DARDENNE PRAIRIE

CITY OF DARDENNE PRAIRIE
2032 HANLEY ROAD
DARDENNE PRAIRIE, MO 63368

BOARD OF ALDERMEN
AMENDED AGENDA
AUGUST 5, 2026
7:00 p.m.

CALL TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL

Mayor Widaman
Alderman Detweiler
Alderman Gittemeier
Alderman Johnson
Alderman Nay
Alderman Waters
Alderman Wilson

CONSENT AGENDA

1. Board of Aldermen Regular Session Minutes – 07 15 26
2. Expenditures Report dated - 08 05 26
3. Treasurers Report dated – 06 30 26
4. Destruction of Records for City records that have met the required retention period per the Missouri Secretary of State – Administration, Parks, Building and Engineering

ITEMS REMOVED FROM CONSENT AGENDA

PUBLIC COMMENT

PUBLIC HEARING

Providing a Public Presentation / Review and Receive Public Comment on the City's Draft Stormwater Management Plan (SWMP) prepared in Connection with the Renewal of the City' Missouri department of Natural Resources Phase II Municipal Separate Storm System (MS4) Permit, Permit No. MOR04C067.

NEW BUSINESS

1. **Resolution 404 –**
   A Resolution Of The City Of Dardenne Prairie, Missouri, To Approve The Scope Of Services To Assist With Replacement Of The Playground Safety Surfaces At City Hall Park

2. **Bill No. 26-33**
   An Ordinance Of The City Of Dardenne Prairie, Missouri, Authorizing The City Administrator To Execute A Contract With Essential Network Technologies, For Replacement Security Camera Equipment And Services

3. **Bill No. 26-34**
   An Ordinance Of The City Of Dardenne Prairie, Missouri, Appointing Benjamin F. Kloos As The Municipal Prosecuting Attorney For The City Of Dardenne Prairie, Missouri

OLD BUSINESS
No Old Business

OFFICER & STAFF COMMUNICATIONS
1. City Attorney
2. City Engineer
3. City Administrator
4. Aldermen
5. Mayor
6. Monthly Reports

CLOSED SESSION
Closed session pursuant to RSMo Section 610.021(1), for the purpose of legal actions, causes of action or litigation involving the City and confidential or privileged communications by a public governmental body where public knowledge of the transaction might adversely affect the legal consideration therefore.

RETURN TO REGULAR MEETING AGENDA

ADJOURNMENT

CALL TO ORDER
Mayor Widaman called the July 15, 2026, City of Dardenne Prairie, Board of Aldermen meeting to order at 7:01 pm.

PLEDGE OF ALLEGIANCE
The pledge of allegiance was said.

ROLL CALL

	Present	Absent
Mayor Widaman	X	
Ald Detweiler	X	
Ald Gittemeier	X	
Ald Johnson	X	
Ald Nay	X	
Ald Waters	X	
Ald Wilson	X	

ALSO PRESENT: City Administrator Kyle Michel, City Attorney John Young, IT Manager Rose Maresca and City Clerk Deborah Ryan

PRESENTATION – Report of the 2025 Audit by UHY LLP

Allen Shulte of UHY LLP reviewed with 2025 Audit report with the Board.

CONSENT AGENDA
1. Board of Aldermen Regular Session Minutes – 07 01 26
2. Expenditures Report dated - 07 15 26
3. Acceptance of the 2025 Audit
4. On the Rocks approval of new liquor licenses - Original Package, Sunday Sales and Tasting

Moved by Alderman Gittemeier seconded by Alderman Detweiler to approve the consent agenda as presented.

All ayes, motion carried.

ITEMS REMOVED FROM CONSENT AGENDA
No items removed

PUBLIC COMMENT

The following spoke during public comment:

- Arnie C. AC "Honest-Abe" DIENOFF - City/County Public Advocate

PUBLIC HEARING

No Public Hearings

NEW BUSINESS

1. **Resolution No. 403**
   A RESOLUTION OF THE BOARD OF ALDERMEN OF THE CITY OF DARDENNE PRAIRIE, MISSOURI, CONSENTING TO THE MAYOR'S REAPPOINTMENT OF ANDREW BURCHETT TO THE BOARD OF DIRECTORS OF THE BARATHAVEN COMMUNITY IMPROVEMENT DISTRICT

Motion by Alderman Gittemeier, seconded by Alderman Wilson to read Resolution 403.

City Attorney read Resolution 403 by title only.

Motion by Alderman Gittemeier, seconded by Alderman Wilson to accept Resolution 403.

Roll call vote:
Alderman Wilson – Aye
Alderman Nay – Aye
Alderman Johnson – Aye
Alderman Gittemeier – Aye
Alderman Waters – Aye
Alderman Detweiler – Aye

The vote on the motion being 6 ayes, motion carried. Resolution No. 403 is accepted.

OLD BUSINESS

1. **Bill No. 26-32** (first reading on July 1, 2026)
   AN ORDINANCE REVISING THE BUDGET FOR THE CITY OF DARDENNE PRAIRIE, MISSOURI, FOR THE FISCAL YEAR COMMENCING ON JANUARY 1, 2026, AND ENDING ON DECEMBER 31, 2026

Motion by Alderman Detweiler, seconded by Alderman Johnson for the second reading of Bill No. 26-32, by title only. All ayes, motion carried.

City Attorney read Bill No. 26-32 for the second time, by title only.

Motioned by Alderman Johnson, seconded by Alderman Gittemeier for the final passage of Bill No. 26-32.

Roll call vote:
Alderman Waters, Aye
Alderman Johnson, Aye
Alderman Gittemeier, Aye

Alderman Deweiter, Nay
Alderman Wilson, Aye
Alderman Nay, Aye

The vote on the motion, 6 ayes and 0 nays, motion carried. Bill No. 26-32 becomes Ordinance No. 2427.

OFFICER & STAFF COMMUNICATIONS

1. City Attorney

No report.

2. City Engineer

No report.

3. City Administrator

City Administrator Michel stated there are some great events coming up for the community. There will be a concert in the park this Friday, July 17 and this is a reschedule due to rain out. Back to School event is scheduled for August 6, 2026, from 4 to 6 pm. Friday, August 21, 2026, there will be another concert in the park. Prairie Day is scheduled for September 26 from noon to 9 pm.

City Administrator Michel stated as a reminder reminded them that not all code enforcement complaints are valid code enforcement issues and that each one will be investigated accordingly.

City Administrator Michel stated all legal requests, per policy, need to come through me so we can manage cost and handle research in house that can be done in house

4. Aldermen

Alderman Wilson stated the posting regarding the e-bike regulations that was created by the IT intern, turned out great. Alderman Wilson also thanked the Public Works staff and stated the grass cutting looks great. Alderman Wilson thanked staff and all the employees for their hard work during planning and on the 4th of July, it was a great event.

Alderman Detweiler thanked staff and Aldermen Wilson for their work during the 4th of July event, it was hot, but it was well attended and a great event.

Alderman Johnson thanked public works staff on the grass cutting and asked about who is responsible for the grass at Bates Road with the development that was just approved in that area. Also asked for an update on the Massey property.

City Administrator Michels stated he will provide an update to the Board as there is an upcoming meeting with a representative of the property.

5. Mayor

Mayor Widaman thanked each of the staff for their hard work on the 4th of July event and stated he is very proud as it was a great and well-attended event.

Mayor Widaman stated Chuck Bosher has been appointed as the new city historian and invited everyone to the St. Charles County Historical Society's Dardenne Prairie Chapter meeting on Thursday, July 23, 2026, at 6 pm here at City Hall.

ADJOURNMENT

Moved by Alderman Gittemeier, seconded by Alderman Detweiler to adjourn the meeting.

All ayes, motion carried.

Meeting adjourned at 7:33 pm.

Approved by the Board of Alderman on 08 05 26

Respectfully submitted:

Deborah Ryan, City Clerk

EXPENDITURES FOR APPROVAL
8/5/2026

1	Americom Imaging Systems, Inc.	Server: 3rd Quarter 2026	832.05
2	Ameren	City Hall	2,013.11
3	Ameren	Traffic Light 2	77.17
4	Ameren	Traffic Light	13.72
5	Ameren	Street Lights	34.88
6	Ameren	Street Lights	211.88
7	Ameren	Street Lights	327.02
8	Ameren	Concession Stand	381.37
9	Ameren	City Park	229.48
10	Ameren	Athletic Complex	691.67
11	Bonds: ADB Companies	Bond release	3,000.00
12	Bonds: CM Concrete Designs LLC	Bond release	500.00
13	Bonds: CMS Homes	Bond release	500.00
14	Bonds: Gaebe Contracting	Bond release	1,500.00
15	Bonds: I3 Broadband	Bond release	2,500.00
16	Bonds: Prairie Ridge Animal Hospital	Bond release	4,800.00
17	Bonds: Roderfeld	Bond release	500.00
18	Bridge Tower Media	Public Hearing Notices	181.30
19	Carrie Hamilton	Training reimbursement	146.23
20	CDS Office Technologies	Copies to 6-24-26	212.25
21	Charter Communications	Service to 8-7-26	239.58
22	Cuivre River Electric	Light on Weldon Spring	44.25
23	Cuivre River Electric	Henke/Feise Rd. Traffic Signals	79.00
24	Cuivre River Electric	Light at Georgetown Park	29.81
25	Cuivre River Electric	Lights at St. Williams Apts.	44.34
26	Cuivre River Electric	Hanley Rd. Traffic Signal	89.00
27	First Bank	Credit Card Charges	4,367.68
28	General Code	Code Update - 20%	3,400.00
29	Global Industrial	Replacement trash cans	20,436.59
30	Green Clean Commercial	Cleaning to 6-24-26	1,376.00
31	Hamilton Weber	Legal fees - June	12,892.96
32	Insurance: Anthem	Health - August	22,431.62
33	Insurance: KC Life	Vision, Dental, Disability & Life: August	2,250.18
34	LAGERS	June, 2026	14,074.73
35	MCMA	Dues: Michel	150.00
36	Missouri Municipal League	Conference registration	455.00
37	Mowers and More Small Engine	Mower repair	852.21
38	Parks: American Bands	8/21 performance	3,300.00
39	Parks: American Carnival Mart	7/4 tents and games	852.00
40	Parks: Circus Kaput	Back to School fair face painter	250.00
41	Parks: Martin Trophies	Baseball trophies	1,305.00
42	Parks: O'Fallon Sewer Service	7/4 portable toilets	540.00
43	Parks: O'Fallon Sewer Service	7/17 portable toilets	220.00
44	Parks: Sunbelt Rentals	7/4 AC, generator & lights	2,868.11
45	Parks: Various Umpires	Umpire pay to 07-09-26	740.00
46	Paychex	July time system fee	151.80
47	Payroll	07-17-26 Payroll	52,427.21
48	Payroll	07-31-26 Payroll	56,357.45
49	Pro Outdoor	Irrigation service	319.00
50	PWSD #2	Athletic Complex water to 6-15-26	67.41
51	PWSD #2	Fountain water to 6-15-26	3,287.41
52	R & R Sanitation	Porta Potty to 8-10-26	240.00
53	St. Charles County Municipal League	Annual dues	750.00
54	The Hartford	Addition of equipment	57.00
55	The Pump Shop	Fountan repair	4,132.97
56	Todd Eggers	Reimbursement for part	71.00
57	Tyler Technologies	Building Dept Software: September	1,287.30
58	UMB Bank, NA	June, 2026 TDD Sales Tax Payment	35,033.05
59	UMB Bank, NA	July, 2026 TDD Sales Tax Payment	36,536.90
60	US Bank	COP Series 2022 Biannual Payment	63,300.00
61	Veritext	Board of Adjustment - Court reporter	753.80
62	Weis Design Group	Post Road	37,271.44
63	Weis Design Group	Henning Road	11,957.46
64	WM Financial Strategies	Annual filing	700.00
			416,641.39

Approved by Board of Aldermen 08-05-26 ______________________ Mayor Keith Widaman

TREASURER'S REPORT

As of June 30, 2026

General Fund	3,470,406.12
General Fund (Invested)	1,384,874.40
Special Revenue Fund	1,929,487.33
Special Revenue Fund (Invested)	334,178.35
Parks & Storm Water Fund	410,510.16
Parks & Storm Water Fund (Invested)	1,170,607.10
Parks & Storm Water Umpire Fund	10,862.89
Capital Improvement Sales Tax Fund	2,096,144.33
Capital Improvement Sales Tax Fund (Invested)	503,233.28
Transportation Fund	1,096,944.83
Transportation Fund (Invested)	0.00
Escrow/Bond Account	113,078.45
Petty Cash	100.00
Cash Drawer	200.00
TOTAL	**12,520,627.24**

Respectfully submitted,

Kim Clark

Kim Clark
Finance Manager

Records Destruction	Years
City Hall Council Room Reservations Request Forms	2011, 2012, 2013
City Hall Council Park Facilities Request Forms	2012, 2013
Calendar 2013 for Athletic Fields	2013
Barat Academy/Great Rivers Greenway District Athletic Fields reservation Request	2013
Field Reservations	2012
Council Room Reservations	2012
Park Rental Reservations	2012
Bid for City Hall Park Concession Services	2012
Consession Stand Agreement	2012
Completed/Closed and Archived Building Permits	2024
GBA Zoning Maps	2003, 2004
Charrette File	
Cora Marie Market place proposal	2013
Patti Agnew - Transitory Emails	2005, 2006, 2011, 2013,2015
Luke Kehoe - Transitiory Emails	2006, 2008, 2009
GBA Code Enforcement	2004, 2005
HOA Contact information	2003
Central District Alarm Reports	2006, 2007
Permits scanned, OCR	2022, 2023, 2024, 2025 (those not completed before the last destruction request)
Aquatic and Recreational Facilities Code Packet	2008
Copy of Bates Road Improvement Bid Packet	2009
Old Court and Legal Case Documents	2003-2010
GBA misc forms	2005-2010
St. Theresa Dr. misc forms	2008
Barathaven Park Greenway emails + misc	
CO-OP agreement for Henning Improvements 2009 + misc forms	2009
Bates Road Improvements Faxes	2009
Luke Kehoe - Emails/Faxes	2005 - 2010

DARDENNE PRAIRIE

MS4 & SWMP

NOTICE OF PUBLIC REVIEW PERIOD AND PUBLIC HEARING
CITY OF DARDENNE PRAIRIE STORMWATER MANAGEMENT PLAN
MS4 PERMIT RENEWAL – PERMIT NO. MOR04C067

Notice is hereby given that the City of Dardenne Prairie, Missouri is providing a public review and comment period for the City's draft Stormwater Management Plan (SWMP) prepared in connection with the renewal of the City's Missouri Department of Natural Resources Phase II Municipal Separate Storm Sewer System (MS4) Permit, Permit No. MOR04C067.

The City's SWMP describes the City's Stormwater Management Program and the best management practices used to reduce pollutants in stormwater runoff to the maximum extent practicable.

The public comment period will be open from **June 30, 2026 through July 30, 2026**. Written comments may be submitted through the City's website or mailed to:

City of Dardenne Prairie
Attention: City Clerk
2032 Hanley Road
Dardenne Prairie, MO 63368

Comments must be received by **July 30, 2026**.

A public hearing will be held before the Board of Aldermen on **Wednesday, August 5, 2026, at 7:00 p.m.**, or as soon thereafter as the matter may be heard, at Dardenne Prairie City Hall, 2032 Hanley Road, Dardenne Prairie, Missouri 63368. The purpose of the public hearing is to present the City's draft SWMP and receive public comments regarding the City's Stormwater Management Program and MS4 permit renewal.

The City of Dardenne Prairie, Missouri, fully complies with Title VI of the Civil Rights Act of 1964 and related statutes and regulations in all programs and activities. For more information, or to obtain a Title VI Complaint Form, please call (636) 561-1718 or visit City Hall located at 2032 Hanley Road, Dardenne Prairie, Missouri 63368.

AFFIDAVIT OF PUBLICATION

State of Missouri
County of St. Charles

I, Erica Myers, state that I am the Business Manager of Mid Rivers Newsmagazine, a publication distributed 24 times per year in the County of St. Charles, Missouri; which newspaper has been admitted to the Post Office of St. Louis, Missouri; which newspaper has been published regularly and consecutively for a period of 21 years. The affixed appeared in said newspaper in the following issue: July 8, 2026

Erica Myers, Business Manager

Erica Myers, Business Manager

Subscribed and sworn to before me on this 2nd day of July, 2026.

Melissa K. Balcer

Melissa K Balcer
Notary Public

MELISSA K. BALCER
My Commission Expires
04-02-2029
NOTARY SEAL
St. Louis
County
Commission # 98434732
NOTARY PUBLIC - STATE OF MISSOURI

DARDENNE PRAIRIE

City of Dardenne Prairie, Missouri

MS4 Stormwater Management Plan

Permit No. MOR04C067

2026 Renewal Public Review Draft

Prepared May 2026 | Renewal submittal target: August 1, 2026

Originally adopted March 2, 2022 by the Board of Aldermen

PUBLIC REVIEW DRAFT | MOR04C COMPREHENSIVE MS4 GENERAL PERMIT RENEWAL

Permittee / Continuing Authority	City of Dardenne Prairie, Missouri
Primary MS4 Contact	Matthew Davidson, City Engineer
Administrative Coordination	Kyle Michel, City Administrator
Document Purpose	Public review draft prepared to support the 2026 renewal package.
Final Record	Certification/adoption record to be completed after public review and comment response.
Report Organization	Six Minimum Control Measures, appendices, tracking fields, and final certification page.

SWMP Information Page

Contact Information

Role	Information
Permittee / Continuing Authority	City of Dardenne Prairie, Missouri, 2032 Hanley Road, Dardenne Prairie, MO 63368
Primary MS4 Contact and Primary Person Responsible for all MCMs	Matthew Davidson, City Engineer, Phone: (636) 561-1718, Email: cityengineer@dardenneprairie.org
Administrative / Authorized Representative Coordination	Kyle Michel, City Administrator, City of Dardenne Prairie
Stormwater Webpage / Public Reporting Method	City stormwater information webpage and public inquiry/concern form: https://www.dardenneprairie.org/engineering/StormwaterInformation.php

Regulatory and Background Information

The City of Dardenne Prairie first obtained MS4 permit coverage in 2003. The City operates a regulated small municipal separate storm sewer system (MS4) within the St. Louis metropolitan area and is renewing coverage under the MOR04C Comprehensive MS4 General Permit. The current permit number is MOR04C067. The current permit is scheduled to expire September 30, 2026. This SWMP update has been prepared to support renewal coverage and to strengthen the City's program documentation before the July 1, 2026 renewal submittal target.

