



**NOTICE OF PUBLIC MEETING
JANUARY 21, 2025 – 7:00 P.M.
BOARD OF ALDERMEN MEETING
TENTATIVE AGENDA**

- I. MEETING CALLED TO ORDER
- II. ROLL CALL
- III. APPROVAL OF AGENDA
- IV. APPROVAL OF JANUARY 6, 2025 MINUTES
- V. CITIZEN COMMENTS
- VI. TREASURER’S REPORT
- VII. APPOINTMENTS
 - a. Tom Lane – Board of Adjustment
 - b. Jeff Fernhoff – Plan Commission and Architectural Review Board
 - c. Reed Voorhees – Plan Commission and Architectural Review Board
- VIII. ORDINANCES FOR SECOND READING AND FINAL APPROVAL
 - B01-25 AN ORDINANCE AMENDING SECTION 300.010 OF THE GLENDALE MUNICIPAL CODE PERTAINING TO ALL-TERRAIN VEHICLES AND UTILITY VEHICLES
 - B02-25 AN ORDINANCE AMENDING CHAPTER IX OF THE CITY PERSONNEL POLICY MANUAL REGARDING LEAVE POLICIES
- IX. DISCUSSION ITEMS
 - a. Sign Code Updates
 - b. Public Engagement RFP responses
 - c. Reports to the Board of Aldermen
- X. ADJOURNMENT
- XI. EXECUTIVE SESSION

Notice is hereby given that, subject to a motion duly made and adopted, the Board of Aldermen will hold a closed meeting pursuant to RSMo Section 610.021(3) for the purpose of dealing with matters relating to hiring, firing, disciplining or promoting of particular employees by a public governmental body when personal information about the employee is discussed or recorded.



MINUTES
BOARD OF ALDERMEN MEETING
JANUARY 7, 2025 –7:00 p.m.

CALL TO ORDER

A meeting of the Board of Aldermen of the City of Glendale was held on Monday, January 7, 2025. Mayor Wilcox presided and called the meeting to order at 7:00 p.m.

PLEDGE OF ALLEGIANCE

Mayor Wilcox led the Pledge of Allegiance.

ROLL CALL

Aldermen Present

Aldermen Absent

Alderman Roberts

Alderman Nauman

Alderman Capshaw Cushing

Alderman Roettger

Alderman Lane

Alderman Kayser

Also present were: Frank Johnson, City Administrator; Jim Hetlage, City Attorney; Jeff Beaton, Police Chief; Jim Silvernail, Fire Chief; and Gabby Macaluso, Deputy City Clerk.

APPROVAL OF AGENDA

Mayor Wilcox noted the meeting date change from January 6 to January 7 due to snow-related postponement. With this change, approval of the agenda was moved by Alderman Lane, seconded by Alderman Kayser and unanimously carried, to approve the agenda as submitted.

APPROVAL OF MINUTES

Moved by Alderman Lane, seconded by Alderman Kayser and unanimously carried, to approve the regular meeting minutes of December 2, 2024.

CITIZEN COMMENTS

Resident and City Forester Andrew Haskenhoff of 900 Brownell and 612 N. Sappington Rd. expressed concerns regarding the snow removal from sidewalks and the City’s ordinance that requires removal of snow from sidewalks. He asked when the City enforces the ordinance. Mr. Haskenhoff thinks that the City should be responsible for shoveling the sidewalks along Kirkham and Sappington.

RESOLUTIONS

R01-25 – Agreement with Vista Counseling, LLC.

Resolution 01-25 was introduced, a resolution authorizing the execution of an agreement with Vista Counseling LLC for law enforcement counseling services.

Mr. Johnson noted that this agreement is necessary for the City to comply with a new state law that requires that law enforcement officers have a mental health check-in every three to five years.

Police Chief Beaton noted that Vista Counseling have counselors on staff that are former law enforcement professionals. Additionally, the services are offered on an as-needed basis.

Moved by Alderman Lane and seconded by Alderman Kayser and unanimously carried to approve Resolution 01-25.

ORDINANCES FOR FIRST READING

Bill 01-25 – Municipal Code Amendment Regarding All-Terrain & Utility Vehicles (Assigned Ord. No. 01-25)

Bill 01-25 was introduced, an ordinance amending section 300.010 of the Glendale municipal code pertaining to all-terrain vehicles and utility vehicles.

Mr. Johnson noted that the purpose of this ordinance is to clarify the definition of all-terrain and utility vehicles to specify the vehicles that are prohibited on city streets.

Moved by Alderman Capshaw Cushing, seconded by Alderman Lane and unanimously carried, to approve the first reading of Bill 01-25 by title only.

Bill 02-25 – Personnel Policy Manual Amendment (Assigned Ord. No. 02-25)

Bill 02-25 was introduced, an ordinance amending chapter IX of the city personnel policy manual regarding leave policies.

Mr. Johnson noted that the ordinance would update personnel policies to provide sick leave to part-time employees, allow all employees to take sick leave in smaller increments of time, and create a separate bank of paid time off for funeral leave.

Mr. Johnson explained that the changes would allow the City to better compete for part-time employees against private sector employers who will be required to start providing sick leave to part-time employees with the passage of Proposition A. Additionally, access to sick leave would help keep sick part-time employees out of the office and prevent them from spreading illness to their coworkers.

Moved by Alderman Lane, seconded by Alderman Capshaw Cushing and unanimously carried, to approve the first reading of Bill 02-25 by title only.

Discussion Items

Mr. Johnson discussed the status of Blueprint Glendale Comprehensive Plan. He noted that the City held productive steering committing meetings in 2024. He anticipates having the full comprehensive plan, land use map, and zoning code update ready for public review this summer. The public will be able to review the documents on the City's website and through public meetings. Following this process and any necessary adjustments, the plan will go before the Board of Aldermen for final adoption.

Mr. Johnson discussed the upcoming boards and commission appointments. He reminded the board members that in January 2024, they passed an ordinance that reappointed every existing member of a board and commission and set in place a staggered term approach for appointments. Each year, two members would be rolling off if not reappointed.

The longest serving members of the Board of Adjustment and Plan Commission/Architectural Review Board were appointed to a one-year term, which expires January 31, 2025. These appointments will be before the Board of Aldermen at the January 21, 2025 meeting.

City Attorney Jim Hetlage noted that each board and commission need to select their own chairperson from membership each year.

REPORTS

Mr. Johnson recognized the hard work and commitment of the City's Department of Public Works with snow plowing and removal this week. He also recognized all city departments for their work regarding the fatal pedestrian accident, home fire, and home explosion the week prior.

Mr. Johnson provided a brief summary of the process for the rezoning request for 415 N. Sappington and the Plan Commission meeting scheduled for the next night (1/8/25). He noted that the Plan Commission would make a recommendation to the Board of Aldermen regarding the rezoning request and the preliminary development plan for the property.

The Board of Aldermen would then hold a public hearing at the February 3, 2025 meeting. Following the hearing, the Board of Aldermen will make their decision. If the Plan Commission recommends approving the rezoning, the Board of Aldermen need a simple majority vote to approve the rezoning. If the Plan Commission recommends denying the rezoning request, a 4-6 vote in favor of the rezoning would be required to approve the request.

