

DATE: February 4, 2003
TO: Michael G. Herring, CA
FROM: Brian McGownd, DDPW\ACE



SUBJECT: Meeting Minutes, PW\Parks 1/27/03

A meeting of the Public Works/Parks Committee began at 5:45 p.m. on Monday, January 27, 2003. Councilmembers in attendance were Chairperson Barry Flachsbart (Ward 1), Bruce Geiger (Ward 2), Mike Casey (Ward 3), Connie Fults (Ward 4) and Dan Hurt (Ward 3). Also in attendance were, Mike Herring – City Administrator, Mike Geisel – Director of Public Works/City Engineer, Brian McGownd - Deputy Director of Public Works\Assistant City Engineer, and Darren Dunkle - Superintendent of Parks, Recreation and Arts.

The meeting was called to order at 5:45 p.m.

Agenda Item #1: Councilmember Casey motioned to accept the meeting minutes of the PW\Parks Committee from November 20, 2002, as submitted. Councilmember Fults seconded the motion. The motion passed unanimously, 4 – 0.

Chairperson Flachsbart stated he was under the impression that a discussion of the Sanitary Sewer Lateral Program was to be on this agenda. He asked the other Committee Members if this item could be added to the agenda. There was no objection from the other Committee Members.

*** To be discussed at 2/19/03 meeting of City Council.**

Agenda Item #9a: Mr. McGownd updated the Committee on the status of the Sanitary Sewer Lateral Repair Program. As was the case in 2001, due to funding limitations, the City prioritized repairs during the latter portion of 2002 and only made those repairs that were considered necessary as emergencies. As the City began to receive funds for 2003, in November of 2002, repairs were initiated from locations on the waiting list. The rate of applications received slowed during 2002, when compared to 2001. A total of 145 applications were received in 2001, while only 99 were received in 2002. He stated that 23 applications currently remained on the waiting list and that City Contractors were working to repair these as expeditiously as possible. Mr. Geisel noted that the fund had never actually been fully depleted, but that repairs had been temporarily delayed only to insure that funds were available to take care of emergency situations. No emergency application had ever been delayed or jeopardized. Mr. McGownd said that he had spoken to several other municipalities who have had the program in place for some period longer than Chesterfield, and a majority of them experienced the same funding issues that we have. They received more applications the first few years of the program than the funds from the program could support. Some communities place applications on a waiting list until additional funding was available, while others have chosen to supplement their program with revenues from other sources. Discussion ensued regarding the ability of the City to temporarily supplement the sewer lateral fund with monies from the general fund, conditioned upon repayment as sewer lateral funds were received. Additionally, Staff was directed to review the two year experience with the program structure and the Committee authorized Staff to utilize the resources of the Public Works Citizens Advisory Committee if it would prove beneficial. Staff would review the program and report back with recommended changes and alterations. Councilmember Fults asked if the City was taking money out of the fund to pay for administrative costs associated with running the program. Mr. Herring said that while the statute allowed for administrative costs to be recovered through the

program, to date the City has not attempted to recover any of these costs. **Councilmember Casey motioned to direct Staff to review the Sanitary Sewer Lateral Repair Program to look for ways to possibly improve the program, and to determine signals that could possibly trigger the necessity of supplementing the program's fund, using the assistance of the Public Works Advisory Group as necessary. Councilmember Geiger seconded the motion, which passed unanimously, 4 – 0.** After some additional discussion, **Councilmember Fults motioned to direct Staff to obtain a legal opinion from the City Attorney regarding the viability of temporarily supplementing the program with money from the General Fund, and to determine if the City has any legal obligation to fund all qualifying repair applications regardless if the fund generated by the collection of the \$28 per household was expended. Councilmember Geiger seconded the motion, which passed unanimously, 4-0.**

