2}	ILLUMINATED STREET NAME SIGN (LED)	EA	18	\$2,500.00	\$45,000.00
901-99.03 {1}	CONDUIT, 2 IN. GALVANIZED, IN TRENCH	LF	705	\$15.00	\$10,575.00
SUBTOTAL - LIGHTING ITEMS					\$121,575.00
SIGNAL ITEMS					
902-82.08	CABLE, 8 AWG 1 CONDUCTOR, POWER	LF	2,230	\$1.50	\$3,345.00
902-83.02	CABLE, 12 AWG 2 CONDUCTOR	LF	3,230	\$1.50	\$4,845.00
902-99.02 {1}	STREET NAME SIGN	EA	14	\$500.00	\$7,000.00
902-99.02 {2}	POWDER COATING SIGNAL EQUIPMENT, PEDESTAL (15')	EA	12	\$400.00	\$4,800.00
902-99.02 {3}	POWDER COATING SIGNAL EQUIPMENT, TYPE C POST W/ 35' MAST ARM	EA	1	\$1,095.00	\$1,095.00
902-99.02 {4}	POWDER COATING SIGNAL EQUIPMENT, TYPE B POST W/ 45' MAST ARM (LONG ARM)	EA	2	\$2,096.50	\$4,193.00
***	POWDER COATING SIGNAL EQUIPMENT, TYPE B POST W/ 40' MAST ARM (SHORT ARM)	EA	2	\$0.00	\$0.00
902-99.02 {5}	POWDER COATING SIGNAL EQUIPMENT, TYPE C POST W/ 45' MAST ARM	EA	1	\$1,437.92	\$1,437.92
902-99.02 {6}	POWDER COATING SIGNAL EQUIPMENT, TYPE C POST W/ 48' MAST ARM	EA	2	\$1,676.18	\$3,352.36
902-99.02 {7}	POWDER COATING SIGNAL EQUIPMENT, TYPE C POST W/ 50' MAST ARM	EA	3	\$1,676.18	\$5,028.54
902-99.02 {8}	POWDER COATING SIGNAL EQUIPMENT, TYPE C POST W/ 54' MAST ARM	EA	1	\$2,080.80	\$2,080.80
SUBTOTAL - SIGNAL ITEMS					\$37,177.61
CONSTRUCTION SUB TOTAL					\$176,752.61
CONTINGENCY (10%)					\$17,675.26
CONSTRUCTION TOTAL					\$194,427.87

*** INCIDENTAL TO "ITEM NO. 902-99.02 {4}"



DEPARTMENT OF PUBLIC WORKS STAFF MEMORANDUM

DATE: January 19, 2022

TO: Mark Perkins, City Administrator

CC: Jim Heines, Director of Public Works

FROM: Matt Wohlberg, P.E., City Engineer/Assistant Director of Public Works

SUBJECT: Recommendation to Execute Maintenance Agreement
Signal Enhancements at Eight Olive Intersections

The Missouri Department of Transportation (MoDOT) plans to make roadway, sidewalk, and signal improvements along Olive Boulevard from Interstate 270 west into Chesterfield. MoDOT has offered to allow the City of Creve Coeur to include illuminated street name signs and black powder coating for the traffic signal equipment as part of their project. A maintenance agreement between the State of Missouri and the City necessary to add these non-standard elements within the State's right of way, and Public Works staff recommends that the City execute this agreement in order for the project to proceed to construction.

Background

MoDOT owns and maintains Olive Boulevard and Clarkson Road as State Route 340, and MoDOT plans to make improvements to Route 340 from near Chesterfield Mall to Interstate 270. This project will include roadway resurfacing, sidewalk reconstruction and connections, and traffic signal improvements. A preliminary plan this project can be found on MoDOT's website at: <https://www.modot.org/route-340-resurfacing-between-lea-oak-and-i-270>

Notable aspects of the portion of MoDOT's project within Creve Coeur include establishing a continuous sidewalk on both sides of Olive between Fernview and Interstate 270 and the replacement of the traffic signals at Fernview Drive, at Ross Avenue/Questover Lane, and at Tempo Drive.

MoDOT has offered to allow the City to include illuminated and non-standard street name signs at eight intersections (from Fernview Drive to Cross Creek Drive) and black powder coating for the signal equipment at the three intersections where new signals will be installed. Altogether, these decorative elements are referred to as the "West Olive signal enhancements."

The street name signs facing those driving along Olive Boulevard will be illuminated, but most of the street name signs facing drivers approaching Olive would be standard signs that include the City's logo. This arrangement will match the decorative signs at other signalized intersections along Olive. An example of the sign design is shown below.



Financing

The City has included \$180,000 in FY2022 of the capital fund budget for the design and construction of the West Olive signal enhancements. The total cost of these signal enhancements is currently estimated to be \$229,427, as follows:

Design	\$ 35,000
<u>Construction</u>	<u>\$ 194,427</u>
Total	\$ 229,427

The total estimated cost of the project exceeds the original budget by \$49,427. There are three primary reasons for this cost difference:

1. The design was independent of MoDOT's project. For similar projects in the past, the City has been able to work with MoDOT's design consultant to add the signal enhancements. MoDOT is using its staff to design this project, so the City needed to hire an independent design consultant to prepare the signal enhancement plans. The current design arrangement involves more coordination and is thus more expensive than past enhancement designs.
2. Material prices have increased significantly in the past year. The construction cost estimate is based on current material costs, but the estimate also includes a 10% contingency factor of about \$17,675 to hedge against additional material cost increases this spring.
3. New signal power supplies are needed. The original estimate included a new power supply at half of the signals involved in this project. The design found that the power supply at every signal in the project needs to be replaced, resulting in an estimated cost increase of about \$30,000.

Budget Adjustment. Pending bid results for the Mosley Road Improvement Project will determine whether a budget adjustment will be necessary to increase the FY2022 budget to accommodate this project's cost.

Maintenance. Ongoing maintenance of the signal enhancements will be the City's responsibility, but the cost of this maintenance is expected to be minimal.

Municipal and Cost Apportionment Agreement

MoDOT does not typically construct or maintain non-standard items within its right of way. However, MoDOT will allow the construction of certain non-standard items (such as the proposed signal enhancements) if another agency agrees to pay for their construction and future maintenance.

MoDOT has provided a Municipal and Cost Apportionment Agreement that specifies what the signal enhancements are, how and when the City will pay for the signal enhancements, and the conditions by which the City will maintain the signal enhancements. Key provisions of the agreement include:

- The City is responsible to pay MoDOT up-front for the total estimated cost to construct the signal enhancements. That estimated cost is \$194,427.
- The City needs to pay MoDOT by April 9, 2022, in order to ensure that the signal enhancements will be included in MoDOT's project.
- City responsible for future maintenance of the signal enhancements, including the power for the illuminated signs.

The agreement closely resembles several existing agreements between MoDOT and the City that cover similar signal enhancements at intersections along both Olive Boulevard and Lindbergh Boulevard.

Recommendation

Staff recommends that the City execute the agreement with MoDOT for the construction and maintenance of the proposed decorative and illuminated street name signs at eight intersections along Olive Boulevard and black powder coating of the signal equipment at three intersections along Olive Boulevard. The proposed Municipal and Cost Apportionment Agreement is required in order to add these signal enhancements to the State's right of way.

Installation of illuminated street name signs along Olive Boulevard helps to let motorists know that they are in Creve Coeur, which supports the call for branding and promotion of the City in the Strategic Plan. Once in place, the West Olive signal enhancements will make it so that drivers along Olive Boulevard see an illuminated street name sign with the City's logo at almost every traffic signal from Lindbergh to Fernview.

The new illuminated street name signs will replace many along Olive Boulevard that have been in place for 15-20 years. The existing signs have begun to fade and will soon need to be replaced. Staff finds that it is in the City's best interest to replace these signs as part of MoDOT's project. The cost and coordination time required to install the illuminated street name signs will be less when this work is done as part of MoDOT's project compared to an independent City project (or projects) to do the same.

Finally, the best time to make a traffic signal black is before it is installed, and there is not a practical way to do this unless the City partners with MoDOT to have the signal equipment addressed as part of MoDOT's project. Painting an existing traffic signal can be done while it is in place, but the quality of the coating will be less than black powder coating, and the cost and coordination to paint a signal on Olive will be greater.

RESOLUTION NO.

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CREVE COEUR, MISSOURI, AUTHORIZING EXECUTION OF AN AGREEMENT WITH VOGEL SHEET METAL & HEATING INC. TO REPLACE THE HAIL DAMAGED COPING ON THE POLICE BUILDING FOR AN AMOUNT OF \$29,744.00

WHEREAS, the City Council of the City of Creve Coeur recognizes a need to maintain government facilities; and

WHEREAS, the coping on the new Police Building experienced hail damage during a storm on July 9, 2021; and

WHEREAS, the City has received an insurance settlement for cost to replace the damaged coping minus the deductible per our insurance policy; and

WHEREAS, Vogel Sheet Metal & Heating Inc. was the original supplier/installer of the coping and other sheet metal accents on the building and is a sole source to allow for matching of materials and therefor exempt from bidding under City ordinances;

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

Section 1: The agreement between **Vogel Sheet Metal & Heating Inc.** and the City of Creve Coeur, attached hereto as “Exhibit A” to replace the hail damaged coping on the Police Building for the City of Creve Coeur is hereby approved. The agreement as executed shall be consistent with the provisions and intent of this Resolution and in the form of “Exhibit A” with such changes as may be deemed necessary by the official executing same and consistent herewith. 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 14th day of February, 2022.

Robert Hoffman
Mayor

Attest:

Kellie Henke
City Clerk

December 29, 2021

Navigate Building Solutions
 Attn: Jennifer Kissinger

"EXHIBIT A"

RE: Creve Coeur Police Dept.
 350 New Ballas Rd.
 St. Louis, MO 63141

We are pleased to submit our quotation for the Architectural Sheet Metal work with the following qualifications:

Furnish and install:

- Removal & haul away of existing coping at upper roof area (560' lft.) & shop fabricate new 24ga. kynar coated "Silver metallic" coping (Sample to be provided for color match approval by owner)
- Includes crane to load new for material onto upper roof and to remove existing & lowered onto our truck for haul away
- Union labor, safety, & necessary equipment for our scope

Exclude:

- any items not specifically spelled out above
- any work at lower roofs or canopies
- custom colors
- wood blocking
- permits, engineering, calcs, or stamped dwgs
- Taxes (proposal assumes tax exempt)
- overtime

Price: \$29,744.00

Rick Sowa
 Arch. Sales/Estimating Mgr.

Accepted by: _____ Date: _____

- Price is subject to change without notice due to the uncertainty of market conditions during this unprecedented time.
- Payment terms are Net 30 with no retention, unless otherwise explicitly listed in the agreement.
- Finance Charge of 1 ½ % per month will be paid on unpaid balance not made in accordance with above PAYMENT TERMS.
- Quotation is valid for 30 days unless withdrawn by Vogel prior to acceptance.
- This proposal represents the complete and total agreement between the undersigned and Vogel Sheet Metal & Heating.
- At the discretion of Vogel amounts still due after 45 days may be turned over to an independent collection agency. Should your outstanding balance be referred to a 3rd party collection agency for the customer agrees to pay all actual costs of collection including the fee up to 30% of the debt and/or reasonable attorney fees
- Full payment for this agreement remains the responsibility of the undersigned even in the event financing is cancelled or delayed by either the third party financier or the undersigned.



DEPARTMENT OF PUBLIC WORKS OFFICE MEMO

DATE: January 25, 2022

TO: Mark Perkins, City Administrator

FROM: Jim Heines, Director of Public Works

SUBJECT: Contract Award for the Replacement of the Hail Damaged Coping on the Police Building.

City facilities experienced hail damaged to different degrees during a severe storm on July 9, 2021. Staff and representatives from Navigate Building Solutions have been working with the City's insurance carrier, Chubb Insurance on a settlement for the loss at each location. We have come to an agreement with the Chubb adjuster based on the attached proposal to replace the damaged coping on the Police Building.

Although we are still negotiating the settlement amount for other locations, we have come to an agreement with the Chubb adjuster based on the attached proposal to replace the damaged coping on the Police Building. It is recommended that we proceed with the replacement of the coping as soon as possible before the vendor receives price increases from their suppliers.

Vogel Sheet Metal & Heating is the original installer of the coping and other sheet metal accents on the Police Building so we are treating this as a sole source to make sure that all of the sheet metal accents will continue to match. Per the Vogel proposal the cost to replace the damaged coping is \$29,744.00. The settlement from the insurance company is for the proposed amount minus a \$5,000.00 deductible for property damage (\$24,744.00).

Public Works staff recommends approving the agreement with Vogel Sheet Metal & Heating Inc. with offices at 1642 Manufacturers Dr., Fenton MO 63026 for an amount of \$29,744.00 to replace the damaged coping on the Police Building. The insurance settlement and other funds are available in the CIP Building Improvements account 02-61-71-9501 to cover the cost of the replacement.



Request for Qualifications

Ice Rink Facility Programming and Planning Analysis

The City of Creve Coeur is requesting qualifications from accomplished consultants to perform a program review and market analysis for the Creve Coeur Ice Rink. The ice rink is located within the Dielmann Recreation Complex, which is also home to two meeting rooms, concession stand, golf pro shop and the recreation department. The building is located at 11400 Olde Cabin Road, Creve Coeur MO 63141.

Ice Rink Background

The Creve Coeur Ice Arena has a long tradition of ice hockey, figure skating and curling. The highest level of play at this facility is high school practices. High School games are not played at this facility due to the limited seating. As part of a continued effort: to improve operation and efficiency at the facility; to plan for future improvements to the ice system; and to continue to provide high quality ice for its user groups; the City of Creve Coeur commissioned a study to evaluate the options for replacing the R-22 refrigerant in the existing 18-year-old indirect R-22-based ice system, or replacing the entire refrigeration system, along with other improvements.

Before moving forward with major infrastructure improvements to the ice rink, a review of the current programming and usage levels, as well as reviewing the demand for ice availability in the St. Louis area is needed. The end goal is for the consultant to provide a report supporting continued use of the facility as an ice rink or recommend other uses that are non-ice that could use the same footprint.

Scope of Services

The following list contains the services the consultant will need to provide:

- Market analysis
- Programming/Usage review
- Stakeholder meetings with staff, residents, user groups and City Council
- Programming/Usage recommendations for facility
- Present report and recommendations to the City Council for consideration

Foundation for Review and Selection

The following will be considered when selecting the consultant for the project:

- Relative experience of the team
- Past history of projects similar to Creve Coeur
- Capacity and capability to complete the project

- Record of performance/references

Deadline

Materials must be received by 3 p.m. CST on January 17, 2022. Email submissions are acceptable. This date is not a postmark deadline. No late applications will be accepted or deadline extensions given.

