MEMORANDUM

TO: Mike Geisel, City Administrator

FROM: James Eckrich, Public Works Director/City Engineer

SUBJECT: Planning & Public Works Committee Meeting Summary
Thursday, October 20, 2016

A meeting of the Planning and Public Works Committee of the Chesterfield City Council was held on Thursday, October 20, 2016 in Conference Room 101.

In attendance were: **Chair Dan Hurt** (Ward III), **Councilmember Barry Flachsbart,** proxy for Councilmember Barbara McGuinness (Ward I), **Councilmember Bridget Nations** (Ward II) and **Councilmember Bruce DeGroot** (Ward IV).

Also in attendance were: Mayor Bob Nation; Planning Commission Chair Stanley Proctor; Jim Eckrich, Public Works Director/City Engineer; and Kathy Juergens, Recording Secretary.

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

I. APPROVAL OF MEETING SUMMARY

A. Approval of the September 22, 2016 Committee Meeting Summary

Councilmember DeGroot made a motion to approve the Meeting Summary of September 22, 2016. The motion was seconded by Councilmember Nations and **passed by a voice vote of 3-0** (Councilmember Flachsbart abstained.)

II. UNFINISHED BUSINESS - None

III. NEW BUSINESS

A. Public Works and Parks Policies 6-15

STAFF REPORT

Jim Eckrich, Public Works Director/City Engineer, stated at the direction of City Administrator, Mike Geisel, Staff has begun the process of reviewing all City Council policies to ensure those policies are current and accurate. The plan was to submit five policies at a time, and Policies 1-5 were previously presented to the Committee. At that time, it was suggested that up to ten policies can be presented at one time if there are no major changes to them. Therefore, Policies 6-15 are being presented for review at this time.

Mr. Eckrich presented the following recommendations:

Policy 6 **Trustee Notifications:** Recommend a new policy entitled **Construction Notification** which still delineates that the Trustees will be notified but also clarifies that individual property owners directly adjacent to major City projects will also be notified.

DISCUSSION

Councilmember DeGroot requested that the two Councilmembers from the affected Ward also be notified. Chair Hurt suggested that the Mayor should also be included. Mr. Eckrich indicated he would include the additions to the Policy.

Councilmember DeGroot made a motion to forward Public Works and Parks Policy 6, as recommended by Staff and as amended to include notification of the Mayor and Councilmembers, to City Council with a recommendation to approve. The motion was seconded by Councilmember Nations and **passed by a voice vote of 4-0.**

Policy 7 **Tree Limbs:** Recommend a new policy that combines the previous Policy 7 and Policy 10 into one policy delineating how the City trims trees in the right of way to maintain street and sidewalk clearance.

DISCUSSION

In response to Chair Hurt's questions, Mr. Eckrich clarified that Policy 10 delineated the clearance requirements for right-of-way trees, whereas Policy 7 dealt with the City picking up right-of-way tree limbs for residents who trimmed their own right-of-way trees.

There was further discussion on the meaning of "shortly before" as used in the following sentence: "If residents have received a tree trimming notice and trim trees between the street and sidewalk *shortly before* the crew works on their street, the limbs they have cut will be removed by City personnel." Mr. Eckrich indicated that "shortly before" could be omitted, however, the City does not want tree limbs sitting at the curb for an extended period of time. The Committee discussed this matter briefly and ultimately decided that wording should remain in the Policy.

Councilmember Flachsbart made a motion to forward Public Works and Parks Policy 7, as recommended by Staff, to City Council with a recommendation to approve. The motion was seconded by Councilmember Nations and **passed by a voice vote of 4-0.**

Policy 8 **City Flag:** This Policy allows businesses to display the City flag but only in conjunction with the American and State of Missouri flags. Staff is recommending this policy be deleted as it is detailed in the Municipal Code.

Councilmember Flachsbart made a motion to delete Public Works and Parks Policy 8, as recommended by Staff, and forward it to City Council with a recommendation to approve. The motion was seconded by Councilmember Nations and **passed by a voice vote of 4-0.**

Policy 9 **Snow Plowing – State and County Roads:** The existing Policy states City crews do not plow State and County roads unless requested by the Police Department and as approved and directed by the Planning and Public Works Committee. This situation occurs during a storm and the PPW committee is obviously not going to convene during a storm to resolve this. Therefore, Staff is requesting the following change: "City crews do not plow State/County roads unless requested by the Police

Department and as approved and directed by the Public Works Director, which may occur when there is a dangerous section of State or County roadway which needs plowing or salt."

DISCUSSION

There was further discussion involving the term "one block" as referred to in the following sentence: "If traveling more than *one block* on the State/County road, City maintenance personnel are instructed to raise their blade and refrain from plowing." Councilmember Flachsbart suggested that it be amended as follows: "City maintenance personnel are generally instructed to raise their blade and refrain from plowing on State/County roads unless requested by the Police Department or as approved and directed by the Director of Public Works."

Councilmember Flachsbart complimented Mr. Eckrich and the City's maintenance staff on the exemplary job they do during snow removal.

