



**Meeting of the  
Administration/Public Works Committee  
Record of Proceedings - APPROVED  
Tuesday, August 13, 2019 at 6:30 pm  
City Hall Council Chambers at 16860 Main Street**

**I. Welcome and Roll Call**

Chair Garritano called the meeting to order at 6:30 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 (6:40 pm arrival)  
Council Member Crystal McCune  
Council Member Kenneth Remy (6:40 pm arrival)  
Council Member Steve Taylor

Staff Members in Attendance:

Co-Interim City Administrator Steve Cross  
Director of Public Works Rick Brown  
Economic Development Manager Julian Jacquin  
Meeting Recorder Carla Patrick

**II. Approval of Meeting Minutes from July 15, 2019**

The minutes of the July 15, 2019 meeting were submitted for Committee approval.

Council Member McCune motioned for approval of the July 15, 2019 meeting minutes, and Council Member Bopp seconded the motion. A voice vote was taken with unanimous favorable support, excepting Council Members Edens and Remy who were not present. Therefore, Chair Garritano declared the motion passed.

**III. Public Participation**

Patty Bush, 3054 Woods Avenue, spoke of extensive flood damage on Woods Avenue and the properties therein. She noted previous erosion prevention measures for Woods Avenue have washed out. She provided video of the flooding occurrence on both residential properties and the roadway.

Isaac Bressler, 3124 Woods Road, spoke prior to discussion of Public Works – For Action Item 3 relative to Woods Road Flood Mitigation Project. He also noted the damages incurred from flooding.

**IV. ADMINISTRATION**

**A. For Information**

**1. Waste Hauler Update (Wards – All)**

Public Works Director Brown reported the commencement of the Waste Connections contract for residential waste hauling, and their prompt responsiveness to any issues. It was noted that social media responses from residents have been positive. Appreciation was expressed for the personal action of Council Member Garritano for his pick-up of recycling bins left behind by the prior provider.

**2. Meeting Dates for Remainder of 2019 (Wards – All)**

- \* September 10, 2019
- \* October 8, 2019
- \* October 29, 2019
- \* December 3, 2019

**B. For Action**

**1. External Informational Board or Kiosk (Wards – All)**

Consultant Ken Keitel, Terraspec, provided options/costs for installation of an informational kiosk in front of City Hall to include options of a single wall mount unit to a freestanding model with video monitors.

Discussion included Sunshine Law requirements for postings, lower cost options, responsibility for data maintenance, physical space required for hardcopy postings, and priority of need.

Council Member Taylor motioned to request Public Works Department obtain bids for a kiosk with options to include two touch screens or one touch screen with one status board configurations. Council Member Bertolino seconded the motion. After discussion, the motion was withdrawn.

Committee declared the issue postponed to allow for exploration of less costly options and definition of functionality desired. Members were requested to submit suggestions by next meeting date. The hardcopy postings will remain in the City Hall vestibule (back parking lot).

**2. Request by Council Member Woerther to Repeal Code of Ethics Sections 125.140 and 125.150**

Council Member Woerther reviewed the history of the two sections approved in 2017 and his reason for requesting repeal in that these two sections subvert from Charter Violation Review.

Discussion included Council approval of the Codes in support of due process, resident ethic complaint procedure, conflict of interest concerns, engaging a new Special Prosecutor, necessity of legal opinion in complaint procedures, and a reading of the actual Sections 125.140 and 125.150.

Council Member Remy motioned for Code review by Council Member McCune and himself for objective policy recommendations with a report back to Committee at the October meeting. Council Member McCune seconded the motion.

Council Member Taylor motioned to postpone indefinitely. Council Member Edens seconded the motion. A roll call vote was taken with the following results.

Ayes: Bopp, Brost, Edens, Garritano and Taylor

Nays: Bertolino, McCune and Remy

Therefore, Chair Garritano declared the motion passed.

**V. Public Works**

**A. For Information**

**1. Town Center Sanitary Sewer**

Public Works Director Brown updated the Committee on the potential extension of sanitary sewer service to the Pond Historic District noting a scheduled meeting with property owners set for August 29<sup>th</sup>. Residents at the meeting will receive MSD annexation procedures, and updated costs and data on a NID bond issue as a financing tool.

**B. For Action**

**1. Route 100 Median Landscaping Project (Wards – Four, Five, Seven and Eight)**

Consultant Ken Keitel, Terraspec, provided revised lower cost options for the Route 100 Median Landscaping Project between Westglen Farms Drive and Taylor Road.

Discussion included maintenance costs, planting variations, and cost options.

Council Member Bertolino motioned to request a revised site plan with an accompanying rebid for the Route 100 Median Landscaping Project for Committee review at the next meeting. Council Member Taylor seconded the motion. A voice vote was taken with unanimous favorable support. Therefore, Chair Garritano declared the motion passed.

**2. Consultant Selection for Woods Road Flood Mitigation Project (Wards – Six and Eight)**

A Woods Avenue resident requested to speak at this time. The Committee voted to reopen Public Participation for Isaac Bressler to speak. His comments are noted above in Public Participation.

Public Works Director Brown presented a recommendation to contract with Intuition and Logic for preliminary engineering design of the Woods Road Flood Mitigation Project. Committee Members were provided the design proposal replacing four culverts within the creek channel, three crossroad culverts and up to two small bridges. He noted the serious flash flood events, wooded watershed area and hilly terrain of the area.

Discussion included private property implications, easement donations and public safety concerns.

Council Member Taylor motioned to recommend contracting with Intuition and Logic for the preliminary design of the Woods Road Flood Mitigation Project for the not to exceed amount of \$75,000. Council Member Bertolino seconded the motion. A voice vote was taken with unanimous favorable support. Therefore, Chair Garritano declared the motion passed.

**3. Right of Way Acquisition Consultant for Manchester Road Shared Use Path Project**

Public Works Director Brown presented a recommendation to contract with O.R. Colan Associates for easement acquisition on the Manchester Road Shared Use Path Project. The preliminary project plan was provided Committee Members, noting the fourteen property owners affected.

Council Member Remy motioned to recommend contracting with O.R. Colan Associates for easement acquisition services for the Manchester Road Shared use Path Project for the not to exceed amount of \$28,300. Council Member Bertolino 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. Use of Resident Email Addresses (Wards – All)
2. Social Media Policy (Wards – All)
3. Enhancements to the Manchester Road Corridor (MRIC) – Wards One and Eight)
4. Elected/Appointed Officials Paying for Records Requests (Wards – All)
5. Use of Prop P Funds for Building Security Enhancements (Wards – All)

**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. City Membership in Organizations with Political Activity (Wards – All)

**VII. Miscellaneous - none**

**VIII. Next Meeting: September 10, 2019**

**IX. Adjournment**

A motion for adjournment was made by Council Member Taylor and seconded by Council Member McCune. A voice vote was taken with all members in agreement. Therefore, Chair Garritano declared the meeting adjourned at 9:13 pm.