Additional Terms

- The submission of a Proposal shall be clear evidence that the RFQ respondent has full knowledge of the scope, nature, quantity, and quality of the work to be performed.
- Submission shall be limited to 20 pages (includes front and back).
- Selection of a consultant will be made at the discretion of the City, which reserves the right to accept or reject any and all submissions.
- All decisions related to this solicitation by the City of Creve Coeur will be final.
- The City of Creve Coeur reserves the right to request clarification of information submitted and to request additional information of respondents.
- All materials submitted in response to this RFQ will become the property of the city upon delivery.
- Costs incurred for preparing the RFQ in response to this request are solely the responsibility of the respondent.

Applicant Interviews

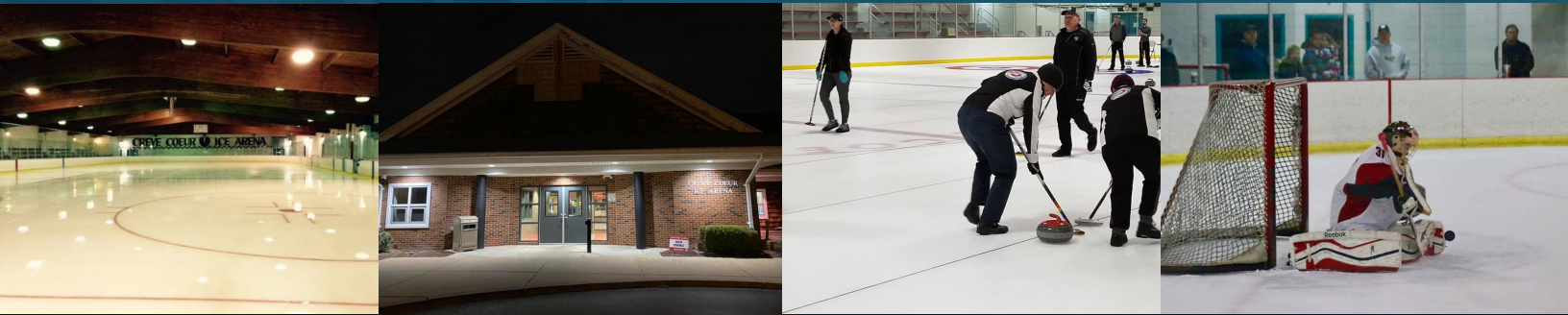
After a review of the submittals that meet the qualifications, city may contact the applicants for a team interview in person or via Zoom. Teams selected must include their project manager as part of the interview team. This project manager will be identified in the RFQ response, and it is the expectation of the city that this manager will lead the actual implementation if a contract is awarded.

RFQ Submittals

Questions and submission materials should be mailed or emailed to:

Jason Valvero, Director of Recreation
City of Creve Coeur
11400 Olde Cabin Road
Creve Coeur, MO 63141

(314) 872-2570 or jvalvero@crevecoeurmo.gov



Request for Qualifications:
Ice Rink Facility Programming and Planning
Analysis

Presented to the:
City of Creve Coeur



January 17, 2022

Prepared By:

pros 
consulting
INC



Inspiring
Communities
to Action

January 17, 2022

Mr. Jason Valvero, Director of Recreation
City of Creve Coeur
11400 Olde Cabin Road
Creve Coeur, MO 63141

Transmittal Letter

RE: Request for Qualifications — Ice Rink Facility Programming and Planning Analysis

Dear Mr. Valvero:

PROS Consulting is very excited about the opportunity to work with City of Creve Coeur on the development of an *Ice Rink Facility Programming and Planning Analysis* to determine the future operations and continued investment in the Creve Coeur Ice Arena. PROS Consulting, established in 1995, is a reputable, full-service parks and recreation planning firm that focuses on services to government and not-for-profit agencies, specifically in the parks, recreation and tourism industry.

The City of Creve Coeur has our commitment to provide honest and straight-forward recommendations, based on the facts and data to determine the viability and feasibility of operating the Creve Coeur Ice Arena in a way that meets the needs of the public and the goals of the City Council. The study will include community stakeholder input, identification of programming to meet current and future community needs, market assessment, and an operations analysis resulting in a pro forma. The Consulting Team will deliver a study that will:

1. **Engage the community, leadership and stakeholders** through public input means and sound data and analysis to provide direction for programs, activities and amenities of the Creve Coeur Ice Arena.
2. **Utilize a wide variety of data sources and best practices** to predict trends and patterns of use and how to address current and potential user unmet needs and how they can be met at the Creve Coeur Ice Arena.
3. **Provide guidance** to avoid duplicating services and amenities within the market, as well as identify the ideal services to fill a void in the market, while taking into account the community's demographics, trends in the industry, opportunities, and facility needs.
4. **Explain the types and size of programs, costs, and user groups** to enhance program offerings at the Creve Coeur Ice Rink based on current and future needs of the community.
5. **Provide recommendations on potential revenue potential** for the development and operations of the "best use" of the Creve Coeur Ice Arena.

The Consulting Team will provide the City of Creve Coeur the best resources for completing their efforts in creating a study with sound information that will demonstrate results without a preconceived outcome and help fulfill your vision for "best use" of the Creve Coeur Ice Arena.

We look forward to the opportunity to meet with you to present our approach and qualifications to perform this exciting project. Our team brings the specialties and talent to understand the national environment, regional opportunities, and local conditions. project. If you have any questions or need additional information, please do not hesitate to call me at 317.679.5615 or email me at leon.younger@prosconsulting.com.

Sincerely,
PROS Consulting

Leon Younger
President

35 Whittington Dr.
Suite 300
Brownsburg, Indiana 46112

877.242.7760

877.242.7761

prosconsulting.com

Section Two – Firm Profile

Who is PROS Consulting?

PROS Consulting is a small firm with a big presence in the field of management consulting for public entities and non-profit organizations. With a small team of highly professional and experienced consultants, PROS is a flexible firm that is agile to the evolving dynamics of the social, economic, and political environments our clients operate in. PROS is among only a small handful of firms that have tremendous experience in the field as practitioners and have become nationally recognized for helping to shape and further transform the industry of parks and recreation. The full name and location of the office that will be working on this project are:

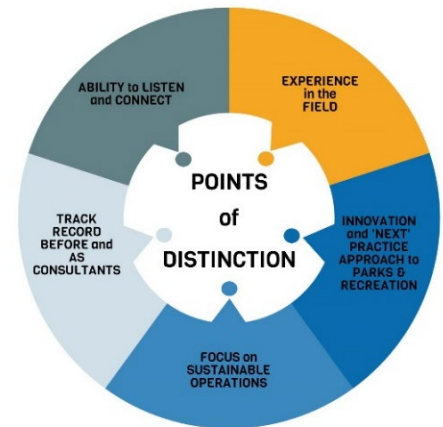
Company Name: PROS Consulting, Inc.

Years in Business: 26 **Number of Employees:** 12

Main Office: 35 Whittington Dr., Suite 300; Brownsburg, IN 46112

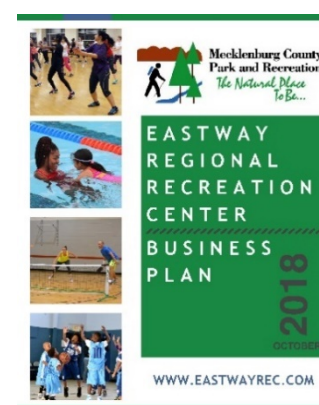
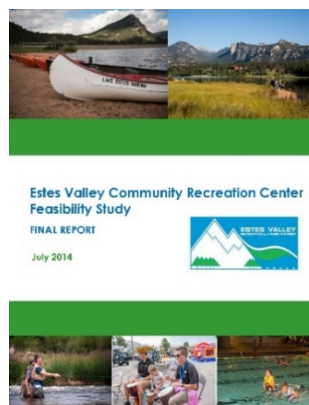
Office Phone: 877.242.7760; **Office Fax:** 877.242.7761

President: Leon Younger; 317.679.5615; leon.younger@prosconsulting.com **Website:** www.prosconsulting.com



PROS Quick Facts

- Since the firm was established in 1995 to uniquely serve the park, recreation and tourism services industry, PROS has completed more than 1,000 projects in over 47 states and numerous projects internationally in seven countries.
- The **PROS Team has worked in highly diverse environments** from the inner cities of Los Angeles, Houston, Atlanta, and Dallas, to remote areas in Appalachia, Montana, and the American West. Our experience includes working with the best-of-the-best, the worst-of-the-worst, and a lot in between.
- Our planning team has great depth of operational experience with **over 100 combined years as former parks and recreation managers**. This perspective of being trained “in the industry” and not just “on the industry” allows us to relate to communities and their residents, recreationalists of all types, and to understand the unique relevance of needs that can be most appropriately served by our clients. In other words, great recreational and park planning is not just collecting surveys and reporting results — it is about **achieving a sustainable balance of services, meeting community needs, and resource protection with community fulfillment**.
- Our approach to planning projects are that we become the **extension of the client’s team** and carry the same accountability as they do in serving their communities.
- This project is not about the PROS Team or what we think is best for your organization and stakeholders, nor do we believe that what works on some parts of the country will work here. This project is about producing reliable, sustainable, relevant, and innovative outcomes for City of Creve Coeur, and the people that live, work and play in the region.



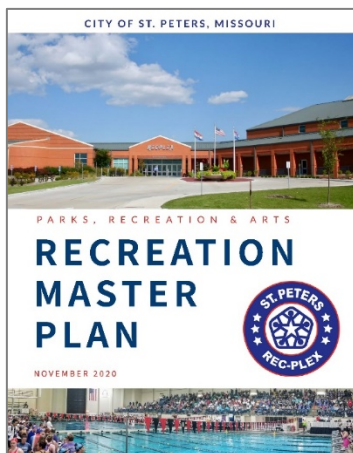
City of Creve Coeur

Unique Qualifications

The PROS Consulting Team features unique experience, including but not limited to recent completion of numerous planning projects of similar nature including St. Peters, MO; Olathe, KS; Merriam, KS; Carmel, IN; Brownsburg, IN; Estes Valley, CO; Carlsbad, CA; Healdsburg, CA; Napa, CA; Riverside County, CA; San Jose, CA; Mahomet, IL; Macomb, IL; Carol Stream, IL; Washington, IL; Northbrook, IL; Fox Valley Park District, IL; Orange Township, OH; Westerville, OH; Prince George's County, MD; Roanoke County, VA; Martinsville, VA; Leon County, FL; Broward County, FL; Mott Foundation (Flint, MI); Genesee County, MI; Oakland County, MI; New Braunfels, TX; City of Grapevine, TX; Frisco, TX; Kansas City, MO.

The matrix below illustrates why our Consulting Team is the most qualified in relation to the qualifications requested by the City.

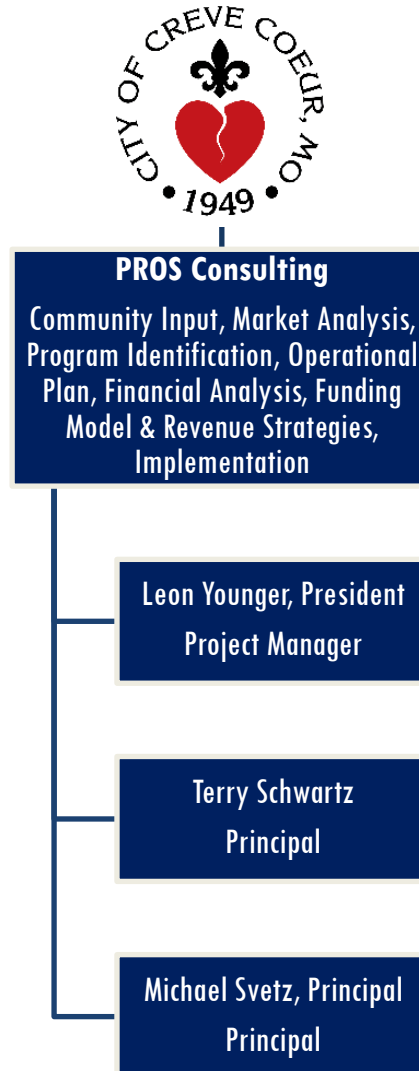
Qualifications	PROS Consulting Team
Experience with parks, recreational facilities, programs and service management	Over 100 years combined experience as practitioners in the parks and recreation industry and as planners
A firm understanding of the work of parks and recreation agencies	Successfully completed over 1,000+ planning projects in all levels of the public sector
Knowledge of existing park-centric partnerships throughout the country	Directly assisted over 70 public clients with identifying, establishing, and maintaining innovative partnerships
Experience developing fiscal or financial plans at facility level (park or sector), or system level	Successfully completed over 300 business plans for individual parks and park systems
Public facilitation experience	Facilitated over 4,000 meaningful public meetings and focus groups throughout the United States
Experience in Capital and Operating Cost Estimation	As part of all of our parks and recreation master planning projects, capital cost development is completed, which takes into account the amenity would have on additional staff resources
Forensic accounting and economic analysis experience	PROS Consulting has utilized forensic accounting in all cost of service, business plan projects, and economic impact analysis; former public finance director and CPA on staff
Familiarity with and experience doing business in Missouri	Completed parks and recreation planning projects in St. Peters, St. Louis, Chesterfield, Wentzville, O'Fallon, and many other parks and recreation agencies across the Midwest
Facility Development	PROS Consulting team members have managed multi-generational recreation community centers, sports complexes, as well as developed feasibility studies, operational and staffing plans, as well as business plans since joining the firm
Demographic and Market Analysis	PROS Consulting has completed over 400 market and demographic analysis for a wide variety of parks and recreation planning projects on a system-wide level as well as site/facility specific



Project Management and Team Organization

The Consulting Team on this project will be led by PROS Consulting President, Leon Younger, as well as all members of the PROS Team. Central to our project approach is providing a high level of responsiveness to the City of Creve Coeur and maintaining accessibility throughout the project lifespan. Leon Younger will serve as the principal consultant on all aspects of the project. Our team is flexible and will work hard to effectively serve as an extension of the project staff.

The following organizational structure demonstrates how the team will be coordinated by PROS Consulting.



