

MEMORANDUM

DATE: February 9, 1993

TO: Michael G. Herring, City Administrator

FROM: William C. Hawn, <sup>WCH/ck</sup> Director of Public Works/City Engineer

RE: Minutes - Meeting (2/4/93) Public Works/Parks Committee

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A meeting of the Public Works/Parks Committee was held on February 4, 1993. Those in attendance included Councilmember Dick Hrabko, Chairperson, (Ward IV), Councilmember Nancy Greenwood (Ward I), Councilmember Ed Levinson (Ward II), Councilmember Alan Politte (Ward III), Mayor Jack Leonard, City Administrator Michael G. Herring, Director of Public Works/City Engineer William C. Hawn. Also in attendance were Councilmember Susan Clarke (Ward II) and Director of Planning Jerry Duepner.

The following is a listing of those items discussed by the Committee at this meeting:

1. Councilmember Levinson opened the discussion by updating the Committee on the the issue of park land dedication. He proposed ~~a point system for residential~~ *an amenity incentive zoning for all* development in an effort to get park land donations. Director of Planning Duepner pointed out that the City's P.E.U. process provides for a development to dedicate park land to the City but utilized the area dedicated in density calculations. Mr. Duepner has not heard from several agencies he has contacted regarding this issue. Councilmember Politte requested Staff to investigate what other municipalities are doing to provide incentives to developers which would encourage dedication of park land facilities. Councilmember Hrabko stated that he is against the City charging park impact fees. This discussion was tabled until more research data is available.
2. Councilmember Clarke requested that the Committee authorize Staff to ask the City's refuse contractor, Environmental Industries, if the City could modify the contract to provide two trash collections per week and no recycling, at the same cost that one trash/one recycling is presently provided. Councilmember Politte made a motion for Staff to write a letter to Environmental Industries to request them to provide this alternate at no extra cost for two trash pickups, with no recycling pickup. Councilmember Greenwood seconded the motion, which passed unanimously.

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3. The Committee received and filed the minutes from the most recent Public Works Citizens Advisory Group meeting packet.

4. Councilmember Politte opened discussion requesting comments on the proposed RFP - Parks System Plan. Councilmember Hrabko suggested that bids regarding the present scope of work might exceed the budget of \$50,000. He also questioned whether standard limits of liability apply to studies and need to be provided by consultants. Councilmember Levinson advised the Committee that he was under the impression that the Parks Consultant was to be a full time position and he was to acquire park land. The other Committee members indicated that the process approved by Council would require that a consultant recommend specific parcels of land for the City to purchase, that he recommend specific facilities that the City should build on this land and that he indicate the total annual cost to operate and maintain this land and these facilities. Director of Public Works/City Engineer Hawn explained the City's process for selecting firms for consulting services. Professional firms are responsible for sending the City's Engineering Department their qualifications to perform various consulting services. From that list, which presently contains 84 firms, the City selects those firms that have indicated having experience in the area of expertise required for the study the City wants performed. Those qualified firms are then sent a copy of the RFP (Request for Proposal) - scope of work, and are asked to submit formal bids. Councilmember Levinson noted that one firm with expertise in parks studies was not included in this list. Mr. Herring indicated that he would add this firm to the list. In addition, Mr. Herring noted that a public notice is published, indicating that the City is presently seeking proposals. Any firm could respond to that notice and the City would send them a formal RFP, also. Mr. Levinson then suggested that the RFP - scope of work be sent to all 84 firms on the list of consultants maintained by the Engineering Department. After much discussion, the Committee voted unanimously to direct Staff to send this RFP, once it has been placed in its final form, to all 84 firms on this list.