Before final submittal, the City will re-check Missouri DNR's final reissued MOR04C permit, current application forms, and any renewal instructions. If the final permit or forms differ from this draft, the City will make the necessary revisions and retain the final permit/form check in the renewal file.

Final permit/forms verification record: Before renewal submittal, the City will retain a short checklist or memo documenting the MOR04C permit version reviewed, the date Form M and Form K were downloaded/verified, the application submission method confirmed with Missouri DNR, and whether any final revisions were made after the public review period.

Document Control, Responsibilities, and Recordkeeping

The City shall maintain this SWMP as a controlled document. The Primary MS4 Contact shall maintain the official SWMP file, version history, revision date, revision summary, current contacts, permit/forms verification memo, appendix index, and public review/final adoption records. Superseded versions shall be retained in the MS4 compliance file.

The City assigns implementation responsibility by BMP and MCM as identified in Appendix A. The Primary MS4 Contact is responsible for overall program coordination, while BMP-specific implementation may be assigned to the City Engineer, City Administrator, Public Works/Municipal Operations Staff, Parks/Grounds Staff, Administrative Support/Communications, and consultant support where used.

The City shall provide an annual Board of Aldermen update summarizing SWMP implementation status, measurable goals achieved, public comments/concerns, complaint and case trends, inspection and enforcement activity, identified program gaps, and proposed BMP changes for the upcoming reporting year.

All SWMP implementation records shall be maintained in accordance with applicable permit record-retention requirements and organized so that they can be produced promptly to Missouri DNR upon request. Records may be maintained electronically if they are organized, backed up consistent with City procedures, and readily retrievable by MCM, BMP, reporting year, project, outfall, case, or facility.

Before final renewal submittal and again before final adoption after reissuance of MOR04C, the City shall confirm that this SWMP remains consistent with the final issued permit and shall revise section references, deadlines, forms, and supporting records as needed.

Role	Primary SWMP responsibilities	Key records / outputs
City Engineer / Primary MS4 Contact	Overall SWMP coordination; renewal package support; MCM implementation oversight; engineering review; map/outfall, construction, post-construction, and IDDE program coordination.	SWMP version file; permit/forms verification memo; annual review notes; construction, post-construction, IDDE, and map records.
City Administrator / Authorized Representative Coordination	Administrative oversight, final coordination, Board of Aldermen agenda/support, and authorized representative coordination for certification/adoption as applicable.	Board update materials; final certification/adoption record; administrative correspondence.
Public Works / Municipal Operations Staff	Municipal facility good housekeeping, facility inspections, spill/illicit discharge reporting, corrective actions, training participation, and maintenance support.	Training records; facility inspection checklists; spill/leak records; work orders; waste/removal records.
Administrative Support / Communications	Website posting, public notice support, public comment intake, outreach archiving, meeting records, and public concern log support as assigned.	Website screenshots; social media/electronic outreach records; comment log; meeting records; public concern log.
Parks / Grounds Staff	Park/greenway housekeeping, cleanup/event support, tree planting/habitat activities, litter/debris reporting, and park facility observations as assigned.	Event records; facility inspection notes; work orders; photos; cleanup/tree planting documentation.
Consultant support where used	Engineering/GIS, stormwater inspection, sampling, mapping, document preparation, or technical support when assigned by the City.	Consultant reports, maps, inspection/sampling forms, technical memoranda, or other deliverables.

TMDL Information

Not applicable based on current City MS4 program records. If a TMDL becomes applicable during the permit term, the SWMP and annual reporting procedures will be updated accordingly.

Co-Permittee Information

Not applicable. The City is not filing as a co-permittee for this renewal.

Stormwater Program Review and BMP Iterative Process

The City evaluates the Stormwater Management Program and all BMPs in the SWMP at least annually for effectiveness, completeness, and opportunities for improvement. The annual review includes the implementation records, measurable goals, public comments/concerns, inspection data, enforcement actions, staff training, and changes in City operations or development activity. Results of the annual review are used to prepare the annual MS4 report and to modify BMPs where needed.

For the 2026 renewal, the City has reviewed and updated contact information, public participation procedures, MCM tracking metrics, IDDE procedures, construction and post-construction tracking fields, municipal facility information, and appendix forms. This update is intended to address renewal completeness and to create auditable records for future annual reports.

2026 Renewal Public Participation Record

The City will make this draft SWMP available for public review for at least thirty (30) days before finalizing the renewal package. Public comments will be logged, reviewed, answered, and retained with website posting screenshots, notice proof, meeting records if any, and final governing-body action if applicable. The final SWMP will include or reference the completed public review record.

Public participation record item	Documentation to retain in renewal file	Final status
Draft SWMP public notice	Copy of notice text, posting location, posting date, screenshot, and newspaper affidavit if used	To be completed after posting
Public comment period	Start date, end date, website screenshots, and proof the draft remained available	To be completed after posting
Comments received	Comment log showing commenter, date received, topic, assigned reviewer, and response date	To be completed after comment period
Responses to comments	Written responses or summary response memorandum retained with the SWMP file	To be completed after comment review
Public information meeting / public hearing / Board update	Agenda, minutes, staff memo, sign-in sheet/attendance, presentation, notice proof, public comments, and Board action/reference if required or used.	To be completed before final SWMP adoption as applicable to final MOR04C renewal instructions and City procedure
Final adoption/certification	Responsible official signature, title, date, and Board action/reference if applicable	To be completed in final SWMP

Overview of Minimum Control Measures

The City's Stormwater Management Program includes the six required minimum control measures (MCMs) to reduce pollutants in stormwater discharges to the maximum extent practicable and to protect waters of the state.

- MCM 1. Public Education and Outreach of Stormwater Impacts
- MCM 2. Public Involvement/Participation in Program Development
- MCM 3. Illicit Discharge Detection and Elimination
- MCM 4. Construction Site Stormwater Runoff Control
- MCM 5. Post-Construction Stormwater Management in New Development and Redevelopment
- MCM 6. Pollution Prevention/Good Housekeeping for Municipal Operations

Permit section / requirement area	SWMP location	Primary implementation records
Part 3 / Section 3.1.B - Contact information and SWMP description	SWMP Information Page; Contact Information; Document Control	Contact sheet, official SWMP file, version history, permit/forms verification memo
Section 3.2 - Sharing responsibility / co-permittee status	Co-Permittee Information	Co-permittee determination and any intergovernmental agreements if applicable
Section 3.3 - Stormwater program review and BMP iterative process	Stormwater Program Review and BMP Iterative Process; Appendix A	Annual BMP review, adaptive-management memo, annual Board update, annual report support records
Section 4.1 - MCM 1 Public Education and Outreach	MCM 1; Appendix A	Education materials, screenshots, social media/electronic outreach records, pre-construction education records
Section 4.2 - MCM 2 Public Involvement/Participation	MCM 2; Appendix D	Public notice proof, comment log, meeting/Board records, public involvement activity records
Section 4.3 - MCM 3 Illicit Discharge Detection and Elimination	MCM 3; Appendix B; Appendix A	MS4 map, outfall inventory, priority area list, dry-weather screening forms, IDDE case log
Section 4.4 - MCM 4 Construction Site Stormwater Runoff Control	MCM 4; Appendix E	Construction inventory, SWPPP/site-plan review records, inspections, enforcement ladder records
Section 4.5 - MCM 5 Post-Construction Stormwater Management	MCM 5; Appendix E	Post-construction BMP inventory, O&M records, owner reports, inspections, deficiency/enforcement closeout
Section 4.6 - MCM 6 Pollution Prevention/Good Housekeeping	MCM 6; Appendix C	Municipal facility inventory, training records, inspection checklists, spill/waste records, corrective actions
Part 5 - Monitoring, recordkeeping, and reporting	Appendices A-E; annual report support file	Annual report documentation, monitoring/sampling records if any, record-retention file

This SWMP is organized to follow the current MOR04C Comprehensive MS4 General Permit framework. The City uses the permit section references in the table above as a review crosswalk rather than repeating the full permit text in the SWMP. If Missouri DNR issues revised MOR04C section numbering before final renewal submittal, the City will update this crosswalk as part of the final permit/forms verification record.

MCM 1. Public Education and Outreach of Stormwater Impacts

The City implements a public education program to distribute educational materials and conduct equivalent outreach activities about stormwater impacts and the actions the public can take to reduce pollutants in stormwater runoff. The program identifies target audiences, target pollutants/sources, educational BMPs, measurable goals, and tracking methods.

Target Audiences, Pollutants, and Educational BMPs

BMP	Target audience	Target pollutants / sources	Measurable goal and intended outcome	Tracking records
MCM 1 BMP #1: Stormwater webpage and online reporting form	General public, residents, business owners, property owners, developers, and contractors	Nutrients, sanitary sewage, petroleum/oil/grease, household hazardous waste, trash, bacteria, chlorine, sediment, pet waste, and yard waste from residential, commercial, construction, and municipal sources	Maintain a comprehensive stormwater webpage with educational materials, SWMP access, and reporting/comment methods. Provide the public with clear steps for preventing pollutant discharge to the MS4.	Annual screenshot, webpage URL, update date, list of topics/pollutants covered, inquiries/comments received, and response records
MCM 1 BMP #2: Social media or electronic outreach campaign	General public and residents	Nutrients, pet waste, yard waste, trash, bacteria, chlorine, salt/deicer, and household wastes from residential and public areas	Publish stormwater education posts or electronic messages during the year, with topics matched to seasonal pollutant risks.	Post date, topic, pollutant/source addressed, screenshot or archive, reach/engagement if available, and annual evaluation
MCM 1 BMP #3: Pre-construction conferences and contractor/developer education	Developers, contractors, builders, site supervisors, and design professionals	Sediment, suspended solids, concrete washout, fuels, chemicals, construction trash, sanitary waste, dewatering discharge, and disturbed-soil runoff	Hold pre-construction conferences for applicable permitted land disturbance activities and communicate erosion, sediment, waste-control, inspection, and enforcement expectations.	Land disturbance permit list, conference date, agenda/checklist, sign-in sheet, SWPPP review record, and follow-up correspondence
MCM 1 BMP #4: Annual stormwater fact sheet/newsletter/permit-counter education	Residents, property owners, business owners, HOAs, contractors, and permit applicants	Pet waste, yard waste/leaves, fertilizer/nutrients, illicit discharges, household waste, oil/grease, sediment, trash, salt/deicer, and floatables	Distribute or post at least one annual stormwater fact sheet, newsletter item, utility insert, permit-counter handout, or equivalent targeted educational item. Use this BMP to provide a plain-language SWMP overview and seasonal pollution-prevention guidance.	Copy of material, date posted/distributed, distribution method, target audience, pollutant/source addressed, estimated reach or location of distribution, and annual review notes

MCM 1 Measurable Goals and Annual Evaluation

BMP	Annual measurable goal	Minimum records to keep	Evaluation method
Webpage/reporting form	Maintain a current stormwater webpage; update educational materials at least annually and whenever the SWMP is revised; track page views/hits if website analytics are available. If analytics are unavailable, document that limitation and retain screenshots/update logs.	Screenshots, URL, date of review/update, list of pollutants/topics, page views/hits if available, public inquiries/comments and responses, and notation if analytics are unavailable.	Confirm webpage is active, information is current, and inquiries/comments were tracked and answered.

BMP	Annual measurable goal	Minimum records to keep	Evaluation method
Social media/electronic outreach	Publish at least four (4) stormwater education posts or electronic messages per year, with topics matched to seasonal risks and target pollutants.	Screenshots, post/message dates, topic, pollutant/source, target audience, and reach/impressions/interactions if available.	Review the number of posts/messages, topics covered, and reach/impression/interaction data if available. Modify topics or frequency if records show low coverage or engagement.
Pre-construction conferences	Hold a pre-construction conference or equivalent documented kickoff for each applicable City land disturbance permit where construction is authorized to begin.	Permit list, meeting checklist, attendance/sign-in, SWPPP review notes, corrective requirements.	Compare number of applicable permits to documented conferences/kickoffs. Identify gaps and corrective actions.
Annual fact sheet/newsletter/permit-counter education	Distribute or post at least one (1) targeted annual stormwater educational item, such as a fact sheet, newsletter item, utility insert, permit-counter handout, or equivalent City-approved outreach material.	Copy of material, date, distribution/posting method, target audience, pollutant/source addressed, and estimated reach or location made available.	Confirm material was distributed/posted and addressed target pollutants/sources; adjust annual topic as needed.

MCM 2. Public Involvement/Participation in Program Development

The City implements a public involvement/participation program to engage the public in SWMP development, renewal review, implementation, and reporting of stormwater concerns. The City will over-document the 2026 renewal public participation process because public notice and public meeting records are a high-risk renewal item.

BMP / Permit element	City implementation	Measurable goal	Records retained
Public notice period for draft SWMP	Post the draft SWMP and public notice on the City stormwater webpage for at least thirty (30) days for renewal or significant SWMP revision. Newspaper notice or other City notice method may be used if required or selected.	Complete and document the notice period before finalizing the renewal package.	Notice text, posting date, end date, screenshots, affidavit if used, and final posting proof.
Public comments and responses	Accept comments through the website, email/mail if listed in the notice, or other identified method. Review and respond to comments within 30 days of receipt where a response is required or requested.	Track 100% of comments received and responses issued.	Comment log, comment copies, response dates, response memorandum, and final SWMP changes made.

BMP / Permit element	City implementation	Measurable goal	Records retained
Public information meeting / governing-body update	The City will conduct the public notice and public information meeting process required by the applicable MOR04C renewal instructions. If the reissued permit retains the current MOR04C public meeting requirement, the City will advertise and hold a public information meeting at least thirty (30) days after notice, within the MS4 service area, and retain the agenda, notice proof, attendance, minutes, presentation, and public comments. The City shall also provide an annual Board of Aldermen update summarizing SWMP implementation status, measurable goals achieved, public comments/concerns, complaint and case trends, inspection and enforcement activity, identified program gaps, and proposed BMP changes for the upcoming reporting year.	Document any required public information meeting and provide one formal Board of Aldermen update each reporting year.	Notice proof, agenda, minutes, staff memo, presentation, sign-in/attendance, public comments, Board agenda/minutes, Board update materials, and Board action/reference if applicable.
Public inquiry/concern reporting method	Maintain a publicly available method to receive stormwater inquiries, concerns, and illicit discharge or construction-site complaints covering all MCMs.	Maintain the reporting method continuously and review submissions at least annually.	Submission log, inspection/referral records, response records, closeout notes.
Stormwater management panel/committee evaluation	The City does not currently utilize a stormwater management panel or committee. The City will annually evaluate whether a panel/committee would provide meaningful benefits based on public comments, development activity, and staffing/resources.	Document the annual evaluation and decision.	Annual review note or staff memorandum.

Public Involvement BMPs for Permit Cycle

In addition to the renewal public notice/comment process and the public reporting method, the City will implement or support hands-on public involvement BMPs during the permit cycle. These BMPs are intended to engage residents, HOAs, businesses, youth/community groups, and other stakeholders in stormwater protection, cleanup, habitat improvement, and program awareness.

Involvement BMP	Target participants	Implementation approach	Tracking fields	Annual evaluation
Watershed / stream / litter cleanup support	Residents, volunteers, community groups, HOAs, businesses, and City staff	Support, promote, participate in, or document cleanup activities such as stream/litter cleanup, watershed cleanup, park cleanup, or equivalent public cleanup activity within or benefiting the MS4 service area.	Date, location, organizer, City support provided, attendees/interactions, amount of trash/debris removed if available, photos, sign-in sheets, and disposal/cleanup notes.	Review participation and results annually; identify whether additional promotion, locations, or partnerships are needed.
Tree planting, habitat improvement, stormwater booth, or HOA/public stormwater training	Residents, HOAs, property owners, youth/community groups, developers/contractors, and the general public	Support or conduct an Arbor Day/tree planting, habitat improvement activity, Prairie Day or similar stormwater education booth, HOA/public stormwater training, or equivalent public involvement event.	Date, location, event type, organizer, City support provided, number of attendees/interactions, number of trees planted or materials distributed if applicable, photos, sign-in sheets, and educational topics.	Review whether the activity reached the intended audience and whether the activity should be repeated, modified, or replaced in the next reporting year.

The City may substitute an equivalent public involvement BMP if the selected activity is not available in a given year, provided the substitute BMP is documented, evaluated, and retained with annual MS4 records.

MCM 3. Illicit Discharge Detection and Elimination

The City implements and enforces a program to detect and eliminate illicit discharges into the regulated MS4. The program includes a current storm sewer system map, an illicit discharge ordinance, dry-weather field screening, priority-area review, response procedures, enforcement procedures, training/outreach, and tracking records.

Legal authority: The City uses Ordinance No. 1635 as its illicit discharge and stormwater enforcement authority, including authority for inspections, notices of violation, required corrective action, BMP implementation, sampling/reporting where needed, and other enforcement remedies available under City code and permit procedures.

Storm Sewer System Map and Outfall Inventory

The City maintains an electronic MS4 map showing the regulated MS4 boundary, known storm sewer infrastructure, all mapped outfalls, and receiving waters. The map is updated at least annually and whenever additions, removals, corrections, annexations, or field-verified changes are identified. The map and supporting information are available to Missouri DNR upon request.

For the 2026 permit cycle, dry-weather screening and illicit discharge inspections will be scheduled based on all mapped MS4 outfalls, not only the representative outfalls listed in the permit application. The City will inspect at least sixty percent (60%) of all mapped MS4 outfalls during each five-year permit cycle, with priority areas inspected more frequently when warranted by complaints, field indicators, land use, or past findings.

