

MEMORANDUM

DATE: May 9, 1991

TO: Michael G. Herring, City Administrator

FROM: William C. Hawn, Director of Public Works/City Engineer 

RE: Minutes - Meeting Public Works/Parks Committee

A meeting of the Public Works/Parks Committee was held on May 9, 1991. Those in attendance included Councilmember Jade Bute, Chairperson, (Ward II), Councilmember Alan Politte (Ward III), Councilmember Linda Tilley (Ward IV), Councilmember Nancy Greenwood (Ward I), City Administrator Michael G. Herring, and Director of Public Works/City Engineer William C. Hawn.

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

1. City Administrator Michael G. Herring informed the Committee the Council Liaison appointments need to be re-assigned. The Committee agreed on the following Liaison appointments:

Jade Bute - Public Works Citizens Advisory Committee
Alan Politte - Parks & Recreation Advisory Committee
Linda Tilley - Public Works Board of Variance
Nancy Greenwood - Recycling Committee

Councilmember Alan Politte motioned to accept the Liaison Appointments. Councilmember Linda Tilley seconded the motion. The motion passed unanimously.

2.a) City Administrator Michael G. Herring informed the Committee the City has sent notification letters to all City trash haulers detailing the City's requirements effective 7/1/91. Mr. Herring advised he will keep the Committee informed of the responses to his letter. Councilmember Nancy Greenwood questioned when the information on the 4 month billing cycle would be sent out to customers. Mr. Herring advised the information should be out by the 10th of May, according to Environmental Industries, who is doing the mailing.

b) Councilmember Nancy Greenwood informed the Committee that the next Recycling Drop-Off is scheduled for 5/11/91. She also commented that recycling coloring books from Environmental Industries were dropped off at all schools in the City of Chesterfield.

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c) Councilmember Nancy Greenwood informed the Committee the Don't Bag It Program is scheduled for June 4th at 7:00 P.M. The cost of additional booklets to be distributed at this meeting would be \$48.00. The Committee approved the \$48.00 expenditure for the purchase of these booklets.

3.a) Councilmember Jade Bute reviewed the Parkland Dedication requirement outlined in Doug Beach's letter dated 4/10/91. Councilmember Bute informed the Committee that Director of Planning/Economic Development Jerry Duepner was working with Doug Beach to develop a Parkland Dedication ordinance.

b) City Administrator Michael G. Herring reviewed the City's progress on the Land and Water Conservation Grant. The State does not recognize planning as a grant eligible activity. The State did indicate a future park development would qualify for grant funds. Mr. Herring also advised that the Staff is working on a Request For Proposal for the Parks & Recreation Study Phase I. This was discussed and recommended by this Committee and approved by Council. Mr. Herring stated that this proposal, after review by Councilmember Politte, would be discussed with the Parks & Recreation Advisory Committee at their next meeting.

c) Councilmember Alan Politte advised that the next meeting of the Parks Committee will be on May 18th at 8:30 AM. The Parks Committee officers will be up for election. Mr. Politte also advised that he is going to suggest to the Committee that they consider changing the name of the Committee to Parks/Recreation and Arts Committee. Mr. Politte wants to set up a program to promote public art. City Administrator Michael G. Herring informed the Committee that both school districts have offered their facilities for meeting and recreation programs. The cost involved for using the facilities would be investigated.

4.a) City Administrator Michael G. Herring reviewed the financial report of the Historical Committee. Mr. Herring advised that all the books and accounts are in order.

b) Mr. Herring noted all requests for reimbursement and approval of expenses to be incurred by Committees must be approved by the Standing Committee of Council that supervises their overall activity. The Historical Committee is asking that expenses submitted in a memo dated April 26th be approved for reimbursement. Councilmember Alan Politte moved that the Historical Committee's expenses be paid in the amount of \$668.00. Councilmember Linda Tilley seconded the motion and the motion passed unanimously.

c) Councilmember Jade Bute informed the Committee that the Historical Committee feels that some kind of ordinance is needed to protect our cemeteries, other than just a vandalism ordinance. Councilmember Alan Politte made a motion to have City Attorney draft an ordinance to protect all historical sites as well as all cemeteries. Councilmember Linda Tilley seconded the motion and it passed unanimously.

