

## MEMORANDUM

DATE: November 21, 1994

TO: Michael G. Herring, City Administrator

FROM: Michael O. Geisel, Director of Public Works/City Engineer

RE: Minutes - Public Works/Parks Committee Meeting, November 15, 1994

A meeting of the Public Works/Parks Committee began at 7:40 p.m. on Tuesday, November 15, 1994. Those in attendance included Councilmember Ed Levinson (Ward II), Chairperson, Councilmember Colleen Hilbert (Ward I), Councilmember Alan Politte (Ward III), Councilmember Mike Cullen (Ward IV), City Administrator Michael G. Herring, Director of Public Works/City Engineer Mike Geisel, Director of Finance Jan Hawn, and Assistant City Engineer Bonnie Hubert.

The following items were discussed:

- 1) Councilmember Hilbert moved to accept the minutes from the October 19, 1994, meeting. The motion was seconded by Councilmember Cullen and passed unanimously, 3 - 0. (Councilmember Politte was not yet in attendance.)
- 2) Councilmember Cullen summarized recent activities related to McBride's purchase of the Public Works facility. According to Councilmember Cullen, they need space similar to that currently occupied by Public Works. They estimate the cost of building expansion to be \$120,000 and apparently want the City to cover the entire cost by committing to a 3 year lease. The sale to McBride has not been closed due the need to remedy environmental concerns identified by the SCI Phase I environmental study.
- 3) City Engineer Geisel explained his November 9, 1994, memo regarding environmental cleanup of the Public Works facility and his recommendation to approve a \$13,000 fund transfer to cover the cost of tire removal. After discussion about whether the City is obligated to perform the required clean up, and the need for additional Phase I environmental studies, Councilmember Levinson directed Mr. Geisel to distribute copies of the SCI Phase I environmental report and a copy of the City's lease to the Committee. This matter will be tabled until the next regular meeting. Councilmember Cullen advised that whenever the Public Works Department vacates the property, the City should have another Phase I environmental report done to limit the City's exposure if concerns are identified in the future. City Engineer Geisel reported that, other than the disposal of tires, the work identified by the SCI report was relatively minor in nature and could be accomplished

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within the Department budget. The tires in question were collected during the clean up after the flood. The majority of the tires collected were disposed of during the suspension of the moratorium on disposal of tires in landfills; however, these tires remained. The cost for having them removed would be \$12,976.50. After discussion about the appropriate source for the funds, Councilmember Hilbert made a motion to approve payment of this cost, but to direct Staff to identify funds, other than contingency funds, in the current Public Works budget that could be transferred to cover the expense. The motion died for lack of a second.

4) City Engineer Geisel reported that 10 proposals were received in response to a solicitation of interest to sell or donate property to the Valley for the proposed Public Works maintenance facility. Of the 10 received, 3 should be investigated further. The Public Works Facility Negotiating Committee will meet November 22, 1994, at 4:00 p.m. to discuss the sites. The Public Works Citizen Advisory Group will be meeting December 6, 1994, to discuss specific facility needs. (Councilmember Politte arrived at 8:15 p.m.)

5) Councilmember Politte moved and Councilmember Cullen seconded to extend the escrow for Brook Hill Estates Plats 1, 2, and 3 for one year. The motion passed unanimously, 4 - 0. Councilmember Politte moved and Councilmember Cullen seconded to extend the escrow for Brook Hill Estates Plat 5 for one year. The motion passed unanimously, 4 - 0.

6) City Engineer Geisel reported that the contract for the Highway Beautification work will be awarded this year. Bids will be opened December 6, 1994, and the contract will go to the City Council for approval December 19, 1994. Mr. Geisel advised the Committee that the consultant would have the technical specifications by Friday, and the City plans to have bid packages available on Monday, November 21, 1994.

7) The development and implementation of a Parks system and programs was discussed. The merits of hiring a director/manager immediately versus a contractual arrangement were debated. City Administrator Herring advised the Committee that he had discussed the position with the former Parks Director for the City of Clayton, with the thought of possibly recommending her services on a contracted basis. However, she advised him that the developmental stage of the process has long reaching effects on the system, requires detailed planning and full devotion of time; as a result, she recommended that a full-time Director be employed to perform the work from the beginning. Placement of this position in the City organization was also discussed. As had been previously agreed, it is anticipated that the Parks operation will start as a division of the Public Works Department and develop into an independent Department. The type of person needed to direct the Parks effort and the need for community involvement in the process was discussed. It was

determined that City Administrator Mike Herring will develop a job description and selection procedure and will attempt to complete this work prior to the next Committee meeting.

8) Possible uses for the proposed 1/4 and 1/2 cent sales tax and the need to make it appealing to voters was discussed. As discussed during the first meeting with Financial Advisor Karen Irwin, the major use for the funds will be accelerated upgrades to public streets, a City Hall/Police Station, a Public Works Facility, and a Community Center/Recreation Center. Other uses have been suggested, such as snow plowing and/or maintenance of existing private streets, and paying for street lights on public and private streets. Councilmember Cullen suggested that making existing private streets public be done at the request of a subdivision. Acceptance by the City would include a requirement that all necessary repairs be completed to the satisfaction of the Director of Public Works/City Engineer before the City accepts the street. The need for detailed discussion of this topic, and public input in formulating the program was identified. The Committee suggested November 23, 1994, from 2:00 p.m. - 4:00 p.m., for the next meeting with Ms Irwin and the full Council. Mr. Herring will contact Ms. Irwin to determine her availability and then contact the other members of City Council.

9) Discussion ensued regarding the proposed 1995 Public Works budgets. Councilmember Levinson suggested that the budget include the estimated cost of providing snow plowing on private streets. City Administrator Herring responded that City Council had not yet decided to provide that service and that it might only be possible if the 1/4¢ and 1/2¢ sales taxes are approved by the voters. Councilmember Hilbert suggested that a budget amendment could be instituted if the sales tax increase passes. Preliminary discussion about the Public Works Administration and Engineering budget yielded the following requests for information: Why the health insurance line item has nearly doubled over the previous year; City-wide appropriations for travel, training, dues and subscriptions; and City-wide computer expenditures. The Committee will resume discussion of the Public Works budget at a meeting scheduled for Tuesday, November 22, 1994, from 11:00 a.m. to 1:00 p.m. It was also agreed to recommend that the agenda for the Saturday, December 3, 1994, City Council retreat to update the Strategic Plan be amended to schedule the final budget review by the entire City Council for the morning session and update of the Strategic Plan for the afternoon session. Mr. Herring will discuss this recommendation with the F& A Committee to determine consensus.

10) The next meeting of the Committee will be Tuesday, November 22, 1994, from 11:00 a.m. to 1:00 p.m. The meeting adjourned at approximately 10:45 p.m.