City of Creve Coeur

Detailed Resumes

Leon Younger

PROS Consulting

President

Education

M.P.A., University of Kansas, Aug. 1988

B.S., Kansas State University, May 1975

Employment History

President, PROS Consulting, Sep. 1995 to present

Director/Chairman of the Board, Indianapolis Parks and Recreation, Apr. 1992 to Sept. 1995

Executive Director, Lake MetroParks (OH), Jun. 1988 to Mar. 1992

Director, Jackson County (MO) Parks and Recreation, Aug. 1983 to Jun. 1988

Certification

Certified Park and Recreation Professional

Professional Experience

Leon is the founder and President of PROS Consulting. He has more than 40 years in parks, recreation, and leisure services. Leon is a recognized leader in applying innovative approaches to managing parks and recreation organizations. He has held positions as Director of Parks and Recreation in Indianapolis, IN; Executive Director of Lake Metroparks in Lake County, OH (Cleveland area); and Director of Parks and Recreation in Jackson County, MO (Kansas City). Leon is routinely invited to present his management and development philosophies at conferences, workshops, and training across the United States, as well as internationally. He is co-creator of the Community Values Model, a business model that synthesizes community & stakeholder input into a strategic plan. He regularly addresses sessions at the National Recreation and Park Association Conferences and has served as a board member and instructor at the Pacific Revenue and Marketing School in San Diego, California and the Rocky Mountain Revenue and Management School in Colorado. Currently, Leon is serving on the Board of Directors for the City Parks Alliance, the only independent, nationwide membership organization solely dedicated to urban parks.

Similar Project Experience

- St. Peters, MO Recreation Master Plan
- Merriam, KS Community Center Facilities Feasibility Study
- City of Olathe, KS Recreation Center Feasibility Study and Business Plan
- Oakland County, MI Parks and Recreation Strategic Plan
- Wayne County, MI Parks and Recreation Master Plan & Operations Plan
- Detroit, MI Comprehensive Parks and Recreation Program Plan
- Carmel, IN Monon Community Center Feasibility Study and Business Plan
- City of Grapevine, TX Community Center Expansion Feasibility Study and Business Plan
- Riverside County, CA Regional Park & Open Space District Aquatic Facility Operational Impact Report
- Fox Valley Park District, IL Outdoor Aquatics Feasibility Study
- Cary Park District, IL Recreation Center Feasibility Study
- City of Westerville, OH Senior Center Expansion Feasibility Study
- Orange Township, OH Community Center Needs Assessment and Feasibility Study
- Leon County, FL Sports Complex and Field House Feasibility Study
- Washington DC / Prince George's County, MD Regional Multi-Purpose Community Center Feasibility Study
- Roanoke County, VA Sports Complex and Recreation Center Feasibility Study and Business Plan
- Brownsburg, IN Community Recreation Center Feasibility Study
- Estes Valley Recreation & Park District, CO Community Recreation Center Feasibility Study
- City of Kansas City, MO Recreation Community Facilities Operational Plan
- City of Aspen, CO Recreation Division Operations Audit and Business Plan Development



Terry Schwartz
PROS Consulting
Principal and Project Manager
Education

Ed.D., Northern Illinois University, Dec. 1996
 M.A., Northeastern Illinois University, May 1991
 B.S., Southern Illinois University, May 1978

Employment History

Consultant, PROS Consulting 2014-Present
 Executive Director, Winnetka, IL Park District, 2009-2014
 Superintendent of Citywide Services, City of San Francisco, 2005-2009
 Studio Director, Councilman-Hunsaker, 2002-2005
 Professional Consultant, PROS Consulting, 1996-2002
 Executive Director, Glen Ellyn, IL Park District, 1993-1996
 Superintendent of Revenue Facilities, Arlington Heights, IL Park District, 1983-1993
 Director of Recreation, Champaign, IL Park District, 1978-1983
 Superintendent of Recreation, Alton, IL Park and Recreation Dept., 1974-1978



Professional Experience

Dr. Schwartz has experienced a long career serving significant park and recreation organizations as the Executive Director and lead administrator in the Midwest and on the West Coast of the U.S. His career has provided him with management responsibilities of a significant diversity of organizations large and small. In addition to serving as an Executive Director, he has been the principle manager of destination facilities in San Francisco including oversight of large national attractions such as Candlestick Park; the site that hosted the 2009 President's Cup, Harding Park Golf Course, and Camp Mather a 500 person campground located in Yosemite National Park. He offers significant experience when managing local attractions as well including indoor tennis clubs, ice arenas, aquatic and beach facilities and golf courses. Throughout his career he has assisted or directed strategic planning and master planning studies of over 30 communities. The most recent planning process yielded \$20 million in capital improvements in a community of 12,500 residents. In addition, he is the brainchild of a mentoring program designed to help administrators and staff become improved managers of their operation systems.

Similar Project Experience

- Recreation Master Plan, St. Peters, MO
- Parks and Recreation Master Plan, O'Fallon, MO
- Business Plan, Leftwich Tennis Center, Memphis, TN
- Business Plan, Longboat Key Tennis Center, Longboat Key, FL
- Strategic Plan, Houston Tennis Strategic Plan, Houston, TX
- Business Plan, St. Peters Recreation Facilities, St. Peters, MO
- Feasibility Study, Recreation Center, Batavia Park District, Batavia, IL
- Feasibility Study, Recreation Center, New YMCA, Morris County, NJ
- Facility Planning, Recreation Center Space Planning, Batavia Park District, Batavia, IL
- Feasibility Study, Recreation Center, Lake Park High School, Medinah, IL
- Indoor Athletic Complex Feasibility Study, Waukegan Park District, Waukegan, IL
- Audit and Feasibility Study, City of Worcester, Worcester, MA
- Feasibility Study, Recreation Center, Ottawa Township High School, Ottawa, IL
- Feasibility Study, Long Branch School District, Long Branch, NJ
- Feasibility Study, State of Delaware, Dover, DE
- Feasibility Study, Grand Forks Park District, Grand Forks, ND
- Feasibility Study, City of Boonville, Boonville, MO
- Strategic Planning, Collinsville Area Recreation District, Collinsville, IL
- Feasibility Study, Batavia Park District, Batavia, IL

City of Creve Coeur

Michael Svetz

PROS Consulting

Principal

Education

B.S., Miami University, 1990

M.S., Miami University, 1991

Employment History

Consultant, PROS Consulting; 2012 to present

Director of Parks and Recreation, City of Goodyear, Arizona; 2009 to 2012

Director of Parks and Recreation, City of Charlottesville, Virginia; 2004 to 2009

Director of Parks and Recreation, City of Strongsville, Ohio 2000 to 2004

Assistant Director of Parks and Recreation, City of Strongsville, Ohio 1997 to 2000

Recreation Supervisor, City of Brunswick, Ohio 1991 to 1997



Professional Experience

- 21 years of experience in parks and recreation at the local government level
- Managed development and operations of \$18 million, 157,000 sq. ft. Community Recreation Center in Strongsville, Ohio
- Managed construction and development of \$25 million in capital improvements in 3 years resulting from PROS Consulting Strategic Plan in Charlottesville, Virginia. Projects include: \$10 million Aquatic and Fitness Center, \$6 million Outdoor Aquatic Complex, \$9 million in park and trail development as well as land acquisition
- Oversight of the development and operations of \$103 million Spring Training Complex in Goodyear, Arizona
- Board of Director, Ohio Parks and Recreation Association 1997-2004
- President, Strongsville Community Foundation 2003-2004
- Board of Director, Virginia Recreation and Parks Society 2007-2009
- Vice President, Arizona in Action, Present

Similar Project Experience

- Managed the development and operations
 - \$18 million, 157,000 sq. ft. Community Recreation Center in Strongsville, Ohio
 - \$25 million in capital improvements in Charlottesville, Virginia. Projects include: \$10 million Aquatic and Fitness Center, \$6 million Outdoor Aquatic Complex, \$9 million in park and trail development as well as land acquisition
 - \$103 million Baseball Spring Training Complex in Goodyear, Arizona
 - 50,000 square feet community recreation center in Brunswick, OH
- Provo, UT Parks and Recreation Master Plan
- Flower Mound, TX Recreation Center Business Plan
- Denton, TX Fieldhouse Business Plan
- New Braunfels, TX Sports Complex Business Plan
- Austin, TX Emma Long Metro Park Business Plan
- Flower Mound, TX Parks and Recreation Master Plan
- Fox Valley Park District, IL, Outdoor Aquatics Feasibility Study
- City of Boulder, CO Aquatic Feasibility Study
- Estes Valley Recreation & Park District, CO Community Recreation Center Business Plan
- Washington DC / Prince George's County, MD Regional Multi-Purpose Community Center Business Plan
- Northbrook, IL Park District Regional Recreation Center Business Plan
- City of Westerville, OH Community Recreation Center Expansion Business Plan
- City of Napa, CA Senior Center Business Plan & Business Plan
- City of Pasadena, CA Sports Field Strategic Plan and Parks Maintenance Management Plan
- City of Grandview, MO Aquatic Complex and Park Business Plan Development

Section Three – References and Previous Experience

PROS Consulting Experience and References

City of St. Peters, MO Recreation Master Plan (2020)

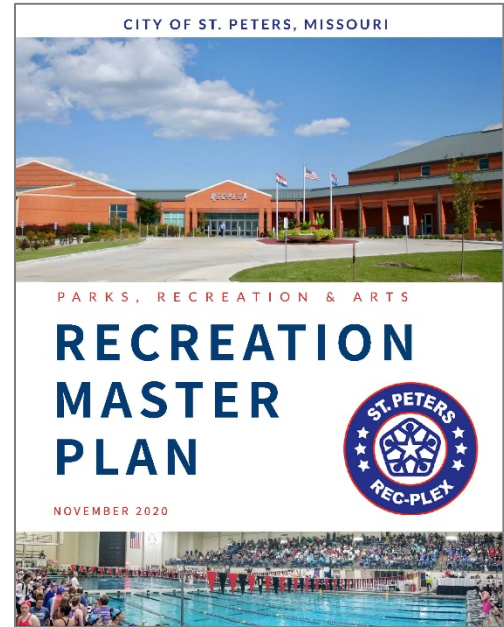
ST. PETERS, MISSOURI

In 2020, the City of St. Peters desired a Recreation Master Plan for the city staff to follow for the next five years. The Recreation Master Plan included a full assessment and evaluation of the Rec-Plex facility, programs, and operations, as well as the outdoor aquatic facilities and operations. The focus was to determine how well the recreation facilities, programs and operations were serving residents, as well as the partners who rent time in the Rec-Plex.

The Rec-Plex is an outstanding facility that has served the St. Peters community and surrounding areas for over 25-years. The facility provides the community an incredible facility to use in five key program areas that include: aquatics, ice related activities, fitness and recreation, rentals, and camps year-round. The facility is 236,000 square feet and includes a 50-meter pool, three ice rinks, sports courts, full walking/running track, wellness and fitness center, concession operations and program rooms.

The goal of the Master Plan was to perform a recreation facility and program assessment that will serve as a guide for the operational planning of indoor recreation at the Rec-Plex and Rec-Plex South facilities, outdoor general recreation programs and recreation at the City's two outdoor pools. The purpose of the recreation facility and program assessment is to develop an action plan to meet the recreational needs of the community and improve financial performance for recreation operations, with an end goal of recreation operations becoming financially self-sustaining.

Client Reference: Ms. Cathy Pratt, Economic Development Director; City of St. Peters; One St Peters Center Blvd.; St. Peters, MO 63376; cpratt@stpetersmo.net; 623.279.8203



City of Creve Coeur

River's Edge Sports Complex and Ice Rink Operational Review (2021)

DAVENPORT, IOWA

The River's Edge Sports Complex is a facility that houses the administration offices of the Parks and Recreation Department and two large program facilities. The ice arena offers one NHL sized sheet of ice with several team locker rooms, bleachers, skate rental, leasable space for a pro shop and concession area, conference room, birthday party room, and storage. The second space is an indoor soccer facility that was converted from an ice rink. It also offers team locker rooms. The entire indoor space is approximately 75,000 square feet.

The River's Edge Sports Complex is positioned along the Mississippi River and includes an outdoor amphitheater space, large parking area, and playground next to the train retail center. This provides a unique opportunity to further develop the site and expand the River's Edge portfolio of services as well.

In 2021, PROS Consulting was retained to perform an analysis of the current practices of River's Edge Sports Complex to evaluate operational and financial functions of the facility. The analysis included an assessment of the indoor and outdoor related spaces that make up the entire complex. The analysis considered future organization and staffing needs of the complex, operational efficiencies and improvement where necessary, potential policy development, systems and technology improvements, and marketing and communication opportunities. The review also looked at national standards of best practice conducted in like facilities.

Client Reference: Mr. Chad Dyson, Parks and Recreation Director; City of Davenport; 700 W. River Dr.; Davenport, IA; 563.328.7275; chad.dyson@davenportiowa.com

Parks and Recreation Department

River's Edge Sports Complex

Operational Review



SIMILAR PROVIDERS: ICE ARENAS				
ICE ARENA	Number of sheets of ice	Ice Teams / Hockey Teams League Fee	Daily Rate Hourly Rate Leisure Skating	Learn to Skate
Mystique Community Ice Center	1	Indv. Reg: EM Tourney Fees Bantam: \$775 Peewee: \$750 Squirt: \$725 Mite: \$350	Adults 12+ \$6 Youth under 12 \$4.50 Skate Rentals \$3 Groups (15+) entry & skates Adult \$7 / Youth \$6	Yes
The Rink at Coral Ridge	1	No Leagues. Pick up play \$5.00 Adult \$7	Public Adm. \$7.00	Yes
River's Edge	1	emailed	Public Adm. \$5.50	Yes
Rocket Ice Skating Rink	1	Adult: Fall \$254 Winter \$346	Public Adm. \$7.00	Yes
Owens Center (Peoria Parks and Recreation)	1	emailed	Public \$8.00	Yes
Veterans Memorial Arena (Peking Park District)	1	outside groups use facility Stick and Puck	Public \$8.00	Yes
ImOn Ice	1	\$90 Individual reg	Speed Skating \$9 Broomball \$12 Curling \$192	Yea

Chesterfield, MO Parks, Recreation, and Arts Master Plan (2020)

CHESTERFIELD, MISSOURI

PROS Consulting was retained by the City of Chesterfield to complete a Parks, Recreation, and Arts Master Plan. The City of Chesterfield Parks, Recreation, and Arts Department has a long-standing commitment to provide high quality parks and recreation programs to the community. As such, the Department was seeking professional services to complete a Parks, Recreation, and Arts Master Plan. The plan will guide the Department's investment in parks, programs, arts and facilities that will serve as a roadmap to ensure that the parks remain vital community resources now and into the future. The agency is one of 170+ CAPRA Accredited through the National Recreation and Park Association.