Discussion continued regarding the scope of work. Councilmember Levinson strongly urged the Committee to simply select a firm/individual who could recommend land that the City needs to purchase. He volunteered to bring information to the next meeting of this Committee regarding ten different sites in the City that he thinks should be purchased for use as park land. He will provide the purchase price for each, as well as a listing of potential uses for each site. Councilmember Hrabko indicated that it would still be necessary to select a consultant to evaluate these parcels, to indicate the cost to build facilities on these parcels of land and to determine the annual operating cost to establish a department to operate and maintain these facilities. Councilmember Hrabko commented that if the City planned to package a bond issue regarding this matter, it needed to have detailed information prepared by a consultant that could be shared with the public, by way of urging their support for a bond issue. Councilmember Politte indicated that the present

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scope of work had been reviewed and approved by the Parks, Recreation and Arts Citizens Advisory Committee, and that Council had also authorized RFP's to be sought. Further review by this Committee and/or Council was not necessary. Councilmember Levinson asked that this issue be placed on the agenda for the next Council meeting for discussion. Following additional discussion, the Committee agreed to delay any mailing of the RFP until City Council had again discussed this issue.

5. Councilmember Politte informed the Committee that the Parks, Recreation and Arts Citizens Advisory Committee received 76 responses to the Scout Shadowing Day Proposal. The Committee received and filed this information. Mr. Herring distributed a memo indicating the various activities of the Recreation Activities Coordinator.

6. Councilmember Hrabko opened the discussion on escrow extensions. Councilmember Greenwood motioned for approval of one year escrow extensions for Estates at Baxter Lane and Amherst. Councilmember Politte seconded the motion, which passed unanimously.

7. Director of Public Works/City Engineer Hawn opened discussion on the Wilson Road Improvement Project. The City requested federal funding assistance for the proposed Wilson Road reconstruction through the Intermodal Surface Transportation Efficiency Act (ISTEA). This project is scheduled for approval and funding for construction during 1994. Mr. Hawn noted that the City would need to approve the preliminary design and proceed with final design and possible right-of-way acquisition. Councilmember Hrabko requested that the Committee authorize Ward IV Councilmembers to appoint a citizen group to assist the City in finalizing the proposed roadway alignment for construction on Wilson Road. The Committee approved this request unanimously.

8. Councilmember Hrabko opened the discussion on the 1993 Capital Street Program. Mr. Hawn stated this program was based on the Havens and Emerson Study. If the Committee approves this program, then the next step would be to go out for bid. Councilmember Greenwood motioned for this program to be approved. Councilmember Politte seconded the motion. Councilmember Levinson requested that every effort be made to avoid having the contractor ship concrete and other fill material to another location and charging hauling costs. There are many sites in Chesterfield where fill is needed. Mr. Hawn informed the Committee that the Wilson Road Project may have a need for a substantial amount of fill depending on the alignment. Currently there are no City approved dumping sites. The Committee voted unanimously to approve the list of 1993 capital projects and authorized Staff to seek bids.

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9. Director of Public Works/City Engineer Hawn opened the discussion on dedication of Old Woods Mill Road. Councilmember Levinson made the motion to accept Old Woods Mill Road to the City. Councilmember Greenwood seconded the motion. Councilmember Levinson asked why the County wouldn't accept this road, along with Conway Road. Mr. Hawn replied that Old Woods Mill Road doesn't meet the County's criteria for arterial roadway. Councilmember Levinson requested that if the City accept Old Woods Mill Road, that it be put on the priority Snow Route List. Mr. Hawn stated that it would not be a problem for Old Woods Mill Road to be added to the Snow Route Plan. The Committee voted unanimously to pass the motion.

10. Councilmember Hrabko opened discussion on acceptance of the following public streets: Chesterfield Estates Drive, Kimwood Court, and Jenwick Court. Councilmember Politte motioned to accept the three streets as public. Councilmember Greenwood seconded the motion and it passed 3-0-1, with Councilmember Levinson abstaining. Mr. Herring was directed to prepare an ordinance for the next Council meeting.

11. The Committee reviewed and received the information for Tree City USA. No action was taken.

12. Councilmember Hrabko announced that the next meeting of this Committee will be held on Wednesday, March 3, 1993, at 7:30 a.m.

13. There being no further business, the meeting was adjourned.