Agenda Item #2: Mr. McGownd told the Committee that a notice was received from MSD that they have recommended approval of the City's 2003 State Storm Water Grant applications that were submitted last October. The application included Phase II of the Meadowbrook Farm Storm Water Channel Improvement, and the development of a storm water basin plan for various channels in the Shenandoah Subdivision. He stated that MSD's recommendation should be approved by the Clean Water Commission in March of 2003. Discussion ensued regarding the local match for the Shenandoah project. The Committee was reminded that at the time the grant was applied for it was understood that any local match would have to come from the subdivision, and the City was only passing the grant through to the subdivision, since only governmental entities were allowed to apply for the grant. Councilmember Geiger said that he attended a recent meeting of the trustees of Shenandoah and that they were aware of the local match issue. He said that the subdivision planned on voting whether to fund this work in June of 2003. **Councilmember Casey motioned to accept the grant for Phase II of the Meadowbrook Farm Storm- water Improvement Project. Councilmember Fults seconded the motion. The motion passed unanimously, 4-0. Councilmember Geiger motioned to accept the grant for the Shenandoah storm water basin plan, contingent upon receiving a firm and binding commitment from the subdivision that they will be responsible for the local match. Councilmember Fults seconded the motion. The motion passed unanimously, 4-0.**

* **Agenda Item #3:** Mr. Dunkle advised the Committee that the City had been awarded a municipal parks grant in the amount of \$189,300, as submitted in the City's application previously approved by the PW\Parks Committee and had also received \$5,000 from Ameren UE from their Smartlights Grant Program. Mr. Geisel summarized his memorandum dated January 14, 2003, wherein three separate actions were recommended. After a brief discussion, **Councilmember Casey motioned to accept the recommendations stated in the memo dated January 14, 2003, from Mr. Geisel to Mr. Herring. Councilmember Fults seconded the motion, which passed unanimously, 4-0.** The Committee thanked Mr. Geisel and Mr. Dunkle for their efforts in obtaining these grants. Specifically, these items were:

- a) Recommend approval of budget adjustments on both the expenditures and revenue sides of the budget to include funds associated with the grants, including the \$100,000 local share from the wetland mitigation account.
- b) Authorize the City Administrator to execute the grant agreement on behalf of the City of

Chesterfield.

c) Acknowledge, as directed by Council, in conjunction with the grant project which includes athletic field lighting, the cooperative purchase bids for field lighting from Musco Lighting, previously approved by City Council, would be used for the purchase of field lighting.

Agenda Item #4: Mr. Dunkle stated that the Friends of Chesterfield Parks organization had dissolved and had conditionally donated all of their remaining funds to the City, as outlined in their letter dated January 14, 2003. He pointed out that the letter specifically instructed how the funds were to be used. Mr. Herring asked if the Committee desired to specify what these funds were to be used for. After a brief discussion, the Committee stated that Staff would determine what the funds would be specifically used for, and that the funds were to supplement the current budget. **Councilmember Casey motioned to accept the donation made by the Friends of Chesterfield Parks and to abide by their instructions regarding how the funds were to be used, in addition to any funding already provided in the City's budget. Councilmember Geiger seconded the motion. The motion passed unanimously, 4-0.**

* **Agenda Item #5:** Mr. Geisel discussed his memorandum dated January 8, 2002 regarding the merits and need for a secondary facility to store de-icing chemicals and to load/re-load trucks. After some discussion, Mr. Herring advised the Committee that he fully supported a second salt dome, however, it was not funded. Mr. Geisel indicated that he would anticipate that the cost could be as much as \$400,000. However, these funds could be taken from the proceeds of the ½ cent sales tax. Mr. Geisel reminded the Committee that due to the State's funding of ½ of the Route 340 local share, some \$400,000 was saved and could be redirected to the construction of the salt dome. **Councilmember Geiger motioned to proceed with the development of a secondary salt dome as outlined by Mr. Geisel's memorandum dated January 8, 2002, with funding from the ½ cent sales tax. Councilmember Casey seconded the motion. The motion passed unanimously, 4 – 0.**

* **Agenda Item #8:** Mr. Herring stated that the City had received a request from the trustees of Clarkson Woods South to establish a "No Parking Zone" on a portion of Federal Way and on Eagle Point Court, as shown on the map that was included in the packet. He said the restriction would be from 8 a.m. to 12 noon on school days, as existed on those streets west of this location. Responding to a question from the Committee, Mr. Herring stated that students from Marquette High School were parking in this area on school days. **Councilmember Fults motioned to recommend approval of an ordinance which would restrict parking on Federal Way and Eagle Point Court, as requested by the trustees of the Clarkson Woods South Subdivision, and to forward said ordinance to City Council for consideration and approval. Councilmember Casey seconded the motion, which passed unanimously, 4 – 0. (Note: First reading approval was given to Bill #2138 at the 2/3/03 City Council Meeting.)**