Priority Areas

The City will review priority areas at least annually. Priority areas may include commercial corridors, industrial/commercial land uses, businesses with target pollutant potential, prior complaint or spill locations, high impervious areas, construction/redevelopment areas, older infrastructure areas, City facilities, detention/retention facilities with repeated concerns, and any area where field screening identifies ongoing evidence of illicit discharge or dumping.

Initial 2026 Priority Area List

The following initial priority areas will be used for the 2026 renewal cycle and updated annually based on complaints, inspection results, land use changes, new infrastructure, and dry-weather screening findings.

Priority area	Reason selected	Target pollutants / sources	Inspection / screening focus	Annual review notes
Commercial corridors and high-impervious commercial areas	Higher vehicle traffic, parking areas, loading areas, and business activity create elevated potential for pollutant exposure.	Petroleum, oils/grease, metals, trash/floatables, sediment, nutrients, wash water.	Prioritize nearby outfalls during dry-weather screening; follow up on complaints and observations.	Update based on findings, complaints, redevelopment, or new business activities.
Active construction and redevelopment areas	Disturbed soil and construction activities create higher runoff and illicit discharge potential.	Sediment, concrete washout, fuels, chemicals, dewatering discharges, trash, sanitary waste.	Coordinate with MCM 4 construction inspections and investigate downstream impacts or complaints.	Update as active sites open/close and as priority status changes.
City facilities, including the Maintenance Shed	Municipal operations may include material storage, vehicles/equipment, waste handling, and deicer or petroleum-related activities.	Sediment, petroleum, metals, deicer residue, trash/floatables, chemicals.	Annual facility inspection, routine good housekeeping, and responsive IDDE checks when indicators are observed.	Update based on facility changes, spills, or inspection findings.

Priority area	Reason selected	Target pollutants / sources	Inspection / screening focus	Annual review notes
Prior complaint or concern locations	Historic complaints or public concerns indicate potential recurring pollutant sources or vulnerable drainage areas.	Pollutants vary by complaint; may include sewage, wash water, oil, trash, sediment, or yard waste.	Track complaint location, inspect, source trace when needed, and close out or escalate.	Review complaint log annually to add/remove priority locations.
Detention/retention facilities with repeated concerns	Maintenance deficiencies can contribute sediment, floatables, nutrients, algae, or downstream impacts.	Sediment, floatables, nutrients, trash, algae, eroded materials.	Coordinate with MCM 5 inventory and inspection tracking; follow up on owner/operator deficiencies.	Update based on inspection outcomes and unresolved maintenance issues.
Mapped outfalls with past dry-weather flow, staining, deposits, odor, or sheen	Field indicators can identify illicit discharge or non-stormwater sources requiring follow-up.	Unknown/variable; potential sewage, wash water, petroleum, chemicals, nutrients, sediment.	Re-screen, source trace, sample or test if needed, and document closure.	Retain findings and adjust screening priority during annual IDDE review.

Dry-Weather Field Screening and IDDE SOP

Step	Procedure	Record created
1. Schedule and conditions	Conduct dry-weather field screening a minimum of seventy-two (72) hours after the last precipitation event, unless field conditions require documentation of an alternate condition. Record date, time, weather, antecedent rainfall estimate/source, outfall condition, and inspector.	Dry-weather field screening form
2. Visual observations	Observe for flow, odor, color, turbidity, floatables, staining, deposits, algae/slime, sheens, sewage indicators, excessive sediment, trash, or other unusual conditions.	Inspection checklist and photos where useful
3. Field indicators or sampling	Where flow or suspicious indicators are present, document field indicators and use field screening parameters, field test kits, consultant support, or laboratory sampling as needed to evaluate the discharge. The City will maintain access to field screening equipment or a contract/lab option for diagnostic monitoring when suspicious flow is present. Diagnostic monitoring parameters may include pH, oil and grease, E. coli or fecal coliform, surfactants or fluorescence concentration, specific conductivity, ammonia, chlorine, dissolved oxygen, fluoride/hardness, or other parameters selected based on the suspected source.	Field parameter notes, sampling/test records, equipment/contract/lab documentation, or decision note explaining why sampling was not needed
4. Source tracing	Trace suspected discharge upstream using visual survey, storm map review, manhole/inlet checks, facility/property contact, dye/smoke testing where appropriate, or referral to the appropriate utility/agency.	Investigation log and source tracing notes
5. Response and enforcement	If an illicit discharge is confirmed or suspected, notify the responsible party where known, require correction, use ordinance enforcement authority as needed, and escalate unresolved violations through notices, reinspection, fines, or other available remedies. After the source is identified, the City will require the pollutant source to be removed or controlled. Corrective actions may include source control, treatment BMPs, cleanup, remediation or restoration of affected property, referral to the appropriate utility or agency, and use of City enforcement authority where necessary. The City will maintain contact information for appropriate utility, agency, contractor, laboratory, or environmental cleanup support as needed.	Notice/correspondence, enforcement record, reinspection notes
6. Closeout and annual review	Close the case when the discharge is eliminated, referred, or otherwise resolved. Evaluate the finding during annual IDDE program review and update priority areas if needed.	Closure documentation and annual review update

IDDE Response Timelines

The City will immediately respond to illicit discharges, spills, or other conditions that are determined to constitute a threat to human health, welfare, or the environment. For complaints, reports, dry-weather screening findings, or monitoring information indicating a potential illicit discharge that does not constitute an immediate threat, the City will investigate or refer the matter to the appropriate agency within five (5) business days on average. If an illicit discharge is observed that is related to, discharging to, or discharging from an adjacent MS4 operator's storm sewer system, the City will notify the adjacent MS4 operator within twenty-four (24) hours of discovery or as soon as practicable. Response, referral, enforcement, and closeout records will be retained in the centralized IDDE case log.

Centralized IDDE Case Tracking

The City will maintain a centralized IDDE case log for credible complaints, dry-weather screening findings, suspicious flows, spills, dumping concerns, and related investigations. Each case should receive a unique IDDE case ID and should be tracked from intake through investigation, corrective action, enforcement if needed, and closeout. The log should include the case ID, date received/identified, location or outfall ID, weather condition, field indicators, source-tracing steps, diagnostic monitoring or sampling status, responsible party if known, notices or enforcement actions, closure date, and annual priority-area implications.

MCM 3 Measurable Goals

Goal	Tracking mechanism
Maintain and update the MS4 map and outfall inventory at least annually.	Electronic map update log, map screenshots/exports, and outfall change record.
Inspect at least 60% of all mapped MS4 outfalls during the five-year permit cycle.	Outfall inspection schedule and completed inspection forms by outfall ID.
Review priority areas annually and update based on complaints, findings, land use, or new infrastructure.	Priority area list/map and annual review notes.
Track all illicit discharge complaints, investigations, responses, enforcement, and closeout actions.	IDDE complaint/investigation log and case file.
Provide illicit discharge recognition/prevention information through MCM 1 outreach and MCM 6 staff training.	Training attendance/materials and public education records.
Meet IDDE response timelines for immediate threats, non-emergency potential illicit discharges, and adjacent-MS4 notifications.	Centralized IDDE case log showing threat status, date received/identified, response or referral date, adjacent-MS4 notice if applicable, enforcement, and closeout.

MCM 4. Construction Site Stormwater Runoff Control

The City implements and enforces a construction-site runoff control program to reduce pollutants in stormwater runoff from construction activities that disturb one acre or more, including projects disturbing less than one acre that are part of a larger common plan of development or sale. The City also applies a more stringent local land-disturbance/SWPPP threshold of 5,000 square feet where applicable under City requirements.

The City maintains regulatory mechanisms for construction-site runoff control, including Ordinance No. 1689, which adopted Chapter 412, Erosion and Sediment Control Regulations, and amended related nuisance and enforcement provisions for land-disturbing activities. Ordinance No. 1689 establishes land disturbance permit requirements, SWPPP submittal requirements, inspection obligations, BMP maintenance requirements, stabilization requirements, and enforcement remedies. The City also relies on Ordinance No. 1635 and Ordinance No. 1684, as applicable, for stormwater enforcement and stormwater management procedures.

Construction Program Elements

Element	City implementation
Ordinance / regulatory mechanism	The City maintains regulatory mechanisms for construction site runoff control, including Ordinance No. 1635 for stormwater enforcement authority, Ordinance No. 1689 for land disturbance permit application requirements, and Ordinance No. 1684 for stormwater management requirements and procedures for new development projects. These mechanisms require construction site operators to implement erosion and sediment control BMPs and allow sanctions/enforcement to ensure compliance. The ordinances/code provisions are available through the City stormwater webpage or City Code records.
SWPPP and waste controls	Operators must implement appropriate erosion and sediment controls and control construction waste such as concrete washout, building materials, chemicals, fuels, litter, sanitary waste, and other pollutants that may affect water quality.
Plan review criteria	City review considers disturbed acreage, larger common plan status, receiving waters/discharge points, slopes/soils, drainage patterns, erosion and sediment controls, stabilization schedule, inlet/outlet protection, concrete washout, dewatering, fuel/chemical storage, waste management, inspection frequency, and corrective-action timelines.
Public concern intake	The City maintains a public inquiry/concern method on the stormwater webpage. The City reviews submissions and performs follow-up inspections when needed. Construction site signage should direct the public to the City reporting method when required by City procedure.
Inspections	The City performs or requires construction-site inspections. At a minimum, City inspections occur within 21 days of construction startup, during active construction, and at closeout; larger or priority sites may receive more frequent inspections. Inspection records should include receiving stream or downstream inlet observations for turbidity, sediment plume, deposits, discoloration, oil sheen, floatables, concrete washout indicators, or other apparent water quality impacts when accessible and applicable.
Enforcement	If deficiencies are identified, the City uses phone/email notices, written corrective action requests, reinspection, enforcement letters, sanctions, fines, stop-work or other available remedies under City code, including Ordinance No. 1635 and related land-disturbance/stormwater provisions, and permit procedures.

Construction Enforcement Ladder

Construction-site deficiencies will be tracked through a staged enforcement approach appropriate to the severity, recurrence, and water-quality risk of the violation. The typical progression may include verbal or email notification, written corrective-action request, reinspection, formal enforcement letter or notice of violation, stop-work order or other City sanction where authorized, referral to the appropriate agency when needed, and documented closure. Emergency or high-risk conditions may be escalated immediately.

Construction Inventory and Tracking Fields

The City will maintain a construction-site inventory/tracking log. The log may be kept in a spreadsheet, permitting software, or other organized record system, but it should include the following fields:

- Project name, address/location, permit number, and owner/operator/developer contact information.
- Disturbed acreage, total site acreage, larger common plan determination, receiving water/discharge point, and priority status.
- SWPPP/site plan review date, reviewer, approval status, and required revisions.
- Pre-construction conference/kickoff date, attendees, and checklist.
- Inspection date/time, inspector, weather, inspection type, BMP findings, deficiencies, corrective action deadline, and follow-up/reinspection result.
- Enforcement actions, correspondence, stop-work/fine/sanction if any, and final stabilization/closeout date.

MCM 4 Measurable Goals

Goal	Documentation
Maintain records of City-approved construction SWPPPs and site plans for applicable land disturbance permits.	Permit file, SWPPP review checklist, approved plans, and revision notes.
Maintain a current active construction inventory with project contact, size, priority status, inspection, and enforcement information.	Construction tracking log.
Inspect active construction sites according to the inspection schedule and prioritize sites based on risk.	Inspection forms, photos, corrective-action notices, reinspection notes, and receiving stream/downstream inlet observations where accessible and applicable.
Track public concerns and City responses related to construction stormwater runoff.	Public submission log, inspection/referral record, response record.
Review construction program effectiveness annually and modify procedures or tracking if gaps are identified.	Annual review memo/notes and annual report support records.

MCM 5. Post-Construction Stormwater Management in New Development and Redevelopment

The City implements and enforces a post-construction stormwater program for new development and redevelopment projects that disturb one acre or more, including projects less than one acre that are part of a larger common plan of development or sale, and that discharge into the regulated MS4. The program uses a combination of ordinance requirements, plan review, permanent BMP design standards, long-term operation and maintenance requirements, inspection, and enforcement.

The City also maintains Ordinance No. 1886, which amended Chapter 550 of the Municipal Code by adding Section 550.035, prohibiting construction or other activities that affect stormwater management systems, including swales on private property, unless approved by City permit. Ordinance No. 1886 does not prohibit routine maintenance of landscaped areas or existing vegetation, but provides City permit review authority for construction or activities that affect stormwater management systems, including private-property swales. Ordinance No. 1886 supports the City's post-construction stormwater management program by requiring City Engineer review of proposed modifications and allowing the City to require supporting information such as grading plans, rain garden or infiltration basin details, and stormwater flow calculations.

Post-Construction Program Elements

Element	City implementation
Water-quality design strategy	During plan review, the City evaluates site characteristics and stormwater strategies to protect sensitive areas, minimize stormwater pollution, use effective BMPs, and attempt to maintain predevelopment runoff conditions.
Regulatory mechanism	The City uses its post-construction stormwater ordinances and related City standards/SOPs to address post-construction runoff from new development and redevelopment, including Ordinance No. 1684 for stormwater management procedures; Ordinance No. 1636 / City Code Sections 420.030 and 420.040 for long-term operation, maintenance, inspection, and implementation of post-construction BMP requirements where applicable; and Ordinance No. 1886 / City Code Section 550.035 for City permit review of proposed changes to stormwater management systems, including swales on private property. The ordinances/code provisions are accessible through the City stormwater webpage or City Code records and may be retained with the renewal support file.

Element	City implementation
Long-term O&M plan	The City requires owners/operators of post-construction BMPs to operate and maintain BMPs consistent with approved plans, O&M manuals, maintenance agreements, permits, or other required documents. Where applicable under City procedure, owners/operators are required to perform annual self-inspections and submit reports to the City by October 1. City-issued maintenance permits are tracked by permit date and expiration date; permits are generally tracked on a three-year cycle where required by City procedure.
Inspection plan	The City maintains and applies an inspection plan/schedule for post-construction BMPs. The City may inspect BMPs directly or require owner/operator inspection documentation. Deficiencies are tracked through correction, reinspection, and closeout, including follow-up communication with the owner/operator or responsible maintenance party.
Enforcement	The City uses ordinance authority and written communication to require maintenance, correction of deficiencies, reinspection, and escalation where necessary, including remedies available under Ordinance No. 1635, Ordinance No. 1636 / City Code Sections 420.030 and 420.040, and related City stormwater provisions where applicable.

Post-Construction BMP Inventory and Tracking Fields

The City will maintain a post-construction BMP inventory/tracking log. The log may be kept in a spreadsheet, permitting software, or other organized record system, but it should include the following fields:

- Site name, address/location, subdivision/development name, owner/operator/HOA contact information, and responsible maintenance party.
- Unique BMP ID, BMP type, number of BMPs, risk ranking/priority, receiving water/discharge point if known, and drainage area if available.
- Site-plan approval date, O&M agreement/manual status, permit/maintenance agreement status, and inspection frequency.
- Inspection date, inspector or owner inspector, inspection result, deficiencies observed, corrective action required, deadline, reinspection date, and closeout status.
- Enforcement correspondence, owner reports, maintenance records, unresolved-issue flag, closeout status, and annual inventory update date.

MCM 5 Measurable Goals

Goal	Documentation
Maintain and update the post-construction BMP inventory annually.	Inventory spreadsheet/database with annual update note.
Inspect or require inspection of post-construction BMPs according to the City inspection plan, owner self-inspection/reporting cycle, and permit cycle schedule. Where applicable, owner annual self-inspection reports are due to the City by October 1.	Inspection forms, owner self-inspection reports, photos, inspection log, permit/expiration tracking, and follow-up records.
Track deficiencies, corrective actions, reinspection, and enforcement until closure.	Deficiency notices, corrective-action records, reinspection notes, closure records.
Review ordinance/SOP effectiveness annually and update procedures if needed.	Annual review notes and any ordinance/SOP revisions.

MCM 6. Pollution Prevention/Good Housekeeping for Municipal Operations

The City implements an operation and maintenance program with employee training to prevent or reduce pollutant runoff from municipal operations. The program addresses municipal staff training, municipal facilities, parking lots and paved areas, material handling, waste disposal, vehicle washing, spill prevention, flood management projects, facility inspections, and annual program review.

Industrial/NPDES Facilities, Salt/Sand, Snow Disposal, and Flood Management Review

The City will annually evaluate whether any City-owned or operated facility is subject to a separate NPDES industrial stormwater permit or no-exposure certification. If any such facility is identified, the facility name, permit number or no-exposure certification, and stormwater relevance will be added to the municipal facility inventory. Based on current City records, no City-owned or operated facility is identified as requiring separate industrial stormwater permit coverage.

The City will also annually evaluate whether it owns or operates salt/sand storage locations, snow disposal areas, maintenance yards, storage yards, fleet/maintenance shops, or other locations expected to contribute floatables or pollutants. If such operations are added or changed, the facility inventory, inspection checklist, training topics, and good housekeeping procedures will be updated.

If the City develops or designs new flood management projects during the permit cycle, the City will evaluate potential water quality impacts and incorporate water quality protection practices into planning, design, construction, and maintenance where applicable.

Municipal Staff Training

The City provides annual stormwater pollution prevention/good housekeeping training to municipal operations staff, including new employees and make-up training when needed. Training topics may include good housekeeping; vehicle/equipment maintenance; materials storage; trash, salt, and sand management; spill prevention and response; waste management; facility maintenance; parking lot and street maintenance; storage/use/disposal of paints, solvents, petroleum products, and chemicals; storm drain cleaning; landscaping and grounds maintenance; recognition and reporting of illicit discharges; construction and post-construction BMP awareness; and municipal facility inspections.

Training records will include the date, trainer or source of materials, topics covered, names of personnel trained, and make-up training if applicable. The training program coordinates with the other MCMs by supporting public education, public response, IDDE recognition, construction oversight, post-construction BMP maintenance awareness, and municipal good housekeeping.