Mr. Hetlage noted that if aldermen attend the Plan Commission meeting, they should do so to listen and not actively participate. It's important the process not be biased by their input.

Mr. Johnson provided an update regarding the candidate filing. Mayor Wilcox filed to run as mayor, Andrew Steward filed for Ward 1, and E.J. Miller and Gina Fiordelisi filed for Ward 2. No one filed to run in Ward 3.

Mr. Hetlage noted that if someone wants to file as a write-in candidate, they must register with the St. Louis Board of Election via a one-page form. If there are no write-in candidates, the Mayor and Board of Aldermen appoint someone to fill the role until the next municipal election in April 2026.

Mr. Johnson noted that registration is live for the Firehouse Run.

**ALDERMEN
COMMENTS**

Alderman Lane thanked the City’s public servants for their hard work and compassion.

Alderman Capshaw Cushing also thanked the City’s public servants for their hard work and dedication. She also noted that regarding the rezoning request, it seems as though the community is making decisions based on friendships. She applauded the process and expressed hope that the community would respect it.

Alderman Roberts noted that he was seeing the same friendship-based decision making occurring regarding the rezoning request. He also thanked all the departments for their hard work and noted the exceptional communication of activities and policies from all city departments.

**EXECUTIVE SESSION
(CLOSED)**

Moved by Alderman Lane, seconded by Alderman Capshaw Cushing to adjourn to Executive Session in accordance with Section 610-021. 1, legal advice; 9 negotiations with employee groups.

The vote thereon was as follows:

Alderman Nauman	Absent
Alderman Roberts	“Aye”
Alderman Capshaw Cushing	“Aye”
Alderman Lane	“Aye”
Alderman Kayser	“Aye”
Alderman Roettger	Absent

ADJOURN

The Board of Aldermen adjourned to Executive Session at 7:44 p.m



Internal Memorandum

Office of the City Administrator

**To: Honorable Mayor Mike Wilcox
Members of the Board of Aldermen**

**From: Frank Johnson, City Administrator
Steve Chamberlin, City Treasurer & Dan Lawrence, Finance Officer**

Subject: December Treasurer's Report

Date: January 16, 2025

Cash and Investment Balances:

The City's cash position remains stable through the end of December with a cash and investment balance as of December 31, 2024, of \$5,833,957. Of this figure, \$5,133,028 is available for operations of the city. A month ago, the figure was \$4,471,831 with a comparable number on December 31, 2023, of \$4,700,168.

The increase in funds available for operations during December is normal due to collection of property tax receipts. During December amounts remitted from St. Louis County totaled \$1,404,357. The increase in funds from November would have been higher but the extra day in 2024 due to the leap year caused December 31, 2024 to be a payroll date. Each biweekly payroll costs approximately \$100,000. Also, December 2024 was another month with low capital expenditures which assists cash flow.

The City's cash and investment position increases in December and January and generally declines from February through November as a normal occurrence until property tax collections start back up again in December.

General Fund Revenues and Expenditures:

During the month of December, the General Fund received \$1,020,242 in revenues and had \$598,670 in expenditures causing a monthly surplus of \$421,572. A year ago the figures were \$1,034,519 in revenues and \$367,777 in expenses for a surplus of \$666,742. Please see below for further details as well as the enclosed all funds totals document.

REVENUES

General Fund	December-24		Year to Date	
	2024	2023	2024	2023
Sales Tax	104,888	110,999	627,397	605,526
Gross Receipts-Electric	20,763	22,864	266,152	262,563
Gross Receipts-Telephone	5,373	6,022	38,142	39,519
Gross Receipts-Gas	20,630	29,693	105,055	80,548
Gross Receipts-Water	17,505	15,861	137,601	125,860
Court Revenues	4,923	4,091	32,748	21,770

EXPENDITURES

General Fund	December-24		Year to Date	
	2024	2023	2024	2023
Administration	65,116	50,372	321,999	300,351
Court	9,727	8,217	55,576	49,576
Police Department	217,151	130,254	975,672	900,754
Fire Department	258,864	121,820	1,056,987	882,035
Public Works	47,811	57,115	316,681	328,836

Notes:

- Through six months, revenues in most categories have been received as budgeted.
- Revenues in December were less than previous as property tax receipts forwarded to us by STL County have been running lower. The County has informed me they do not have as much manpower as previous years to open the property tax receipt envelopes from county residents. This situation will reverse itself in January and February.
- The December and YTD expenditures are high as three biweekly payrolls fell in December compared to last year when three payrolls occurred in January. This situation will reverse itself during January 2025.
- The year-to-date expenditures are also higher in the Police and Fire Departments due to work comp insurance (\$49,382 vs 69,304) and employee insurance (\$218,829 vs \$237,402). Note: The figures listed are combined for the two departments.
- Gross Receipts-Gas includes a one-time \$31,584 deposit during September 2024 that should have been received March 2024. This was caused by an accounting software error by Spire.

Pension Fund Revenues and Expenditures:

The City's contribution to the Fire and Police Pension Fund is funded by property tax, which for FY 2025 is budgeted to generate \$539,900. This is substantially greater than FY 2020 and earlier year figures of approximately \$135,000 as the passage of Prop E during the June 2020 election will greatly increase the property tax revenues available to the Pension Plan. All full-time employees have been enrolled in the MO Lagers plan as of January 1, 2021. The employee (4% of salary) and City contributions (various rate depending on department) are paid monthly to MO Lagers. For December, the employee withholding was \$14,899 with a City contribution of \$47,047. On April 1, 2021, MO Lagers took over the legacy portion of the Glendale retirement plan for retirees as well. The underfunded balance in the legacy portion of the plan is paid through semi-annual payments of \$118,728 beginning May 1, 2021. Also beginning January of

2021, transfers to the General Fund from the Pension Fund are recorded for the Police and Fire portion of the City Lagers expense.

The Pension Fund's assets held at PNC of \$5,540,348 was transferred to MO LAGERS on March 9, 2021.

Park and Stormwater Revenues and Expenditures:

The ½ cent Park and Stormwater sales tax (collected on a point-of-sale basis) typically generates approximately \$160,000 a year. Of this amount, \$96,000 is budgeted to pay for the annual maintenance expense for Glendale's portion of the Aquatic Center for 2022 and 2025 as well as additional costs for an expanded parks and recreational agreement with the City of Kirkwood. Also budgeted for FY 2025 is the annual transfer of \$60,000 to the Capital Improvement Fund for the stormwater portion of street projects in the CIP Fund.

Capital Improvement Fund Revenues and Expenditures:

The Capital Improvement Fund has four sources of funding – a ½ cent sales (collection based on population) as well as a portion of the Fire Safety sales tax, transfers from the Park and Stormwater Fund, occasional sales of surplus equipment, and grant revenue from STP street projects. Through six months of the fiscal year sales tax revenue is \$271,168 compared to \$272,297 for the prior year. There were two significant Capital Improvements during December and they are listed below.