* **Agenda Item #6:** Mr. McGownd summarized the Phase II requirements of the EPA's storm water program, and how the requirements would affect the City. He told the Committee about the Storm Water Management Plan that was developed by MSD's Municipal Storm Water Committee, which Mr. McGownd served on. He explained how the City could join with MSD, St. Louis County and other municipalities as a co-permittee in submitting a joint permit to MDNR. Absent the submission of a

joint permit, the City of Chesterfield would be required to submit an individual permit, and all the burdens and responsibilities of the Phase II requirements would be borne by the City. The joint permit relieves the City of a significant portion of the additional work, which will be required. After some discussion, **Councilmember Casey motioned to join with MSD and other St. Louis County municipalities as a co-permittee in submitting a joint Phase II storm water permit application to the Missouri Department of Natural Resources, and to authorize the City Administrator to execute said joint permit application. Councilmember Fults seconded the motion, which passed unanimously, 4 – 0.**

* **Agenda Item #7:** Mr. Geisel explained the need to update the City's Winter Paving Policy only to clarify intent, but to make no actual changes to the requirements. He said the policy needed to be modified slightly to clarify winter paving requirements, specifically those which define cold weather, and when it ceases, such that the cold weather restrictive procedures are no longer applicable. **Councilmember Casey motioned to recommend approval of the revised Winter Paving Policy, and to forward to City Council for further consideration. Councilmember Geiger seconded the motion, which passed unanimously, 4 – 0.**

Agenda Item #9b: Councilmember Casey discussed the issue of mud and dirt from development sites under construction that is tracked onto streets. He asked Mr. Geisel what could be done to try to prevent, or minimize this issue as much as possible. Mr. Geisel explained that all construction entrances for development sites are required to be rocked, which allows a place for the construction workers to park and also helps to cut down the amount of mud that is tracked onto the street. He mentioned that when a dump truck or cement mixer drives through the site to deliver its load, the tires pick up mud. He said the rocked entrance will help get some of the mud off the tires, but a majority of the mud is tracked onto the street. He said Public Works Staff immediately makes the developer aware of this situation and in most instances, the developer will take the necessary actions to clean the mud off the streets as soon as possible. He said in those instances where the developer does not take immediate actions to remedy the situation, Public Works Staff has to get the Police Department involved. The Police have the authority to issue citations. This can take time, depending on how busy the Police are. He also said that a stop work order can be placed on the site, which basically halts all inspections performed by St. Louis County, but this does not alleviate the immediate condition. The developer will continue to work until such time as they need the next inspection, which could be several days down the road. He said the Public Works Department is only authorized to establish the standards, inspect, and notify those of deficient conditions, but is unable to directly cite violators, which can be very frustrating. After some discussion, **Councilmember Casey motioned to direct Staff to investigate the legal ability to stop work and cite violators of those codes related to Public Works and construction activities. Councilmember Geiger seconded the motion, which passed unanimously, 4 – 0.** The Committee encouraged Staff to work with the Home Builders Association, other cities and the Public Works Citizens Advisory Group as appropriate.

Agenda Item #9c: Councilmember Geiger discussed the recent issue regarding the Nooning Tree Addition development that is under construction and how the Villa's at Whitebrook were negatively impacted due to siltation and erosion coming off of the Nooning Tree development. Mr. Geisel stated that he had spoken to the HBA about this issue and was going to meet with the HBA and some of their

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engineers to discuss siltation issues in greater depth. After a brief discussion, **Councilmember Geiger motioned to direct Staff to review the current policies and procedures regarding siltation control, utilizing the Public Works Citizens Advisory Group and the HBA as necessary, and to report back to the Committee. Councilmember Casey seconded the motion, which passed unanimously, 4 – 0.**

The meeting was adjourned at 7:05 PM.

The next meeting of the PW/Parks Committee is scheduled for March 24, 2003, at 5:45 p.m. in Conference Room No. 102 and 103 located at City Hall.

cc: Mayor John Nations
Department Heads/Executive Staff