Municipal Facilities and Operations

Facility / operation	Stormwater relevance	Controls / records
City Hall, 2032 Hanley Road	Public facility and parking areas may contribute floatables, trash, sediment, deicer, or other pollutants.	Routine housekeeping, parking lot observation/removal of floatables, spill prevention, public reporting, facility inspection record.
Maintenance Shed, 2080 Hanley Road	Municipal operations and equipment/material handling may contribute sediment, metals, petroleum, trash, chemicals, or floatables if not properly controlled.	Municipal facility SWPPP/inspection checklist, good housekeeping, material storage controls, spill kit, oil/grease separator and inlet/filter/BMP maintenance as applicable, floor-drain verification, dumpster/storage area controls, and scrap metal/material storage protected from stormwater.
Municipal parks: Dardenne Greenway at BaratHaven, Bluebird Meadow Park, Georgetown Park, City Hall Park	Parks and paved areas may contribute trash, sediment, yard waste, pet waste, nutrients, or floatables.	Routine park maintenance, trash/litter control, pet waste/public education, parking lot inspection, corrective work orders.
Municipal vehicle washing	Wash water may contain pollutants if discharged to MS4.	City-owned vehicles are washed at commercially licensed car washes or other locations where wash water is properly managed.
Paints, solvents, petroleum products, petroleum wastes, and spill response	Potential pollutants if exposed to stormwater or improperly disposed.	Store indoors/under cover; use compatible containment where needed; maintain spill prevention/response materials; dispose through appropriate facilities; document significant spills/cleanup.
Waste removed from storm sewers or City jurisdiction	Sediment, floatables, debris, and dredged material may contain pollutants.	Document significant quantities removed and disposal method/location.

Facility / operation	Stormwater relevance	Controls / records
Industrial/NPDES permit or no-exposure review	City-owned or operated facilities may require separate industrial stormwater permit coverage or no-exposure certification if pollutant-generating industrial activities are present.	Review annually; add any identified permit or no-exposure certification information to the municipal facility inventory and SWMP records.
Salt/sand storage, snow disposal, maintenance yards, storage yards, or fleet/maintenance shops	These operations may contribute floatables, sediment, deicer residue, petroleum products, metals, or other pollutants if present and not properly controlled.	Evaluate annually and update the facility inventory, inspection checklist, training topics, and good housekeeping procedures if such operations are added or changed.
New flood management projects	Flood management projects can affect water quality during planning, construction, operation, and maintenance.	Evaluate water quality impacts and incorporate water quality protection practices into planning, design, construction, and maintenance where applicable.

MCM 6 Measurable Goals

Goal	Documentation
Train municipal operations staff annually and provide make-up training when needed.	Training materials, attendance, date, and topics.
Maintain and annually update the municipal facility/operations list.	Facility list and annual review note.
Inspect municipal facilities and record corrective actions.	Facility inspection checklist, photos if useful, work orders, and closeout notes.
Track maintenance procedures, schedules, and long-term inspection schedules for controls reducing floatables and pollutants.	Maintenance schedule/log and corrective action records.
Track significant waste removed from the MS4 and disposal records.	Waste removal/disposal log for significant amounts.
Document spill prevention/response records and significant material disposal records.	Spill log, cleanup records, disposal receipts if applicable.
Review good housekeeping BMPs annually and update as needed.	Annual review note and SWMP update records.
Evaluate separate NPDES industrial stormwater permit/no-exposure applicability, salt/sand storage, snow disposal, maintenance yards, storage yards, fleet/maintenance shops, and new flood management projects annually.	Annual MCM 6 review note, facility inventory updates, inspection checklist updates, training topic updates, and flood-management water-quality review records if applicable.

Appendices

The following appendices support the SWMP and renewal package. The City may maintain detailed tracking records electronically if they are organized, readily available for review, and summarized in annual reporting.

Appendix	Content
Appendix A	BMP-level responsibility matrix, centralized logs, and annual review checklist
Appendix B	Storm sewer/outfall map, static export record, and outfall inventory support
Appendix C	Municipal facility SWPPP / good housekeeping inspection forms
Appendix D	Public notice, comments, meeting/Board record, permit/forms check, and adoption record
Appendix E	Construction-site and post-construction BMP tracking fields

Appendix A - BMP Responsibility Matrix, Centralized Logs, and Annual Review Checklist

This appendix is the City's working BMP management matrix. It should be reviewed at least annually and used to support the annual MS4 report, the annual Board of Aldermen update, and renewal records. Supporting records may be maintained electronically if they are organized and readily available for review. The matrix is intentionally maintained as an appendix so detailed BMP responsibilities can be kept auditable while the main SWMP narrative remains readable for public review.

A.1 BMP-Level Responsibility Matrix

MCM / BMP	Procedure	Measurable goal	Schedule	Responsible role	Required records / adaptive review
Program administration - SWMP control	Maintain current SWMP, contacts, version history, appendix index, and permit/forms verification memo.	Administrative records current before renewal submittal and annual report preparation.	Ongoing; formal review annually and before permit submittals.	City Engineer / Primary MS4 Contact; City Administrator	Version log, contact sheet, permit/forms verification memo, annual review notes.
Program administration - Board update	Provide annual Board of Aldermen update on SWMP implementation.	One formal Board update each reporting year.	Annually, preferably before annual report finalization.	City Engineer; City Administrator	Staff memo, agenda, minutes, presentation, Board action/reference if any.
MCM 1 - Webpage / reporting form	Maintain stormwater webpage with SWMP access, education materials, and reporting method.	Webpage active year-round; annual content review; update after SWMP revisions.	Continuous; review at least annually.	City Engineer; Administrative Support / Communications	Screenshots, update log, URL, inquiry log, analytics if available.
MCM 1 - Digital outreach	Publish seasonal stormwater education posts or electronic messages.	At least four outreach items per year.	Quarterly or seasonally.	Administrative Support / Communications; City Engineer	Screenshots, dates, topics, audience, analytics if available.
MCM 1 - Pre-construction education	Hold documented pre-construction conference or kickoff for applicable land-disturbance permits.	Applicable permitted projects receive a conference or documented kickoff.	At permit issuance / before construction start.	City Engineer / development review staff	Conference checklist, sign-in, permit file notes.
MCM 1 - Annual handout / fact sheet	Issue annual fact sheet, newsletter item, permit-counter handout, or equivalent item.	At least one targeted annual educational item.	Annually.	City Engineer; Administrative Support / Communications	Copy of material, distribution method, date, audience.
MCM 2 - Public notice	Post SWMP / major revision notice for public review when required or selected.	Document the notice period before finalizing renewal or significant SWMP revisions.	At renewal or significant revision.	City Engineer; City Administrator; Administrative Support	Notice text, screenshots, posting dates, affidavit if used.
MCM 2 - Comments and responses	Log public comments and City responses.	Track 100% of comments received and responses issued.	During notice period and closeout.	Administrative Support; City Engineer	Comment log, comments, response memo, SWMP change summary.

MCM / BMP	Procedure	Measurable goal	Schedule	Responsible role	Required records / adaptive review
MCM 2 - Public meeting / Board update	Conduct required public information meeting and annual Board update.	Meeting held when required; Board updated annually.	Renewal-specific and annual.	City Engineer; City Administrator	Agenda, minutes, attendance, presentation, staff memo.
MCM 2 - Public concern method	Maintain method for receiving stormwater concerns across all MCMs.	Reporting method continuously available and reviewed.	Continuous; review at least quarterly and annually.	Administrative Support; City Engineer	Central concern log, referrals, response and closure notes.
MCM 2 - Public involvement BMPs	Support cleanup, tree planting, habitat improvement, HOA/public training, stormwater booth, or equivalent activity.	At least two meaningful public involvement BMPs per permit cycle; one annually where practicable.	Annually / permit-cycle.	City Engineer; Parks / Grounds Staff; community support	Event records, sign-ins, photos, materials, results summary.
MCM 3 - Outfall map/inventory	Maintain electronic map of regulated boundary, outfalls, storm sewer infrastructure, and receiving waters.	Annual update and update after material changes.	Ongoing; annual review.	City Engineer / GIS support	Map update log, static export, outfall inventory.
MCM 3 - Dry-weather screening	Screen mapped outfalls under 72-hour dry-weather condition standard.	At least 60% of all mapped outfalls screened during the five-year permit cycle.	Annual work plan over permit term.	City Engineer; field inspector / consultant if used	Screening forms, weather documentation, photos.
MCM 3 - Priority areas	Review and update priority areas.	Priority-area list updated annually.	Annual.	City Engineer	Priority-area list, review memo.
MCM 3 - Source tracing / enforcement	Investigate suspicious flows, trace source, require correction, and close cases.	Credible IDDE complaints and findings tracked to disposition.	Ongoing.	City Engineer; enforcement/legal support as needed	IDDE case log, notices, reinspection, closure records.
MCM 3 - Training / outreach	Include IDDE recognition in staff training and public outreach.	IDDE addressed in annual staff training and recurring public outreach.	Annual.	City Engineer; Public Works / Municipal Operations Staff	Training records, outreach materials.
MCM 4 - Legal mechanism	Maintain construction-runoff legal authority and ordinance crosswalk.	Annual confirmation that legal authority remains current.	Annual.	City Engineer	Ordinance crosswalk, annual review note.
MCM 4 - SWPPP review	Review SWPPP/site plans using standard checklist.	Applicable projects reviewed with checklist.	At permit review stage.	City Engineer / development review staff	SWPPP checklist, review notes.
MCM 4 - Active construction inventory	Maintain active-site inventory with project, size, drainage, priority, and contacts.	Inventory current for active sites.	Ongoing.	City Engineer; Administrative Support	Construction inventory log.
MCM 4 - Inspections	Inspect sites within 21 days of startup, during active construction, at closeout, and more often for high-risk sites.	Active sites receive required inspection sequence.	Ongoing, risk-based.	Inspector / City Engineer	Inspection forms, photos, receiving stream/downstream observations.

MCM / BMP	Procedure	Measurable goal	Schedule	Responsible role	Required records / adaptive review
MCM 4 - Enforcement	Use staged corrective notices, reinspection, escalation, and closure documentation.	Documented deficiencies assigned corrective deadlines and tracked to closure.	Ongoing.	City Engineer; enforcement support as needed	Notices, enforcement ladder records, closure notes.
MCM 5 - Design / regulatory mechanism	Apply post-construction stormwater standards during plan review.	Applicable projects reviewed for water-quality design and long-term maintenance.	At development review stage.	City Engineer	Review checklist, ordinance crosswalk.
MCM 5 - O&M documents	Require O&M plans/agreements where applicable before final acceptance.	Applicable post-construction BMPs have O&M documentation.	Project closeout / acceptance.	City Engineer	O&M agreements, maintenance permit records.
MCM 5 - BMP inventory	Maintain inventory with unique BMP IDs, owner, type, location, inspection frequency, status, and risk ranking.	Inventory updated annually.	Ongoing; annual formal update.	City Engineer; Administrative Support / GIS support	BMP inventory, annual update memo.
MCM 5 - Inspections / owner reports	Inspect or require inspections on cycle; collect owner October 1 reports where applicable.	Applicable owner reports and City inspections tracked.	Ongoing; October 1 checkpoint where applicable.	City Engineer	Inspection forms, owner reports, follow-up log.
MCM 5 - Deficiencies / enforcement	Track deficiencies through corrective action, reinspection, and closeout.	Documented deficiencies tracked to closure or formal escalation.	Ongoing.	City Engineer; enforcement support as needed	Deficiency notices, reinspection notes, closure records.
MCM 6 - Employee training	Provide annual good-housekeeping training and make-up training.	Annual training completed for applicable municipal operations staff.	Annual; new-hire make-up as needed.	City Engineer; Public Works / municipal operations supervisors	Training log, materials, attendance.
MCM 6 - Facility inventory	Maintain current list of City-owned/operated facilities with stormwater relevance.	Facility list reviewed and updated annually.	Annual.	City Engineer; Public Works / Municipal Operations Staff	Facility inventory, annual review note.
MCM 6 - Facility inspections	Inspect municipal facilities using standardized checklist.	Listed applicable facilities inspected annually.	Annual.	Public Works / Municipal Operations Staff	Inspection forms, photos, work orders, closeout notes.
MCM 6 - Spill / leak management	Document spills, leaks, cleanup, and preventive follow-up.	Reportable events logged; annual no-spill notation if applicable.	Ongoing; annual certification.	Public Works / Municipal Operations Staff	Spill log, cleanup records, disposal receipts if applicable.
MCM 6 - Vehicle washing / material storage	Maintain approved vehicle-washing and protected material-storage practices.	No unauthorized discharge from municipal washing or exposed pollutant-generating storage.	Ongoing.	Public Works / Municipal Operations Staff	Inspection notes, corrective actions.

MCM / BMP	Procedure	Measurable goal	Schedule	Responsible role	Required records / adaptive review
MCM 6 - Waste removal / housekeeping review	Track significant waste removed from storm system or City jurisdiction and review BMP effectiveness.	Significant removals documented and good-housekeeping BMPs reviewed annually.	Ongoing; annual review.	Public Works / Municipal Operations Staff; City Engineer	Waste log, annual review note.
MCM 6 - Annual facility/ops review	Review industrial/NPDES applicability, salt/sand or snow disposal, maintenance/fleet/storage yards, and new flood projects.	Annual review completed; records updated if needed.	Annually and when operations change.	City Engineer; Public Works; City Administrator as needed.	Annual MCM 6 review note; inventory/checklist/training updates; NPDES/no-exposure or flood-review records if applicable.

A.2 Centralized Tracking Logs and Case IDs

The City may maintain logs in spreadsheets, permitting software, GIS, or another organized record system. Logs should use unique IDs where practical so records can be cross-referenced between complaints, outfalls, construction projects, post-construction BMPs, enforcement, and annual reports.

Log / template	Purpose	Recommended fields
Public concern master log	Centralize stormwater concerns across all MCMs.	Case ID; date received; reporter/contact if provided; MCM category; location; assigned reviewer; investigation/referral date; response date; closure date; corrective action.
Public notice comment log	Track public comments during SWMP public review or major revision periods.	Comment ID; commenter; date; topic; requested response; reviewer; response date; disposition; SWMP change if any.
IDDE case log	Track suspicious flows, complaints, spills, dumping, and illicit discharge investigations.	IDDE case ID; dates received/responded/referred/closed; threat status; location/outfall; indicators; diagnostic monitoring; source tracing; adjacent-MS4 notice; enforcement/corrective action.
Construction active-site log	Track construction projects and inspection/enforcement status.	Project ID; permit number; acreage; larger common plan status; priority level; pre-construction date; inspections; enforcement; closeout.
Post-construction BMP inventory	Track permanent BMP ownership, O&M, inspection, risk, and unresolved issues.	BMP ID; type; owner; responsible maintenance party; plan reference; O&M status; inspection frequency; risk ranking; unresolved issue flag.
Municipal facility inspection checklist	Track MCM 6 facility inspections and corrective actions.	Facility; date; inspector; storage; spills; floor drains; dumpsters; inlets; washing; waste disposal; corrections and closeout.
Annual adaptive-management memo	Document annual program review and BMP changes.	BMP reviewed; data considered; what worked; what did not; changes made; Board update reference; next-year action.

A.3 Annual Adaptive-Management Review Checklist

Review item	Annual review prompt	Record to retain
BMP implementation	Were scheduled BMPs completed and documented?	Annual BMP matrix update and support records.

Review item	Annual review prompt	Record to retain
Measurable goals	Were measurable goals achieved? If not, why and what will change?	Annual adaptive-management memo.
Public concerns and comments	Were concerns, comments, and responses reviewed for trends?	Public concern log and comment summary.
Inspections and enforcement	Were inspections completed and deficiencies closed or escalated?	Inspection/enforcement summary.
Maps and inventories	Were outfall, construction, post-construction, and municipal facility inventories updated?	Inventory update logs and static map export.
Board update	Was an annual Board of Aldermen update provided?	Agenda, minutes, staff memo, and presentation if used.
Program changes	What BMPs, procedures, tracking methods, or assignments changed for the next year?	SWMP update note or revision log.

Appendix B - Storm Sewer / Outfall Map and Outfall Inventory Support

The City maintains an electronic storm sewer/outfall map. The map should show the regulated MS4 boundary, mapped outfalls, storm sewer infrastructure, and receiving waters. The map should be updated at least annually and whenever field verification or development activity identifies changes. Outfall inventory records include outfall ID, location description, GPS coordinates, legal description if applicable, receiving water, outfall type/material/size if known, field verification date, priority status, dry-weather screening date, screening result, corrective action/enforcement if any, and next scheduled inspection.

Final package map record: In addition to the Online MS4 map, the City will retain a static PDF or image export in the renewal file showing the MS4 boundary, mapped outfalls, receiving waters, and representative outfalls used for the Form K/Form M renewal package.

Online map reference: Online MS4 map (maintained electronically by the City; full GIS/electronic map is the official record).