- Partial payment towards zoning code update plan-\$14,564.
- Mobile radios for FD-\$20,468.

\$1,000 to \$5,000 Purchases:

There were 6 items that fell into this category during December 2024, and they are listed below.

- LEADS Online-\$2,666 Investigative online information for Police Dept.
- Happy Tree Service-\$1,000 Tree work at 12 Highland Place.
- Happy Tree Service-\$4,375 Tree work at 1210 N. Sappington.
- Studio11B, LLC-\$1,650 Entertainment for 2025 Summer Bash.
- Meyer Electric-\$1,830 Installed sign at Manchester & Sappington.
- Feld Fire-\$2,330 Thermal camera parts.

If you have any questions regarding this report, please let me know. Thank you.

Cash and Investments	Balance		
	31-Dec-24	30-Nov-24	Change
General Fund	5,133,028.00	4,471,831.00	661,197.00

General Fund	December-24		Year to Date	
	2024	2023	2024	2023
Revenues	1,020,241.97	1,034,519.32	3,001,384.12	2,908,405.10
Expenses	598,669.81	367,776.70	2,726,915.07	2,461,551.95
Surplus(Deficit)	421,572.16	666,742.62	274,469.05	446,853.15

Sewer Lateral Fund	December-24		Year to Date	
	2024	2023	2024	2023
Revenues	9,546.23	9,564.03	57,082.47	56,977.55
Expenses	4,783.00	2,925.00	15,413.00	34,880.00
Surplus(Deficit)	4,763.23	6,639.03	41,669.47	22,097.55

Sanitation Fund	December-24		Year to Date	
	2024	2023	2024	2023
Revenues	55,931.55	53,752.67	336,365.98	324,698.86
Expenses	53,571.49	52,484.03	328,452.92	317,829.41
Surplus(Deficit)	2,360.06	1,268.64	7,913.06	6,869.45

Pension Fund	December-24		Year to Date	
	2024	2023	2024	2023
Revenues	349,809.39	360,338.64	354,885.45	365,353.05
Expenses	63,743.35	38,541.46	273,515.86	248,099.73
Surplus(Deficit)	286,066.04	321,797.18	81,369.59	117,253.32

Prop P Fund	December-24		Year to Date	
	2024	2023	2024	2023
Revenues	32,480.74	35,654.69	202,490.25	203,459.20
Expenses	34,166.66	32,500.00	204,999.96	195,000.00
Surplus(Deficit)	(1,685.92)	3,154.69	(2,509.71)	8,459.20

Parks and Stormwater Fund	December-24		Year to Date	
	2024	2023	2024	2023
Revenues	14,506.81	11,835.27	99,007.29	85,888.75
Expenses	611.50	0.00	49,058.03	35,841.96
Surplus(Deficit)	13,895.31	11,835.27	49,949.26	50,046.79

ARP Fund	December-24		Year to Date	
	2024	2023	2024	2023
Revenues	125,147.95	456,927.19	228,525.85	469,679.22
Expenses	125,000.00	200,000.00	225,000.00	446,305.62
Surplus(Deficit)	147.95	256,927.19	3,525.85	23,373.60

Capital Improvement Fund	December-24		Year to Date	
	2024	2023	2024	2023
Revenues	168,551.30	278,669.02	497,913.23	828,499.59
Expenses	39,220.04	239,241.40	643,026.12	1,093,416.32
Surplus(Deficit)	129,331.26	39,427.62	(145,112.89)	(264,916.73)

Debt Services Fund	December-24		Year to Date	
	2024	2023	2024	2023
Revenues	393,567.91	408,357.83	399,306.15	414,210.88
Expenses	0.00	0.00	79,500.00	84,900.00
Surplus(Deficit)	393,567.91	408,357.83	319,806.15	329,310.88

General Fund

	YTD Actuals Jan-14	YTD Budget Jan-14	Annual Budget
Revenues			
Sales Taxes	538,884	530,894	910,000
Property Taxes	627,638	398,054	682,300
Utility Taxes	613,717	576,399	988,000
Intergovernmental Rev.	474,552	416,548	714,000
Licenses & Permits	156,833	138,672	237,697
Court Revenue	119,809	91,594	157,000
Miscellaneous Revenue	54,149	61,257	105,000
	<u>2,585,582</u>	<u>2,213,418</u>	<u>3,793,997</u>
Expenses			
Administration	253,393	248,724	426,335
Court	27,336	27,405	46,975
Police	645,069	620,927	1,064,325
Dispatch	164,649	163,935	281,000
Fire	906,464	851,560	1,459,650
Public Works	325,219	295,405	506,350
	<u>2,322,130</u>	<u>2,207,956</u>	<u>3,784,635</u>
Surplus/Deficit	<u>263,452</u>	<u>5,462</u>	<u>9,362</u>

REVENUES

General Fund	December-24		Year to Date	
	2024	2023	2024	2023
Sales Tax	104,888	110,999	627,397	605,526
Gross Receipts-Electric	20,763	22,864	266,152	262,563
Gross Receipts-Telephone	5,373	6,022	38,142	39,519
Gross Receipts-Gas	20,630	29,693	105,055	80,548
Gross Receipts-Water	17,505	15,861	137,601	125,860
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EXPENDITURES

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Court	9,727	8,217	55,576	49,576
Police Department	217,151	130,254	975,672	900,754
Fire Department	258,864	121,820	1,056,987	882,035
Public Works	47,811	57,115	316,681	328,836

AN ORDINANCE AMENDING SECTION 300.010 OF THE GLENDALE MUNICIPAL CODE PERTAINING TO ALL-TERRAIN VEHICLES AND UTILITY VEHICLES

WHEREAS, Chapter 300 of the Glendale Municipal Code of Ordinances establishes the traffic code of the City of Glendale, Missouri (the “City”), and establishes regulations and enforcement mechanisms pertaining to traffic within the City; and

WHEREAS, the Board of Aldermen deems it in the best interest of the City to adopt revised definitions of all-terrain vehicle and utility vehicle to better define both and clarify existing regulations.

NOW, THEREFORE, BE IT ORDAINED BY THE BOARD OF ALDERMEN OF THE CITY OF GLENDALE, MISSOURI, AS FOLLOWS:

SECTION ONE:

Section 300.010 of the Glendale Municipal Code is hereby amended to read as follows (with additions appearing in bold and deletions struck-through):

Section 300.010 Definitions

The following words and phrases, when used in this Title, mean:

...

ALL-TERRAIN VEHICLE

Any motorized vehicle manufactured and used **primarily** ~~exclusively~~ for off-highway use which is fifty (50) inches or less in width, with an unladen dry weight of six hundred (600) pounds or less, traveling on three (3), four (4) or more low pressure tires, with a seat designed to be straddled by the operator and handlebars for steering control.

...