A system-wide approach to evaluating parks, programs, arts, and recreational facilities was desired in order to develop goals, policies and guidelines with achievable strategies. Through the collection and analysis of data, the planning process will identify what is needed and develop a plan for the Department's parks, open space, recreation facilities, arts, and programs for the next 10 years. The outcome will be an action plan that will enable the Department to improve the parks system in a way that best utilizes the efforts and resources of all involved. The plan included the following components:



Client Reference: Mr. Tom McCarthy, Park, Recreation & Arts Director; Chesterfield Parks, Recreation and Arts Department; 690 Chesterfield Parkway West; Chesterfield, MO 63017; tmccarthy@chesterfield.mo.us; 636.812.9503



City of Creve Coeur

Hoboken, NJ Community Center Feasibility Study (2020)

HOBOKEN, NEW JERSEY

The Hoboken Community Center (HCC) Board desired to evaluate the opportunity to redevelop the previous YMCA space that has been closed for over ten years into a new updated community center for the entire community to enjoy. The HCC Board has been working for several years to determine what alternatives could the existing facility become and what is the best use of the building since they have stewardship and management authority over the site.

The HCC Board hired PROS Consulting, Inc. and Williams Architects to develop the feasibility study in April of 2019. The goal was to determine if the community center could be restored through a combination of users, partners and funding sources. PROS Consulting, Inc. and Williams Architects worked side by side with the HCC Board on a monthly basis in meetings with key stakeholders, potential community partners and recreation providers that could help the HCC Board achieve their goals to get the facility open and operate the facility in a full cost recovery mode for years to come. The building consisted of the following programming elements: athletics, aquatics, wellness, fitness, common space, library, and administration. The following planning efforts were completed as part of the process in a phase one and two process.

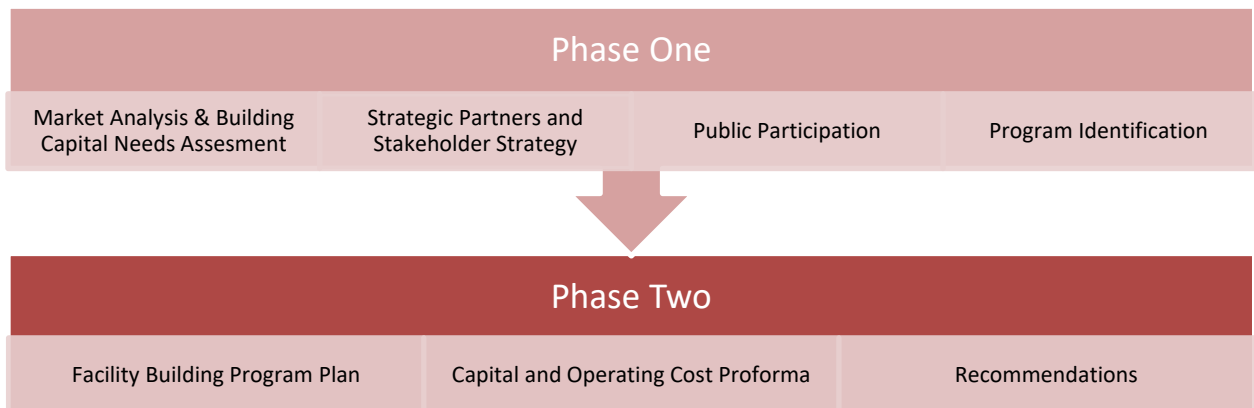


CITY OF HOBOKEN, NEW JERSEY

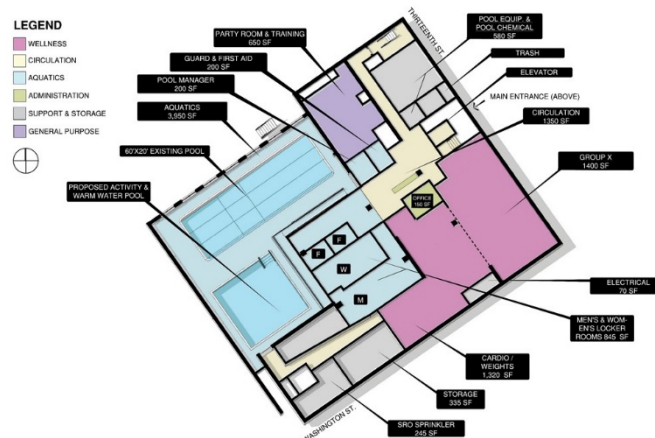
COMMUNITY CENTER FEASIBILITY STUDY



JUNE 2020



Client Reference: Mr. Niall Murray, Project Manager; nmurray.70@gmail.com; 917.969.3836



Lower Level Plan – 13,475 SF

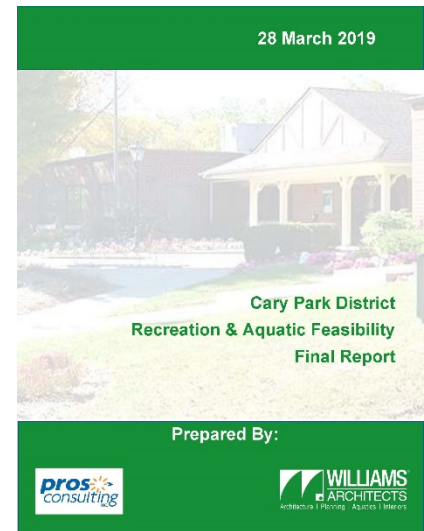
Cary Park District, IL Recreation & Aquatic Feasibility Study (2019)

CARY, ILLINOIS

PROS Consulting and Williams Architects / Aquatics were retained by the Cary Park District to conduct a feasibility study for an indoor Recreation Facility and an Outdoor Aquatic Center.

The Cary Park District completed a Comprehensive Master Plan in 2016. This plan included a community engagement component which placed a high priority on a new indoor recreation center and outdoor aquatic center. The CMP Action Plan called for a feasibility study for these facilities to be conducted in 2018 with the goal for possible implementation in 2020. This study included the following:

- Stakeholder Input
 - Gathered input from key stakeholders, staff and the Park District Board regarding important criteria to include in the facilities.
- Program Analysis
 - Defined current and new programming that would ultimately need to be supported with the new indoor recreation center and the new outdoor aquatic center.
- Market Analysis
 - Reviewed current demographics and competitor facilities in the area and confirm demand / support for the proposed facilities.
- Conceptual Designs
 - As an outcome of the Stakeholder Input, Program Analysis and Market Analysis, prepared Conceptual Designs for the new facilities for the purpose of this study. For the purposes of the study the location for the new facilities would be Cary Grove Park.
- Comparative Analysis
 - Reviewed existing facilities at the community center, outdoor pool, preschool and senior center to determine impact of constructing the new facilities will have on them. Explore opportunities for repurposing and / or combining facilities.
- Capital Cost Estimates
 - Prepared capital cost estimates for the new facilities and repurposed / combined existing facilities.
- Operational Plans and Proformas
 - Provided operational plans including staffing projections to run both facilities. Include 5-year proformas of operational costs.



The information provided in study was not intended to convey the final and only solutions. The information was beneficial in providing a basis from which the Cary Park District could make informed decisions as the Cary Park District considers new recreational facilities in response to the community's expressed desires and the scope and financial obligations to meet those desires.

It was recommended that the Cary Park District use the information to further assess the types of facilities, locations and funding commitments, which may include a phased approach and consideration for constructing the facilities at the same or separate sites.

Client Reference: Mr. Dan Jones, Executive Director; Cary Park District; 255 Briargate Rd.; Cary, IL 60013; djones@carypark.com; 224.888.8702

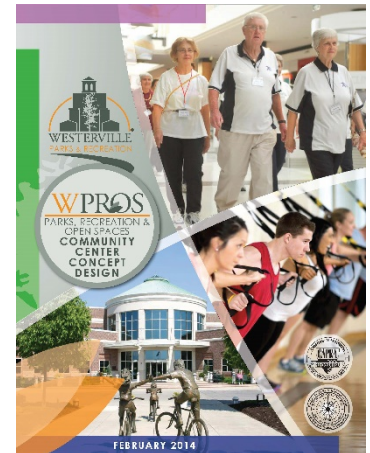
City of Creve Coeur

City of Westerville, OH Multi-Generational Senior Center Expansion Feasibility Study (2014) and 2017 Updated Business Plan

WESTERVILLE, OHIO

In 2014, as part of the Parks, Recreation and Open Space Master Plan, the **PROS Consulting Team**, which included Williams Architects and ETC Institute, worked with the City of Westerville to develop Feasibility Study for a proposed recreation center expansion of the existing Westerville Community Center. The Community Center expansion included the inclusion of the Senior Center, which they would relocate from a different location, as well as the expansion of the fitness center, gymnasium, aquatics, and indoor track. The PROS Team completed the following components as part of the feasibility study/business plan:

- Community Input (focus groups, public forums, stakeholder interviews, surveys)
- Market Analysis (Demographic and Recreational Trends Assessment)
- Vision and Core Program of the Expansion
- Operational Standards & Staffing Plan
- Conceptual Plans
- Financial Feasibility / Pro Forma Development
- Final Report Briefings and Development

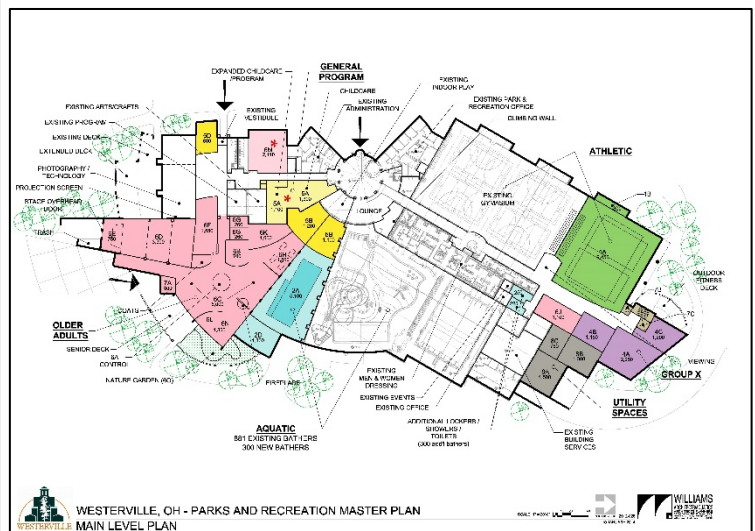


The PROS Team presented the findings and outcomes in a strategic process, built upon examining the most innovative, effective and sustainable opportunity for the Parks and Recreation System for the next generation. With the expansion of the Community Center and moving the Senior Center to one large Multi-Generational Community Center, the City desired the facilities to achieve a higher cost recovery goal, moving from 60% to 84%.



Client Reference: Mr. Randy Auler, Director of Westerville, OH Parks & Recreation Dept.; 350 N. Cleveland Ave.; Westerville, OH 43082; 614.901.6504; randy.auler@westerville.org

Revenues	1st Year	2nd Year	3rd Year	4th Year	5th Year	6th Year
Passes	\$1,399,855.46	\$1,441,851.13	\$1,485,106.66	\$1,529,659.86	\$1,575,549.66	\$1,622,816.15
Administration	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Building Maintenance	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Building Services	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Recreation Programs	\$39,010.00	\$40,180.30	\$41,385.71	\$42,627.28	\$43,906.10	\$45,223.28
Fitness	\$460,450.00	\$474,263.50	\$488,491.41	\$503,146.15	\$518,240.53	\$533,787.75
Natatorium	\$651,750.00	\$671,302.50	\$691,441.58	\$712,184.82	\$733,550.37	\$755,556.88
Gymnasium	\$95,940.00	\$98,818.20	\$101,782.75	\$104,836.23	\$107,981.32	\$111,220.75
Parties	\$37,500.00	\$38,625.00	\$39,783.75	\$40,977.26	\$42,206.58	\$43,472.78
Rentals	\$101,100.00	\$104,133.00	\$107,256.99	\$110,474.70	\$113,788.94	\$117,202.61
Child Care	\$24,500.00	\$25,235.00	\$25,992.05	\$26,771.81	\$27,574.97	\$28,402.21
Vendateria	\$10,000.00	\$10,300.00	\$10,609.00	\$10,927.27	\$11,255.09	\$11,592.74
Senior Center	\$97,000.00	\$99,910.00	\$102,907.30	\$105,994.52	\$109,174.35	\$112,449.59
Total	\$2,917,105.46	\$3,004,618.63	\$3,094,757.19	\$3,187,599.90	\$3,283,227.90	\$3,381,724.73
Expenditures	1st Year	2nd Year	3rd Year	4th Year	5th Year	6th Year
Passes	\$167,511.80	\$167,511.80	\$167,511.80	\$167,511.80	\$167,511.80	\$167,511.80
Administration	\$929,768.37	\$953,474.21	\$978,122.73	\$1,003,751.48	\$1,030,399.49	\$1,058,107.36
Building Maintenance	\$209,245.37	\$210,756.77	\$212,322.48	\$213,944.48	\$215,624.83	\$217,365.68
Building Services	\$250,730.60	\$252,137.60	\$253,589.63	\$255,088.15	\$256,634.68	\$258,230.78
Recreation Programs	\$127,520.01	\$128,605.01	\$129,726.66	\$130,886.22	\$132,085.01	\$133,324.37
Fitness	\$478,972.74	\$481,977.74	\$485,101.29	\$488,348.08	\$491,723.00	\$495,231.10
Natatorium	\$692,151.45	\$694,773.95	\$697,490.93	\$700,305.84	\$703,222.29	\$706,244.01
Gymnasium	\$33,384.00	\$33,654.00	\$33,933.90	\$34,224.07	\$34,524.89	\$34,836.76
Parties	\$32,925.40	\$33,949.40	\$35,013.16	\$36,118.24	\$37,266.24	\$38,458.85
Rentals	\$27,185.00	\$27,791.00	\$28,419.74	\$29,072.08	\$29,748.93	\$30,451.21
Child Care	\$33,268.72	\$33,298.72	\$33,329.62	\$33,361.45	\$33,394.23	\$33,427.99
Vendateria	\$5,700.00	\$5,878.00	\$6,061.62	\$6,251.04	\$6,446.45	\$6,648.03
Senior Center	\$806,563.00	\$811,753.25	\$817,137.60	\$822,723.41	\$828,518.31	\$834,530.25
Total	\$3,794,926.45	\$3,835,561.44	\$3,877,761.15	\$3,921,586.33	\$3,967,100.15	\$4,014,368.20
Net Revenue	(\$877,820.99)	(\$830,942.82)	(\$783,003.96)	(\$733,986.43)	(\$683,872.25)	(\$632,643.46)
Total Cost Recovery	76.9%	78.3%	79.8%	81.3%	82.8%	84.2%



Monon Community Center Feasibility Study (2001) and Business Plan (2010 & 2021 Update)

CARMEL, INDIANA

Set in a new park envisioned to be the “Jewel” of the Carmel-Clay park system, the Monon Community Center features an indoor natatorium containing a leisure depth pool and a six-lane, non-competition lap pool; a three-court gymnasium; health/fitness areas; an indoor children’s play zone; a café; flexible lobby space; administrative offices; program rooms; and a banquet room with a catering kitchen — are augmented by amenities contained in the facility’s accompanying, 3.5-acre, 2,098-capacity outdoor aquatic center. The amenities present in the finished project reflects input gleaned from a year-long series of public forums.



