



Administration/Public Works Committee
Record of Proceedings - APPROVED
Tuesday, February 5, 2019 at 6:00 pm
City Hall Community Room at 16860 Main Street

I. Welcome and Roll Call

Chair Garritano called the meeting to order at 6:01 pm. Attendance roll call was taken with following results:

- Committee Members in Attendance: Chair Joe Garritano
Council Member Katie Dodwell
Council Member John Gragnani
Council Member Cheryl Jordan
Council Member Ray Manton
Council Member Tammy Shea

- Committee Members Absent: Council Member Dave Bertolino
Council Member Greg Stine

- Other Council Members in Attendance: Council Member Steve Taylor
Council Member Tim Woerther

- Staff Members in Attendance: Co-Interim City Administrator Steve Cross
Director of Public Works Rick Brown
City Attorney John Young
Meeting Recorder Carla Patrick

II. Approval of Meeting Minutes from January 8, 2019

The minutes of the January 8, 2019 meeting were submitted for Committee approval.

Council Member Shea made a motion for approval of the January meeting minutes, and Council Member Gragnani seconded the motion. A voice vote was taken with unanimous favorable. Therefore, Chair Garritano declared the motion passed.

III. Public Participation

Karen Sheeley, 2357 Gross Point Drive, spoke to social media policy with a request for additional specifics established and inclusive of Council Member adherence with a reminder that they are representative of the City.

Council Member Dodwell motioned to advance the Agenda to Public Works Action Item 5, followed by Administration Action Item 1 and 4 for accommodation of those in attendance for such. Council Member Manton seconded the motion. A voice vote was taken with unanimous favorable support. Therefore, Chair Garritano declared the motion passed.

IV. ADMINISTRATION

A. For Information

1. Sales Tax Update

Interim Administrator Cross reported November sales tax pool receipts (received in January) were slightly lower than Budget and lower than Prior Year. However, YTD remains over Budget.

B. For Action

1. Social Media Usage Policy (Wards – All)

Pursuant to a Committee recommended Letter of Engagement, Mr. Andrew A. Smith (Social Media and Digital Content Strategy Program Chair at Lindenwood University) lead discussion towards the development of a Social Media Usage Policy for the City. This was the first of two meetings with this Committee per the agreement with him.

Discussion included need for best practices/guidelines vs strict policy, difference between elected/public officials and employees in repercussions, legal/security risks, respect for copyrights, consistency across platforms and branding projections.

Per the terms of the Engagement Letter, Mr. Smith will bring to Committee current policy recommendations and present general social media training at an upcoming meeting.

Upon resident request, Council Member Manton motioned to return to Public Participation. Council Member Gragnani seconded the motion. A voice vote was taken with unanimous favorable support. Therefore, Chair Garritano declared the motion passed.

Crystal McCune, 16409 Cove Landing, noted her legal experience and advised Committee to utilize City Attorney in the drafting of Social Media Policy revisions.

Karen Sheeley again requested elected officials adhere to responsible social media usage.

Council Member Manton then motioned to close Public Participation. Council Member Gragnani seconded the motion. A voice vote was taken with unanimous favorable support. Therefore, Chair Garritano declared the motion passed.

2. Compensation of Appointed Officials (Wards – All)

Committee reviewed compensation for appointed official positions. Council Member Jordan was not in attendance for the following votes.

Council Member Shea motioned to recommend a salary increase to \$22,000 annually for the position of Municipal Judge effective 7/1/2019. Council Member Manton seconded the motion. A voice vote was taken with unanimous favorable support. Therefore, Chair Garritano declared the motion passed.

Council Member Shea motioned to recommend a salary increase to \$600 per court session and \$150 per partial court session for the position of Provisional Municipal Judge. Council Member Manton seconded the motion. A voice vote was taken with unanimous favorable support. Therefore, Chair Garritano declared the motion passed

Council Member Dodwell motioned to recommend a salary increase to \$25,000 annually for the position of Prosecuting Attorney. Council Member Shea seconded the motion. A voice vote was taken with unanimous favorable support. Therefore, Chair Garritano declared the motion passed.

