

**DATE: June 10, 2003**

**TO: Michael G. Herring, CA**

**FROM: Brian McGownd, DDPW\ACE**



**SUBJECT: Meeting Minutes, PW\Parks 6/9/03**

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A meeting of the Public Works/Parks Committee began at 5:30 p.m. on Monday, June 9, 2003. Councilmembers in attendance were Chairperson Connie Fults (Ward 4), Barry Flachsbart (Ward 1), Bruce Geiger (Ward 2), and Mike Casey (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 Mr. Harvey Present, trustee for Shenandoah Subdivision..

The meeting was called to order at 5:30 p.m.

**\* To be discussed at 6/16/03 meeting of City Council.**

**Agenda Item #1: Councilmember Casey motioned to accept the meeting minutes of the PW\Parks Committee from March 31, 2003, as submitted. Councilmember Geiger seconded the motion. The motion passed unanimously, 4 – 0.**

**Agenda Item #7a: Councilmember Geiger motioned to suspend the rules to amend the agenda to discuss issues related to the City’s stormwater grant and Shenandoah’s action approving their financial participation. Councilmember Casey seconded the motion which passed unanimously, 4 – 0. Councilmember Geiger told the Committee that the Shenandoah Subdivision had approved a special assessment to fund stormwater issues within the subdivision, which includes funding the local match of the State Stormwater Grant that was received by the City for the preparation of a basin plan for various basins within the subdivision. After some discussion, Councilmember Geiger motioned to direct Staff to have the City Attorney develop an agreement between the City and the Shenandoah Residents Association which would outline the terms and conditions by which the association would reimburse the City for their share of the cost of the basin plan. Councilmember Flachsbart seconded the motion, which passed unanimously, 4-0. Discussion ensued regarding the grant amount that was received for the basin plan. Mr. Geisel stated that the grant was for 50% of the cost of the basin plan, up to \$17,800. He said the subdivision would be responsible for any cost above \$17,800, or if the basin plan costs less than \$35,600, the subdivision would be responsible for 50% of the amount. Mr. Harvey Present, President of the Shenandoah Residents Association, requested that the City send the association a letter which clearly explains the grant requirements and funding proportion.**

**Agenda Item #2: Councilmember Flachsbart motioned to select Councilmember Geiger as Vice-Chairman of the Committee. Councilmember Casey seconded the motion which passed unanimously, 3 – 0, with Councilmember Geiger abstaining.**

**Agenda Item #3: The Committee discussed Committee Liaison assignments. They agreed upon the following assignments:**

Public Works Citizens Advisory Group – Councilmember Flachsbart  
Parks, Recreation & Arts Citizens Advisory Committee – Councilmember Geiger

Public Works Board of Variance – Chairperson Fults  
Citizens Committee for the Environment – Councilmember Casey  
Beautification Committee – Councilmember Geiger  
Chesterfield Arts Commission – Councilmember Casey

**Councilmember Flachsbart motioned to accept the Committee Liaison assignments by acclamation, as recommended. Councilmember Casey seconded the motion which passed unanimously, 4– 0.**

- \* **Agenda Item #4:** Mr. McGownd told the Committee that the Public Works Citizens Advisory Group had met to discuss changes to the Residential Sanitary Sewer Lateral Repair Program that had been proposed by Staff. He said that the group will meet again on June 25, 2003, to further discuss the proposed changes, and will eventually make a recommendation to the Committee. He stated that they did, however, make a recommendation regarding the issue of when to advance the sewer lateral fund monies from the General Fund in order to keep from placing applications on a waiting list. The group recommended that at such time as the fund dips down to \$50,000, Staff would request that City Council authorize advancing monies from the General Fund. The amount of money that would be advanced would depend upon the time of year that the request was made. The Committee discussed the recommendation and determined that if the fund dipped down to \$50,000, Staff's request for advancement of funds would be sent directly to City Council for their consideration. Mr. Herring told the Committee that approximately \$144,000 remained in the fund and that the rate at which we are receiving applications is still at a slower pace than previous years. **Councilmember Flachsbart motioned to accept the following recommendation made by the Public Works Citizens Advisory Group: at such time as the Residential Sanitary Sewer Lateral Repair Program's fund was down to \$50,000, Staff would request City Council to authorize advancing monies from the General Fund to the Residential Sanitary Sewer Lateral Repair Program fund, and that the amount of money that was advanced would depend upon the time of year that the request was made, and to forward said recommendation, in the form of a policy statement, to City Council for further consideration. Councilmember Casey seconded the motion, which passed unanimously, 4-0.**

**Agenda Item #5:** Mr. Geisel explained that the powers and duties of the Public Works Board of Variance, as written in the City Code, states that the board hears and decides appeals regarding building permits, building codes, building specifications and mechanical codes. He said that the City does not provide building code services except through a contract with St. Louis County, which is administered by the Planning Department. After some discussion, **Councilmember Flachsbart motioned to direct Staff to develop an ordinance that more appropriately reflects the powers and duties of the Public Works Board of Variance, eliminating language regarding building code issues, and to bring the ordinance back to the Committee for their consideration. Councilmember Casey seconded the motion, which passed unanimously, 4-0.**

**Agenda Item #6:** Councilmember Geiger asked if the City had a list of known stormwater problems within the City. Mr. Geisel said that the Public Works Department does not have such a list; however, Staff utilizes a work order system which logs the different complaints/concerns that are brought to the

City's attention. Discussion ensued regarding who actually has responsibility for stormwater issues. Councilmember Flachsbart stated that MSD has responsibility for all stormwater related issues within their boundary, which includes the City. Mr. Geisel told the Committee that MSD has committed to placing a stormwater user charge on the ballot within the near future, and if this issue passed, then MSD anticipates that they would be in a position to address some of the stormwater issues. No action was taken by the Committee on this issue.

**Agenda Item #7b:** Councilmember Geiger asked about the status of the issue regarding the Public Works Staff being given the authority to issue citations. Mr. Geisel said that this matter was currently being reviewed by the City Attorney. After some discussion, **Councilmember Flachsbart motioned that the Committee strongly supports giving the Public Works Department Staff the ability to issue citations for any ordinance or City code violations which they are inspecting. Councilmember Geiger seconded the motion, which passed unanimously, 4-0.**

**Agenda Item #7c:** Chairperson Fults informed the Committee of a street creep issue within the Chesterfield Farms Subdivision that had been brought to her attention. The Committee discussed the City's policy on street creep and how it related to the situation in Chesterfield Farms. No action was taken by the Committee on this issue.

- \* **Agenda Item #7b:** Mr. Geisel informed the Committee that when reviewing the section of the City Code that lists all of the through streets located within the City, Staff determined that Justus Post Road was not on the list. He said this street is clearly a through street and should therefore be added to the list. He said by designating a street as a through street, every intersecting street must stop at its intersection with the designated through street. **Councilmember Flachsbart motioned to direct Staff to prepare an ordinance which designates Justus Post Road as a through street, and to forward the ordinance to City Council for further consideration. Councilmember Casey seconded the motion, which passed unanimously, 4-0.**

The meeting was adjourned at 6:05 PM.

The next meeting of the PW/Parks Committee is scheduled for August 11, 2003, at 5:30 p.m. in Conference Room No. 102 and 103 located at City Hall.

cc: Mayor John Nations  
Department Heads/Executive Staff