



**Meeting of the  
Administration/Public Works Committee  
Record of Proceedings - APPROVED  
Tuesday, February 4, 2020 at 6:30 pm  
Community Room at 16860 Main Street**

**I. Welcome and Roll Call**

Chair Garritano called the meeting to order at 6:31 pm. Attendance roll call was taken with following results:

Committee Members in Attendance:

Chair Joe Garritano  
Council Member Dave Bertolino  
Council Member Larry Brost  
Council Member Jon Bopp  
Council Member Lauren Edens  
Council Member Joe Farmer  
Council Member Kenneth Remy

Committee Members Absent:

Council Member Crystal McCune

Staff Members in Attendance:

City Administrator Sam Anselm  
Director of Public Works Rick Brown  
City Attorney John Young  
Meeting Recorder Carla Patrick

**II. Approval of Meeting Minutes from January 7, 2020**

The minutes of the January 7, 2020 meeting were submitted for Committee approval.

Council Member Farmer motioned for approval of the January 7, 2020 meeting minutes, and Council Member Edens seconded the motion. A voice vote was taken with unanimous favorable support. Therefore, Chair Garritano declared the motion passed.

**III. Public Participation –**

**IV. Administration**

**A. For Information – None**

**1. Discussion of Mayoral Appointments (Wards – All)**

Discussion postponed to next meeting so that Council Member McCune may be present, as she requested this discussion.

**B. For Action**

**1. Approval of Proposed Email Use Policy (Wards – All)**

City Attorney Young provided an Email Use Policy draft inclusive of requested language regarding forwarding of City e-mail for personal purposes.

Discussion included definition of official business, difference between other prohibitions in policy and who will enforce policy.

Council Member Bertolino motioned to recommend Email Use Policy inclusive of below amendments.. Council Member Brost seconded the motion. A voice vote was taken with unanimous favorable support. Therefore, Chair Garritano declared the motion passed.

Council Member Edens amended the motion to include language wherein City Administrator shall be responsible for policy enforcement. Council Member Farmer seconded the motion. A voice vote was taken with unanimous favorable support. Therefore, Chair Garritano declared the motion passed.

Council Member Remy amended the motion to include language in section D.5. ensuring that mass communications using third party marketing services only be done by City staff. Council Member Brost seconded the motion. A voice vote was taken with unanimous favorable support. Therefore, Chair Garritano declared the motion passed.

**2. Approval of 2021 Budget Schedule (Wards – All)**

Per the request of Council Member Bertolino, City Administrator Anselm presented a proposed schedule for the 2021 Municipal Budget process.

Council Member Remy motioned to recommend the proposed 2021 Municipal Budget Schedule, with an additional Council meeting in October for the sole purpose of Budget detail review. Council Member Bertolino seconded the motion. A voice vote was taken with unanimous favorable support. Therefore, Chair Garritano declared the motion passed.

**V. Public Works**

**A. For Information**

None

**B. For Action**

**1. Proposed Emerald Ash Borer Management Plan (Wards – All)**

Jacob McMains and Andy Berg, Davey Resource Group presented their management strategy for Ash tree management. Upon approval, the Public Works Department will work with DRG to develop a bid package.

Discussion included replacement tree species selection, value of treatment vs replacement, resident owned tree options and cost breakdown.

Council Member Remy motioned to recommend proceeding with the bid process to implement the Davey Resource Group Ash tree management strategy. Council Member Brost seconded the motion. A voice vote was taken with unanimous favorable support. Therefore, Chair Garritano declared the motion passed.

**2. Proposed Purchase of New Chevrolet Colorado Pickup Truck (Wards – All)**

Public Works Director Brown requested the purchase of a new pickup truck to replace the current 2008 model utilized by Code Enforcement. A quote from Don Brown Chevrolet in the amount of \$29,538 was provided. Funds for such were allocated in the 2020 Capital Budget.

Discussion included disposition of current vehicle.

Council Member Remy motioned to recommend the purchase of a Chevrolet Colorado Pickup Truck for use by Code Enforcement. Council Member Farmer seconded the motion. A voice vote was taken with unanimous favorable support. Therefore, Chair Garritano declared the motion passed.

3. **Federal Funding Agreement for Wild Horse Creek Road Bridge Replacement Project (Ward – One)**  
Public Works Director Brown recommended execution of a Federal Aid Program Agreement with MoDOT for bridge replacement over Wild Horse Creek Road, with a City cost of \$340,000.

Council Member Brost motioned to recommend execution of a Federal Aid Program Agreement with the Missouri Department of Transportation for the replacement of Bridge #387 over Wild Horse Creek Road. Council Member Edens seconded the motion. A voice vote was taken with unanimous favorable support. Therefore, Chair Garritano declared the motion passed.

4. **Contractor Bids for 2020 Concrete Street and Sidewalk Replacement Project (Wards – All)**  
Public Works Director Brown recommended contracting with E. Meier Contracting for the 2020 Concrete Street and Sidewalk Replacement Project. Funds were allocated for such in the 2020 Road and Bridge Fund Budget.

Council Member Bertolino motioned to recommend contracting with E. Meier Contracting for the 2020 Concrete Street and Sidewalk Replacement Project in the amount of \$850,000 with a \$15,000 contingency for additional work as identified by the Department. Council Member Remy seconded the motion. A voice vote was taken with unanimous favorable support. Therefore, Chair Garritano declared the motion passed.

5. **Proposed Staining of Concrete Traffic Barrier on Route 109 @ Pond-Grover Loop Road**  
Public Works Director Brown recommended the City request a MoDOT change order with Gershenson Construction to stain additional concrete traffic barrier along Route 109 shoulder.

Discussion included alternate options and maintenance.

Council Member Remy motioned to recommend a MoDOT change order with Gershenson Construction in the amount of \$13,168.05 as part of the Route 109 Improvement Project to stain an additional 610 feet of concrete traffic barrier along the Route 109 shoulder just south of Pond-Grover Loop Road. Council Member Farmer seconded the motion. A voice Vote was taken with unanimous favorable support, excepting an abstention from Council Member Edens. Therefore, Chair Garritano declared the motion passed.

#### VI. Items Not Ready for Action

##### A. High Priority

1. Social Media Policy (Wards – All)
2. Elected/Appointed Officials Paying for Records Requests (Wards – All)

##### B. Medium Priority

1. Inclusion of Alcoholic Drinks at City-Sponsored Events (Wards – All)
2. Outdoor Information Kiosk (Wards – All)

#### VII. Miscellaneous - none

#### VIII. Next Meeting: March 3, 2020

#### IX. Adjournment

A motion for adjournment was made by Council Member Bertolino and seconded by Council Member Farmer. A voice vote was taken with all members in agreement. Therefore, Chair Garritano declared the meeting adjourned at 8:26 pm.