Council Member Shea motioned to recommend no salary change for the position of Assistant Prosecuting Attorney/Special Prosecutor. Council Member Gragnani seconded the motion. A voice

vote was taken with unanimous favorable support. Therefore, Chair Garritano declared the motion passed.

Council Member Shea motioned to recommend a salary increase to \$5,000 annually for the position of City Treasurer. Council Member Manton seconded the motion. A voice vote was taken with unanimous favorable support. Therefore, Chair Garritano declared the motion passed.

Council Member Shea motioned to recommend a salary increase to \$1,800 annually for the position of City Marshal. Council Member Gragnani seconded the motion. A voice vote was taken with unanimous favorable support. Therefore, Chair Garritano declared the motion passed.

3. Request by Council Member Woerther to Repeal Code of Ethics Sections 125.140 and 125.150 (Wards – All)

Council Member Woerther allowed this item postponed to the next meeting.

4. Request by Council Member Jordan to Review Ward Meeting Rules (Wards – All)

Council Member Jordan provided the current City Assisted Ward Meeting Policy for Committee review for potential revisions regarding Mayoral hosting of such meetings.

Discussion included current policy intent, parameters of Mayoral involvement, policy violation consequences, funding sources and meetings with/without City assistance.

Council Member Gragnani motioned to recommend additions to the current policy to include the following additions:

8. No City Assisted Ward Meeting may be conducted by anyone other than the Council Members for that ward.

9. No City Assisted Ward Meeting may be held during the months of January, February or March, so as to avoid potential campaign activity.

Council Member Jordan seconded the motion. Council Member Shea, therein motioned to amend this motion to recommend codification of the whole policy inclusive of the above additions. Such amendment was accepted by unanimous consent. Therein, a roll call vote was taken with the following results:

Ayes -	Dodwell, Gragnani, Jordan, Manton and Shea
Nays -	Garritano
Absent -	Bertolino, Stine
Abstentions -	None

Therefore, Chair Garritano declared the motion passed.

Council Member Jordan then motioned for a statement from the Administration/Public Works Committee that Ward 6 Council Members should be hosts for the scheduled Ward 6 meeting of February 14, 2019. Council Member Gragnani 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

1. Solid Waste Hauler - RFP (Wards – All)

Public Works Director Brown reported the status for proposals for residential waste hauling. He requested Committee recommendation for the new agreement duration period.

Discussion included proposal will include both dual and single stream recycling options.

Council Member Shea motioned to recommend a waste hauling agreement term of two (2) years with option to extend on a year to year basis for three (3) additional years. Council Member Dodwell seconded the motion. A voice vote was taken with unanimous favorable support. Council Member Jordan was not in attendance at this vote. Therefore, Chair Garritano declared the motion passed.

2. Meridian Waste – Update (Wards – All)

Public Works Director Brown updated the Committee on Meridian Waste Service issues to include January service complaints and recycling change implementation.

Discussion included recycle bin ownership, service issues and inclusion of service standards in RFP.

3. Snow Removal in Cul-de-sacs (Wards – All)

Responding to resident concerns, Public Works Director Brown explained the City's snow removal procedures to include technicalities of removal in residential cul-de-sacs.

Discussion included establishing snow routes and the positive effects of City Hall phone staffing for the last snow storm (weekend).

B. For Action

1. Review of Contractor Bids for 2019 Spring Tree Planting Project (Wards One, Five, Seven, Eight)

Public Works Director Brown presented a scope of work for removal/replacement of 136 right of way trees. He provided the Committee the full RFP and the bids received for such. \$25,000 will be reimbursed via a Department of Conservation Tree Resource Improvement and Maintenance grant. Meridith Perkins with Davey Resource Group (arborist) was available for questions.

Discussion included replacement tree species (variety specific to conditions)

Council Member Manton motioned to recommend contracting with Gamma Tree Experts for the 2019 Spring Tree Planting Project for \$69,825, plus a \$7,000 contingency for additional work as identified by the Public Works Department. Council Member Gagnani seconded the motion. A voice vote was taken with unanimous favorable support. Therefore, Chair Garritano declared the motion passed.