UTILITY VEHICLE

Any motorized vehicle manufactured and used **primarily** ~~exclusively~~ for off-highway use which is **seventy (70)** ~~sixty-three (63)~~ inches or less in width, with an unladen dry weight of **three one thousand (3,000)** ~~eight hundred fifty (1,850)~~ pounds or less, traveling on four (4) or six (6) wheels, to be used primarily for landscaping, lawn care, ~~or~~ maintenance, **off-road or sport utility** purposes.

SECTION TWO:

All other provisions of Section 300.010 of the Glendale Municipal Code not amended herein shall remain unchanged and in full force and effect.

SECTION THREE:

This Ordinance shall be in full force and effect from and after its passage and approval.

This Ordinance, after being read two times, is passed and approved this 21st day of January, 2025.

Michael A. Wilcox
Mayor

ATTEST:

Frank Johnson
City Clerk

AN ORDINANCE AMENDING CHAPTER IX OF THE CITY PERSONNEL
POLICY MANUAL REGARDING LEAVE POLICIES

WHEREAS, Section 120 of the Municipal Code of the City of Glendale provides that the Board of Aldermen shall adopt personnel rules and regulations and may approve amendments that may be proposed by the City Administrator; and

WHEREAS, Ordinance No. 1458 was adopted on January 28, 1969 establishing a Personnel Policy and Procedures (“Policy Manual”) for the City of Glendale; and

WHEREAS, the Policy Manual has periodically been updated and amended since it was established in order to comply with current labor law and reflect the City’s current personnel procedures; and

WHEREAS, the Board of Aldermen desires to establish a policy allowing part-time workers to be eligible for paid sick leave, to clarify eligibility for holiday pay, to adjust the allowed time increments for which sick leave can be taken, and to no longer require paid sick leave to be used for eligible funeral leave.

NOW, THERFORE, BE IT RESOLVED BY THE BOARD OF ALDERMEN OF THE CITY OF GLENDALE, MISSOURI, AS FOLLOWS:

SECTION ONE: Chapter IX – Leave Time of the Policy Manual of the City is hereby amended to read as follows (with additions appearing in bold and deletions struck through):

Section 2. ***Holidays***

Full-time employees of the classified ~~and full-time exempt~~ service **and full-time exempt employees** shall be granted leave with pay on the following holidays:

New Years Day

Martin Luther King Jr. Day

President’s Day

Memorial Day

Juneteenth

Independence Day

Labor Day

Thanksgiving Day

Day After Thanksgiving

Christmas Day

For Administration and Public Works Department employees, these days will be days off with pay. Police and Fire employees will be required to work their regularly scheduled shifts and will receive an amount of holiday pay approved by the Board of Aldermen. Payment of holiday pay will either be included in the payroll checks that cover the pay period in which the holiday falls, or an annual holiday paycheck to be paid in December. Temporary service employees working on a holiday shall receive regular pay. If a holiday falls on a Saturday, the holiday will be observed on the preceding Friday. If the holiday falls on Sunday, the holiday will be observed on the Monday immediately following. If an unauthorized absence occurs on the day preceding and/or following a holiday, the employee shall not receive compensation for the holiday.

Section 3. *Sick Leave*

Sick leave is granted to ~~all classified and~~ full-time ~~and part-time exempt service~~ employees to protect them from endangering their health and that of their fellow workers. It is intended to be a protection in case of need and is not to be used as vacation. Sick leave with pay shall be granted for the following:

- A. When the employee is too ill to perform his/her duties.
- B. Medical or dental examination or treatment **for the employee or his/her immediate family members.**
- C. Illness of an **immediate family** member ~~of the employee's household~~ that requires the personal care and attention by that employee and is approved by their Department Head.
- D. **Public health emergencies resulting in closure of the employee's workplace or the school or place of care for the employee's child.**
- E. **In response to certain needs relating to domestic violence, sexual assault, or stalking, including medical, counseling, relocation, or legal services.**

Fire Department employees shall earn sick leave at the rate of twenty-four (24) hours per month. Fire Department employees with twenty (20) or more years of continual service shall earn sick leave credit at the rate of thirty-six (36) hours per month. Sick leave for Fire Department employees shall be allowed to accumulate to a maximum of sixty (60) 24-hour work shifts and is transferable from year to year. Sick leave for Fire Department employees shall be charged in amounts not less than four (4) hours unless approved by the Fire Chief and City Administrator.

All police employees, excluding the Chief of Police and Captain/Assistant Chief, shall earn sick leave at the rate of twelve (12) hours per month. Employees with twenty (20) or more years' service shall earn sick leave credit at the rate of sixteen (16) hours per month. Sick leave shall be allowed to accumulate to a maximum of sixty (60) 12-hour workdays and is transferable from year to year. Sick leave shall be charged in amounts not less than six (6) hours unless approved by the Chief of Police or City Administrator.

All other **full-time** classified and full-time exempt employees shall earn sick leave at the rate of eight (8) hours per month. Employees with twenty (20) or more years' service shall earn sick leave credit at the rate of twelve (12) hours per month. Sick leave shall be allowed to accumulate to a maximum of sixty (60) 8-hour workdays and is transferable from year to year. Sick leave **for such**

employees shall be charged in amounts not less than **one (1) hour** ~~four (4) hours~~ unless approved by the City Administrator.

Part-time employees will accrue one (1) hour of paid sick leave for every thirty (30) hours worked. Sick leave shall be allowed to accumulate to a maximum of eighty (80) hours of sick leave and it is transferable from year to year. Sick leave shall be charged in amounts not less than **one (1) hour** unless approved by the City Administrator.

Sick leave with pay in excess of three (3) consecutive working days, (two (2) consecutive work shifts for Fire Department employees) for reason of personal illness or physical incapacity may be subject to a request for a written statement by a licensed physician certifying the employee's condition preventing him or her from performing his or her duties. The City Administrator shall have the authority to confer with the employee's physician and the City's designated physician in order to allow light duty for the employee if the City Administrator deems it appropriate. When any other circumstances warrant in the judgment of the City Administrator, an employee may also be required to furnish a doctor's certificate for any period of absence for which sick leave is claimed. When there is doubt as to whether an employee is physically capable of returning to work after an illness or non-work-related injury, that employee may be referred to a physician designated by the City for a physical examination.

If in the opinion of the City Administrator in consultation with a physician designated by the City that any employee is not capable of returning to work after an illness or non-work-related injury, the employee may be eligible for family and medical leave in accordance with Section 6 of this chapter.

Paid sick leave shall normally not exceed the amount of sick leave accrued by an employee.