Designed to serve as an “anchor” to the inter-urban Monon Trail, the Center features an enclosed pedestrian bridge that spans the trail and links the passive, dense, mature forested areas of the site to the east, and active programming spaces in the open meadows of the site to the west of the Center.

Following completion of the feasibility study in 2001, which was completed by the PROS Consulting, in 2010 the Carmel/Clay Board of Parks and Recreation again contracted with the PROS Consulting to complete a Business Plan, as well as a Marketing Plan for The Monon Community Center. PROS worked closely with Carmel Clay Parks & Recreation management and staff to develop an understanding of the business plan project and outcome expectations, as well as access the current operating practices and key issues facing The Monon Community Center.



The ultimate outcome of the business plan was to provide a true measurement of The Monon Community Center’s ability to meet the financial and operating expectations of the Park Board, elected officials, and the Carmel Clay community. Throughout the business planning process three themes, or critical issues, emerged. These critical issues which the business plan was formulated upon were:

- A true measurement of realistic revenue capacity of the facility
- The ability to affectively link the facility design and program in a manner to optimize operational revenues to cover operational expenses
- To create a balance of the level of services provided to the value received with corresponding pricing

The center has an operating budget of over \$4.5 million and has been self-sufficient since 2010. Through the business plan, the Monon Community Center has moved from a cost recovery of 75-80% to self-sufficiency of over 100% cost recovery.

Client Reference: Mr. Michael Klitzing, Parks and Recreation Assistant Director; 1235 Central Park Drive East; Carmel, IN 46032; 317.573.4018; mklitzing@carmelclayparks.com

“PROS developed the Monon Community Center Business Plan and CCPR Communications and Marketing Plan, which provided key recommendations that helped our community center become self-sufficient within 2 years after previously operating at 75-80% cost recovery. Based on their contributions to our park system, I am confident you will be pleased with the quality and outcomes of their services.”

Michael Klitzing, Director, Carmel Clay Parks and Recreation (Carmel, Indiana)

Section Four – Project Understanding and Approach

Project Understanding

The Creve Coeur Ice Arena has a long tradition of ice hockey, figure skating and curling. The highest level of play at this facility is high school practices. High School games are not played at this facility due to the limited seating. As part of a continued effort: to improve operation and efficiency at the facility; to plan for future improvements to the ice system; and to continue to provide high quality ice for its user groups; the City of Creve Coeur commissioned a study to evaluate the options for replacing the R-22 refrigerant in the existing 18-year-old indirect R-22-based ice system, or replacing the entire refrigeration system, along with other improvements.

Before moving forward with major infrastructure improvements to the ice rink, a review of the current programming and usage levels, as well as reviewing the demand for ice availability in the St. Louis area is desired. The end goal is to provide a report supporting continued use of the facility as an ice rink or recommend other uses that are non-ice that could use the same footprint.

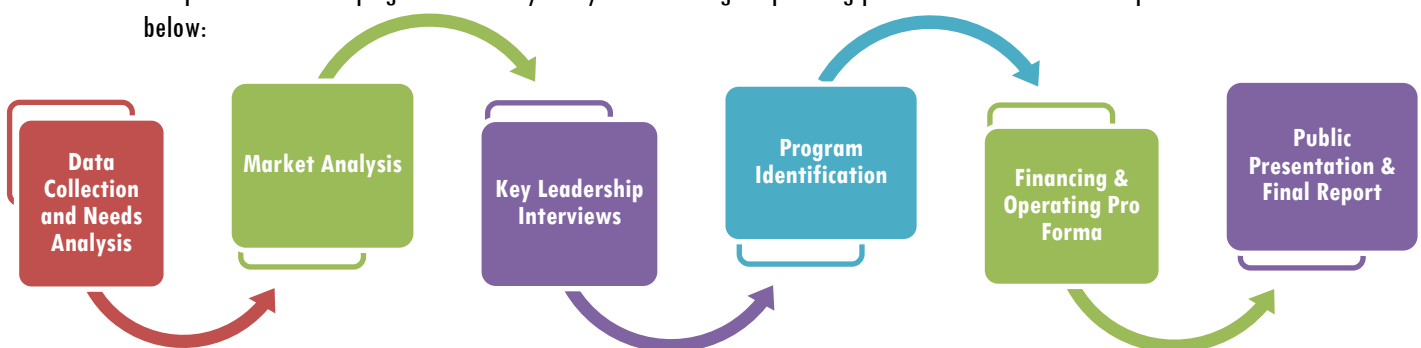
We understand that the City leadership determined a study is needed to identify the most appropriate programming and “best use” of the Creve Coeur Ice Arena and that this study should provide evidence to make informed decisions on the best facility options to address community needs. In order to achieve that, we have identified the three core strategies for the study. They are:

- **Objective and Data Driven Analysis** – A project of this nature must be founded in an objective approach that demonstrates to all interested and affected parties that the final outcome is based on a variety of data sources, sound analysis, and valid assumptions.
- **Market Focus** – Careful consideration of the market position has to be first and foremost a broad focus with an emphasis on community input will identify opportunities in the market place. This market focus should consider the available resources of the area along including:
 - Defining the market of potential users, market rates, level of capacity needed, identifying the amenities required to support users, and refining site requirements to enhance the user experience
- **Financial Sustainability and Economic Viability** – Exciting projects with visions of activity and vibrancy are great candidates for capital dollars, but inevitably, these projects have to be operated and maintained or their success wanes. The financial performance of the Creve Coeur Ice Arena should be able to responsibly generate revenue to sufficiently support operational expenses at a responsible ratio to other realistic forms of financial support available. This will support the facility and operating objectives desired by the project team.

The Consulting Team will confirm these strategies and others through a planning process utilized in all of our management planning endeavors. Our team is well versed in all facets of public recreation facilities and will lead the project team through a planning process that will look at all opportunities for economic and financially viable operations.

Scope of Services

The process of developing the feasibility study follows a logical planning path as described in the Scope of Work and illustrated below:



Task1 – Project Overview and Management

- A. Kick-off Meeting and Project Management** – The first task will establish the framework and outcome expectations associated with the feasibility study for the Creve Coeur Ice Arena. Included in this task will be a kick-off meeting; the kick-off meeting should be attended by the key City leadership and Creve Coeur Ice Arena staff members to confirm project goals, objectives, and expectations that will help guide actions and decisions of the PROS Team. Also, the establishment of bi-weekly meetings will be completed until project completion with the Consulting Team and City staff.
- B. Review Existing Information and Reports** – The PROS Team will review and discuss with key project team management the current market, other services providers, customer base and key findings and themes in relevant reports (e.g. Community Wide Survey, and Park Master Plan, site specific planning documents, leased/rental space agreements, program registration numbers, etc.) that have been done over the past few years.
- C. Identify Constraints and Parameters** – As a part of the project overview process, the PROS team will also work with staff to identify project constraints and parameters including, but not limited to, identifying the project purpose and goals, vision for success, market economy and competition that may have an impact on the success of the Creve Coeur Ice Arena.

Task 2 – Market Analysis, Financial Review, and Space Utilization Analysis

- A. Demographic Analysis** – The PROS Team will complete a demographic trends analysis which is based on Census 2020 baseline data, 2021 reported data, and projected populations for next five and ten years. Demographic characteristics analyzed and reported on will include population, age and gender distribution, households, and income characteristics. Also, the effect of demographic changes for Creve Coeur Ice Arena discussed will be researched. This analysis will provide an understanding of the demographic environment for the following reasons: to thoroughly understand the market areas which are potentially served by the Creve Coeur Ice Arena, to anticipate changes to the service area, and assist in making proactive decisions to accommodate those shifts.
- B. Alternative Provider Market Analysis** – The PROS Team will analyze all major direct and indirect service providers. Direct and indirect service providers will be based on typical services/programs administered in like facilities. This data will be utilized to compare against the activities and programs identified in the Market Definition. An inventory of comparable facilities will be performed on a local basis to attempt to quantify market share. An analysis of competition will include: location, service offering, pricing, and attractions.
- C. Trend Analysis and Market Segment Determination** – The PROS Team will confirm the size of the market by age segment and race/ethnicity for the study area. Detailed demographic analysis will be compared to potential recreational activities to estimate potential participation per national and local trends, as documented in the Sports & Fitness Industry Association's (SFIA) *2021 Study of Sports, Fitness and Leisure Participation* market research data, as well as ESRI Local Market Potential. This helps determine the size of the activity market by age segment and frequency rates to apply to the Creve Coeur Ice Arena. These figures will serve as the basis for identifying future needs and determining the market segments to be targeted as a part of the study.
- D. Review of Existing Programs and Services & Space Utilization Analysis**– The Consulting Team will review existing programs and services being held at the Creve Coeur Ice Arena to identify their offerings and help ensure “best use” of the Creve Coeur Ice Arena is not duplicating services but fulfilling an existing need. This includes a leased/rental space analysis, as well as space utilization of existing program space.
- E. Financial Review** – The PROS Team will complete a 5-year review of the Creve Coeur Ice Arena financials, memberships, and program numbers. The review will:
 - Determine existing cost-analysis for programming;
 - Identify factors to be included in determining programming and user costs; and
 - Identify and prioritize programming fee thresholds and increases/reductions.

Fee structure and levels, including cost levels of current programs, will be assessed by the PROS Team, as well as evaluate the current pricing strategies used at the center.

Task 3 – Community Input / Needs Assessment

- A. Stakeholder Interviews and Focus Groups** – The PROS Team will perform up to ten (10) stakeholder interviews and focus groups over the period of one (1) day to evaluate the vision for the Creve Coeur Ice Arena. The community values, strengths and challenges potentially facing the facility, trends, and existing level of services provided will also be evaluated during this time. It is important to have one-on-one interviews and small group focus groups with these stakeholders and staff to ascertain candid input. These interviews may include: elected officials, educational groups, advocacy groups, local businesses, public / private program providers, sports groups, youth, seniors, and other potential partners.
- B. Online Survey** – The Consulting Team will create an online survey administered through www.surveymonkey.com. This survey will be promoted through the City's website and promotional mediums to maximize outreach and response rates. These surveys will provide quantitative data and guidance in addition to the stakeholder and focus groups in regards to the recommendations for amenities, specific programs, facility components, usage, and pricing strategies.

Task 4 – Operational Plan and Financial Pro Forma

- A. Operational Plan** – The PROS Team will conduct an operational plan that includes the following:
 - **Organizational Assessment** – The Consulting Team will analyze current management practices and limitations to understand the operations of the ice facility. This analysis will provide support for a future organizational structure and staffing requirements, and strategies for operational efficiency, policy development, system and technology requirements, and marketing/communication capabilities.
 - **Operational Standards** – The Consulting Team will establish operational standards and costs for the ice facility based on full operations. This will include hours of operation, staffing levels needed, technology requirements and customer service requirements based on established and agreed upon outcomes. Where appropriate, personnel standards as dictated by all state and/or local codes and ordinances will also be determined based on the design and program of the facility.
 - **Evaluation of concession opportunities** – The Consulting Team will evaluate concession opportunities to maximize this funding source for the Ice Arena. PROS will evaluate other ice facilities in the market regarding set up, operations, size, staffing, contracted requirements, food selection and prices that could be set up for the Ice Arena and made a part of the proforma.
- B. Financial Pro Forma** – Based on the program and operations for the facility, the PROS Team will develop a detailed financial and funding plan illustrating the pricing strategy for each of the programs and services. Financial modeling will be completed in Microsoft Excel and a fully functional version of the electronic model will be provided to staff for future use as a budgeting and planning tool. This will include:
 - **Expenditure detail:** Detailed staffing by space/program area; contractual costs, including but not limited to, utilities, maintenance and repair, insurance, office/license/dues, advertising and promotion; Commodity costs for program area and general facility requirements; Contract instructor costs
 - **Revenue and attendance / participation estimates:** General admission by month of year, by participant category and price point (youth, adult, weekday, weekend, etc.); Program/class participation by session/meetings, by participant category; Rental by space/program area by price point; other partnership / sponsorship and earned income opportunities

Task 5 – Final Report

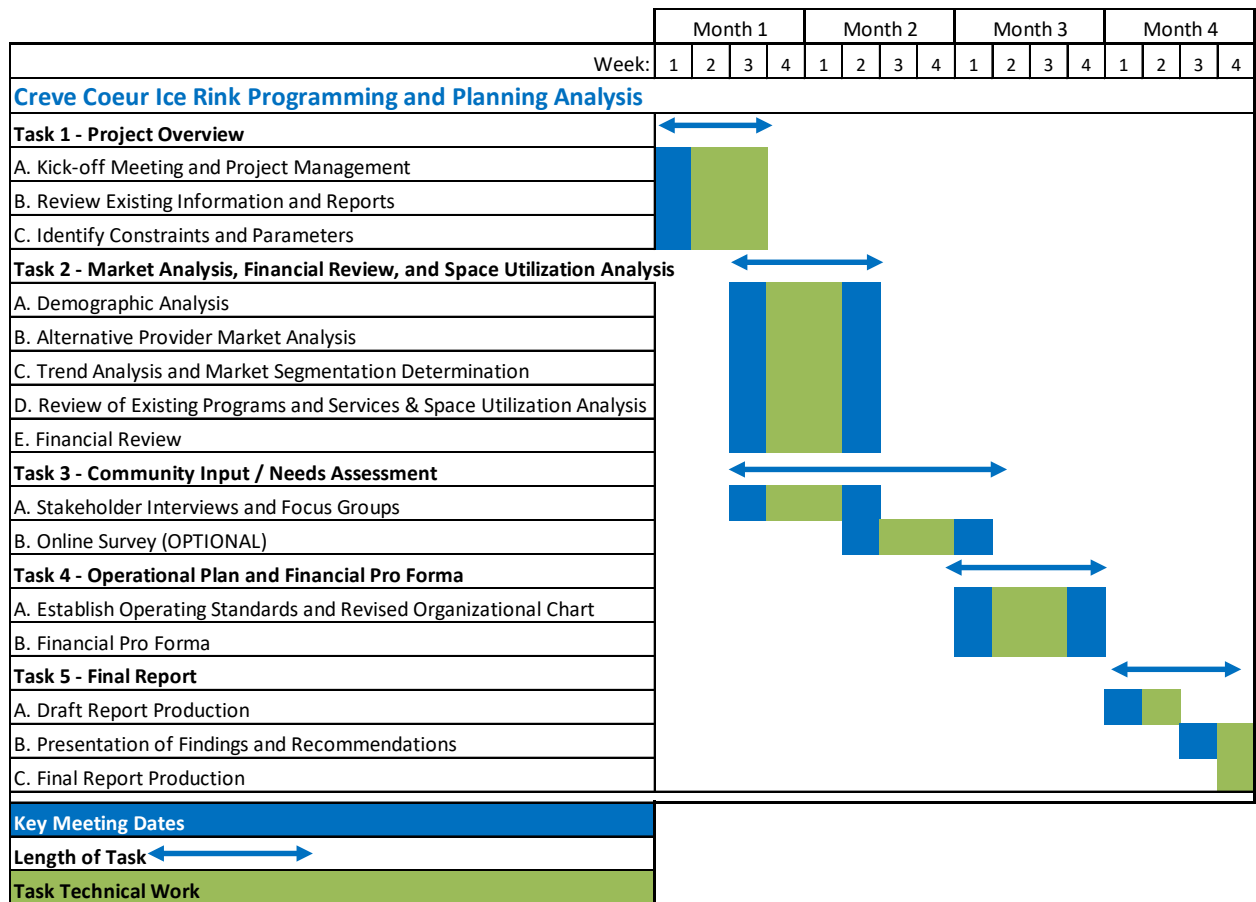
Based on the analysis and findings, the PROS Team will assemble a report document that clearly states the programmatic and operational elements required to achieve the outcome expectations for the study. All deliverables will be provided in both hard copy and electronic format.

