

DATE: August 23, 2006

TO: Michael G. Herring, CA

FROM: Brian McGownd, DDPW\ACE

SUBJECT: Meeting Minutes, PW\Parks 11/28/01

A meeting of the Public Works/Parks Committee began at 5:30 p.m. on Wednesday, November 28, 2001. Councilmembers in attendance were Chairperson Barry Streeter (Ward 2), Mike Casey (Ward 3), Mary Brown (Ward 4) and Barry Flachsbart (Ward 1). Also in attendance were Mayor John Nations, Councilmember Dan Hurt (Ward 3), Councilmember Bruce Geiger (Ward 2), Mike Herring – City Administrator, 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. Several other people were in attendance. A copy of the attendance list is attached to these minutes.

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

Agenda Item #1: Councilmember Flachsbart motioned to accept the meeting minutes of the PW\Parks Committee from September 26, 2001, as submitted. Councilmember Casey seconded the motion. The motion passed unanimously, 3 – 0, with Councilmember Brown abstaining.

Agenda Item #2: Councilmember Flachsbart motioned to hold this item until the next meeting. He stated that some of the residents along Conway Road were not aware of tonight’s meeting because the City’s website had been down due to the recent move into the new City Hall. Mr. Hoffman, 14308 Conway Meadows Ct., requested that the City take over Conway Road. Councilmember Casey seconded the motion. The motion passed unanimously, 4 – 0.

Agenda Item #3: Ms. Hubert gave a summary of the project to date. Councilmember Geiger stated that he walked the project and thought it looked great, and he told the Public Works Department that they did a good job. He did say that he was concerned about an area behind Mr. Down’s home that appeared to be perpetually wet and soggy. Ms. Hubert stated that this area was unusually wet during construction and did not have an answer for his concern. After some further discussion, Mr. McGownd stated that, as a result of some concerns made by the property owners, and after the contractor had substantially completed the project, the City’s Street Maintenance Division raised an area inlet, added 15 truck loads of dirt, and regraded and revegetated a portion of the project. He said that the Public Works Department felt that they have done all they could do to alleviate the stated concerns. Councilmember Flachsbart motioned to direct Staff to send a letter to the Trustees of Baxter Village stating that the Public Works Department will review the project in the Spring, and will address any bare areas, and any settled areas, as necessary, but that the project was complete. Councilmember Casey seconded the motion which passed unanimously, 4 – 0.

Agenda Item #4: Mr. McGownd summarized the proposed policy. Councilmember Flachsbart recommended that the policy be revised. He stated his proposed changes. After some discussion, Councilmember Flachsbart motioned to direct Staff to incorporate into the policy, the changes that were suggested, and to bring the revised policy back to the Committee at their next scheduled meeting. Councilmember Casey seconded the motion which passed unanimously, 4 – 0.

Agenda Item #5: Mr. McGownd presented the results of the traffic counts and police report that were requested by the Committee. He stated that he had contacted the four property owners that abutted the south side of Beagle Lane, from Judson Manor Drive to Woodsmill. He said that three of the property owners were opposed to the parking restriction, and that one property owner was in favor of the restriction. After some discussion, **Councilmember Flachsbart motioned to direct Staff to send a letter, along with the traffic count results and the police report, to the Trustees of the Judson Manor Subdivision, notifying them that, based on the information, as well as, the opposition from the property owners that would be directly affected, that the PW/Parks Committee did not support their request to restrict parking on the south side of Beagle Lane, from Judson Manor to Woodsmill. Councilmember Brown seconded the motion. The motion passed unanimously, 4 – 0.**

Agenda Item #6: Mr. McGownd reminded the Committee that the Council previously adopted a policy that outlines a procedure by which the Sewer Lateral Repair Program would operate. He said that the policy was never officially adopted by an ordinance; therefore, as outlined in City Attorney Doug Beach's letter, Mr. Beach suggests that the ordinance that he prepared be reviewed by the Committee and forwarded to the Council for consideration. After a brief discussion, **Councilmember Casey motioned to recommend approval of the ordinance prepared by Mr. Beach, and to forward it to the City Council for their consideration. Councilmember Flachsbart seconded the motion which passed unanimously, 4 – 0.**

Councilmember Casey had to leave the meeting due to another commitment.

Agenda Item #7: Mr. Dunkle gave a brief summary of the proposed policy. Discussion ensued regarding the financial requirements placed on the potential donor. **Councilmember Flachsbart motioned to direct Staff to revise the policy per the Committee's discussion, and to bring the policy back to the Committee at their next scheduled meeting. Councilmember Brown seconded the motion which passed unanimously, 3 – 0.**

Mr. Herring had to leave the meeting due to another commitment.