5. Director of Public Works William C. Hawn reviewed the Highway Right-of-Way Acquisition procedure used by the State Highway Department. There was a concern on how the State worked with citizens on obtaining right-of-way for the Olive Street improvements. Mr. Hawn has reviewed this with the Councilmembers in Ward I and the State. It is somewhat of a lengthy process and offers each resident the opportunity to have their own appraisals made and to negotiate. The Committee accepted this material as information.

6. City Administrator Michael G. Herring informed the Committee concerning the Highway Tree Replacement Program. Mr. Herring reviewed the letter he received back from the Missouri Highway and Transportation Department. The Highway Department is working on the details, and once they get the program established, they will let us know what the program entails.

7. Director of Public Works William C. Hawn updated the Committee on the Capital Street Improvement Projects. The Council approved the low bid of Harrawood & Associates at their meeting on Monday night. Their bid was substantially less than the City's estimate. The same contractor performed work for the City last year under the Handicap Access Program. We are in the process of expanding the scope of work in each of the Wards to fulfill the total dollars dedicated for Capital Street Reconstruction.

8. City Administrator Michael G. Herring reviewed the new Senate Bill #8. Mr. Herring encouraged the Council Members to become familiar with this law. This new law allows cities to designate specific areas that would benefit from a given project. After voter approval or petition, only the people in that district would be assessed for the cost of the project.

9. City Administrator Michael G. Herring discussed with the Committee a proposed MSD Resolution. This resolution encourages MSD to extend their maintenance responsibility West of Hwy 270 to take over storm sewers, creeks, etc. MSD does not accept this additional maintenance responsibility at this time.

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Prior to MSD accepting this, it is expected they will be asking everyone in the region for tax support to provide this service. Councilmember Alan Politte made a motion to endorse and place this resolution on the next Council agenda and Councilmember Jade Bute seconded the motion. The motion passed unanimously.

10. Councilmember Alan Politte inquired about the City's policy on street sweeping. Director of Public Works William C. Hawn explained that the City contracts with a street sweeping company on an "as needed" basis. He informed the Committee that this company comes in on a monthly basis. City Administrator Michael G. Herring asked what months of the year the street sweeper worked. Mr. Hawn stated that the company usually works April through November. The subject came up regarding buying a street sweeper rather than contracting out. Mr. Hawn noted the purchase cost of a street sweeper is approximately \$80,000.00. The annual maintenance cost is estimated at \$10,000.00 plus the labor to operate the machine. This was accepted as information.

Councilmember Linda Tilley asked the Public Works Department to leave letters at addresses where potholes are patched. A form letter should explain the patching and clean up process. She believes this could eliminate a lot of complaints from residents after the work has been completed. Due to the extreme number of potholes each year, some Councilmembers were concerned with the time it would take to distribute notices. Councilmember Jade Bute suggested an article in the next newsletter advising residents about the City street repair procedures. Councilmember Linda Tilley made a motion to create a form letter for the workers to place on residents doors when they get ready to work on the street near their houses to inform them of what is going on. Councilmember Alan Politte seconded the motion. The vote was 2-2 with no recommendation.

Councilmember Nancy Greenwood motioned to put an article in the newsletter as a first step. Councilmember Alan Politte seconded this motion and it passed unanimously.

11. Councilmember Alan Politte wants the City to coordinate subdivision storm sewer improvements. The City could prepare bid documents and provide a list of contractors. Councilmember Jade Bute agreed this was a good suggestion, but questioned the manpower available to help coordinate these bids. The Committee agreed to look at this in the future. City Administrator Michael G. Herring suggested Bill Hawn research the best time annually for the department to address this program.

City Administrator Michael G. Herring reviewed the letter from a resident, Mr. Helmut Senger. Mr. Herring wanted to review this with the Committee before responding to the letter. Councilmember Alan Politte made a motion that Mr. Herring respond to the letter stating that the

City was not responsible for the creek problem in the subdivision. Councilmember Linda Tilley seconded the motion and it passed unanimously.

Councilmember Linda Tilley expressed concern with children playing in the storm sewers. The trustees have asked if they could lock the sewer lids in order to keep the children out of the sewers. They also wanted to know their responsibility if a child got in through an unlocked sewer and could not get back out. City Administrator Michael G. Herring will contact City Attorney Doug Beach to review the City's liability concerning this issue.