Section 11. *Funeral Leave*

Paid leave shall be granted **to an employee upon the** ~~from accrued sick leave for a death in the employee's immediate family. Upon the death of an immediate family member (spouse, child, step-child, parent, parent-in-law or sibling), the employee may take up to three (3) days of funeral leave. Upon the death of the employee's grandparent, grandchild, aunt, uncle or first cousin, the employee may take one (1) day of funeral leave. in an amount normally not exceeding three (3) days.~~ For fire department employees this leave will not normally exceed two (2) consecutive 24-hour work shifts **upon the death of an immediate family member or one (1) day upon the death of the employee's grandparent, grandchild, aunt, uncle or first cousin. Any additional leave must be taken as vacation leave and is subject to review and approval by the employee's supervisor.** ~~For purposes of funeral leave, immediate family means spouse, grandparent, parent, child, sibling, uncle, aunt, nephew, niece, first cousin, half brother, half sister, by blood or marriage.~~

SECTION TWO: It is hereby declared to be the intention of the Board of Aldermen that the sections, paragraphs, sentences, clauses, phrases and words of this ordinance are severable, and if any section, paragraph, sentence, clause, phrase or word(s) of his ordinance shall be declared unconstitutional or otherwise invalid, such unconstitutionality or invalidity shall not affect any of the remaining sections, paragraphs, sentences, clauses, phrases and words of this ordinance since the same would have been enacted by the Board of Aldermen without incorporation in the

ordinance of any such unconstitutional or invalid portion of this ordinance.

SECTION THREE: This Ordinance shall be in full force and effect from and after its passage and approval.

Read two times and passed by the Board of Aldermen of the City of Glendale, Missouri, this 21st day of January 2025.

ATTEST:

Michael A. Wilcox
Mayor

Frank Johnson
City Administrator/City Clerk

AN ORDINANCE AMENDING SECTIONS 515.010, 515.030, 515.050, 515.080, 515.090 AND 515.110 OF THE GLENDALE MUNICIPAL CODE PERTAINING TO TEMPORARY SIGNS IN RESIDENTIAL ZONING DISTRICTS IN THE CITY OF GLENDALE, MISSOURI

WHEREAS, Chapter 515 of the Glendale Municipal Code of Ordinances imposes certain rules and regulations related to permissible signs in the various zone districts within the City of Glendale, Missouri (the “City”); and

WHEREAS, City staff has recommended revisions to the sign code in order to ease with enforcement and application, and the Board of Aldermen has determined that certain amendments to Sections 515.010 and 515.110 of the Municipal Code are appropriate all for the benefit of the residents of the City.

NOW, THEREFORE, BE IT ORDAINED BY THE BOARD OF ALDERMEN OF THE CITY OF GLENDALE, MISSOURI, AS FOLLOWS:

SECTION ONE:

Section 515.010 of the Glendale Municipal Code shall be amended by removing the definition of “political signs,” amending the definition of “church bulletin board,” and adding a new definition of “temporary sign” as follows:

Section 515.010 – Definitions.

For the purposes of this Chapter the following words and phrases shall have the meanings respectively ascribed to them by this Section:

~~CHURCH~~ BULLETIN BOARD

A sign attached to the exterior of a **public, charitable or religious institution** ~~church~~ or located elsewhere on the ~~church~~ premises and used to indicate the services or activities of the **institution** ~~church~~ and including the ~~church~~ name **of the institution** if desired.

...

~~POLITICAL SIGN~~— A temporary sign advocating or opposing any political proposition or candidate for public office.

...

TEMPORARY SIGN – Any sign intended for a limited or intermittent period of display, made of non-rigid material. For the purpose of this article, the term “temporary” means three months or less.

...

SECTION TWO:

Section 515.030 of the Glendale City Code addressing issuance of sign permits is hereby amended to read as follows:

Section 515.030 Permit — Issuance Not to Grant Vested Right.

The granting of such license and permit shall not grant the holder of such permit a vested right and in the event that at any time ~~in the opinion of the Board of Aldermen, the sign, billboard or bill or painted sign~~ **violates this chapter** ~~becomes objectionable~~, it shall be removed at the direction of the Board of Aldermen.

SECTION THREE:

Section 515.090 of the Glendale City Code addressing prohibited signage is hereby amended to add new sub-sections (A)(12) and (A)(13) to read as follows:

Section 515.090 Prohibited Signs and Prohibited Locations

...

12. Any sign located in the public right-of-way.
13. Within the sight triangle at the intersection of any two streets, as determined by the City Traffic Engineer.

SECTION FOUR:

Section 515.050 of the Glendale City Code addressing commercial signage is hereby amended to add a new sub-section (A)(5) to read as follows:

...

5. **Real estate signs.** Unilluminated commercial real estate signs not exceeding sixteen (16) square feet in area which advertise the sale, rental or lease of the premises upon which the sign is located may be erected without a permit, provided that only one (1) sign is erected on a building or premises per lot and such sign is not located within the public right-of-way. This requirement shall not preclude the placement of an additional window sign which shall designate the actual area for sale, rent or lease **pursuant to subsection 4 herein.** ~~A window sign may cover no more than fifty percent (50%) of the window or glass to which it is applied.~~ Any such sign shall refer only to the sale or lease of the building or premises; the name, address and telephone number of the agent; the zoning designation; and the amount of space available. ~~"Sold," "Leased" or "Rented" signs are not permitted.~~ All signs must be removed within ~~two~~ ten (10) days of the sale closing or lease initiation date.

SECTION FIVE:

Section 515.080 of the Glendale City Code addressing temporary signs is hereby amended to read as follows:

Section 515.080 Temporary Signs.

~~A single temporary Special promotions or display signs not exceeding twelve (12) square feet upon property in commercial districts, used for holidays or the promotion of civil welfare or charitable purposes may be temporarily displayed by any church, not for profit institution or government. The signs may not be displayed for a period of not more than fifteen (15) consecutive days. Such a temporary, nor shall any sign shall not be permitted more often than once every sixty (60) each forty five (45) days.~~

SECTION SIX:

Section 515.110 of the Glendale City Code addressing signs in residentially zoned districts is hereby amended to read as follows:

Section 515.110 – Residentially Zoned Districts.

- A. Subject to the limitations hereinafter set forth, only the following signs shall be permitted in residential districts:
1. ~~Public, charitable or religious institution bulletin boards.~~ **Bulletin boards not over twenty-four (24) square feet and no linear dimension in excess of six (6) feet, for Public, charitable or religious institutions desiring to erect bulletin boards located on their premises of the institution are permitted in residentially zoned districts. Institutions wishing to erect such bulletin boards shall submit a sign application the same to the City Administrator for approval; provided, that the face of the bulletin board shall not exceed twenty four (24) square feet with no linear dimension in excess of six (6) feet, and which shall be located on the premises of such institution, and with a be set back from the right-of-way by of ten (10) feet and such signage shall not violate the provisions of Section 515.090. No charge shall be made for such permit or for the annual inspection thereof, but such signs-bulletin boards shall be safely maintained in accordance with the provisions of Section 515.070.**
 2. ~~Political Temporary noncommercial signs. No political sign~~ **Temporary signs not exceeding eight (8) square feet in area having a non-commercial message may be displayed on private property advertising any candidate or political cause shall be erected on any premise in a residential zone. No illuminated signs of this character shall be erected. Temporary noncommercial signs, such as those announcing political candidates or issues, sign shall not be posted more than thirty (30) forty-five (45) days in any 3-month period. Prior to the election at which such candidate or causes are being submitted and shall be removed within three (3) days after such election. No such signs shall be erected within fifteen (15) feet of the paved portion of the street. No signs shall be posted on private property without**

permission of the property owner. There shall be no more than **one (1) sign containing the same message per lot for lots having a width of 100 feet or less and no more than two (2) signs containing the same message per lot on lots having a width of greater than 100 feet.** ~~Political signs shall not be required to be submitted for a permit.~~

