



**Meeting of the
Administration/Public Works Committee
Record of Proceedings - APPROVED
Tuesday, September 10, 2019 at 6:30 pm
Community Room at 16860 Main Street**

I. Welcome and Roll Call

City Administrator called the meeting to order at 6:30 pm. Attendance roll call was taken with following results:

Committee Members in Attendance: Council Member Dave Bertolino
Council Member Larry Brost
Council Member Jon Bopp
Council Member Crystal McCune
Council Member Kenneth Remy

Committee Members Absent: Chair Joe Garritano
Council Member Lauren Edens

Staff Members in Attendance: City Administrator Sam Anselm
Director of Public Works Rick Brown
City Attorney John Young
Meeting Recorder Carla Patrick

Council Member Remy motioned for Council Member Bertolino to serve as Chair Pro Tem for this meeting. Council Member McCune seconded the motion. A voice vote was taken with unanimous favorable support. Therefore, the motion was declared passed.

II. Approval of Meeting Minutes from August 13, 2019

The minutes of the August 13, 2019 meeting were submitted for Committee approval.

Council Member Remy motioned for approval of the August 13, 2019 meeting minutes, and Council Member McCune seconded the motion. A voice vote was taken with unanimous favorable support. Therefore, Chair Pro Tem Bertolino declared the motion passed

III. Public Participation

Joy Wilcox, 17345 Manchester Road, requested the opportunity to speak and/or ask questions at the time of the discussion of Public Works, For Information, Item A1 (Town Center Sanitary Sewer). The Committee agreed to such request.

Chair Pro Tem Bertolino motioned for advancement of the agenda to Public Works, For Action, Item B1 in order to accommodate guests presenting on that topic, with return to regular agenda order at conclusion. Council Member Remy seconded the motion. A voice vote was taken with unanimous favorable support. Therefore, Chair Pro Tem Bertolino declared the motion passed.

IV. ADMINISTRATION

A. For Information

1. Waste Hauler Update (Wards – All)

City Administrator Anselm noted his request to Waste Connections for data regarding number of households currently signed up for service. He noted service call volume incoming the City was lower.

Discussion included Waste Connections mobile application being a good source of communication and Meridian issuance of some refunds pertinent to billing cycles after the changeover.

2. Tax Revenue Update (Wards – All)

City Administrator Anselm provided the Committee with a graph of the 1% General Fund Sales Tax – Cumulative Growth (receipts). Year to Date receipts remain slightly under Budget and below 2018 receipts. He noted that this was common among similar municipalities.

3. Proposed Email Use Policy (Wards – All)

City Attorney Young submitted an Email Use Policy draft to initiate Committee policy development. He noted the State of Missouri does not currently have a policy on such.

Discussion included mass email parameters, definition of terms and applicable parties.

Action Item: Committee was requested to send policy questions to City Attorney Young via City Administrator Anselm in their efforts towards policy development.

B. For Action - None

V. Public Works

A. For Information

1. Town Center Sanitary Sewer (Ward – One)

Public Works Director Brown updated the Committee on the property owner meeting for the potential extension of sanitary sewer service to the Pond Historic District. 13 of 22 affected property owners were in attendance. He noted that while property owners supported the sewer, many deemed it cost prohibitive and requested a cost sharing program.

Action Items: Committee requested staff reach out to property owners not in attendance, as well as obtain clarity on Rockwood School District commitment.

Public Participant, Joy Wilcox, expressed her concerns on the project and requested a copy of the resident meeting comments.

Council Member Remy motioned for City Administrator Anselm to prepare cost options on the potential extension of sanitary sewer service to the Pond Historic District for Committee review. Council Member McCune seconded the motion. A voice vote was taken with unanimous favorable support. Therefore, Chair Pro Tem Bertolino declared the motion passed.

2. Municipal Leaf Collection Programs (Wards – All)

At the request of Council Member McCutchen, Public Works Director Brown provided a listing of nearby municipalities offering a leaf collection program.

Discussion included that other municipalities utilize their Public Works staff for this service, potential costs and Waste Connections provision of yard waste service.

B. For Action

1. Ash Tree Management Plan (Wards – All)

Consultant, Davey Resource Group, provided a PowerPoint presentation of strategy options for an Emerald Ash Management Plan.

Discussion included the City's tree policy, replanting strategies, tree selection process, cost options and resident preference for saving trees.

Council Member Remy motioned for postponement to the November meeting in order for further research and contact of HOA's for their input. Council Member McCune seconded the motion. A voice vote was taken with unanimous favorable support. Therefore, Chair Pro Tem Bertolino declared the motion passed.

2. Contractor Bids for Route 100 Median Landscaping (Wards – Four, Five, Seven and Eight)

Public Works Director Brown provided exhibits indicating the location and color renderings of the proposed landscaping plan for Committee review. The Department requested bids for the revised concept plan, wherein only one bid was received.

Discussion included higher than expected cost and a rebid with Spring planting specifications.

Council Member Remy motioned for postponement to October meeting to facilitate detailed review of the bid by Public Works Department. Council Member Bopp seconded the motion. A voice vote was taken with unanimous favorable support. Therefore, Chair Pro Tem Bertolino declared the motion passed.

3. Contractor Bids for Westhampton Woods Drive Right Turn Lane (Ward – Three)

Public Works Director Brown presented a recommendation to contract with E. Meier Contracting for the Westhampton Woods Right Turn Lane project. He noted that by utilizing the special escrow of \$13,000, the cost to the City will not exceed \$22,000. Six bids were received.

Discussion included expansion of current road shoulder, safety issues, use of subdivision escrow, and MoDOT approval.

Council Member McCune motioned to recommend contracting with E. Meier Contracting for the Westhampton Woods Drive Right Turn Lane in the amount of \$26,985.57 with an \$8,014.43 contingency for additional as identified by the Department. Council Member Remy seconded the motion. A voice vote was taken with unanimous favorable support. Therefore, Chair Pro Tem Bertolino declared the motion passed.

4. Old State Road Shared Use Path – Proposed Application for Federal Funds (Wards – Seven and Eight)

Public Works Director Brown presented a recommendation for submission of a federal funding application to construct a new shared use path along the west side of Old State Road, between Old Fairway Drive and Ridge Road.

Discussion included it being a St Louis County roadway, resident meeting, pedestrian/bike safety concerns, effects of future roadway improvements, easements and cost analysis.

Action item: Committee requested postponement pending receipt of a scope of work and cost analysis from H.R. Green.

VI. Items Not Ready for Action

A. High Priority

- 1.. Social Media Policy (Wards – All)
2. Enhancements to the Manchester Road Corridor (MRIC) – Wards One and Eight)
3. Elected/Appointed Officials Paying for Records Requests (Wards – All)
4. 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: October 8, 2019

IX. Adjournment

A motion for adjournment was made by Council Member McCune and seconded by Council Member Bopp. A voice vote was taken with all members in agreement. Therefore, Chair Garritano declared the meeting adjourned at 8:19 pm.