12. Director of Public Works William C. Hawn updated the Committee regarding the Wilson Road utility cut. The contractor at Woodcliffe is proceeding with construction. They had some difficulties where the contractor did not comply with the permit requirements issued by the City for the road cut across Wilson. The contractor was reprimanded and required to correct these problems. Councilmember Linda Tilley had a question on the working hours heavy grading is allowed. Mr. Hawn explained the City sets the hours for grading. After a contractor gets to the construction phase, there are no restrictions on the hours. Councilmember Tilley suggested that the City establish a restriction on how early contractors start working with heavy equipment. She has received many complaints that work is starting too early near residential areas. The Committee authorized City Administrator Michael G. Herring to write a letter to the Home Builders Association informing them of the City's concerns and asking for input.

13. Director of Public Works William C. Hawn reviewed the Country Place lake elevation problem. A lake was constructed on the property, but the water level in the lake did not remain at the design elevation. This was noted as a deficiency and the contractor came in and made the repair. The lake water elevation rose and stayed there for several months, at which time it appeared the problem was resolved. The City released the escrows, and after a time the water elevation fell back down. It has been investigated on several occasions. The pipe system, which was constructed under County inspection, is intact. The problem remains with the lake elevation. On May 8th the results of the dye test were positive, and shows the dye is coming up into a storm sewer about 500-600 feet downstream from the dam. The residents have someone they say can fix the problem but want the City to pay for part or all of the cost. The Committee authorized City Administrator Michael G. Herring to have Doug Beach review the City liability in this matter.

14. Councilmember Alan Politte suggested that at the next meeting the Committee consider setting specific goals for 1991-92.

15. City Administrator Michael G. Herring explained that he had recently received a memo from Director of Planning/Economic Development Jerry Duepner about Chesterfield Estates Plat I sidewalk escrow extension. This Committee has the ability, as given to it by Council, to approve extensions of escrows as recommended by staff. Mr. Duepner is recommending that a one year extension, until April of 1992, be approved for replacement of sidewalks for this subdivision. All of the appropriate letters and forms have been filed by the contractor. Councilmember Jade Bute made a motion to approve the extension, Councilmember Nancy Greenwood seconded the motion and it passed unanimously.

16. City Administrator Michael G. Herring explained that the City had been working with the State Highway Department concerning the intersection of Olive and River Valley Dr. There is a proposal to stripe River Valley Dr. The State Highway Department is proposing to put striping on River Valley, designating the left turn lane on River Valley Dr. and also arrows indicating the right turn lane. The City would be required to maintain the lane striping in the future. Mr. Herring asked for Committee approval for the City to maintain the striping after it has been placed at this location. Councilmember Nancy Greenwood motioned to accept the responsibility and forward this to the City Council for action. Councilmember Jade Bute seconded the motion. The motion passed unanimously.

17. City Administrator Michael G. Herring informed the Committee that the County Highway Department has identified plans to work on Kehrs Mill Rd. at it's intersection of Pacland Place. They are planning to regrade the roadway to improve visibility and safety. The Committee instructed Mr. Herring to express appreciation to the County for this project.

Mr. Herring also advised that the County Highway Department will remove the extension of Edison Avenue from the Arterial Road System. The County will continue to support the City's efforts to get a new intersection constructed at Boone's Crossing. The County will not support the extension or the maintenance of Edison Avenue extension on their Arterial Road System.

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18. Councilmember Nancy Greenwood addressed the subject of Olive Street Rd. and Riverbend Dr. Nancy requested the City Attorney look into vacating a portion of City right-of-way due to the excessive amount of right-of-way as it exists. The Committee authorized City Administrator Michael G. Herring to review this issue with the City Attorney.

19. Director of Public Works William C. Hawn informed the Committee with regard to a portion of Chesterfield Airport Road east of the Parkway, which still remains a City street. The County constructed this portion of the South Outer roadway. Mr. Hawn recommended that the City make an effort to see if the State will accept this portion of the roadway. The Committee authorized the City Administrator to contact the State Highway Department to give this section of roadway to the State Highway Department.

20. Councilmember Jade Bute informed the Committee that the next meeting will be on Thursday, June 6th, at 7:30 A.M.

21. There being no further business to discuss, the meeting adjourned.