*Request for Qualifications:
Ice Rink Facility Programming and Planning Analysis*

- A. Draft Report Production** —The plan will be one that generates energy and advocacy while providing confidence in the business practices required for success. A draft plan will be developed and distributed to the City project team for feedback and input.
- B. Presentation of Findings and Recommendations** — The Consulting Team will present the draft findings and recommendations to the staff, as well as to the project team over a one (1) day period for comment and review.
- C. Final Report Production** — Following consensus on the draft analysis and recommendations, the Consulting Team will prepare the final report documenting all findings, analysis and recommendations to support implementation. The final report

Project Timeline

The project approach and scope of work detailed in this proposal can be completed by the PROS Team collaboratively with the City staff. Specific dates will be set during the kick-off meeting process and the PROS Team will consider any special requirements by the City in regards to scheduling to meet your expectations.



**City of Creve Coeur****Project Fee**

The following fee breakdown is based on the project approach described in the Scope of Work for the *Creve Coeur Ice Rink Facility Programming and Planning Analysis*. We would appreciate the opportunity to meet and discuss the project approach and fees to ensure they are consistent with the expectations of the City of Creve Coeur, as we are flexible in meeting these expectations. This fee is a not-to-exceed amount and includes all costs, both direct and indirect, including any reimbursable expenses.

Task 1 - Project Overview	
A. Kick-off Meeting and Project Management	\$ 2,640
B. Review Existing Information and Reports	\$ 1,240
C. Identify Constraints and Parameters	\$ 660
Subtotal Dollars	\$ 4,540
Task 2 - Market Analysis, Financial Review, and Space Utilization Analysis	
A. Demographic Analysis	\$ 1,100
B. Alternative Provider Market Analysis	\$ 2,400
C. Trend Analysis and Market Segmentation Determination	\$ 800
D. Review of Existing Programs and Services & Space Utilization Analysis	\$ 2,830
E. Financial Review	\$ 2,830
Subtotal Dollars	\$ 9,960
Task 3 - Community Input / Needs Assessment	
A. Stakeholder Interviews and Focus Groups	\$ 2,640
B. Online Survey (OPTIONAL)	\$ -
Subtotal Dollars	\$ 2,640
Task 4 - Operational Plan and Financial Pro Forma	
A. Establish Operating Standards and Revised Organizational Chart	\$ 1,940
B. Financial Pro Forma	\$ 2,480
Subtotal Dollars	\$ 4,420
Task 5 - Final Report	
A. Draft Report Production	\$ 2,740
B. Presentation of Findings and Recommendations	\$ 1,320
C. Final Report Production	\$ 2,740
Subtotal Dollars	\$ 6,800
TOTAL DOLLARS	\$ 28,360
OPTIONAL TASKS	
Online Survey	\$ 1,600

CITY OF CREVE COEUR

**MEMORANDUM**

Date: February 8, 2022
To: Mark Perkins, City Administrator
From: Jason Valvero, Director of Recreation
CC:
Subject: Consultant - Ice Arena Alternate Use Study

Staff issued a request for qualification (RFQ) to consulting firms who specialize in feasibility studies at the direction of the Facilities Task Force at the December 8, 2021 meeting. The RFQ was sent out on December 30, 2021 to five (5) firms, with two (2) proposals being submitted by the January 17, 2022 deadline, one from Ballard King & Associates and the other from PROS Consulting.

Request for Qualifications

The RFQ asked for each of the proposals to include information on the company's services that would help provide critical research and direction before moving forward with major infrastructure improvements to the ice rink. The services would include a review of the current programming and usage levels, market research and analysis (including the demand for ice availability in the St. Louis area) with two newer facilities within proximity to Creve Coeur. The end goal is for the consultant to provide a report supporting continued use of the facility as an ice rink or recommend other uses that are non-ice that could use the same footprint.

Scope of Services

The scope requested information on services the consultant will need to perform; market analysis, programming and usage review, stakeholder meetings with staff, residents, user groups and City Council, programming and usage recommendations for facility as an ice rink or as an alternate use. Review of the local and regional market and what the market would support will be a strong factor in making the recommendation for possible uses of the current facility.

Proposals Submitted

Ballard King – principal has good experience relating to ice rink projects, he is still active in the sport of hockey as a coach and past recreation work experience in operating an ice rink facility. Recent ice rink project with Maryville Ice Center in 2019 in Chesterfield. Company has completed several local feasibility studies both within the St. Louis market and others throughout the country. Proposing a 10-week schedule at a cost of \$21,300, with additional travel expenses.

PROS Consulting – staff has good experience relating to parks and recreation facilities and the industry as a whole, including ice rink projects. A key staff member lives locally and will be the main contact, allowing for three or four onsite visits. Company seems to have a larger and broader level of expertise, including reviewing concession stand operations. Proposing a 16-week schedule at a cost of \$30,960, which includes travel expenses.

References and Discussion

Both firms seem to be well qualified to perform the required task, each with their own strengths. After checking references on the two companies and discussing both companies with the task force at the February 4, 2002 meeting, it was voted to have staff meet with Pros Consulting to further vet the company as the next step in the hiring process. This would allow time for staff to ask some of the questions the task force members had, as well as open discussion on processes and outcomes.

Mr. Perkins and I conducted a Zoom meeting with Pros Consulting on February 8, 2022 with their president and project manager. The team from Pros Consulting were very excited about the opportunity and walked us through the specific process and steps they would take to compete the project. They were able to answer all of our questions and expand on several topics. Pros Consulting said they would have the time for a project of our size and the ability to complete the tasks within the schedule needed to keep the process moving forward.

Recommendation

It is my recommendation to enter into a contract with Pros Consulting to conduct a feasibility and use study for the ice rink for the following reasons:

- staff experience and expertise
- similar projects to what the city is asking the end product to be
- input from references that included particle/useful information that didn't just sit on a shelf
- local team member that can be onsite and knows the area
- work will include review of the concession stand operation, with recommendations
- how to better the operations if the recommendation is to stay an ice rink

I will be happy to answer any questions the City Council may have.

**AGREEMENT
For
PROFESSIONAL CONSULTING SERVICES
Between
City of Creve Coeur and
PROS Consulting, Inc.**

THIS AGREEMENT made as of _____, 2022 and between the City of Creve Coeur (hereinafter called OWNER) and PROS Consulting, Inc., an Indiana S-Corporation specializing in consulting services (hereinafter called CONSULTANT). This contract is for Professional Consulting Services for the *Ice Rink Facility Programming and Planning Analysis* (hereinafter called PROJECT) as described in EXHIBIT A.

Chapter I. Employment of Consultant

The OWNER agrees to retain the CONSULTANT and the CONSULTANT agrees to furnish consulting services in connection with the PROJECT as stated in Section II following, and for having rendered such services the OWNER agrees to pay to the CONSULTANT compensation as stated in Chapter V following.

Chapter II. Character and Extent of Services

The Professional Services to be rendered by Consultant shall be performed as described in EXHIBIT A.

Chapter III. Authorization of Services

No professional services of any nature shall be undertaken by the CONSULTANT under this agreement until he has received authorization from the OWNER.

Chapter IV. Period of Service

This AGREEMENT shall be effective upon execution by the OWNER and the CONSULTANT and shall remain in force until terminated under the provisions hereinafter provided in Chapter VII or the CONSULTANT completes the work as provided in Chapter IX or whichever occurs first.

Chapter V. The Consultants' Compensation

For and in consideration of the services to be rendered by the CONSULTANT, the OWNER shall pay, and the CONSULTANT shall receive the compensation hereinafter set forth for the Tasks as described in Exhibit A, Scope of Services. Compensation shall be \$30,960 for tasks as presented in Exhibit A, Scope of Services. CONSULTANT shall submit monthly statements for services rendered paid within 30 days, based on percentage of major work elements completed as identified in the Scope contained in EXHIBIT A attached to and made part of this contract.

Chapter VI. Ownership of Documents

All work performed by the CONSULTANT pursuant to this agreement shall be deemed to be owned by the OWNER and, to the extent applicable, the CONSULTANT hereby conveys to the OWNER all right, title, and interest in and to the final work product. Work product means any and all plans, specifications, drawings, designs, models, ideas, reports, software programs and the object code, source code, reports and executables related thereto. Should this agreement be terminated, any and

all work products and electronic files will be delivered to the OWNER upon completion of payment provided in Chapter V. All work product will be updated and delivered to the OWNER on a regular basis.

Chapter VII. Termination

OWNER may terminate this contract at any time by notice, in writing, to CONSULTANT. If the contract is terminated by OWNER, as provided herein, CONSULTANT shall be compensated for actual work performed to the date of such notification. Upon delivery of such notice by the OWNER to the CONSULTANT, the CONSULTANT shall discontinue all services in connection with the performance of the AGREEMENT and shall proceed to cancel promptly all existing orders and contracts insofar as such orders or contracts are chargeable to the AGREEMENT. The CONSULTANT shall submit a statement of billing within 30 days of receipt of notice to terminate from OWNER, showing in detail the services performed under the AGREEMENT less such payments on account of the charges as have been previously made.

Chapter VIII. Successors and Assignments

OWNER and CONSULTANT each binds itself and its successors, agents, employees, and assigns to the other party of this contract and to the successors, agents, employees, and assigns of such other party in respect to all, covenants of this contract. Nothing herein shall be construed as creating any personal liability on the part of any officer or agent of any public body which may be in a party hereto. CONSULTANT shall not assign this agreement to the successors, agents, employees, and assigns without prior approval of the OWNER.

Chapter IX. Owner Indemnified

The CONSULTANT shall hold harmless, defend and indemnify the OWNER from all claims and liability due to activities of himself, his agents, or employees, performed under this contract and which results from a negligent act, error, or omission of the CONSULTANT or any person employed by the CONSULTANT. The CONSULTANT shall also save harmless the OWNER from any and all expenses, including attorney fees which might be incurred by the OWNER in litigation or otherwise resisting said claim or liabilities which might be imposed on the OWNER as the result of such activities by the CONSULTANT, his agents, or employees.

Chapter X. Professional Liability Insurance

CONSULTANT shall maintain, in force, during the period of this contract, Professional Liability Insurance (errors and omissions insurance) with limits as follows: Aggregate Limit of Liability- \$300,000; Per Claim Limit of Liability - \$300,000 Worker's Compensation to Statutory Limits. Simultaneously with execution of this contract, CONSULTANT shall furnish to OWNER, a certificate of insurance showing aforesaid coverage of CONSULTANT, as well as OWNER named as insured.

Chapter XI. Services by Owner

OWNER shall perform the following services related to PROJECT. Make available to CONSULTANT information and data pertinent to the assignment including previous reports and any other data relative thereto. Provide reasonable access to and make all provisions for CONSULTANT to enter upon public property as required for CONSULTANT to perform its services under this agreement. Furnish OWNER'S own legal, accounting, financial, and insurance counseling services as may be required for the PROJECT. Designate an individual to act as OWNER'S representative with respect to

the services to be performed under this agreement. Said person shall have the authority to transmit instructions, receive information, interpret and define OWNER'S policies and decisions with respect to the PROJECT, and other matters pertinent to the services covered by this agreement.

Chapter XII. Miscellaneous

For the purposes of this AGREEMENT, all written correspondence shall be directed to the addresses listed below:

OWNER:
Jason Valvero
Director of Recreation
City of Creve Coeur.
11400 Olde Cabin Rd.
Creve Coeur, MO 63141

CONSULTANT:
Leon Younger
President
PROS Consulting, Inc.
35 Whittington Dr., Suite 300
Brownsburg, IN 46112

IN TESTIMONY of which this instrument is executed on behalf of the above-named CONSULTANT, it has been executed on behalf of OWNER, on the day and year first above written.

Signed:

City of Creve Coeur
By:

PROS CONSULTING, Inc.

By: *Leon Younger*

Printed Name:

Printed Name: Leon Younger

Title:

Title: President

Date:

Date: 1/3/2022

Exhibit A

Project Understanding

The Creve Coeur Ice Arena has a long tradition of ice hockey, figure skating and curling. The highest level of play at this facility is high school practices. High School games are not played at this facility due to the limited seating. As part of a continued effort: to improve operation and efficiency at the facility; to plan for future improvements to the ice system; and to continue to provide high quality ice for its user groups; the City of Creve Coeur commissioned a study to evaluate the options for replacing the R-22 refrigerant in the existing 18-year-old indirect R-22-based ice system, or replacing the entire refrigeration system, along with other improvements.

Before moving forward with major infrastructure improvements to the ice rink, a review of the current programming and usage levels, as well as reviewing the demand for ice availability in the St. Louis area is desired. The end goal is to provide a report supporting continued use of the facility as an ice rink or recommend other uses that are non-ice that could use the same footprint.