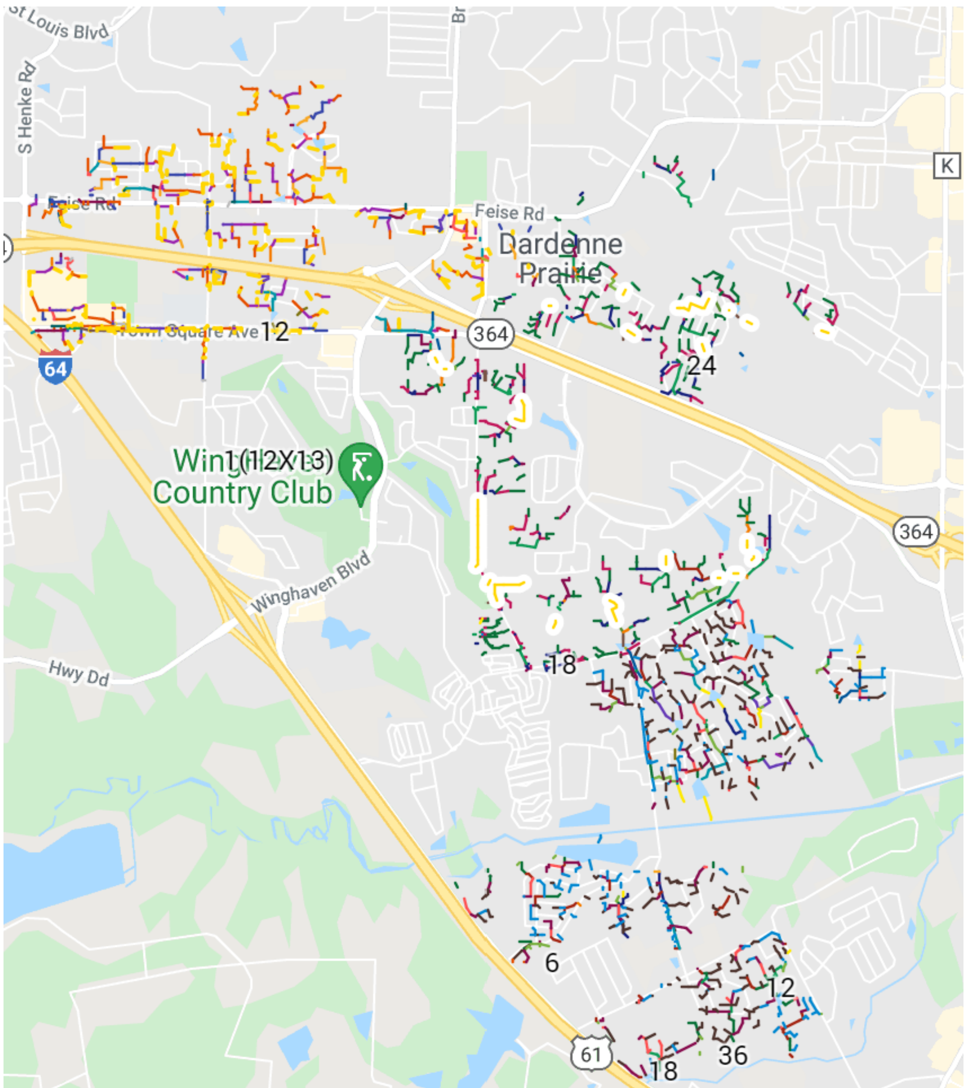


Figure B-1. City storm sewer map screenshot retained for SWMP reference. Maintain the full GIS/electronic map as the official record.

Appendix C - Municipal Facility SWPPP / Good Housekeeping Inspection Forms

This appendix provides the City's municipal facility SWPPP and good housekeeping inspection record format. The City may maintain completed facility inspections electronically. All City-owned or operated municipal facilities with potential stormwater relevance are included in the municipal facility inventory and annual MCM 6 inspection program. A site-specific figure is provided for the Maintenance Shed at 2080 Hanley Road because it is the City-owned municipal facility with the greatest potential for pollutant-generating municipal operations, including equipment/material storage, waste handling, and maintenance-related activities.

Table C-1. City-Owned Municipal Facilities Inventory

Facility / area	Stormwater relevance	Inspection approach / records
City Hall, 2032 Hanley Road	Public facility, parking areas, landscaped areas, public use areas; potential trash/floatables, sediment, deicer residue, and minor oil/grease from vehicles.	Annual municipal facility inspection, routine housekeeping, parking lot/inlet observation, litter/debris removal, spill prevention, and work-order documentation as needed.
Maintenance Shed, 2080 Hanley Road	Primary municipal operations facility with the greatest potential for pollutant-generating activities, including equipment/material storage, waste handling, maintenance-related activity, and outdoor operational areas.	Site-specific Figure C-1 retained; annual inspection checklist; material storage controls; spill response; floor drain verification; dumpster/scrap/material storage controls; corrective-action tracking.
Dardenne Greenway at BaratHaven	Public greenway/trail and park-related areas; potential trash/floatables, sediment, pet waste, drainage concerns, and maintenance-related debris.	Annual facility/park inspection; litter/debris removal; drainage/stormwater concern documentation; maintenance work orders as needed.
Dardenne Greenway at Bluebird Meadow Park	Public greenway/trail and park-related areas; potential trash/floatables, sediment, pet waste, drainage concerns, and maintenance-related debris.	Annual facility/park inspection; litter/debris removal; drainage/stormwater concern documentation; maintenance work orders as needed.
Georgetown Park	Public park areas, parking/access areas, landscaped areas, and drainage features; potential trash/floatables, sediment, pet waste, and maintenance-related debris.	Annual facility/park inspection; litter/debris removal; inlet/drainage observation; corrective-action or work-order documentation as needed.
City Hall Park	Public park and landscaped areas near City Hall; potential trash/floatables, sediment, pet waste, deicer residue near parking/sidewalk areas, and drainage concerns.	Annual facility/park inspection; routine housekeeping; inlet/drainage observation; maintenance documentation as needed.
Other City-owned or operated facilities added during the permit cycle	Stormwater relevance to be evaluated when the facility is added or when operations change.	Add to inventory and inspection checklist as needed; maintain records with the SWMP annual review file.

Site-specific figures may be maintained for additional facilities if pollutant-generating activities, operational changes, or stormwater concerns are identified during the permit cycle.

C.1 Stormwater Pollution Prevention Team

Name / title	Responsibility
Matthew Davidson, City Engineer	Primary MS4 contact; engineering review; renewal coordination; SWMP implementation support; facility inspection documentation oversight.
Kyle Michel, City Administrator	Administrative oversight; continuing authority coordination; authorized representative coordination.
Public Works / Municipal Operations Staff	Implement good housekeeping, inspect facilities, report spills or illicit discharge indicators, complete corrective actions, and participate in training.

C.2 Facility Materials, Pollutant Sources, and Controls

Area / process	Potential pollutants	Existing controls / BMPs	Inspection frequency
Maintenance Shed / storage areas	Sediment, metals, petroleum, oil/grease, chemicals, trash/floatables	Store materials indoors or under cover when practicable; keep containers closed/labeled; maintain spill materials; clean up tracked sediment/debris; confirm floor drains connect to sanitary sewer or document no storm sewer connection; keep dumpster lids/containment closed or covered when not in use; store scrap metal and other pollutant-generating items indoors, under cover, or otherwise protected from stormwater.	At least annually and during routine operations
Parking lots and paved areas at City facilities/parks	Trash, floatables, sediment, deicer residue, oil/grease	Routine housekeeping; remove floatables and debris; inspect inlets; document work orders for deficiencies.	Routine observation and annual facility review
Vehicle/equipment washing	Sediment, detergents, oils, grease, salts, grass clippings	Use commercially licensed car wash or equivalent controlled location; do not discharge wash water with pollutants to the MS4 without appropriate treatment.	Ongoing
Waste removed from storm system	Sediment, floatables, debris, dredged material	Dispose at appropriate facility; document significant quantities and disposal method/location.	As needed
Bioretention/inlet/oil-grease separator or similar site controls	Sediment, metals, petroleum, trash/floatables	Maintain according to facility inspection and maintenance schedule; correct clogging, sediment accumulation, or structural issues.	At least annually and after known issues

C.3 Spill / Leak Record

Date	Material / volume	Location	Action taken	Preventive follow-up	Closed?
Use this row as a record template. If no spills occurred during the reporting period, document "No reportable spills observed/reported during annual review" in the annual facility file.					

C.4 Annual Municipal Facility Inspection Checklist

Inspection item	Acceptable condition / review prompt	Result / corrective action record
Material storage	Materials stored indoors/under cover or otherwise protected from stormwater; containers labeled and closed.	Record result and work order/correction if needed.
Spill response	Spill kit/materials available where appropriate; staff know reporting and response procedure.	Record result and correction if needed.
Outdoor areas and parking lots	Trash, sediment, floatables, spills, and excessive deicer residue removed; no exposed waste observed.	Record result and correction if needed.
Storm drains/inlets/outfalls at City facilities	No evidence of illicit discharge, dumping, staining, sewage, unusual odor/color, or excessive sediment.	Record result and initiate IDDE investigation if needed.

Inspection item	Acceptable condition / review prompt	Result / corrective action record
Vehicle/equipment washing	Municipal vehicle washing occurs at commercial car wash or controlled location; no unauthorized discharge to MS4.	Record result and correction if needed.
Waste disposal	Significant waste removed from storm sewer/facility is disposed properly and documented.	Record disposal method and amount if applicable.
Training	Staff who work with municipal operations received annual training or make-up training.	Record date, attendees, and topics.
Floor drains	Confirm floor drains connect to sanitary sewer or document no storm sewer connection; no evidence of unauthorized discharge to storm sewer.	Record verification, uncertainty, or corrective action needed.
Dumpsters and outdoor containment	Dumpster lids closed; containment closed/covered when not in use; no leaking liquids, exposed waste, or windblown trash.	Record result and work order/correction if needed.
Scrap metal and pollutant-generating material storage	Scrap metal, parts, chemicals, petroleum-related materials, or other pollutant-generating items stored indoors, under cover, in containers, or otherwise protected from stormwater.	Record result and corrective action if needed.

Figure C-1 is provided for the Maintenance Shed because it is the City-owned municipal facility with the greatest potential for pollutant-generating municipal operations. Other City-owned facilities are covered through Table C-1 and the annual municipal facility inspection checklist. Site-specific figures may be maintained for additional facilities if pollutant-generating activities or stormwater concerns are identified. Maintenance Shed site plan/grading plan retained as facility reference:

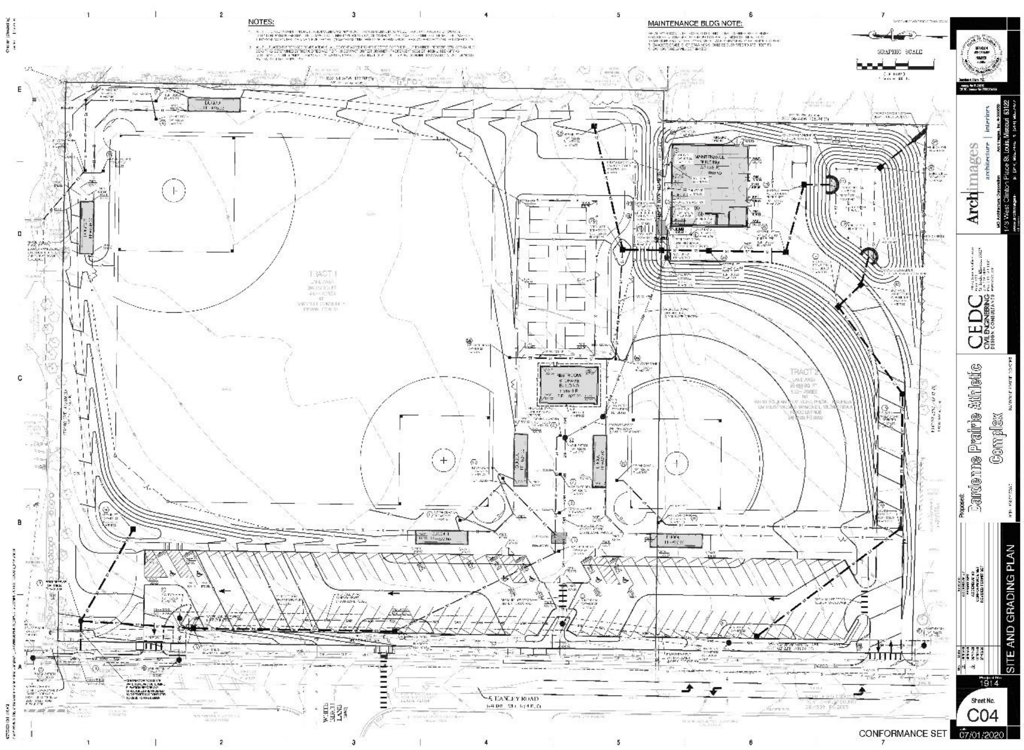


Figure C-1. Maintenance Shed site plan/grading plan reference. The City should retain the full-size plan separately if needed for facility inspections.

C.5 Municipal Facility SWPPP Appendix Review Statement

This municipal facility SWPPP appendix is included as part of the City of Dardenne Prairie MS4 Stormwater Management Plan and will be reviewed and implemented through the City's MCM 6 municipal good housekeeping program. Final certification of the complete SWMP, including this appendix, will be completed on the Final SWMP Certification / Adoption Page after public review, comment response, final permit/forms verification, and any required governing-body action.

Appendix D - Public Notice, Comment, and Adoption Record

This appendix is to be completed in the final adopted SWMP after the public review period. The draft version intentionally does not assert that the public notice period has occurred until the City completes and documents it.

Record item	Final documentation to insert or retain
Public notice start date	Insert date and retain screenshot/proof.
Public notice end date	Insert date and retain screenshot/proof.
Location of notice	City stormwater webpage and any additional notice method used.
Draft SWMP availability	Retain posted PDF/document, webpage screenshot, and download link.
Comments received	Attach or retain comment log and copies of comments. If none, document "No comments received."
Responses issued	Attach or retain responses/response memorandum.
Public information meeting / public hearing / annual Board update	Attach or retain notice proof, agenda, minutes, staff memo, presentation, sign-in/attendance, public comments, Board agenda/minutes, annual Board update materials, and Board action/reference if required or used under final MOR04C renewal instructions or City procedure.
Final adoption/certification	Attach or retain final signed certification and Board action/reference if applicable.
Final MOR04C permit/forms verification memo	Retain checklist/memo documenting final permit version, Form M/Form K versions, download/verification date, submission method, fee/invoice status, and post-review changes.
Supporting ordinances / code sections	Retain current City Code references or ordinance copies used to support the SWMP, including Ordinance Nos. 1635, 1636, 1684, 1689, and 1886, as applicable.

Appendix E - Construction-Site and Post-Construction Tracking Fields

E.1 Active Construction Inventory Fields

Field group	Required tracking fields
Project identification	Project name; address/location; permit number; owner/operator/developer; contractor; site contact; phone/email.
Project size/risk	Disturbed acreage; total acreage; larger common plan determination; priority status; receiving water/discharge point; sensitive areas if known.
Plan/SWPPP review	SWPPP received; site plan received; reviewer; review date; deficiencies; approval date; revisions required.
Pre-construction conference	Date; attendees; checklist topics; SWPPP/BMP expectations discussed; follow-up actions.
Inspection	Date/time; inspector; weather; inspection type; BMPs observed; deficiencies; corrective action deadline; photos; receiving stream/downstream inlet observation for turbidity, sediment plume, deposits, discoloration, oil sheen, floatables, concrete washout indicators, or other water quality impacts; corrective action required?; follow-up/reinspection result.
Enforcement/closeout	Notice/correspondence; enforcement level; reinspection date; final stabilization; closeout date; records retained.

E.2 Post-Construction BMP Inventory Fields

Field group	Required tracking fields
Site identification	Site name; subdivision/development; address/location; owner/operator/HOA contact; responsible maintenance party.
BMP information	Unique BMP ID; BMP type; number of BMPs; risk ranking/priority; drainage area if available; receiving water/discharge point if known; plan sheet/reference.
O&M documentation	O&M agreement/manual status; permit/maintenance agreement status; permit date; expiration date; site plan approval date; inspection frequency; owner annual self-inspection report due date/status, including October 1 reporting where applicable.
Inspection/maintenance	Inspection date; inspector or owner inspector; inspection result; deficiencies; corrective action; deadline; reinspection date; owner annual report received; maintenance performed; closeout status.
Enforcement/annual update	Owner correspondence; enforcement action; unresolved-issue flag; closeout status; inventory update date; annual review notes.

E.3 Enforcement Ladder Tracking Fields

The enforcement ladder below may be used for MCM 4 construction-site deficiencies, MCM 5 post-construction BMP deficiencies, IDDE cases, or municipal-facility corrective actions, as appropriate to the severity and authority involved. Emergency, repeated, or high-risk conditions may be escalated immediately.

Level	Typical action	Record to retain
1. Field / verbal / email notice	Notify responsible party of deficiency and required correction.	Date, contact, deficiency, requested correction, deadline if any.
2. Written corrective-action request	Issue written request when correction is not immediate or deficiency is significant.	Written notice/email, photos, deadline, assigned reviewer.
3. Reinspection / follow-up	Verify whether correction was completed.	Reinspection form, photos, result, updated deadline if needed.
4. Formal enforcement letter / notice of violation	Escalate under applicable City ordinance or permit procedure if deficiencies are unresolved, repeated, or high risk.	Formal letter/NOV, code reference, response requirement, enforcement file.

Level	Typical action	Record to retain
5. Stop-work, fine, sanction, permit action, or referral	Use available remedies where authorized and warranted.	Order/sanction record, referral record, legal/administrative correspondence.
6. Closure	Document correction, referral, or other final disposition.	Closure date, final inspection, closeout note.

E.4 Annual Program Data to Verify

Before final adoption and during annual review, the City should verify the current outfall count, post-construction BMP inventory, role assignments, software/spreadsheet locations, inspection schedules, and any final MOR04C permit or form changes. Verification records should be retained with the SWMP annual review file.

Final SWMP Certification / Adoption Page

Final certification to be completed after public review, comment response, final permit/forms verification, and any governing-body action required by City procedure. This page is placed at the end so the responsible official signs the complete SWMP package, including appendices.

Responsible official	Title	Signature	Date
Kyle Michel or authorized representative	City Administrator / Authorized Representative		

RESOLUTION NO. 404

A RESOLUTION OF THE CITY OF DARDENNE PRAIRIE, MISSOURI, TO APPROVE THE SCOPE OF SERVICES TO ASSIST WITH REPLACEMENT OF THE PLAYGROUND SAFETY SURFACES AT CITY HALL PARK

WHEREAS, the City of Dardenne Prairie, Missouri, desires to replace the playground safety surfacing at City Hall Park; and

WHEREAS, professional design services are necessary to prepare bidding documents, evaluate surfacing types and location for potential cost savings, and assist with construction oversight for the surfacing replacement project; and

WHEREAS, City staff solicited competitive proposals from qualified companies and recommends Planning Design Studio, LLC, based on its competitive lump-sum pricing, familiarity with City Hall Park, and demonstrated understanding of the project; and

WHEREAS, the Board of Aldermen finds that approving the proposed scope of services and Design Services Agreement with Planning Design Studio, LLC, is in the best interests of the City.

NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF ALDERMEN OF THE CITY OF DARDENNE PRAIRIE, MISSOURI, AS FOLLOWS:

Section 1. That the form, terms, and provisions of the Design Services Agreement attached hereto, marked as **Exhibit A**, and incorporated by and between the City of Dardenne Prairie, Missouri and the Planning Design Studio, LLC (together with its successors and assigns) be and they hereby are approved and the City Administrator shall be and is hereby authorized, empowered and directed to further negotiate, execute, acknowledge, deliver and administer, on behalf of the City, such Design Services Agreement in substantially the form attached hereto.

