

DATE: May 25, 2004

TO: Michael G. Herring, CA

FROM: Brian McGownd, DDPW\ACE



**SUBJECT: Meeting Minutes, PW\Parks 5/24/04**

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A meeting of the Public Works/Parks Committee began at 5:45 p.m. on Monday, May 24, 2004. Councilmembers in attendance were Chairperson Dan Hurt (Ward 3), Barry Flachsbart (Ward 1), Barry Streeter (Ward 2) and Mary Brown (Ward 4). Also in attendance were, Mike Geisel – Director of Public Works/City Engineer, Brian McGownd - Deputy Director of Public Works\Assistant City Engineer, Bonnie Hubert – Superintendent of Engineering Operations, and Darren Dunkle - Superintendent of Parks, Recreation and Arts.

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

**\* To be discussed at the 6/7/04 meeting of City Council.**

**Agenda Item #1: Councilmember Flachsbart motioned to accept the meeting minutes of the PW\Parks Committee from March 31, 2004, as submitted. Councilmember Streeter seconded the motion, which passed unanimously, 4 – 0.** It was noted that due to the recent committee assignments, Council members Hurt, Streeter and Brown were not members of the committee when the last meeting was held, nor were they in attendance.

**\* Agenda Item #2a: Mr. Dunkle stated that the current rules and regulations were adopted as a policy; however, in order to have the authority to enforce the rules and regulations, they need to be adopted by an ordinance. After a brief discussion, Councilmember Flachsbart motioned to recommend approval of the proposed Ordinance, formally codifying current Parks Rules and Regulations, and to forward this recommended Ordinance to the full Council for consideration and approval. Councilmember Streeter seconded the motion, which passed unanimously, 4 – 0.**

**\* Agenda Item #2b: Mr. Geisel stated that the fees and charges policy was revised to reflect City Council direction regarding the procedures used to establish residency. Residents now only have to provide either a valid Missouri Drivers License or an Official State of Missouri identification card to verify residency. Councilmember Flachsbart motioned to recommend approval of the revised fees and charges policy, and to forward this recommendation to the City Council for consideration and approval. Councilmember Streeter seconded the motion, which passed unanimously, 4 – 0.**

**\* Agenda Item #3: Ms. Hubert explained that the policies regarding subdivision escrows had been updated in order to be consistent with the recently revised subdivision ordinance. After a brief discussion, Councilmember Flachsbart motioned to recommend approval of the City Council Policy statements regarding subdivision escrows, and to forward this recommendation to the City Council for consideration and approval. Councilmember Brown seconded the motion, which passed unanimously, 4-0.**

**\* Agenda Item #4: Mr. McGownd stated that Public Works Staff had worked with the Public Works Citizen's Advisory Group over the course of the last year to develop standards for driveway and street access. Councilmember Flachsbart stated that the PW/CAG did a thorough review of the standards.**

Chairperson Hurt stated that he was concerned with the wording used in Table A1 and Table A2 regarding desirable spacing. After a brief discussion, **Chairperson Hurt motioned to replace “desirable spacing” with “desirable minimum spacing” in Table A1 and Table A2 of the Chesterfield Driveway Access Location and Design Standards. Councilmember Streeter seconded the motion, which passed unanimously, 4-0.** Mr. Geisel pointed out that the first paragraph emphasized that the purpose of the standards were to recognize the City’s desire to minimize curb cuts and that curb cuts may be restricted, even to the extent that all other criteria may be met. Discussion ensued regarding the appropriate wording to distinguish between residential property and non-residential property. **Councilmember Flachsbart motioned to replace the word “commercial” with the word “non-residential” and to recommend approval of the Chesterfield Driveway Access Location and Design Standards. Councilmember Streeter seconded the motion, which passed unanimously, 4-0. An ordinance adopting the Chesterfield Driveway Access Location and Design Standards will be forwarded to the full Council for consideration and adoption.** Councilmember Flachsbart commended the hard work, effort and thoroughness that the PWCAG had put into this issue, as well as the significant amount of time consumed in reviewing the standards and offering revisions to make the standards even better. **Councilmember Flachsbart motioned to recommend that the full Council commend the Public Works Citizens Advisory Group for all of their hard work that they put into this issue, and to extend the Council’s appreciation for their dedication to the City of Chesterfield. Councilmember Brown seconded the motion, which passed unanimously, 4-0.**

**Agenda Item #6a:** Councilmember Brown motioned to recommend that the full Council commend and recognize Mr. Geisel for his recent recognition as 2004 Engineer of the Year, as awarded by the Missouri Chapter of the American Public Works Association. Councilmember Streeter seconded the motion, which passed unanimously, 4-0.

**Agenda Item #6b:** Chairperson Hurt motioned to select Councilmember Streeter as Vice-Chairman of the Committee. Councilmember Flachsbart seconded the motion, which passed unanimously, 4 – 0. Councilmember Flachsbart motioned to select Councilmember Brown as the Council Liaison to the Beautification Committee. Chairperson Hurt seconded the motion which passed unanimously, 4 – 0. Councilmember Flachsbart motioned to select Councilmember Brown as the Council Liaison to the Chesterfield Arts Commission. Chairperson Hurt seconded the motion which passed unanimously, 4 – 0. Councilmember Streeter motioned to select Chairperson Hurt as the Council Liaison to the Citizens Committee for the Environment. Councilmember Flachsbart seconded the motion which passed unanimously, 4 – 0. Chairperson Hurt motioned to select Councilmember Streeter as Council Liaison to the Parks, Recreation & Arts Citizens Advisory Committee. Councilmember Brown seconded the motion, which passed unanimously, 4 – 0. Councilmember Streeter motioned to select Councilmember Flachsbart as the Council Liaison to the Public Works Citizens Advisory Group. Chairperson Hurt seconded the motion which passed unanimously, 4 – 0. Councilmember Streeter motioned to select Chairperson Hurt as the Council Liaison to the Public Works Board of Variance. Councilmember Flachsbart seconded the motion which passed unanimously, 4 – 0.

**Agenda Item #5:** Mr. Geisel stated the need to confirm Council's direction and policies regarding Staff's interactions and support for Citizen Committees. Current practices provide that Staff is to assist Citizen Committees with their technical expertise and abilities. That Citizen Committees were to act and advise on those issues that City Council directs. Staff is generally not available to provide routine clerical support for, nor be directed or tasked by Citizen Committees. The Committee confirmed this description and understanding of the policy, reaffirming City policy. The Committee also reaffirmed that the Council Liaison should be the conduit between the citizen committees and City Council when they desire to pursue activities, actions or topics not specifically assigned to them. The Council Liaison could bring ideas/issues from the citizen committee to Council Committee for discussion, and the Council Committee would determine if they desired the Citizen Committee to pursue the idea/issue, and would then direct the Citizen Committee to act accordingly.

**Agenda Item #6c:** Chairperson Hurt led a discussion regarding the parks ballot issue that was being considered by the City Council. He expressed concern that the issue seems to have stagnated and urged the Council to move forward and act on this issue as soon as possible. After further discussion, the Committee concurred and urged Chairperson Hurt to discuss this issue with Mayor Nations.

The meeting was adjourned at 6:40 p.m.

cc: Mayor John Nations  
Department Heads/Executive Staff