2. Review of Contractor Bids for 2019 Concrete Street Slab Project (Wards One, Five, Seven and Eight)

Public Works Director Brown presented contractor bids for the annual replacement of substandard concrete street slabs and sidewalks.

Council Member Dodwell motioned to recommend contracting with J. M. Marschuetz Construction for the 2019 Concrete Street and Sidewalk Replacement project in the amount of \$977,450, with a \$17,550 contingency for additional work as identified by the Public Works Department. Council Member Manton seconded the motion. A voice vote was taken with unanimous favorable support. Therefore, Chair Garritano declared the motion passed.

3. Review of Contractor Bids for Manchester Road Streetscape Project Phase III – (Ward Eight)

Public Works Director Brown presented contractor bids for Phase III of the Manchester Road Streetscape Project (Taylor Road to Eatherton Road). A federal grant will provide reimbursement of 50% of construction costs (\$1.3 million max).

Council Member Dodwell motioned to recommend contracting with Gershenson Construction for Phase III of the Manchester Road Streetscape project in the amount of \$2,155,391.51, plus a \$250,000 contingency for additional work as identified by the Public Works Department. Council Member Garritano seconded the motion. A voice vote was taken with unanimous favorable support. Therefore, Chair Garritano declared the motion passed.

4. Review of Contractor Bids for 2019 CRF Restorative Seal Project (Ward – Six)

Public Works Director Brown presented contractor bids for roadway resurfacing work with a specialty restorative sealant previously used successfully by the City.

Discussion included resident disruption and advantages of restorative resurfacing.

Council Member Jordan motioned to recommend contracting with Corrective Asphalt Materials, LLC for the 2019 CRT Restorative Seal Project in the amount of \$92,086.65, plus a \$9,208.67 contingency for additional work as identified by the Public Works Department. Council Member Shea seconded the motion. A voice vote was taken with unanimous favorable support. Therefore, Chair Garritano declared the motion passed.

5. Review of Request for Aesthetic Street Signs from Crown Pointe Estates (Ward Eight)

Crown Pointe Estates HOA has requested replacement of City street signs/posts within their subdivision with new aesthetic signs/posts with the proposed sign/post style presented to Committee. The HOA will fund the installation and maintenance of the signs. The Department proposes reimbursement to the HOA for current signs that would need replacement within ten years.

Discussion included removal costs to be incurred by contractor (HOA) and Planning & Zoning review.

Council Member Shea motioned to recommend a maintenance agreement with Crown Pointe Estates HOA for the removal, replacement and maintenance of aesthetic street signs and posts wherein the HOA is responsible for costs to furnish, install and maintain the signs/posts and the City will remove existing signs/posts and reimburse the HOA \$3,000 upon completion to the Departments standards. Council Member Gragnani seconded the motion. A voice vote was taken with unanimous favorable support. Therefore, Chair Garritano declared the motion passed.

VI. Items Not Ready for Action

A. High Priority

1. Renaming of Eatherton Road to Taylor Road (Ward – Five)
2. Enhancements to the Manchester Road Corridor (Manchester Road Improvement Committee Recommendations) (Wards One and Eight)

B. Medium Priority

1. Review of City Fees for Services (Wards – All)
2. Review of Content Requirements for Meeting Minutes (Wards – All)
3. Inclusion of Alcoholic Drinks at City Sponsored Events (Wards – All)
4. RFQ for On Call Government Affairs Consultant (Wards –All)

C. Low Priority

1. Future Use of Community Development Block Grant Funding (Wards – All)
2. Exterior Information Board for City Hall (Wards – All)
3. City Membership in Organizations with Political Activity (Wards – All)

VII. Miscellaneous

None

VIII. Next Meeting: Tuesday, March 5, 2019

IX. Adjournment

A motion to adjourn the meeting was made by Council Member Dodwell and seconded by Council Member Manton. A voice vote was taken with all members in agreement. Therefore, Chair Garritano declared the meeting adjourned at 9:20 pm.