Section 2. Effective Date. This Resolution shall be in full force and effect immediately upon its adoption.

Approved this 5th day of August 2026

____
Mayor

Attest:

____
City Clerk

Exhibit A

Kyle Michel, MPA, ICMA-CM
City Administrator
City of Dardenne Prairie
2032 Hanley Road
Dardenne Prairie, MO 63368
(636)561-1718

Staff Report

TO: Board of Aldermen

DATE: 5 August 2026

SUBJECT: Scope of Services – City Hall Park Playground Renovation

Executive Summary:

This staff report is provided with regards to a proposed Resolution to approve a scope of services to assist with the replacement of the playground safety surfacing at City Hall Park. The scope of services is necessary in order to produce bidding documents, evaluate surfacing types and locations for cost savings, and assist with the construction oversight of the surfacing replacement project. Due to the price of this proposed scope of services, a Resolution is provided for Board consideration in accordance with adopted policies of the City. Staff solicited competitive proposals from qualified landscape architecture firms and recommends Planning Design Studio (PDS) based upon its competitive lump-sum pricing, familiarity with the park, and demonstrated understanding of the project.

Overview:

In January of 2026 the City contracted with ASET Services to conduct an inspection of the playground safety surfacing at City Hall Park. The purpose of the inspection was to determine if the safety surface met its intended standards to protect users from injury. The result of this inspection indicated that the safety surfacing at all locations tested for the highest fall distances at the highest pieces of equipment was no longer within applicable standards. In light of these findings, the City closed the larger equipment at City Hall Park earlier this year.

In late spring and into the beginning of summer, staff initially evaluated replacing the existing poured-in-place surfacing with engineered wood fiber (mulch). However, further evaluation determined that this option would not adequately address the shallow installation depth, underlying concrete base, or the safety deficiencies identified during the inspection.

Over the last two months, the original design plans were located for the playground and consultations were held with landscape design professionals as well as playground and park engineers to better understand how to approach replacing the playground safety surfacing.

With the original plan set available to the City, an informal request for bid was requested of Planning Design Studio LLC of St. Louis (PDS). PDS is a full-service landscape design studio that has done work in the past for the City and has an extensive resume of successful park projects in our area. Due to the price of this scope of services, an informal solicitation for additional bids was sent out to procure competitive quotations for professional services in accordance with the City's adopted policies. As a result of this informal procurement process, the City received two bids:

Planning Design Studio: $14,960 lump sum
Bartlett & West: $15,494 hourly estimated

While the proposed costs differ by less than four percent, PDS submitted a fixed lump-sum proposal that provides cost certainty to the City. Bartlett & West submitted an estimated hourly fee, which may ultimately be lower or higher depending upon the level of effort required. Given the minimal difference in pricing, staff believes the certainty provided by a lump-sum contract offers greater value to the City.

Additionally, PDS is intimately familiar with the City and this park property due to previous projects with the City, has been on site several times over the last few months to evaluate the projects, and has developed a comprehensive understanding of the City's objectives and the existing conditions at City Hall Park.. Furthermore, I have authorized a limited scope of services with PDS to perform a complete assessment and inspection of all equipment at City Hall Park to determine current conditions and evaluate whether or not any critical replacements should occur prior to advancing the replacement of the safety surfacing materials. This further strengthens PDS's understanding of the project and ensures the best approach to surfacing replacement.

In addition to its competitive pricing, PDS offers several advantages:

- Previous experience designing projects for the City and familiarity with City Hall Park.
- Existing knowledge of the original park design and construction documents.
- Multiple recent site visits and consultations regarding the existing surfacing failures.
- A fixed-fee proposal that minimizes financial uncertainty.
- Ability to begin work immediately.

As such, it is my recommendation that the City approve the scope of services with PDS so we can continue to advance the replacement of this playground safety surfacing.

We anticipate being in a position to solicit bids for replacement materials within 45 days of contract approval. As part of compiling plans and bidding documentation, we will also have a better understanding of the costs associated with replacing the safety surfacing. Should any equipment need replaced or should the safety surfacing material replacement exceed the currently approved budget for these projects, a subsequent budget amendment may be necessary. However, as our flagship park property, it is necessary to restore this playground to working order appropriately and as quickly as responsibly possible.

Financial Impacts:

Below are the current budgeted totals for Playground Resurfacing and Playground Reserve. Because the total project cost is expected to exceed the Playground Resurfacing budget allocation, staff intends to utilize both the Playground Resurfacing and Playground Reserve appropriations for this capital project, providing approximately $485,000 in available funding. Based upon preliminary estimates, staff believes this funding is sufficient to complete the surfacing replacement. Should additional equipment replacement become necessary following the consultant's evaluation, staff will return to the Board with a recommended budget amendment.

	Budget Line	FY26 Budget
500.12.06	Playground Resurfacing	$160,000
500.12.07	Playground Reserve	$325,000

For the purpose of this Resolution, the cost is proposed to come from 500.12.06 at this time.

This informal procurement process complied with the City's adopted purchasing policies for professional services of this value.

Staff Recommendations:

Staff recommends approval of the attached Resolution authorizing execution of the Professional Services Agreement with Planning Design Studio, LLC, in the amount of $14,960 to provide design, bidding, and construction administration services for the City Hall Park Playground Safety Surfacing Replacement Project.

Respectfully,

Kyle Michel, MPA, ICMA-CM
City Administrator
636-561-1718
kyle.michel@dardenneprairie.org

10733 Sunset Office Dr., Suite 220
St. Louis, MO 63127
ph (888) 200-6464
www.bartlettwest.com

July 29, 2026

City of Dardenne Prairie, MO
Attn: Kyle Michel – City Administrator
2032 Hanley Road
Dardenne Prairie, MO 63368

Re: Request for Pricing Proposal – City Hall Park Fall Surfacing Replacement

Dear Mr. Michel and Selection Committee,

Bartlett & West, Inc. is pleased to submit this proposal to provide professional engineering and construction administration services for the replacement of the playground fall surfacing at City Hall Park. We understand the urgency of this project. Following the recent inspection findings identifying deficiencies in impact attenuation performance and the subsequent closure of the playground, restoring this important community amenity has become a priority for the City. Our team appreciates the City's desire to move quickly while ensuring the replacement surfacing complies with applicable safety standards, provides long-term durability, and delivers the best value for residents.

Bartlett & West has extensive experience assisting municipalities with park, playground, and public-space improvements throughout Missouri. Our team has provided planning, design, bidding assistance, and construction administration services for a variety of park projects, including playground and splash pad improvements, inclusive playground facilities, destination parks, and other recreational amenities. Through these projects, we have developed practical solutions that balance safety, constructability, aesthetics, maintenance considerations, and budget constraints.

For this project, we propose a streamlined approach designed to meet the City's accelerated schedule. Our services will include evaluation of the existing surfacing layout and color configuration, development of plans and bidding documents, review of cooperative purchasing and alternative procurement options, bidding assistance, and construction administration through project completion. Leveraging the original park construction plans provided by the City, we can efficiently prepare the necessary contract documents and support the City through procurement and construction.

We are available to begin work immediately upon authorization and are confident in our ability to prepare bidding documents within the City's desired four-to-six-week timeframe. Our team is committed to maintaining open communication, minimizing administrative burden on City staff, and helping the City reopen the playground as quickly as practical. Please note that in an effort to expedite services, we propose a partnership with Goetz Group, LLC to augment our staff. If we are selected, we will notify you in detail of which services Goetz Group, LLC will perform relative to the complete scope of work.

Thank you for the opportunity to submit this proposal. We appreciate your consideration and look forward to partnering with the City of Dardenne Prairie on this important project. If you have any questions or require additional information, please do not hesitate to contact me.

Respectfully,

Kyle J. Landwehr

Kyle J. Landwehr, P.E., ENV SP – Project Manager, Team Leader
kyle.landwehr@bartwest.com
Direct: (573) 659-6727

EXHIBIT A

SCOPE OF WORK

CITY HALL PARK FALL SURFACING REPLACEMENT

CITY OF DARDENNE PRAIRIE, MISSOURI
BARTLETT & WEST PROJECT NUMBER: 22295.P00

Background
The purpose of this project is to prepare documents that allow the City of Dardenne Prairie, Missouri (CLIENT) to bid and construct new playground fall surfacing at their City Hall Park.

Scope of Work
The Consultant will perform the following tasks in relation to the project:

1. ***Project Scoping***
   a. Coordination with Client staff and other stakeholders concerning scope, estimated fee, preliminary schedule, and drafting Contract Documents.

2. ***Project Administration & Management***
   a. Perform routine project management and administration including project initiation, invoices, team meetings, project tracking, etc.
   b. Coordination with Client staff and other stakeholders concerning project status.

3. ***Bidding Document Preparation***
   a. Stakeholder meeting with Client to evaluate the existing surface layout, take photos of the site, determine the desired color scheme/configuration, opportunities for cost savings, improved performance, or other enhancements while maintaining compliance with applicable safety standards. Assumes one (1) meeting with Client at City Hall followed by site visit.
   b. Evaluation of cooperative purchasing programs or other procurement methods that may reduce project costs or expedite replacement.
   c. Prepare plan set showing areas requiring playground resurfacing (assumes up to 4 plan sheets including cover sheet and index).
   d. Prepare project manual including technical specifications and front-end contract documents necessary to bid the replacement of the existing playground fall surfacing.
   e. QAQC of plans and project manual
   f. Submit documents to Client for review.
   g. Any requested revisions from Client prior to bid advertisement.

4. ***Bidding Phase Assistance***
   a. Assist Client during the bidding process, including preparation of addenda or other bidding documentation as needed.

5. ***Construction Administration***
   a. Assist Client with contract administration to enter into formal agreement with Contractor.
   b. Site observations during construction (scope assumes up to 2 visits by inspector to confirm compliance with the Contract Documents). Additional visits can be provided for additional fee upon request.
   c. Responses to Contractor requests for information (RFIs) during construction.
   d. Review of shop drawings and submittals.
   e. Review of pay applications and change orders if applicable.
   f. Assist Client with project closeout administration.

Estimated Fee
$15,494.00 (hourly estimate)

Services Not Included with this Task Order
1. Attending Client Board Meetings beyond those included in scope
2. Conducting site visits and on-site staff meetings beyond those included in scope
3. Surveying of any kind. Scope assumes original park construction drawings from 2010 will be used as basemap for plans and that elevations are accurate. Should Client need additional surveying for project, it can be provided for additional fee.
4. Easements assistance of any kind.
5. Advertising the project for bidding on behalf of Client and any associated advertising fees – can be provided upon request for additional fee.
6. Permitting of any kind.
7. Geotechnical investigations.
8. Environmental, archaeological, or cultural evaluations.
9. Participation in and/or preparation for public meetings or hearings.
10. Services resulting from significant changes in the scope, extent, or character of the portions of the project designed or specified by the consultant as a result of final design alternative decision that is decided by the Client. These services may also be as a result of changes in laws or regulations after the signing of this Agreement or other causes beyond the Consultant's control.
11. Serving as a Consultant or witness for the Client in any litigation, arbitration, and/or other dispute resolution process related to the project.
12. Evaluation of unusually complex or unreasonably numerous claims submitted by the Client and others in connection with the work.
13. Attending bid opening meeting & preparation of bid tabulation – assumes Client performs bid opening and sends results to consultant for preparation of bid documents.
14. Value engineering following bidding – can be provided for additional fee.
15. Substantial / final completion inspections – assumes Client provides routine oversight and notifies consultant upon final completion and satisfaction for closeout.

Client Responsibilities
1. Provide as-built (record) drawings of site and additional data requested by Consultant.
2. Timely reviews of draft documents.

CITY OF DARDENNE PRAIRIE, MO CITY HALL PARK RESURFACING Project No.: 22295.P00	Engineer VII		Engineer VI		Landscape Architect V		Landscape Architect III		Const. Eng. Tech III		Labor	Trips		Printing or	Expenses	Project	Total
	Hrs $212.00	Subtotal	Hrs $199.00	Subtotal	Hrs $188.00	Subtotal	Hrs $165.00	Subtotal	Hrs $115.00	Subtotal	Subtotal Costs	# of Trips $160.00	Subtotal	Misc/Other Costs	Subtotal Costs	Subtotal Costs	Project Costs
1. Project Scoping																	**$400.00**
a. Coordination with Client staff and other stakeholders concerning scope, estimated fee, preliminary schedule, and drafting Contract Documents.	1.0	$212.00		$0.00	1.0	$188.00		$0.00		$0.00	$400.00		$0.00		$0.00	$400.00	**$400.00**
2. Project Administration & Management																	**$636.00**
a. Perform routine project management and administration including project initiation, invoices, team meetings, project tracking, etc.	2.0	$424.00		$0.00		$0.00		$0.00		$0.00	$424.00		$0.00		$0.00	$424.00	**$424.00**
b. Coordination with Client staff and other stakeholders concerning project status.	1.0	$212.00		$0.00		$0.00		$0.00		$0.00	$212.00		$0.00		$0.00	$212.00	**$212.00**
3. Bidding Document Preparation																	**$6,672.00**
a. Stakeholder meeting with Client to evaluate the existing surface layout, take photos of the site, determine the desired color scheme/configuration, opportunities for cost savings, improved performance, or other enhancements while maintaining compliance with applicable safety standards. Assumes one (1) meeting with Client at City Hall followed by site visit.	8.0	$1,696.00		$0.00		$0.00	8.0	$1,320.00		$0.00	$3,016.00	1.0	$160.00		$160.00	$3,176.00	**$3,176.00**
b. Evaluation of cooperative purchasing programs or other procurement methods that may reduce project costs or expedite replacement.	2.0	$424.00		$0.00		$0.00		$0.00		$0.00	$424.00		$0.00		$0.00	$424.00	**$424.00**
c. Prepare plan set showing areas requiring playground resurfacing (assumes up to 4 plan sheets including cover sheet and index).		$0.00		$0.00		$0.00	3.0	$495.00		$0.00	$495.00		$0.00		$0.00	$495.00	**$495.00**
d. Prepare project manual including technical specifications and front-end contract documents necessary to bid the replacement of the existing playground fall surfacing.	4.0	$848.00		$0.00		$0.00	4.0	$660.00		$0.00	$1,508.00		$0.00		$0.00	$1,508.00	**$1,508.00**
e. QAQC of plans and project manual		$0.00	2.0	$398.00	1.0	$188.00		$0.00		$0.00	$586.00		$0.00		$0.00	$586.00	**$586.00**
f. Submit documents to Client for review.	0.5	$106.00		$0.00		$0.00		$0.00		$0.00	$106.00		$0.00		$0.00	$106.00	**$106.00**
g. Any requested revisions from Client prior to bid advertisement.	1.0	$212.00		$0.00		$0.00	1.0	$165.00		$0.00	$377.00		$0.00		$0.00	$377.00	**$377.00**
4. Bidding Phase Assistance																	**$1,856.00**
a. Assist Client during the bidding process, including preparation of addenda or other bidding documentation as needed.	2.0	$424.00		$0.00		$0.00		$0.00		$0.00	$424.00		$0.00		$0.00	$424.00	**$424.00**
b. Attend pre-bid meeting	6.0	$1,272.00		$0.00		$0.00		$0.00		$0.00	$1,272.00	1.0	$160.00		$160.00	$1,432.00	**$1,432.00**
5. Construction Administration																	**$5,930.00**
a. Assist Client with contract administration to enter into formal agreement with Contractor.	3.0	$636.00		$0.00		$0.00		$0.00		$0.00	$636.00		$0.00		$0.00	$636.00	**$636.00**
b. Site observations during construction (scope assumes up to 2 visits by inspector to confirm compliance with the Contract Documents). Additional visits can be provided for additional fee upon request.		$0.00		$0.00		$0.00		$0.00	16.0	$1,840.00	$1,840.00	2.0	$320.00		$320.00	$2,160.00	**$2,160.00**
c. Responses to Contractor requests for information (RFIs) during construction.	1.0	$212.00		$0.00		$0.00	2.0	$330.00		$0.00	$542.00		$0.00		$0.00	$542.00	**$542.00**
d. Review of shop drawings and submittals.		$0.00		$0.00		$0.00	8.0	$1,320.00		$0.00	$1,320.00		$0.00		$0.00	$1,320.00	**$1,320.00**
e. Review of pay applications and change orders if applicable.	4.0	$848.00		$0.00		$0.00		$0.00		$0.00	$848.00		$0.00		$0.00	$848.00	**$848.00**
f. Assist Client with project closeout administration.	2.0	$424.00		$0.00		$0.00		$0.00		$0.00	$424.00		$0.00		$0.00	$424.00	**$424.00**
TOTALS	**37.5**	**$7,950.00**	**2.0**	**$398.00**	**2.0**	**$376.00**	**26.0**	**$4,290.00**	**16.0**	**$1,840.00**	**$14,854.00**	**4.0**	**$640.00**	**$-**	**$640.00**	**$15,494.00**	**$15,494.00**

Project:	**Dardenne Prairie City Hall Park Playground Renovation**
Client:	**City of Dardenne Prairie** 2032 Hanley Road Dardenne Prairie, Missouri 63368
Client's Contact:	Kyle Michel, PMP, ICMA-CM City Administrator Phone: 636 561 1718 or 636 755 5303 (Direct) Email: Kyle.Michel@dardenneprairie.org
Consultant:	**Planning Design Studio LLC** (also referred to as PDS) 2816 Sutton Boulevard – Suite 1 St. Louis, Missouri 63143
PDS Contact:	Jeff Nilges, Project Manager Telephone: (314) 241 3600 or 314 328 5422 (Direct)

1.0 GENERAL PROJECT DESCRIPTION: The objective of these services to be provided by Planning Design Studio, hereinafter referred to as "PDS," to the City of Dardenne Prairie, hereinafter referred to as the "Client" will be to assist the City to develop documents for the purpose of acquiring bids (through a singular "Cooperative Buying Program that will provide replacement playground equipment and new surfacing), to replace the existing playground safety surfacing as well as replace any damaged/defective playground equipment on the existing playground at Dardenne Prairie City Hall Park, as described in the Scope of Services below.