3. *Property Real estate signs.* Unilluminated residential real estate signs not exceeding **eight (8)** square feet in area which advertise **the** sale, rental or lease of the premises upon which the signs are located may be erected, without a permit.; ~~provided, that such signs are not located within fifteen (15) feet of the paved portion of the street.~~ There shall not be more than one (1) sign on each lot frontage. One (1) "Open" directional sign for each house for sale of a size not exceeding four (4) square feet to be located at the corner of two (2) intersecting streets may also be erected without a permit provided that the sign is located at least two (2) feet from the paved portion of the street, permission is given for the placement of the sign by the property owner, and adjoining property owner and the sign is only displayed **during the hours of an open house.** ~~on Sunday between the hours of 1:00 P.M. and 5:00 P.M. "Sold", "Leased" or "Rented" signs are not permitted.~~ **All signs must be removed within ten days following the date of closing on the sale or leasing of the property.**

~~Unilluminated commercial real estate signs not exceeding sixteen (16) square feet in area which advertise sale, rental or lease of the premises upon which the sign is located may be erected without a permit provided, that only one (1) sign is erected on a building or premises per lot and such sign is not located within the public right-of-way. This requirement shall not preclude the placement of an additional window sign which shall designate the actual area for sale, rent or lease. A window sign may cover no more than fifty percent (50%) of the window or glass to which it is applied. Any sign legend shall refer only to the sale or lease of the building or premises; the name, address and telephone number of the agent; the zoning designation; and the amount of space available. "Sold," "Leased" or "Rented" signs are not permitted. All signs must be removed within two ten (102) days of the sale closing or lease initiation date.~~

4. ~~*Temporary accessory signs to subdivision developments.* These signs shall be for the purpose of identification of homes for sale or rent in the subdivision under construction. One (1) such sign shall be allowed for each subdivision or development and shall not be closer than nine (9) feet to the right-of-way of adjacent streets. No sign shall be higher than eight (8) feet from the ground. The sign shall be removed within ten (10) days of that time in which occupancy permits have been issued for eighty percent (80%) of the homes in the subdivision.~~
4. ~~5.~~ *Garage sale signs Temporary yard signs.* Signs used to indicate a garage sale, **estate sale**, lawn sale or basement sale ~~may not be placed within fifteen (15) feet of the paved portion of the street.~~ Such signs shall not be larger than four (4) square feet. No more than one (1) such sign per lot may be posted between the hours of 7:00 A.M. and 8:00 P.M. and all signs must be removed **upon conclusion of the**

sale and shall not be posted for more than four (4) consecutive days after one (1) day.

SECTION SEVEN

The remaining provisions of Chapter 515 not amended by this Ordinance shall remain in full force and effect.

SECTION EIGHT:

This Ordinance shall be in full force and effect from and after its passage and approval.

This Ordinance, after being read two times, is passed and approved this 20th day of January, 2025.

Michael A. Wilcox
Mayor

ATTEST:

Frank Johnson
City Clerk



SHOW ME VICTORIES

Dear Mr. Frank Johnson and Interested Parties,

We are pleased to submit our proposal in response to the City of Glendale's Request for Qualifications for Public Engagement Services for the April 2025 municipal bond election. At Show Me Victories, we specialize in crafting innovative and impactful public engagement strategies, and we are eager to partner with Glendale to ensure residents are well-informed about Proposition S and its importance for the community's infrastructure.

Sincerely,

Michael Kelley,
Founder & Principal
Show Me Victories

1. Firm and Principal Overview

Show Me Victories (SMV) is a political consulting firm based in St. Louis, Missouri, specializing in campaign strategy, communication, and voter outreach. The firm provides a range of services, including media production, digital advertising, direct mail, and public relations. Known for its data-driven approach and innovative tactics, SMV has a track record of success in local, state, and national campaigns, working to amplify the voices of its clients and drive impactful change through strategic messaging and grassroots mobilization.

Show Me Victories was founded and is led by Michael Kelley. Our team includes three senior campaign strategists, a digital specialist, and an in-house creative director and graphic designer.



2. Outside Consultants and Associates

SMV is proud to be a small but well-rounded team, including an in-house graphic designer. SMV will not require outside consultants or associates for this project.

3. Team Resumes

Biographies for our full team are attached at the end of this proposal.

4. Public Engagement Process

At SMV, we begin all of our projects by engaging in a fact-finding audit with the client's identified point person. This process allows us to gain a thorough understanding of the information, tools, resources, and infrastructure currently in place to support said project. This audit with Glendale would approximately be a one to two-hour meeting where SMV will ask questions and the Glendale representative will be able to answer questions and send material requested following the meeting.

Once the audit is complete, our team will build a comprehensive educational campaign plan and strategy to ensure every available opportunity to educate the public. The public engagement process includes reaching voters where they are with direct mail, digital advertising, text messaging, or voicemail outreach. SMV will also assist the City with preparing and executing an Open House for residents to learn more about Proposition S.

5. Scope of Work and Timeline

Direct Mail

At SMV, we handle every aspect of direct mail in-house, including strategic targeting, copywriting, graphic design, print, and mail house management. We create mail that works for you. Direct mail is a tried-and-true method of communicating directly to your targeted audience. An effective educational mail campaign is striking, concise, and strategic.

Compelling mail reflects your campaign's brand identity while serving as a support for other campaign activities. Whether it's boosting attendance for the Open House or supporting your digital footprint, we create an integrated direct mail program that gets results. Effective direct mail programs have a minimum of three flights to targeted households. For this effort, we suggest a four-piece mail program to ensure two pieces are delivered to households before early voting and an additional two pieces will be delivered after the opening of early voting. A suggested timeline and budget are detailed later in the proposal.

Digital Advertising

SMV has experience running targeted digital ads from budgets that are over one million dollars, to projects that only have a few hundred dollars to spend. Whether the budget is big or small, it's important to target your advertising dollars to educate and inform your targeted audience. Digital ad spending should never be an afterthought, but rather part of any successful communications plan.

SMV has experience developing customized and unique digital advertising plans for educational campaigns ranging from the Metropolitan St. Louis Sewer District (MSD), Fire Districts, civic entities, and governments. This experience aids our team in developing a winning strategy based not just on industry best practices but also on real-world experience.

SMV provides a wide variety of targeting capabilities that allow us to reach your target audience. Targeting is sourced from first-party proprietary data, third-party data, and verified offline data targeted at the device ID of the voter. Digital advertising would not only be targeted but would align with the timing of our other forms of communication (mail, Open House, phones, etc).

Phone Outreach

As a trusted source of information, the City of Glendale is well positioned to effectively utilize phone outreach via text message and voicemail to encourage residents to learn more about Proposition S. The SMV team will work with the City to develop an effective process to communicate with residents directly on their mobile or landline telephones.