Agenda Item #8a&b.: **Councilmember Flachsbart motioned to approve the streets within the subdivisions. Councilmember Brown seconded the motion which passed unanimously, 3 – 0.**

Agenda Item #9: Mr. Dunkle informed the Committee that Chesterfield Arts had requested permission to place the City's logo on their website. Councilmember Flachsbart stated that he felt that the Committee should know exactly what was being displayed on a website, before permission for this type of request would be granted. Councilmember Hurt stated that he felt that the City Attorney should review this issue. After some further discussion, **Councilmember Flachsbart motioned to direct Staff to review the website of Chesterfield Arts and determine if it was appropriate to allow use of the City's logo. If Staff felt that it was appropriate then Staff could provide the logo to Chesterfield Arts, however, if Staff did not feel that it was appropriate, then they should report their findings back to the Committee. In the future, requests for using the City logo must be brought to the Committee. Councilmember Brown seconded the motion which passed unanimously, 3 – 0.**

Agenda Item #10: Chairperson Streeter introduced Mr. Bob Buck of the PRACAC. Mr. Buck provided the Committee a copy of a timeline that the PRACAC prepared regarding key events that would be necessary to place a referendum on the November 2002 election. A copy of the timeline is attached to these minutes. Mr. Buck summarized the timeline and discussion ensued regarding the Request for Proposals for consulting services to conduct a public engagement process. Mr. Buck stated that the public engagement process would solicit opinions regarding land acquisition, capital improvements, willingness to pay, funding mechanism, as well as other issues. In answering a question from the Committee, Mr. Dunkle stated that Staff has estimated that the cost to hire the consultant is approximately \$20,000. After some further discussion, **Councilmember Flachsbart motioned to recommend that the City Council, at their next scheduled meeting, direct Staff to prepare a draft Request for Proposals for consulting services to conduct public engagement process regarding the future of parks. Councilmember Brown seconded the motion which passed unanimously, 3 – 0.**

Mr. Geisel arrived at the meeting at this time.

Agenda Item #11a&b: Chairperson Streeter summarized the previous direction that Staff was given regarding preparing a priority list of capital projects at the CVAC, which included lighting the fields. Discussion ensued regarding the revenue that was being generated by the CVAC, as well as the benefit that would be recognized by lighting the fields. Mr. Dunkle summarized a proposal submitted by MUSCO for financing the cost of lighting all of the fields up front. Chairperson Streeter stated that he was not interested in financing the improvements, but would prefer to pay as you go. After some additional discussion, **Chairperson Streeter motioned to recommend to City Council, at their next scheduled meeting, that \$100,000 be taken from this year's contingency, which will be utilized to light Baseball Field #1 and Soccer Field A, at the CVAC. Councilmember Flachsbart seconded the motion which passed unanimously, 3 – 0.**

Agenda Item #12a&b: Mr. Dunkle gave a brief summary. The Committee received and filed the information.

Agenda Item #13a,b&c: Mr. Dunkle briefly summarized the proposed fee/policy adjustments. Councilmember Brown questioned the need to adjust the fees. After some discussion, **Councilmember Flachsbart motioned to approve the proposed fee/policy adjustments. Chairperson Streeter seconded the motion, which passed, 2 – 1, with Councilmember Brown voting in opposition.**

Agenda Item #14: Councilmember Geiger thanked Staff for information regarding beer sales at the CVAC, and stated that it helped him to better understand the issue. After some discussion, the Committee decided to monitor the situation until the current concession contract expired, and then consider alternatives at that time.

Agenda Item #15: Mr. Dunkle gave a brief summary of the proposed contract. Mr. Geisel stated that Staff is requesting authorization to enter into a three-year agreement. **Councilmember Flachsbart motioned to authorize Staff to enter into a three-year agreement to host the American Amateur Youth Baseball**

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Alliance Tournament. Chairperson Streeter seconded the motion which passed unanimously, 3 – 0.

Agenda Item #16a (Other): Chairperson Streeter said that some residents in the Highcroft/Schoettler Valley area had expressed an interest in designating a bike path within certain streets. Mr. Geisel stated that, in order to do this, parking would have to be restricted. After some discussion, the Committee requested that Mr. Geisel meet with Mr. Taylor, a trustee of Highcroft Estates, to discuss this issue, and to bring back some information at the next meeting.

Agenda Item #16b (Other): Darcy Capstick, Co-chair of the CCE, informed the Committee of a \$500 environmental grant that is sponsored by Wal-Mart. She stated that the CCE would like to go in with the City to apply for the grant, which would be utilized for next year's Tree Day. She requested permission to utilize Staff for assistance with the preparation of the grant. The Committee directed Staff to place this item on the next agenda.

The meeting was adjourned at 7:00 PM.

The next meeting of the PW\Parks Committee is scheduled for January 23, 2002, in the Council Conference Room located at City Hall.

cc: Mayor John Nations
Department Heads/Executive Staff