2.0 SCOPE OF SERVICES: PDS will complete the following services:

2.1 Bidding Document Creation

- Plan Sheets – Plan sheets will utilize existing pdf's of the original construction documents as the base, no survey will be performed nor will PDS recreate the existing design in electronic format. Some sheets may be combined if feasible.
  1. Demolition/Removal - Plan sheet to show approximate size and shape of the surfacing to be removed, Contractor staging area and protection requirements, both vegetation and public from construction activities.
  2. Playground Surfacing - Plan sheet to show approximate size and shape of the surfacing to be replaced; layout and location of color changes, if desire by City. If sufficient background information can be obtained from the City or existing equipment provider, PDS will evaluate the potential to reduce the overall surfacing size based on fall height requirements of the playground equipment.
  3. Playground Details – Sheet to show existing cross section of the playground, based on prior details provided and any required or needed details for the new installation.
- Project Manual:
  1. Front End – PDS will review the City provided front end documents that establishes the City's requirements for construction related projects for relevance to the above stated project and revise as needed the following aspects as it relates to this project:
     - Schedule – PDS will assist the City in determine the preferred

schedule for completion of work and will revise the front end to reflect the agreed upon schedule.

- Material Requirements – Since the project will be bid utilizing a "Cooperative Buying Program", PDS will develop a Material requirement sheet that outlines the requirements of the surfacing. Requirements to list the type of surfacing; colors. If applicable, G-max and HIC thresholds; and any post installation testing for review.
- Bid Form – Develop a bid form for use by Vendor to provide cost for each component. Bid Form to include, but not limited to, Playground Surfacing and replacement Playground Equipment.

2.2 Bidding Assistance

- PDS will assist the City in answering any questions that may arise from the Vendor during the creation of the vendor quotation through the a "cooperative buying program" from which the City is currently a member of.

2.3 Construction Administration Services:

- Site Visits – PDS will visit the Site during the construction phase to review the work completed by the contractor to confirm acceptability to the contract documents and document the construction status in a written report that will be provided by the City. Due to the nature of the project site visits will be limited to three (3) visits over the length of the construction as listed below
    1. Demolition – PDS will visit the site after removal of the existing surfacing and equipment to be removed to review the condition of the base surface and sub-drain system. Number of Visits – 1.
    2. Substantial Completion – PDS will review the final installed surfacing and equipment for conformance to the contract documents and industry standards. Upon completion of outside testing, PDS will review surfacing test data for compliance. Number of Visits – 1.
    3. Misc. Onsite Review – at the discretion of the City, PDS will review the current status of the construction and conformance to the contract documents. Number of Visits – 1.
- RFI's – PDS will respond to request for information from the contractor.
- Shop Drawings – PDS will review shop drawings to confirm conformance to the contract documents. Due to the nature of the bidding process, min. shop drawings are anticipated and/or required.
- Pay Applications – PDS will review pay apps from the contractor versus the status of the work completed on site. PDS will provide recommendations for changes to the contractor's pay application based on our knowledge of the percent complete of work to the City for convergence to the contractor.

3.0 PROVIDED BY PDS: In undertaking and accomplishing the work, PDs will provide:

- The services of all technical personnel required for the performance of the Scope of Services.

4.0 PROVIDED BY CLIENT: The client will provide:

- PDS with original plans, construction drawings, or other information on the playground, if available.

5.0 SCHEDULE: PDS will commence work within one week of authorization and complete the above-mentioned services stated in Section 2.1 within **five (5) weeks** with the remaining scope of work to be completed per an agreed upon schedule.

4.0 COMPENSATION: The Client will compensate PDS for the Scope of Services described above on a lump sum fee basis in the amount of **$14,960.00** . Said lump sum shall constitute complete payment for these professional services and described in the Scope of Services.

Payment shall be made monthly upon submission of an invoice in an amount equal to the percentage of work completed in the preceding month. All invoices shall be due and payable within 30 calendar days.

5.0 TERMS & TERMS & CONDITIONS: The parties agree as follows:

- See Attachment "A".

6.0 ACCEPTANCE: The following authorized representatives hereby execute this Agreement and accept the terms and conditions herein.

Planning Design Studio LLC	**City of Dardenne Prairie**
______________________	______________________
Signature	Signature
Jeff Nilges, PLA, ASLA	______________________
Typed or Printed Name	Typed or Printed Name
Principal	______________________
Title	Title
July 23, 2026	______________________
Date	Date

1. INTERPRETATION

This AGREEMENT, consisting of these standard terms and conditions and the terms/instructions typed on the face of this AGREEMENT together with the Exhibits attached hereto, and all documents, drawings, specifications and instructions specifically referred to herein and made a part hereof shall constitute the entire AGREEMENT between the parties, and no other proposals, conversations, bids, memoranda, or other matter shall vary, alter or interpret the terms hereof.

Failure of either party to exercise any option, right or privilege under this AGREEMENT or to demand compliance as to any obligation or covenant of the other party shall not constitute a waiver of any such right, privilege or option, or the performance thereof, unless waiver is expressly required in such event or is evidenced by a properly executed instrument.

2. SEVERABILITY

It is understood and agreed by the parties hereto that if any part, term, or provision with this AGREEMENT is held illegal or in conflict with any law having jurisdiction over any of the parties hereto, the validity of the remaining portions or provisions shall not be affected, and the rights and obligations of the parties shall be construed and enforced as if the AGREEMENT did not contain the particular part, term, or provisions held to be invalid, unless the effect thereof would materially change the economic burden of or benefit to either party.

3. GOVERNING LAW

This AGREEMENT and the Attachments hereto shall be governed by and construed in accordance with the laws governing the location where the work is performed.

4. INDEPENDENT CONTRACTOR

In the performance of the services under this AGREEMENT, PLANNING DESIGN STUDIO (PDS) shall be an independent contractor, maintaining complete control of PDS's personnel and operations. As such, PDS shall pay all salaries, wages, expenses, social security taxes, unemployment taxes and any similar taxes relating to the performance of this AGREEMENT. PDS, its employees and agents shall in no way be regarded nor shall they act as agents or employees of the CLIENT.

5. CHANGES

The CLIENT, through its authorized representative, without invalidating this AGREEMENT, may order changes within the general scope of the services required by this AGREEMENT by altering, adding to and/or deducting from the services to be performed. If any changes under this clause cause an increase or decrease in PDS's cost of, or the time required for, the performance of any part of the work under this AGREEMENT, an equitable adjustment shall be made by mutual AGREEMENT and the AGREEMENT modified in writing accordingly. All such changes in the Services shall be in writing and shall be performed subject to the provisions of this AGREEMENT.

6. STOP WORK ORDER

CLIENT may at any time, by written notice to PDS, require PDS to stop all or any part of the work called for by this order for a period of up to ninety (90) days after the notice is delivered to PDS ("Stop Work Order"). Upon receipt of the Stop Work Order, PDS shall forthwith comply with its terms and take all reasonable steps to minimize the incurrence of costs allocable to the work covered by the order during the period of work stoppage. Within a period of ninety (90) days after a Stop Work Order is delivered to PDS, or within any extension of that period to which the parties have agreed, CLIENT shall either cancel the Stop Work Order, or terminate the work covered by this order as provided in the "Termination" paragraphs of this AGREEMENT. PDS shall resume work upon cancellation or expiration of any Stop Work Order. An equitable adjustment shall be made in the delivery schedule or prices hereunder, or both, and this AGREEMENT shall be modified in writing accordingly. If the Stop Work order results in an increase in the time required for the performance of this order or in PDS's costs properly allocable thereto, PDS may stop work, at its sole option, if CLIENT fails to make payment of PDS invoices within 30 days of receipt as required by Article 17 below.

7. TERMINATION.

A. The CLIENT may terminate this AGREEMENT in the whole or in part at any time by written notice to PDS. Such termination shall be effective in the manner specified in the said notice, shall be without prejudice to any claims which the CLIENT may have against PDS and shall be subject to the other provisions of this AGREEMENT. On receipt of such notice PDS shall, except as and to the extent directed, immediately discontinue the services and the placing of subcontractor orders for materials, facilities and supplies in connection with the performance of the services, and shall, if requested, make every reasonable effort to procure termination of existing subcontracts upon terms satisfactory to the CLIENT. Thereafter, PDS shall do only such work as may be necessary to preserve and protect the services already in progress and to dispose of any property as requested by the CLIENT.

B. A complete settlement of all claims of PDS upon termination of the AGREEMENT, as provided in the preceding paragraph, shall be made as follows: (A) the CLIENT shall assume and become liable for all obligations and commitments that PDS may have in good faith undertaken or incurred in connection with the services which have not been included in prior payments; (B) the CLIENT shall compensate PDS for the reasonable cost of terminating existing subcontracts and preserving, protecting or disposing of the CLIENT's property and performing any other necessary services after the notice of termination has been received; and (C) the CLIENT shall pay PDS for all Services performed, prior to the date of termination, in accordance with this AGREEMENT. Prior to final settlement, PDS shall deliver to the CLIENT all Documents and all other required information and data prepared by PDS under this AGREEMENT and execute and deliver all documents, and take such other steps as are necessary, to vest fully in the CLIENT the rights and benefits of PDS arising from subcontracts issued in connection with this AGREEMENT, unless otherwise requested by the CLIENT in writing.

8. STANDARD OF CARE

PDS and its employees, independent professional associates, subconsultants, and subcontractors will exercise that degree of care and skill ordinarily practiced under similar circumstances by design professionals providing similar services. CLIENT agrees that services provided by PDS will be rendered without any expressed or implied warranty and that this agreement does not create or imply a fiduciary relationship between PDS and the CLIENT. PDS shall exercise usual and customary professional care in its efforts to comply with applicable codes, regulations, laws rules, ordinances, and such other requirements in effect as of the date of execution of this AGREEMENT.

9. INDEMNITY

PDS shall indemnify and hold the CLIENT harmless from and against claims, liabilities, suits, loss, cost, expense and damages arising from any negligent act or omission of PDS in the performance of work and service pursuant to this AGREEMENT. PDS's liability for all of the aforesaid matters shall not exceed the total compensation received by PDS under this agreement.

To the fullest extent permitted by law, CLIENT shall defend, indemnify and hold harmless PDS and its subcontractors from and against claims, liabilities, suits, loss, cost, expense and damages arising from any negligent act or omission of CLIENT (and/or its subcontractors) in the performance of CLIENT'S work and service pursuant to this AGREEMENT.

10. FORCE MAJEURE

The respective duties and obligations of the parties hereunder (except the CLIENT's obligation to pay PDS such sums as may become due from time to time for services rendered by it) shall be suspended while and so long as performance thereto is prevented or impeded by strikes, disturbances, riots, fire severe weather, government action, war acts, pandemics, acts of God, acts of the CLIENT, or any other cause similar or dissimilar to the foregoing which are beyond the reasonable control of the part from whom the affected performance was due.

11. ASSIGNMENTS

All obligations and covenants herein contained shall be intended to be binding upon the successors and assigns of PDS and the CLIENT. PDS shall not assign this AGREEMENT without the prior written consent of the CLIENT, which consent shall not be unreasonably withheld.

12. CONSEQUENTIAL DAMAGES

Neither the Client nor PDS shall be liable to the other or shall make any claim for any incidental, indirect or consequential damages arising out of, or connected in any way to the project or this agreement. This mutual waiver includes, but is not limited to, damages related to loss of use, loss of profits, loss of income, loss of reputation, unrealized savings, or diminution of property value and shall apply to any cause of action including negligence, strict liability, breach of contract and breach of warranty.

13. INSURANCE

PDS shall maintain the following insurance and at the CLIENT's request, PDS shall deliver to CLIENT certificates of insurance coverage.

A. Workers' Compensation and Employer's Liability insurance:

- Workers' Compensation in compliance with the applicable laws.
- Employer's Liability. Limit $1,000,000

B. Comprehensive General Liability Insurance including Blanket Contractual, Broad Form Property Damage, Complicated Operations and Independent Contractor's Liability all applicable to Personal Injury, Bodily Injury and Property Damage to a combined single limit of $1,000,000 each occurrence subject to $2,000,000 annual aggregate for Completed Operations and Personal Injury other than Bodily Injury.

C. Comprehensive Automobile Liability Insurance including owned, hired and non-owned automobiles, Bodily Injury and Property Damage to a combined single limit of $1,000,000 each occurrence.

D. Architects & Engineers Professional Liability Insurance affording, professional liability, if any, to a combined single limit of $3,000,000 each occurrence/claim, subject to $3,000,000 annual aggregate.

14. ACCEPTANCE BY CLIENT

The WORK shall be deemed accepted by CLIENT unless, within fifteen (15) days after receipt of PDS's written notification of final completion, CLIENT will have given PDS written notice specifying in detail wherein the WORK is deficient, whereupon PDS will promptly proceed to make necessary corrections and, upon completion, the Work shall be deemed accepted by CLIENT.

15. CLIENT FURNISHED DATA, DRAWINGS AND SPECIFICATIONS

PDS shall have no liability for defects in the work attributable to PDS's reliance upon or use of data, design criteria, drawings, specifications or other information furnished by CLIENT and CLIENT agrees to indemnity and hold PDS harmless from any and all claims and judgments, and all losses, costs and expenses arising there from. PDS shall disclose to CLIENT prior to use thereof, defects or omissions in the data, design criteria, drawings, specifications or other information furnished by CLIENT to PDS that PDS may reasonably discover in its review and inspection thereof.

16. OWNERSHIP & REUSE OF DOCUMENTS

All documents including plans, reports, drawings and specifications prepared by PDS pursuant to this AGREEMENT are instruments of its services in respect of the PROJECT, and become the property of the Client upon meeting the AGREEMENT terms. The documents are not intended or represented to be suitable for reuse by CLIENT or others on extension of the PROJECT or on any other project. Any reuse without specific written verification or adaptation by PDS will be at CLIENT's sole risk and without liability or legal exposure to PDS, and CLIENT shall indemnify and hold harmless PDS from all claims, damages, losses and expenses including attorney's fees arising out of or resulting there from. Any such verification or adaptation will entitle PDS to further compensation at rates to be agreed upon by CLIENT and PDS.

17. INVOICING & PAYMENTS.

Invoices are due and payable within 30 days after receipt. Interest at the rate of 1½% per month is due on all payments not paid on or before the 45th day after the invoice date. Interest shall be computed from the date of the invoice. In the event legal proceedings are necessary to collect payments not paid when due, CLIENT shall pay, in addition to such payments, PDS's reasonable attorney's fees and legal costs associated therewith.

In addition, PDS may, after giving seven days written notice to CLIENT, suspend services under this AGREEMENT until PDS has been paid in full all amounts due for services, expenses and charges. The contract value shall be increased accordingly by the amount of PDS's reasonable costs of shut down, delay and start up, which shall be effected by Change Order in accordance with Article 5, above.

If CLIENT disputes any portions of a request for payment, CLIENT shall pay the undisputed portion of such request as provided herein and shall promptly notify PDS of the amount in dispute and the reason therefore. Any portion of the disputed amount, which is ultimately agreed upon by CLIENT and PDS, to be owed to PDS, shall accrue interest at the rate and commencing upon the date stipulated in this Article.

Unless otherwise specified on the face page of this AGREEMENT, invoices will not require support documentation.

18. EQUAL EMPLOYMENT OPPORTUNITY

The Non-Discrimination clause contained in Section 202, Executive Order 11246, as amended, relating to Equal Employment Opportunity for all persons without regard to race, color, religion, sex, or national origin and the implementing rules and regulations prescribed by the Secretary of Labor (41 CFR, Chapter 60, 41 CFR 60-250 and 41 CFR 60-741 are incorporated herein.

19. ORDER OF PRECEDENCE

Any inconsistency or conflict between the standard terms and conditions set forth therein and those typed on the face of this AGREEMENT or any attachment thereof shall be resolved by giving precedence in the following order: First, typed instructions and/or conditions on the face of this AGREEMENT; Second, the Standard Terms and Conditions; and Third, the attachment(s) (if any) attached hereto.

20. DISPUTE RESOLUTION

Prior to the initiation of any legal proceedings, the CLIENT and PDS agree to submit all claims and disputes arising out of this AGREEMENT to non-binding mediation. Mediation shall be conducted under the auspices of mediation upon which the parties agree. The party seeking to initiate mediation shall do so by submitting a formal written request to the other party to this AGREEMENT. This provision shall survive completion or termination of this AGREEMENT; however, neither party shall seek mediation of any claim or dispute arising out of this AGREEMENT beyond the period of time that would bar the initiation of legal proceedings to litigate such claim or dispute under the applicable law.

21. HAZARDOUS MATERIAL

The scope of PDS’s services for this agreement does not include any responsibility for detection, remediation, accidental release, or services relating to waste, oil, asbestos, lead, or other hazardous materials, as defined by Federal, State, and local laws or regulations.

BILL NO. 26-33 **ORDINANCE NO. ______**

AN ORDINANCE OF THE CITY OF DARDENNE PRAIRIE, MISSOURI, AUTHORIZING THE CITY ADMINISTRATOR TO EXECUTE A CONTRACT WITH ESSENTIAL NETWORK TECHNOLOGIES, FOR REPLACEMENT SECURITY CAMERA EQUIPMENT AND SERVICES

WHEREAS, the City of Dardenne Prairie solicited proposals for the replacement of the City's security camera infrastructure through a competitive Request for Proposal process; and

WHEREAS, the proposals were evaluated based upon qualifications, technical capabilities, cost, and overall value to the City; and

WHEREAS, the Board of Aldermen finds that the proposal submitted by Essential Technology Solutions is the proposal most advantageous to the City, price and other factors considered; and

WHEREAS, timely award of the contract will permit the City to execute an orderly transition from the current IT service provider to the new provider;

WHEREAS, the proposed project will modernize the City's security camera infrastructure by providing cloud-based management, improved reliability, centralized monitoring, and manufacturer-supported hardware and software with a ten-year service and warranty package; and

WHEREAS, the total value of the project is One Hundred Eighteen Thousand Four Hundred Eighty-Five Dollars and Fifty-Nine Cents ($118,485.59), and the City will finance the project over a five-year term, resulting in a total financed contract amount of One Hundred Thirty-Five Thousand Seven Hundred Twenty-Six Dollars and Sixty-Five Cents ($135,726.65).