Councilmember Flachsbart made a motion to forward Public Works and Parks Policy 9, as recommended by Staff and as amended above, to City Council with a recommendation to approve. The motion was seconded by Councilmember Nations and **passed by a voice vote of 4-0.**

Policy 10 Tree Trimming: Recommend deleting this Policy as the details of it have been incorporated into Policy Number 7 (above).

Councilmember Nations made a motion to delete Public Works and Parks Policy 10, as recommended by Staff, and forward it to City Council with a recommendation to approve. The motion was seconded by Councilmember DeGroot and **passed by a voice vote of 4-0.**

Policy 11 Winter Paving: Recommend minor improvements to the existing policy to reflect current standards. The existing Policy was adopted in 1991 with a subsequent revision in 2003.

Councilmember Nations made a motion to forward Public Works and Parks Policy 11, as recommended by Staff, to City Council with a recommendation to approve. The motion was seconded by Councilmember Flachsbart and **passed by a voice vote of 4-0.**

Policy 12 Clothing: Recommend deleting this Policy. The replacement of worn clothing in the maintenance division should be a managerial decision and does not warrant a City Policy.

Councilmember Flachsbart made a motion to delete Public Works and Parks Policy 12, as recommended by Staff, and forward to City Council with a recommendation to approve. The motion was seconded by Councilmember DeGroot and **passed by a voice vote of 4-0.**

Policy 13 Concentrated Discharge in Right of Way: Recommend deleting this policy as the requirement is now contained in the Municipal Code.

Councilmember Nations made a motion to delete Public Works and Parks Policy 13, as recommended by Staff, and forward to City Council with a recommendation to approve. The motion was seconded by Councilmember Flachsbart and **passed by a voice vote of 4-0.**

Policy 14 Driveway Access Adjacent to Property Lines: Recommend no change to the existing policy

Councilmember Nations made a motion to forward Public Works and Parks Policy 14, as recommended by Staff, to City Council with a recommendation to approve. The motion was seconded by Chair Hurt and **passed by a voice vote of 4-0.**

Policy 15 Sewer Openings: Recommend minor changes to clarify that standard area inlets and curb inlets are maintained by the Metropolitan Sewer District (MSD) and all inlets shall meet all MSD requirements.

Councilmember Flachsbart made a motion to forward Public Works and Parks Policy 15, as revised by Staff, to City Council with a recommendation to approve. The motion was seconded by Councilmember Nations and **passed by a voice vote of 4-0.**

[Please see the attached report prepared by Jim Eckrich, Public Works Director/City Engineer, for additional information on Public Works and Parks Policies 6-15.]

B. Schoettler Road Bridge – Water Main Relocation

STAFF REPORT

Jim Eckrich, Public Works Director/City Engineer, explained there is an existing water main that conflicts with the new Schoettler Road Bridge project. Most utilities are located in the public right of way and the cost to relocate those facilities is borne by the utility company. However, 89% of the water main is located in a private easement, so the City will have to pay Missouri American Water Company (MOAW) 89% of the cost to relocate it.

In order to proceed with the project, Staff is requesting that Council adopt two ordinances approving two agreements with MOAW. One agreement is a Contract for Water Facility Relocation, which ensures the City will pay MOAW 89% of the cost to relocate the water main. The second agreement is a Utility Attachment Agreement that allows MOAW to attach the new water main to the new bridge. Both agreements have been reviewed by the City Attorney.

DISCUSSION

In response to Chair Hurt's questions, Mr. Eckrich stated the City has already obtained a Federal grant for the project and the costs associated with the water main relocation are eligible expenses for reimbursement through the grant. The "not to exceed $54,000" is a straight cost to MOAW and the grant reimburses 80% of that cost. The estimated cost on the attachment to the bridge is $5,000, which is also eligible for reimbursement through the grant. The bridge attachment will be constructed as part of the project, and its cost will not be determined until the project is bid.

Councilmember Hurt made a motion to forward the Contract for Water Facility Relocation Agreement and Utility Attachment Agreement with Missouri American Water Company for the Schoettler Road Bridge water main relocation to City Council with a recommendation

to approve. The motion was seconded by Councilmember Nations and **passed by a voice vote of 4-0.**

Note: Two Bills, as recommended by the Planning & Public Works Committee, will be needed for the November 7, 2016 City Council Meeting. See Bills #

[Please see the attached report prepared by Jim Eckrich, Public Works Director/City Engineer, for additional information on the Schoettler Road Bridge Water Main Relocation.]

IV. OTHER

Councilmember DeGroot asked for an update on the construction of bus stop shelters. Mr. Eckrich stated that Metro has selected a contractor, R.V. Wagner, and issued notice to proceed for the construction of the eight shelters. Mr. Eckrich could not recall the expected completion date.

Chair Hurt provided an update on the proposed Top Golf project and stated the Developer may be reducing the size of the complex. Chair Hurt suggested that the Council may choose to refer the project back to the PPW Committee rather than requiring the Developer to start over at the Planning Commission. There was also some discussion on how access to the levee trail will be affected. Mr. Eckrich stated that he was nearly certain access to the Levee Trail was required as part of the project and indicated that he would follow up with Ms. Nassif and provide an update to the Committee members the next day.

V. ADJOURNMENT

The meeting adjourned at 6:11 p.m.

James A. Eckrich
Public Works Director/City Engineer