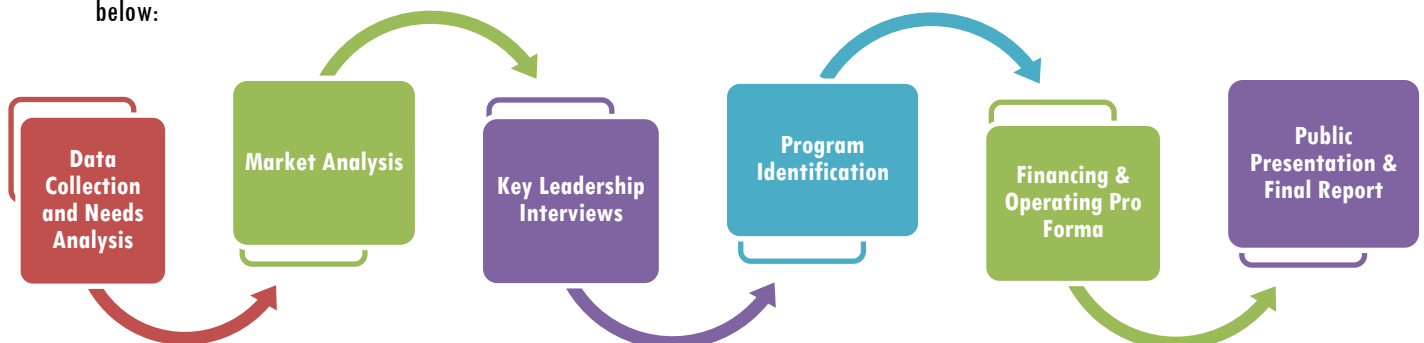
We understand that the City leadership determined a study is needed to identify the most appropriate programming and “best use” of the Creve Coeur Ice Arena and that this study should provide evidence to make informed decisions on the best facility options to address community needs. In order to achieve that, we have identified the three core strategies for the study. They are:

- **Objective and Data Driven Analysis** — A project of this nature must be founded in an objective approach that demonstrates to all interested and affected parties that the final outcome is based on a variety of data sources, sound analysis, and valid assumptions.
- **Market Focus** — Careful consideration of the market position has to be first and foremost a broad focus with an emphasis on community input will identify opportunities in the market place. This market focus should consider the available resources of the area along including:
 - Defining the market of potential users, market rates, level of capacity needed, identifying the amenities required to support users, and refining site requirements to enhance the user experience
- **Financial Sustainability and Economic Viability** — Exciting projects with visions of activity and vibrancy are great candidates for capital dollars, but inevitably, these projects have to be operated and maintained or their success wanes. The financial performance of the Creve Coeur Ice Arena should be able to responsibly generate revenue to sufficiently support operational expenses at a responsible ratio to other realistic forms of financial support available. This will support the facility and operating objectives desired by the project team.

The Consulting Team will confirm these strategies and others through a planning process utilized in all of our management planning endeavors. Our team is well versed in all facets of public recreation facilities and will lead the project team through a planning process that will look at all opportunities for economic and financially viable operations.

Scope of Services

The process of developing the feasibility study follows a logical planning path as described in the Scope of Work and illustrated below:



Task1 – Project Overview and Management

- A. Kick-off Meeting and Project Management** – The first task will establish the framework and outcome expectations associated with the feasibility study for the Creve Coeur Ice Arena. Included in this task will be a kick-off meeting; the kick-off meeting should be attended by the key City leadership and Creve Coeur Ice Arena staff members to confirm project goals, objectives, and expectations that will help guide actions and decisions of the PROS Team. Also, the establishment of bi-weekly meetings will be completed until project completion with the Consulting Team and City staff.
- B. Review Existing Information and Reports** – The PROS Team will review and discuss with key project team management the current market, other services providers, customer base and key findings and themes in relevant reports (e.g. Community Wide Survey, and Park Master Plan, site specific planning documents, leased/rental space agreements, program registration numbers, etc.) that have been done over the past few years.
- C. Identify Constraints and Parameters** – As a part of the project overview process, the PROS team will also work with staff to identify project constraints and parameters including, but not limited to, identifying the project purpose and goals, vision for success, market economy and competition that may have an impact on the success of the Creve Coeur Ice Arena.

Task 2 – Market Analysis, Financial Review, and Space Utilization Analysis

- A. Demographic Analysis** – The PROS Team will complete a demographic trends analysis which is based on Census 2020 baseline data, 2021 reported data, and projected populations for next five and ten years. Demographic characteristics analyzed and reported on will include population, age and gender distribution, households, and income characteristics. Also, the effect of demographic changes for Creve Coeur Ice Arena discussed will be researched. This analysis will provide an understanding of the demographic environment for the following reasons: to thoroughly understand the market areas which are potentially served by the Creve Coeur Ice Arena, to anticipate changes to the service area, and assist in making proactive decisions to accommodate those shifts.
- B. Alternative Provider Market Analysis** – The PROS Team will analyze all major direct and indirect service providers. Direct and indirect service providers will be based on typical services/programs administered in like facilities. This data will be utilized to compare against the activities and programs identified in the Market Definition. An inventory of comparable facilities will be performed on a local basis to attempt to quantify market share. An analysis of competition will include: location, service offering, pricing, and attractions.
- C. Trend Analysis and Market Segment Determination** – The PROS Team will confirm the size of the market by age segment and race/ethnicity for the study area. Detailed demographic analysis will be compared to potential recreational activities to estimate potential participation per national and local trends, as documented in the Sports & Fitness Industry Association's (SFIA) *2021 Study of Sports, Fitness and Leisure Participation* market research data, as well as ESRI Local Market Potential. This helps determine the size of the activity market by age segment and frequency rates to apply to the Creve Coeur Ice Arena. These figures will serve as the basis for identifying future needs and determining the market segments to be targeted as a part of the study.
- D. Review of Existing Programs and Services & Space Utilization Analysis**– The Consulting Team will review existing programs and services being held at the Creve Coeur Ice Arena to identify their offerings and help ensure “best use” of the Creve Coeur Ice Arena is not duplicating services but fulfilling an existing need. This includes a leased/rental space analysis, as well as space utilization of existing program space.
- E. Financial Review** – The PROS Team will complete a 5-year review of the Creve Coeur Ice Arena financials, memberships, and program numbers. The review will:
 - Determine existing cost-analysis for programming;
 - Identify factors to be included in determining programming and user costs; and

- Identify and prioritize programming fee thresholds and increases/reductions.
- Fee structure and levels, including cost levels of current programs, will be assessed by the PROS Team, as well as evaluate the current pricing strategies used at the center.

Task 3 – Community Input / Needs Assessment

- Stakeholder Interviews and Focus Groups** – The PROS Team will perform up to ten (10) stakeholder interviews and focus groups over the period of one (1) day to evaluate the vision for the Creve Coeur Ice Arena. The community values, strengths and challenges potentially facing the facility, trends, and existing level of services provided will also be evaluated during this time. It is important to have one-on-one interviews and small group focus groups with these stakeholders and staff to ascertain candid input. These interviews may include: elected officials, educational groups, advocacy groups, local businesses, public / private program providers, sports groups, youth, seniors, and other potential partners.
- Online Survey** – The Consulting Team will create an online survey administered through www.surveymonkey.com. This survey will be promoted through the City's website and promotional mediums to maximize outreach and response rates. These surveys will provide quantitative data and guidance in addition to the stakeholder and focus groups in regards to the recommendations for amenities, specific programs, facility components, usage, and pricing strategies.

Task 4 – Operational Plan and Financial Pro Forma

- Operational Plan** – The PROS Team will conduct an operational plan that includes the following:
 - **Organizational Assessment** – The Consulting Team will analyze current management practices and limitations to understand the operations of the ice facility. This analysis will provide support for a future organizational structure and staffing requirements, and strategies for operational efficiency, policy development, system and technology requirements, and marketing/communication capabilities.
 - **Operational Standards** – The Consulting Team will establish operational standards and costs for the ice facility based on full operations. This will include hours of operation, staffing levels needed, technology requirements and customer service requirements based on established and agreed upon outcomes. Where appropriate, personnel standards as dictated by all state and/or local codes and ordinances will also be determined based on the design and program of the facility.
 - **Evaluation of concession opportunities** – The Consulting Team will evaluate concession opportunities to maximize this funding source for the Ice Arena. PROS will evaluate other ice facilities in the market regarding set up, operations, size, staffing, contracted requirements, food selection and prices that could be set up for the Ice Arena and made a part of the proforma.
- Financial Pro Forma** – Based on the program and operations for the facility, the PROS Team will develop a detailed financial and funding plan illustrating the pricing strategy for each of the programs and services. Financial modeling will be completed in Microsoft Excel and a fully functional version of the electronic model will be provided to staff for future use as a budgeting and planning tool. This will include:
 - **Expenditure detail:** Detailed staffing by space/program area; contractual costs, including but not limited to, utilities, maintenance and repair, insurance, office/license/dues, advertising and promotion; Commodity costs for program area and general facility requirements; Contract instructor costs
 - **Revenue and attendance / participation estimates:** General admission by month of year, by participant category and price point (youth, adult, weekday, weekend, etc.); Program/class participation by session/meetings, by participant category; Rental by space/program area by price point; other partnership / sponsorship and earned income opportunities

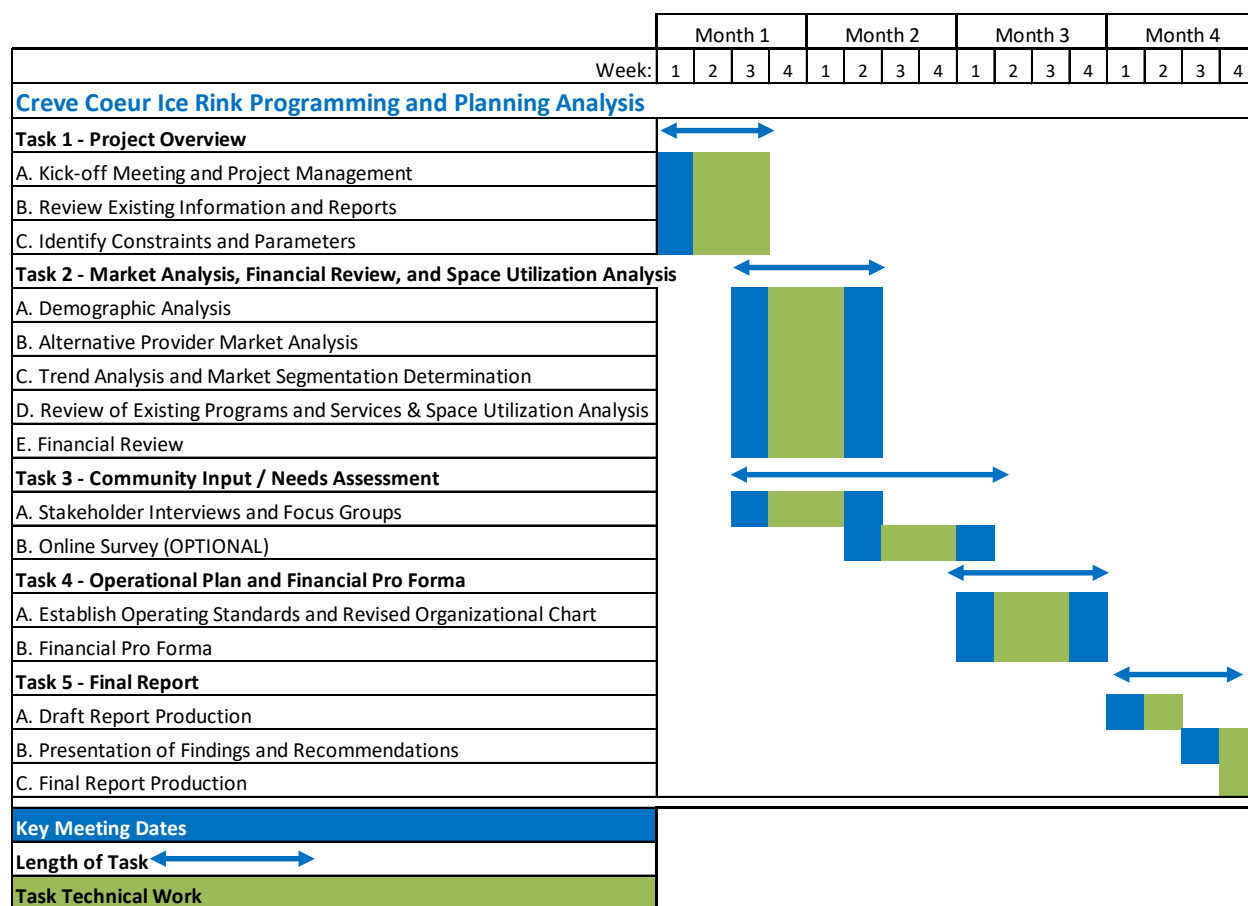
Task 5 – Final Report

Based on the analysis and findings, the PROS Team will assemble a report document that clearly states the programmatic and operational elements required to achieve the outcome expectations for the study. All deliverables will be provided in both hard copy and electronic format.

- A. Draft Report Production** –The plan will be one that generates energy and advocacy while providing confidence in the business practices required for success. A draft plan will be developed and distributed to the City project team for feedback and input.
- B. Presentation of Findings and Recommendations** – The Consulting Team will present the draft findings and recommendations to the staff, as well as to the project team over a one (1) day period for comment and review.
- C. Final Report Production** – Following consensus on the draft analysis and recommendations, the Consulting Team will prepare the final report documenting all findings, analysis and recommendations to support implementation. The final report

Project Timeline

The project approach and scope of work detailed in this proposal can be completed by the PROS Team collaboratively with the City staff. Specific dates will be set during the kick-off meeting process and the PROS Team will consider any special requirements by the City in regards to scheduling to meet your expectations.





Project Fee

The following fee breakdown is based on the project approach described in the Scope of Work for the *Creve Coeur Ice Rink Facility Programming and Planning Analysis*. We would appreciate the opportunity to meet and discuss the project approach and fees to ensure they are consistent with the expectations of the City of Creve Coeur, as we are flexible in meeting these expectations. This fee is a not-to-exceed amount and includes all costs, both direct and indirect, including any reimbursable expenses.

Task 1 - Project Overview	
A. Kick-off Meeting and Project Management	\$ 2,640
B. Review Existing Information and Reports	\$ 1,240
C. Identify Constraints and Parameters	\$ 660
Subtotal Dollars	\$ 4,540
Task 2 - Market Analysis, Financial Review, and Space Utilization Analysis	
A. Demographic Analysis	\$ 1,100
B. Alternative Provider Market Analysis	\$ 2,400
C. Trend Analysis and Market Segmentation Determination	\$ 800
D. Review of Existing Programs and Services & Space Utilization Analysis	\$ 2,830
E. Financial Review	\$ 2,830
Subtotal Hours	79
Subtotal Dollars	\$ 10,460
Task 3 - Community Input / Needs Assessment	
A. Stakeholder Interviews and Focus Groups	\$ 2,640
B. Online Survey	\$ 1,600
Subtotal Dollars	\$ 4,240
Task 4 - Operational Plan and Financial Pro Forma	
A. Establish Operating Standards and Revised Organizational Chart	\$ 1,940
B. Financial Pro Forma	\$ 2,480
Subtotal Hours	28
Expenses	\$ -
Subtotal Dollars	\$ 4,420
Task 5 - Final Report	
A. Draft Report Production	\$ 2,740
B. Presentation of Findings and Recommendations	\$ 1,320
C. Final Report Production	\$ 2,740
Subtotal Hours	48
Subtotal Dollars	\$ 7,300
TOTAL EXPENSES	\$ 1,000
TOTAL FEES	\$ 29,960
TOTAL DOLLARS	\$ 30,960

RESOLUTION NO. 1576

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CREVE COEUR, MISSOURI, AUTHORIZING THE EXECUTION OF A CONTRACT WITH PROS CONSULTING INC FOR THE CREATION OF AN ICE RINK FEASIBILITY AND USE STUDY IN AN AMOUNT OF \$30,960.