Graphic Design, Social Media and Website Updates

The SMV team will assist the City of Glendale in creating an array of informative and interesting graphics that can be used for placement on social media platforms, the City's website or utilized printed materials.

SMV will work with the City's social media manager to ensure regular and effective placement of graphics, photos, and critical information on Proposition S.

SMV will provide Glendale with copy, graphics, and creative direction to update the City's website to include information specific to Proposition S.

Suggested Timeline

February

- February 3 - 7: Schedule Initial Team Meeting
- February 10 -14: Post Prop S Information on City Website
- February 17 - 21: Begin content creation/ design of digital and print materials

March

- March 8: Begin Digital Ads
- March 11: Mailer #1 Deployed
- March 18: Mailer #2 Deployed
- March 24: Dispatch Early Voting Voicemail/Text
- March 25: Early Voting Begins
- March 25: Mailer #3 Deployed
- March 25 - 27: Suggested Open House Date
- March 31 Mailer #4 Deployed

April

- April 7: Dispatch Election Day Reminder Voicemail/Text
- April 8: Digital Ads End
- April 8: Election Day

6. Examples of Completed Projects

The SMV team has managed or consulted on dozens of regional and local campaigns. Our team managed all components of these campaigns, including strategic planning, message development, asset creation, direct voter contact, paid advertising planning and buys, direct mail, and digital management.

Proposition Y/W - St. Louis City and County Metropolitan St. Louis Sewer District Wastewater Bond Issue Campaigns

- June 2012 - Passed (Prop Y)
- Campaign Budget: \$471,733
- April 2016 - Passed (Prop Y)
- Campaign Budget: \$290,000
- Est. Educational Budget: \$40,000
- April 2021 - Passed (Prop Y)
- Campaign Budget: \$155,000
- Est. Educational Budget: \$75,000
- April 2024 - Passed (Prop W)
- No campaign committee, education only
- Est. Educational Budget: \$40,000

Proposition S - City of Arnold Infrastructure Referendum- Water System Sale

- November 2014 - Passed
- Budget: \$247,000

Proposition P - St. Louis County Public Safety Sales Tax Increase

- November 2017 - Passed
- Budget: \$710,000

Proposition Safety - Big River Ambulance District Bonding

- April 2022 - Passed
- Budget: \$25,000

Proposition S - St. Louis City and County Metropolitan St. Louis Sewer District New Stormwater Tax

- April 2024 - Passed
- Budget: \$55,000

Proposition F - Affton Affton Fire Protection District Property Tax Increase

- April 2024 - Passed
- Campaign Budget: \$10,000
- Educational Budget: \$25,500

Proposition ALS - Lake St. Louis Lake St. Louis Fire Protection District Property Tax Increase

- November 2024 - Passed
- Campaign Budget: \$15,000
- Educational Budget: \$25,000

7. Resources needed from City Staff

As noted above, SMV suggests an initial meeting to finalize branding, strategy, schedule, and key point person from the City. During this meeting, SMV will request all information and resources necessary for an effective education campaign.

These items will include:

- City brand guidelines, including fonts, colors, and working logo files
- Photos and videos pertinent to Prop S
- Fact sheet and FAQ on Prop S
- Ability to add Prop S page to City website (this is required for digital advertising)
- Point person for the City's social media pages
- Contact information for all City employees who will be involved in the Open House and other aspects of the educational campaign

8. Open House Planning and Execution

The SMV team will fully assist the City of Glendale in the organization, preparation, and execution of an Open House for residents on Proposition S.

Our assistance will include, but is not limited to:

- Develop digital and print materials informing residents about the Open House
- Deploy text and phone calls to residents about the Open House
- Developing digital and print materials for the event, including flyers, handouts, and slides for the event
- Assist the City in setting up and managing attendees during the event
- Assist the City in deploying a virtual option for the event

9. Assistance Required from the City

Please see numbers 5, 7, and 8 above

10. Tools and Resources for Project

Please see numbers 5 and 8 above

11. Cost Estimates

Consulting Fee:

\$5,000 per month for the length of the project (prorated in April)

Direct Mail and Print Budget:

Targeted Universe is 2,300 households

Estimated cost per flight of mail: \$4,500

Total estimated budget for suggested four flights of mail: \$18,000

Estimates include design, printing, and postage. The final cost is based on the mailing list being run through the USPS system and the applicable sales tax on printing. If Glendale is tax-exempt, we would need the tax-exempt letter from the IRS to waive sales tax.

Digital Advertising Budget:

4-weeks of Banner Ads: \$6,000

Our Team



Michael Kelley

Founder

Michael founded Show Me Victories in 2010. SMV has quickly grown into one of the preeminent political and marketing consulting firms in the midwest.

Michael has an extensive background in politics at the local, regional, state and federal levels. Michael is a former executive director for the Missouri Democratic Party and former political director for the Missouri AFL-CIO. Michael has worked on numerous candidate and issue campaigns in various capacities from consultant, advance specialist, spokesperson/communications, field manager, and campaign manager. Candidate campaigns include: Dick Gephardt (Congressional and Presidential), Senator Claire McCaskill, and Governor Bob Holden. Michael is a regular host of a political issues program on KMOX Radio in the Midwest and a weekly Sunday political show on St. Louis' Fox 2.



Megan R. Shackelford

Senior Strategist and Director of Campaign Services

Megan is a senior strategist and campaign management consultant at SMV. She has spent the past decade working with candidates and issue campaigns across all levels of government. She began her career as a Field Director with a national grassroots consulting firm and has designed and managed dozens of direct mail campaigns. She has worked for the Missouri Democratic Party, on ballot initiatives across the state and for numerous Democratic candidates. Megan served as campaign manager for St. Louis' first female mayor, Lyda Krewson and most recently for State Senator Tracy McCreery.

Megan has more than a decade of experience in research and polling, with a focus on writing survey instruments that provide campaign teams with effective and actionable messaging to achieve their goals. She believes research should be written and conducted in a way that speaks to the average voter so that campaigns are speaking to voters in the language they want to hear and are most persuaded by.

Megan is a lifelong Missourian, born and raised in a strong union household in Jefferson City. She is a contributor to the Dave Glover Show on KMOX and appears on the Hancock and Kelley Show airing on Fox 2 St. Louis. Megan graduated from the University of Kansas with degrees in Political Science and International Studies.



Braxton Payne
Senior Strategist & Director of Digital Media
Communications

Braxton is a social and digital media expert consulting a variety of clients from the political, labor, progressive and nonprofit sectors. As the creator and manager of SMV's online and social media department, he has expanded the department to include over four dozen political, union, progressive and nonprofit clients. Braxton directs SMV's online and social media services. These services include strategic planning of online messages, social media content creation, monitoring of client-related online activities, development of online marketing plans, and managing all aspects of our clients' online presence.

Braxton also is a Senior Strategist on campaigns that include polling, opposition research, television production, field consulting, direct mail design and targeting. He develops and manages all polling and opposition research projects with the SMV team. Braxton's eleven years of experience in public opinion polling allows him to work with clients to expedite the process and deliver results based on the needs of his clients.