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

SECTION 1. That the proposal submitted by **Essential Technology Solutions**, attached hereto as **Exhibit A**, is hereby accepted as the proposal most advantageous to the City for the replacement of the City's security camera system.

SECTION 2. That the City Administrator is hereby authorized and directed to negotiate, execute, acknowledge, deliver, and administer the Agreement and any financing documents necessary to complete the purchase substantially in the form attached as **Exhibit A**.

SECTION 3. That the City Administrator is hereby authorized to make expenditures pursuant to the Agreement and any related financing documents in an amount not to exceed One Hundred Thirty-Five Thousand Seven Hundred Twenty-Six

Dollars and Sixty-Five Cents ($135,726.65), subject to annual appropriation by the Board of Aldermen.

SECTION 4. This Ordinance shall take effect upon its passage and approval according to law.

SECTION 5. Savings Clause: Nothing contained herein shall in any manner be deemed or construed to alter, modify, supersede, supplant or otherwise nullify any other Ordinance of the City or the requirements thereof whether or not relating to or in any manner connected with the subject matter hereof, unless expressly set forth herein.

SECTION 6. Severability Clause: If any term, condition, or provision of this Ordinance shall, to any extent, be held to be invalid or unenforceable, the remainder hereof shall be valid in all other respects and continue to be effective and each and every remaining provision hereof shall be valid and shall be enforced to the fullest extent permitted by law, it being the intent of the Board of Aldermen that it would have enacted this Ordinance without the invalid or unenforceable provisions. In the event of a subsequent change in applicable law so that the provision which had been held invalid is no longer invalid, said provision shall thereupon return to full force and effect without further action by the City and shall thereafter be binding.

____
Mayor

Attest:

____
City Clerk

Approved this 5th day of August, 2026.

____
Mayor

Attest:

____
City Clerk

EXHIBIT A

Essential
NETWORK TECHNOLOGIES

Security Camera Replacement and Expansion Project-10 Year

Quote # ENTQ007094
Version 1

Prepared for:

City of Dardenne Prairie

Prepared by:

Main: 636-477-6301

Email: tgarnier@essentialnetworktech.com

Web: www.essentialnetworktech.com

Base Bid

Description		Price	Qty	Ext. Price
CB52-256E-HW	**CB52-E Outdoor Bullet Camera, 256GB, 30 Days Max** CB52-E Outdoor Bullet Camera, 256GB, 30 Days Max	$1,015.84	5	$5,079.20
ACC-MNT-SJBOX-1	**SQUARE JUNCTION BOX MOUNT**	$56.54	5	$282.70
CD53-256E-HW	**CD53-E Outdoor Dome Camera, 256GB, 30 Days Max** CD53-E Outdoor Dome Camera, 256GB, 30 Days Max	$952.31	16	$15,236.96
CD43-256-HW	**CD43 Indoor Dome Camera, 256GB, 30 Days Max** CD43 Indoor Dome Camera, 256GB, 30 Days Max	$634.66	13	$8,250.58
CD63-512E-HW	**CD63-E Outdoor Dome Camera, 512GB, 30 Days Max** CD63-E Outdoor Dome Camera, 512GB, 30 Days Max	$1,206.42	1	$1,206.42
LIC-CAM-10Y-CAP	**10-Year Camera License, Capacity Increase** 10-Year Camera License, Capacity Increase	$1,269.95	35	$44,448.25
Shipping	**Shipping** Shipping	$942.32	1	$942.32
			Subtotal:	**$75,446.43**

Labor for Base Bid

Description		Price	Qty	Ext. Price
Labor (ENT)	**Installation & Configuration** Installation & Configuration	**$10,810.00**	**1**	**$10,810.00**
Wiring	**Wiring Labor** Wiring Labor	$250.00	35	$8,750.00
4246PLB-CE-BU	**CAT6: Plenum, 6 LAN - Blue** CAT6: Plenum, 6 LAN - Blue	$323.53	4	$1,294.12
RJ45-EN	**RJ45-EN RJ45 Modular Plug** RJ45-EN RJ45 Modular Plug	$0.29	70	$20.30

Essential NETWORK TECHNOLOGIES

Main: 636-477-6301

Email: tgarnier@essentialnetworktech.com

Web: www.essentialnetworktech.com

Labor for Base Bid

Description		Price	Qty	Ext. Price
Lift Rental	**24' Single Man Lift Push-Type** 24' Single Man Lift Push-Type	$800.00	1	$800.00
The Lift Rental will only be invoiced if Necessary				
			Subtotal:	**$21,674.42**

Alternative Bid Item No.1

Qty	Product Details		Price	Ext. Price
2	CR63-512E-HW	**CR63-E Outdoor Remote Camera, 512GB, 30 Days Max** CR63-E Outdoor Remote Camera, 512GB, 30 Days Max	$2,552.21	$5,104.42
2	ACC-MNT-SOLP-1	**Verkada Solar Panel Pole Mount**	$317.01	$634.02
2	ACC-SOLP-100W-1	**100 Watt Solar Panel**	$170.89	$341.78
2	ACC-BAT-430WH-E-1	**430Wh Backup Battery**	$888.78	$1,777.56
2	LIC-GC-1VD-5Y-CAP	**5-Year Cellular Gateway Data Plan, Includes Unlimited Data for 1 Verkada Video Device, CAP**	$4,113.53	$8,227.06
2	LIC-CAM-10Y-CAP	**10-Year Camera License, Capacity Increase** 10-Year Camera License, Capacity Increase	$1,269.95	$2,539.90
			Subtotal:	**$18,624.74**

Labor For Alternative Bid Item No. 1

Qty	Product Details		Price	Ext. Price
1	**Labor (ENT)**	**Installation & Configuration** Installation & Configuration	**$1,940.00**	**$1,940.00**
1	Lift Rental	**24' Single Man Lift Push-Type** 24' Single Man Lift Push-Type	$800.00	$800.00

Main: 636-477-6301

Email:
tgarnier@essentialnetworktech.com

Web: www.essentialnetworktech.com

Labor For Alternative Bid Item No. 1

Qty	Product Details	Price	Ext. Price
The Lift Rental will only be invoiced if Necessary			
		Subtotal:	**$2,740.00**

Main: 636-477-6301
Email: tgarnier@essentialnetworktech.com
Web: www.essentialnetworktech.com

Security Camera Replacement and Expansion Project-10 Year

Quote Information:
Quote #: ENTQ007094
Version: 1
Delivery Date: 07/07/2026
Expiration Date: 06/17/2026

Prepared for:
City of Dardenne Prairie
2032 Hanley Rd
Dardenne Prairie, MO 63368 Rose Maresca
(636) 755-5326
ITmanager@dardenneprairie.org

Prepared by:
Essential Network Technologies
Tommy Garnier
636-477-6317
Fax 636-477-6302
tgarnier@essentialnetworktech.com

Quote Summary

Description	Amount
Base Bid	$75,446.43
Labor for Base Bid	$21,674.42
Alternative Bid Item No.1	$18,624.74
Labor For Alternative Bid Item No. 1	$2,740.00
Total:	$118,485.59

Provider reserves the right to correct any errors, inaccuracies or omissions, and to change or update information or cancel orders if any information, including Services or pricing is inaccurate.

Acceptance and Incorporation by Reference

This Order together with the Master Services Agreement and Service Attachments and other terms and conditions identified on Exhibit A, all of which are incorporated herein by reference (collectively, the “Agreement”) is between Essential Network Technologies (sometimes referred to as “we,” “us,” “our,” or “Provider”), and the customer identified on the Order (sometimes referred to as “you,” “your,” or “Client”). This Agreement is effective as of the date the Client accepts the Order (the “Effective Date”). By signing or accepting this Order, Client acknowledges, represents, and warrants that it has read and agrees to the terms and conditions identified on Exhibit A to this Order which are incorporated as if fully set forth herein.

The parties hereby agree that electronic signatures to this Order shall be relied upon and will bind them to the obligations stated herein. Each party hereby warrants and represents that it has the express authority to execute this Agreement(s).

Provider may make changes to the Agreement at any time. If there are changes, Provider will revise the date at the top of the document. Provider may or may not provide Client with additional notice regarding such changes. Client should review the terms and conditions regularly. Unless otherwise noted, the amended terms and conditions will be effective immediately, and your continued use of the Services thereafter constitutes your acceptance of the changes. If you do not agree to the amended terms and conditions, you must stop using the Services immediately. Please note, you may incur a termination fee or other third-party fees, if applicable. You

may access the current version of the terms and conditions at any time by visiting https://essentialnetworktech.com/legal

Main: 636-477-6301

Email: tgarnier@essentialnetworktech.com

Web: www.essentialnetworktech.com

Essential Network Technologies		City of Dardenne Prairie	
Signature:		Signature:	
Name:	Tommy Garnier	Name:	
Title:			
Date:			

EXHIBIT A

RBA FORM (OFFICE USE ONLY)
MEETING DATE: August 5th, 2026
Regular (x) Work Session ( )
ATTACHMENT: YES (x) NO ( )
Contract ( ) Ordinance ( ) Other ( )

Request for Board Action
By: Rose Maresca

Ward Citywide

- **Description: Security Camera Replacement**

- **Recommendation: Staff – Approve (X) Disapprove ( )**

Summary/Explanation: Security Camera Replacement Project Discussion – Requesting a double reading for vendor pricing guarantee.

Current State

Upon additional investigation of the City's current security camera infrastructure, it has been determined that the existing system is outdated and inconsistent. The current environment consists of a combination of digital and analog cameras that have been added over time without a unified management solution. Staff has also discovered that several cameras are not functioning properly, while others are completely non-operational.

Due to the age, condition, and lack of standardization of the current system, staff recommends replacing the City's existing security camera infrastructure with a modern cloud-based solution that provides reliable coverage, centralized management, and long-term manufacturer support.

The proposed replacement solutions would provide:

- Modern cloud-based camera management
- Updated digital camera technology
- Improved reliability and monitoring capabilities
- Centralized management and remote access
- Manufacturer-supported hardware and software
- Ten (10) years of service, licensing, and warranty coverage

In addition to replacing the City's existing camera infrastructure, the proposal includes new security camera equipment and associated services for the parking lots at Barathaven and Bluebird Meadow Park. These locations currently have no camera coverage, and the addition of these cameras will enhance public safety, improve incident documentation, and expand the City's overall security network

The City has completed the Request for Proposal (RFP) process, and the vendor, Essential Technology Solutions, submitted the lowest-cost cloud-based solution that met all project requirements.

Project Cost:

- Project Value (Equipment, Software, Installation, and 10-Year Service): $118,485.59
- Financed Contract Amount (Including Financing Costs): $135,726.65
- Financing Term: Five (5) years
- Annual Payment: $27,145.33
- Years 6–10: No additional cost for service, licensing, software, or warranty.

Recommendation

Staff recommends approval of the Security Camera Replacement Project to modernize the City's security infrastructure, improve reliability, provide centralized cloud-based management, and ensure long-term manufacturer support. The proposed solution provides predictable annual payments while replacing the City's aging and inconsistent security camera system with current technology.

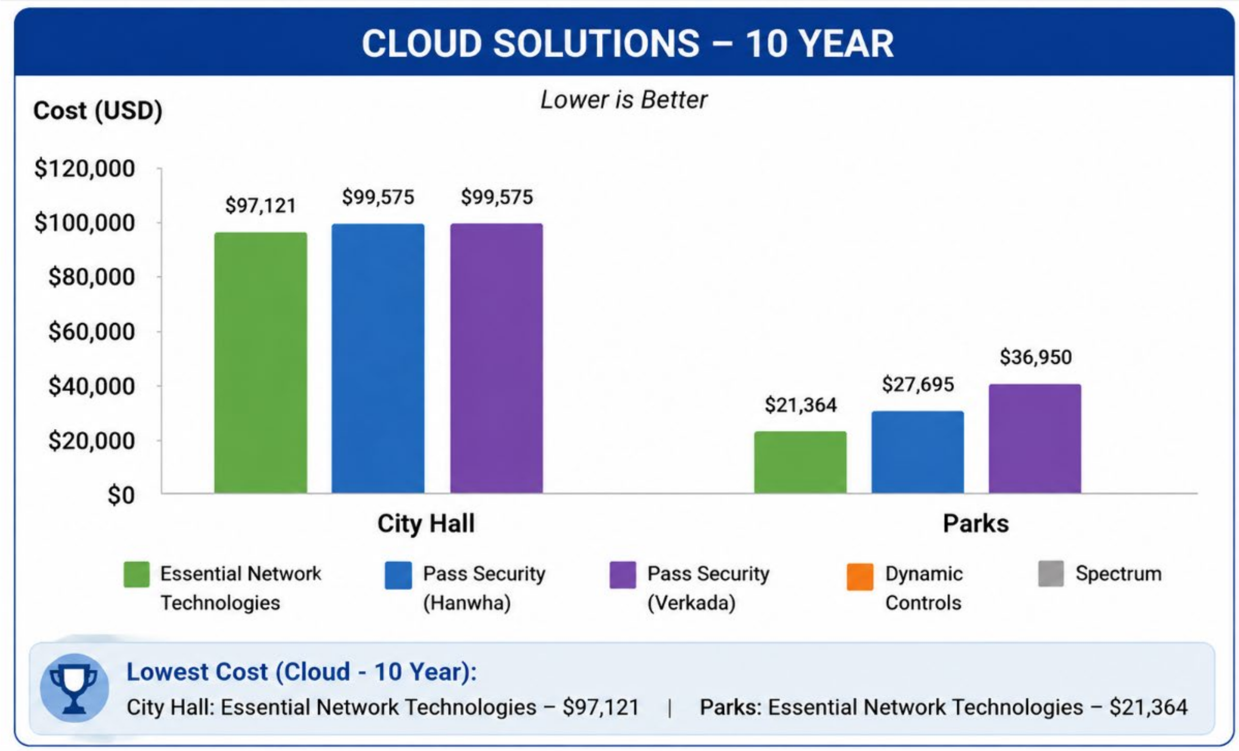
- **Budget Impact:** (revenue generated, estimated cost, CIP item, etc.)

The FY2026 Budget includes $28,000 for security camera improvements.

Staff requests authorization to expend $27,145.33 during Fiscal Year 2026. Future annual payments of $27,145.33 will be budgeted during Fiscal Years 2027 through 2030 as part of the City's annual budget process.

RBA requested by:______________________ CA: ___________

Attachment:



Solution reviews:

Municipalities & Schools

[Verkada Government Contracts: School Safety Cameras 2026]

Common positive themes across reviews:

- Very easy remote access,
- Cloud-first simplicity,
- Low maintenance compared to traditional NVRs,
- Strong mobile app,
- Centralized multi-building management,
- Easier evidence retrieval,
- Reduced burden on understaffed IT departments

Main: 636-477-6301

Email: tgarnier@essentialnetworktech.com

Web: www.essentialnetworktech.com

Exhibit A

Master Services Agreement

Service Attachment for Managed Services

Service Attachment for Managed

Video Surveillance Services

Service Attachment for

Managed Access Control

Services Service Attachment for

Compliance Services

Service Attachment

for Co-Managed

Services Service

Attachment for AI

Services

Service Attachment

for Monitored

Alarm Services

Schedule of

Services

BILL NO. 26-34 **ORDINANCE NO. _____**

AN ORDINANCE OF THE CITY OF DARDENNE PRAIRIE, MISSOURI, APPOINTING BENJAMIN F. KLOOS AS THE MUNICIPAL PROSECUTING ATTORNEY FOR THE CITY OF DARDENNE PRAIRIE, MISSOURI

WHEREAS, Section 479.120 Revised Statutes of Missouri, provides that it shall be the duty of an attorney designated by the municipality to prosecute the violations of the municipality's ordinance before the municipal judges or before the associate circuit judges hearing the violations of that municipality's ordinances. The salary or fees of the attorney and his necessary expenses incurred in such prosecutions shall be paid by the municipality; and

WHEREAS, the Mayor nominates Benjamin F. Kloos as the Municipal Prosecuting Attorney; and

WHEREAS, the Board of Aldermen desire to appoint a Municipal Prosecuting Attorney for the City of Dardenne Prairie in accordance with state statutes and the Dardenne Prairie Municipal Code; and

WHEREAS, Benjamin F. Kloos represents that he meets the qualification for the position of Municipal Prosecuting Attorney under Section 125.410 of the Municipal Code.

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

SECTION 1. Pursuant to Section 125.370 of the Municipal Code of the City of Dardenne Prairie, Missouri, the Board of Aldermen does hereby consent to and approve the appointment of Benjamin F. Kloos, as the Municipal Prosecuting Attorney for the City of Dardenne Prairie, Missouri.

SECTION 2. The Municipal Prosecuting Attorney shall be paid compensation of $24,000, per annum, payable in monthly installments of $2,000. For extra-ordinary work, mutually agreed upon by the Municipal Attorney and the Mayor, the City shall pay compensation at the rate of $200 per hour.

SECTION 3. Severability Clause: If any term, condition, or provision of this Ordinance shall, to any extent, be held to be invalid or unenforceable, the remainder hereof shall be valid in all other respects and continue to be effective and each and every remaining provision hereof shall be valid and shall be enforced to the fullest extent permitted by law, it being the intent of the Board of Aldermen that it would have enacted this Ordinance without the invalid or unenforceable provisions. In the event of a subsequent change in applicable law so that the provision which had been held invalid is no longer invalid, said provision shall thereupon return to full force and effect without further action by the City and shall thereafter be binding.

SECTION 4. Effective Date: This Ordinance shall be in full force and take effect from and after its final passage and approval.

SECTION 5. Savings: Nothing contained herein shall in any manner be deemed or construed to alter, modify, supersede, supplant or otherwise nullify any other Ordinance of the City or the requirements thereof whether or not relating to or in any manner connected with the subject matter hereof, unless expressly set forth herein.

Read two times, passed, and approved this ______ day of ________________, 2026.

____
Mayor

Attest:

____
City Clerk

Approved this _____ day of _________________, 2026.

____
Mayor

Attest:

____
City Clerk