WHEREAS, a feasibility study will provide City Council information to help make a decision regarding updating the aging ice rink infrastructure; and

WHEREAS, the City Council of the City of Creve Coeur recognizes a need to continue to offer the residents and users of the facility the most appropriate programming and “best use” opportunities; and

WHEREAS, the process will involve objective and data driven analysis, market research, financial sustainability, and economic viability,

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

Section 1. A contract between Pros Consulting Inc. and the City is hereby approved in an amount of \$30,960 and the City Administrator is authorized to execute such contract in the form of Exhibit A hereto. The contract as executed shall be consistent with the provisions and intent of this Resolution with such changes as may be necessary, desirable, convenient, or proper in order to carry out the matters herein authorized. 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 Contract.

Section 2. This Resolution shall take effect upon approval.

Adopted this 14 day of February, 2022.

Dr. Robert Hoffman
Mayor

Attest:

Kellie Henke
City Clerk



DEPARTMENT OF PUBLIC WORKS OFFICE MEMO

DATE: February 7, 2022
TO: Mark Perkins, City Administrator
FROM: Jim Heines, Director of Public Works
SUBJECT: FY 2022 Leaf Collection Program Report

Leaf Collection Program Schedule

The Leaf Collection program schedule is typically set in late August each year and posted on the city website and in the newsletter so that residents will have ample notice. Staff provides 3 pickups in the fall and one pickup in the spring for each single-family residence. The schedule typically begins in early November and ends in late December.

To be better manage the schedule, the city was divided into two sections, Wards 1&2 (east of I-270) and Wards 3&4 (west of I-270). Staff picked up leaves in half of the city each week except for a catch-up week during Thanksgiving. To be fair with all residents, each year we switch which side of I-270 is first pickup on the schedule.

For a number of years, we have noticed that our staff is able to keep up with the volume of leaves at the curb for the first pickup city wide. However, the second pickup in the fall is extremely heavy and is when the large majority of leaves are collected. Unfortunately, our staff was not able to keep up with the advertised schedule to cover half of the city each week. To be more realistic with what our staff could manage, we recently added a second week to the second pickup so that we have two weeks for each half of the city on the second pickup. The third leaf pickup is typically lighter and similar to the first pickup.

Spring Leaf Collection provides an opportunity for residents to do spring cleaning in their yards. The volume of leaves is relatively light and one week on each side of I-270 is sufficient to address the volume of leaves at the curb.

Leaf Collection Operations

The city has 9 two-ton trucks and 9 leaf vacuums available in our fleet. This allows the city to have 8 vacuums on the street during the peak of the leaf season with one in reserve for break downs.

Each leaf vac crew requires 3 workers, a driver, a vac hose person, and a rake person. When fully staffed, Public Works Maintenance has 11 full time workers available for crew assignments. In addition, we have the Superintendent and a mechanic on staff. Every year the city contracts with temporary employment agencies to supply laborers to help fill out crews. To be fully staffed requires 24 workers for leaf crews (11 full-time workers and 13 temporary laborers).

In early November, leaf pickup #1 is normally lighter and only requires 2-4 crews per day depending on the volume of leaves at the curb. We quickly increase to 8 crews per day during the next 4 weeks or so for leaf pickup #2. The number of crews is reduced to 3-4 crews per day for final fall pickup #3 as the volume of leaves at the curb is dropping off.

The success of the program measured by being able to provide leaf collection service to residents leaves per the advertised schedule. Several items that will delay the program are as follows:

1. Winter weather causes lost days outfitting the fleet for snow ops, fighting the storm, outfitting the fleet back to leaf collection equipment, and waiting for snow/ice to melt so we can safely get the leaves picked up.
2. Labor shortages will reduce the number of crews we are able to get out on the street.
3. Equipment breakdowns and downtime waiting for parts deliveries.

Fall 2021 Leaf Collection Season

Over the past several years we have experienced an increasing issue with securing laborers from our contract labor service. That being said, we started communicating with our contract labor service in September. We also contacted a second contract labor service provider to help with supplying enough laborers to assemble enough crews to provide leaf collection service. In addition to contracting with two contract labor services, the city hired 2 part-time seasonal employees to assist with labor issues.

As previously mentioned, the Public Works Department has 13 employees when fully staffed. With recent retirements, employees leaving for new positions, and employees on medical leave, we were down to 8 full time employees and 2 part-time seasonal employees during leaf collection season. This manpower shortage along with the difficulty of securing temporary labor caused a severe reduction in the number of crews we were able to put on the road.

At the beginning of leaf season, we had enough full-time staff and temporary laborers to keep up with the demand for leaf collection. Unfortunately, as the volume of leaves increased towards the end of November and into early December we were unsuccessful in securing additional contract labor. At a time when we would normally have 8 vacuums servicing the city, we were only able to get 4-5 crews out each day. After the second week of December, almost all of our temporary labors stopped reporting and we

were dependent on city personnel to provide leaf collection services. This reduced our capability to 2-3 crews daily which lasted into mid-January. Although efforts were made in December to get contractors in to help with leaf collection, they were all busy servicing their existing clients. Finally, we were able to get contractors in to assist with leaf collection on January 10 which allowed the city to get as many as 7 crews out per day. Within 2 weeks we were able to complete leaf collection services for Fall 2021.

Historically the leaves fall during the second week of November making the second pickup of the season the heaviest volume. However, this past year they were 7-10 days later than in the past. This in turn had an effect on whether pickup number 2 would be the heaviest in Wards 1&2. A listing of the actual number of crew days is listed below to show the number of crews necessary to collect leaves during each pickup in the 2021 fall season:

	# of Crew Days <u>Wards 1&2</u>	# of Crew Days <u>Wards 3&4</u>
Pickup #1 (One Week)	5	10
Pickup #2 (Two Weeks)	21	65
Pickup #3 (One week)	<u>68</u> 94	<u>15</u> 90

This information let us know that during peak leaf collection we need a minimum of 7 leaf vacuums on the street to be able to meet the advertised schedule.

Recommendations

Below are several solutions which could help with the success of the leaf collection program and reduce the dependency on temporary labor. We may find that a combination of these solutions may be the best fit for the city.

Equipment

Staff has been evaluating equipment that has the opportunity to reduce labor on leaf crews. Extreme Vac as well as a few other companies have a truck mounted leaf vacuum that allows the driver to operate a mechanical arm that controls the leaf vacuum hose through a joy stick. This could eliminate the need for one person on a leaf crew making it a two-man crew.

Almost every year we normally purchase a two-ton truck and a leaf vacuum. The city may want to pursue purchasing one of these units to see if it helps with production.

Keep in mind that during the current market, trucks ordered this summer will likely be delivered sometime in 2024

Cost \$250,000

Contracted Services

Public Works staff recommends bidding out supplemental leaf collection service to assist city crews during the heavy part of the season. Having a contractor provide 2-3 crews would help guaranty getting enough crews on the street to address the volume of leaves.

This option could result in saving on equipment since fewer in-house crews would be necessary.

Annual Cost \$80,000- \$120,000

Labor

When fully staffed there are 13 employees that make up Public Works maintenance staff. That includes the Superintendent and the Mechanic leaving 11 workers to staff leaf vacuums. This number of workers will allow 3+ vacuums to be on the street when all are available.

Hiring additional employees would not only help fill the need during leaf collection season, it will also help fill the shortage of snow plow drivers during snow season. Other benefits of additional employees include available crews year-round to better maintain parks, roads, and sidewalks.

Annual cost \$53,500 per employee (benefits included)

We look forward to discussing these issues with Council in more detail.



DEPARTMENT OF PUBLIC WORKS STAFF MEMORANDUM

DATE: February 10, 2022

TO: Mark Perkins, City Administrator

CC: Jim Heines, Director of Public Works
Jason Valvero, Director of Recreation

FROM: Matt Wohlberg, P.E., City Engineer

SUBJECT: Removal Options for Conway Park Cabins

Public Works staff has recently investigated the City's options to remove the two log cabins from Conway Park following renewed awareness of the cabins and the cabins' deteriorating conditions. These options are presented for the City Council's consideration.

Background

Two locally historic log cabins are currently located at Conway Park: the Clester Cabin and the Hackmann Cabin. Both cabins were moved to Conway Park in the 1990's.

Clester Cabin. This one-room cabin is thought to date back to the late 1700's. It was restored by the Clester family and was located for some time on their property on the north side of Conway Road, which is now part of the Cabin Grove subdivision.

Hackmann Cabin. The first portion of the Hackmann cabin is estimated to have been built in the early 1800's. The cabin was expanded to its current size in the middle of the 19th century. This cabin was originally located on the Creve Coeur Golf Course property.

The City hired the Country Gentleman, a local cabin expert, to evaluate these cabins in 2018. This evaluation found that repairs are needed to the exterior of both cabins to prevent rainwater and animals from entering and damaging the cabins. Based upon the estimates provided by the Country Gentleman, staff estimates that the current cost to repair the exterior of these cabins would be approximately \$175,000 - \$200,000. No estimate is available for interior or structural repairs to the cabins.

Distinctions and Restrictions

Both cabins have been moved from their original location and are now oriented differently, so neither cabin can be considered for the National Register of Historic Places. However, there are two distinctions to consider with these cabins:

1. St. Louis County Landmarks. Both cabins have been designated as "county landmarks" by the St. Louis County Historic Buildings Commission. This designation is honorary in nature and carries no specific restrictions.
2. Resolution 214. The City Council accepted the donation of the Clester Log Cabin in 1978 through Resolution 214, which states that the cabin would "be maintained and kept available for future citizens to enjoy." A copy of Resolution 214 is attached.

Options for Cabin Removal

Considering the current and deteriorating condition of these cabins and the investment needed to restore them, the City is exploring its options to have the cabins removed from Conway Park as the better alternative to their continued deterioration in the park. This investigation resulted in three options.

1. Demolition and Removal. The two cabins could be simply demolished. Logs and other valuable aspects of the buildings could be set aside for future sale to those who use such materials for the restoration of cabins or the construction of items like mantelpieces. The City has received a proposal to complete this work for \$22,900. This work could be completed in conjunction with the current path reconstruction project in Conway Park.
2. Dismantling and Removal. In this option, a cabin restoration firm would carefully dismantle both cabins, haul away the materials, and store them for future private use, possibly as private log homes. A local restoration firm provided a proposal to dismantle the two cabins for \$20,000. Additional site restoration would be required following the cabin removal, which would likely bring the total cost of this option to about \$30,000. The cabin removals could be completed within the next month, and the restoration of the site could become part of the current path reconstruction project.
3. Donation to St. Louis County. St. Louis County staff have expressed some interest in accepting the donation of both cabins, possibly to be reconstructed as part of the historic village exhibit in St. Louis County's Faust Park in Chesterfield. While St. Louis County will accept the donation of the buildings, the City would need to pay the estimated \$52,800 cost for St. Louis County to dismantle, move, and store the cabins. The County can apparently complete this work within a few months of the City and County coming to an agreement.

Compatibility with Path Improvements

Discussions with St. Louis County and the local restoration firm confirmed that dismantling the cabins would require only modestly sized equipment, such as one-ton trucks and telehandlers. The design for the soon-to-be reconstructed asphalt paths at Conway Park will be provide for a path that is robust enough to support such vehicles. Nonetheless, the City should require the County or contractor to protect the new path from damage if the cabins are dismantled after the new path is paved.

Parks and Historic Preservation Committee Recommendation

The Parks and Historic Preservation Committee has recommended that the City remove the cabins from Conway Park if the cabins would otherwise continue to deteriorate on site. The Committee's first choice for the cabin removal would be to donate them to St. Louis County, where the cabins would eventually become part of a public historic exhibit. The Committee's second choice would be for a local restoration firm to dismantle the cabins so that the cabins could potentially continue to exist as private structures.

Guidance Sought from City Council

Given the options above, staff seeks the guidance of the City Council for which option to pursue. Although removal of the cabins prior to the path project would guarantee that the cabin work would not damage the new paths, protection of the new park path will be feasible, so there is no emergency to remove the cabins prior to the paving of the paths. However, if the City wishes to complete this work such that the site restoration is complete as part of the Conway Park path project, direction is needed now so that contracts can be developed and work scheduled.

Attachment: Resolution 214

RESOLUTION NO. 214

WHEREAS, L. Darrell Clester and Glenna I. Clester, his wife, are the owners of property known as the Clester Log Cabin, one of the oldest buildings in St. Louis County, which through their efforts has been preserved and maintained; and

WHEREAS, Mr. and Mrs. Clester desire that the Log Cabin continue to be maintained and be made available for public enjoyment and appreciation after their death, and to further this desire Mr. and Mrs. Clester have provided in their Wills that the Cabin and some of the surrounding property shall go to the City of Creve Coeur with the understanding that the City of Creve Coeur will continue the maintenance thereof and will further continue to allow public enjoyment thereof to foster the appreciation of the frontier heritage of the Creve Coeur area.

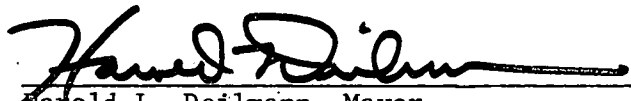
Now Therefore, BE IT RESOLVED by The Board of Aldermen of the City of Creve Coeur, as follows:

That the City of Creve Coeur, respecting the history and culture of the Creve Coeur area, would accept from L. Darrell Clester and Glenna I. Clester, his wife, the gracious gift of the property known as the Clester Log Cabin with the understanding that the property be maintained and kept available for future citizens to enjoy.

BE IT RESOLVED FURTHER that the City of Creve Coeur hereby expresses its sincere appreciation to Mr. and Mrs. Clester for their generous contribution to the City and for their interest in preserving the historic values thereof.

ADOPTED this 9th day of January, 1978.

CITY OF CREVE COEUR


Harold L. Deilmann, Mayor

Attest:


LaVerne Collins, City Clerk