Braxton was the Digital Director for Proposition A in Missouri in 2018 (the repeal of so-called "right-to-work"). He has earned recognition from The Missouri Times' list 30 under 30 in Missouri Politics and Top 100 List in Missouri Politics. Braxton Payne was elected to be a LGBTIA at-large Joe Biden delegate from Missouri to the Democratic National Convention in 2020. Prior to joining SMV, Braxton was a persuasion operative for the 2008 Nixon for Governor campaign and earned a degree in Applied Sociology from Fontbonne University in St. Louis.



Tom Platten
Creative Director/Digital Strategist

Tom joined SMV in 2016 to assist with our growing client base. He assists our clients with everything related to social media and graphic design.

Tom has extensive experience in creating print advertising pieces, direct mail, social media graphics and brand identities. Whether he is working with existing brand standards, or creating an entirely new brand identity, Tom helps our clients communicate their message across all forms of media.

Before joining the team at SMV, Tom worked as a social media coordinator for Schnuck Markets in St. Louis and Wil Fischer Companies in Springfield, Missouri where he created and implemented digital marketing campaigns, designed content, wrote blogs and managed online communities.



Nick Glover
Deputy Communications Strategist

Nick joined the team during the 2022 campaign season as a fundraising assistant to state senate candidate Tracy McCreery, where he also assisted with copy editing and campaign communications. Nick works to ensure clear, consistent, and effective messaging from our clients to their audiences in both print and digital communications.

Nick earned a degree in Mass Media & Interpersonal Communications with a Minor in Anthropology from the University of Missouri, Columbia in 2017. Prior to his work with SMV, Nick worked in digital communications and marketing for Innsbrook Resort, supervised the wine department at Total Wine & More and worked in real estate sales for the Gellman Team in St. Louis.



Internal Memorandum

Office of the City Administrator

TO: Honorable Mayor Mike Wilcox
and the Glendale Board of Aldermen

FROM: Frank Johnson, City Administrator

DATE: January 17, 2025

ADMINISTRATION

Winter Storm

- Terry Jones, Brandon Trusty and Levi Putnam put in a heroic effort on Jan. 5 and Jan. 6 to ensure that Glendale streets were largely free of snow and ice. They were able to do this despite being two maintenance workers short of the full five-man crew. In addition, one of the trucks suffered a mechanical failure early on Sunday, so only three plows were available. Capt. Chuck Helle, Sgt. Brian Melugin, Officer Tim Brand and seasonal employee Gannon Sturdy also assisted with the snow removal efforts.
- Following the storm, the City received complaints of blocked driveways and inaccessible sidewalks. As it has for past storms, the City focused its limited resources on clearing and maintaining City streets. Maintenance of driveways and sidewalks is the responsibility of the property owner, per Section 520.050 of the municipal code.

415 Sappington Rezoning

- The Plan Commission voted 7-0 to recommend approval of the commercial rezoning and the preliminary plan for 415 Sappington. A public hearing on the rezoning is scheduled for the Feb. 3 Board of Aldermen meeting. There will also be first readings on ordinances approving the rezoning and the preliminary plan on the agenda. I will be providing more detailed information on the proposal and the Plan Commission's discussion to the Board in advance of the meeting.

Bond Election

- The official certification of the bond election was submitted to St. Louis County along with the candidate filings on Jan. 17. Staff plan to have information on the website and begin distributing information to residents on the bond issue by the end of the month.
- On a related note, the Webster-Kirkwood Times mistakenly printed that Gina Fiordelisi is running for election in Ward 3 instead of in Ward 2. The WKT was provided with the correct information by the City. They have acknowledged the mistake and will be running a correction.

MCMA Winter Workshop

- I will be attending the Missouri City/County Management Association's winter workshop in Columbia, MO on Jan. 22-23.

FIRE

See the attached report for a bi-weekly summary of the department runs.

POLICE

There were no items from the police department for this report.

PUBLIC WORKS

Building Maintenance

- On Jan. 16-17, crews repaired a section of the salt storage inner containment system that failed earlier in the year while accepting salt deliveries. Heavy usage of the salt supply has exposed the trouble area making it possible for it to be repaired

E. Essex Ave STP

- Work on the E. Essex Ave STP project has been delayed due to the heavy snow and ice buildup and extreme cold temperatures. Work is not expected to resume until most of the ice has melted and temperatures rise to acceptable levels which could be as late as January 27.
- Glendale and Kirkwood staff conducted an in-person meeting with the contractor, Jokerst Paving, and the consultant, Lochmueller Group, on Jan. 15 to develop a plan for the relocation of the storm water main on the Kirkwood side of the project and repurposing of storm water inlet structures on the Glendale side of the project.

E. Essex Ave Phase 2

- Glendale staff met with Lochmueller on Jan. 15 to discuss the E. Essex Ave Phase 2 application. Glendale and Lochmueller are actively taking steps to submit the application on or before the application deadline of February 4.

Fleet Maintenance

- Crews thoroughly washed all salt handling and application equipment during the week of January 13. Washing of the equipment is critical to ensure proper operation of the equipment and prevention of premature deterioration.
- Crews also removed the snowplows from the trucks and stored them at an interior location.

Personnel

- A PW employee's employment was terminated on Jan. 15 due to a diagnosis of permanent physical restrictions that prohibit the employee's ability to perform the essential functions of the job description.
- Four interviews were scheduled this week with potential candidates to fill the 2 open positions in the Public Works Department. Two of the four candidates failed to appear for their interviews, one of the candidates could not commit to long-term employment, and the fourth candidate is not being considered for hire. The search for suitable employees will continue until the positions are filled.

Sewer Lateral Repair Program

- NuFlow of St. Louis performed scheduled repairs to the sewer lateral line at 209 Parkland Ave.

Snow and Ice Removal

- Snow melted during the daylight hours is re-freezing during the overnight hours, causing thin layers of ice building along many streets and within several intersections. For this reason, PW crews traversed each street on Jan. 13 applying road salt to icy areas of the city. In addition, PW crews will be traversing each street on Jan. 19 and Jan. 20 as temperatures are expected to rise well above freezing on Friday and Saturday, but then dip well below freezing for several days beginning Sunday morning.

Street Repairs

- Because snow and ice create potholes, crews traversed each street on Jan. 14-15 filling newly developed potholes with temporary asphalt patching materials.

Warson Woods Sanitary Relief Project

- Work along the 1000 block of Glenway Dr. began during the week of January 13 to install an enlarged sanitary sewer main. This work is part of a much larger project entitled WW2-WW3 Sanitary Relief and extends between Old Warson Rd. in Warson Woods and Brownell Ave. in Glendale. The work between Glenway Dr. and Brownell Ave. is expected to continue for the majority of 2025.

REMINDERS/UPCOMING EVENTS

Board of Aldermen Meeting

Tuesday, January 21, 7 p.m.

Board of Aldermen Meeting

Monday, February 3, 7 p.m.

Board of Adjustment Meeting

Wednesday, February 5, 6 p.m.

Glendale Firehouse Run

Sunday, March 30