City of Chesterfield

AGENDA REVIEW MEETING
CHESTERFIELD CITY COUNCIL
Wednesday, January 4, 2017
6:00 PM

1. **Appointments** – Mayor Bob Nation

   A. **Ward IV Councilmember (Roll Call Vote)**
      1. Nathan W. Roach

   B. **Standing Committee Assignments – President Pro-Tem Barry Flachsbart**

   C. **Community Improvement District Board (Roll Call Vote)**
      1. Davis U. Bethel
      2. Elizabeth J. Harry

   D. **Architectural Review Board – Re-Appointments (Roll Call Vote)**
      1. Richard Clawson (Ward II)
      2. Matt Adams (Ward II)

2. **Planning and Public Works Committee** – Chairperson Dan Hurt, Ward III

   A. **Public Works and Parks Policies 16-22**
      # 16 Snow Removal Services
      # 17 Change Orders
      # 19 Storm Water in Chesterfield Valley
      # 20 Development Construction Inspection
      # 22 Warning Tickets and Towing on Snow Routes

   B. **Bill No. 3130 – Harmony Seven (Record Plat) (First & Second Reading)**

   C. **Next Meeting** – January 5, 2017 (5:30pm)

3. **Finance and Administration Committee** – Vice Chairperson Randy Logan, Ward III

   A. **City Council Policies 1-5**
      # 1 City Council Committee Organization
      # 2 Committee Agenda
      # 3 Membership-Non-Statutory Committees
      # 4 Meeting Room Reservations
      # 5 Speakers – City Council Meetings

4. **Parks, Recreation and Arts Committee** – Chairperson Barbara McGuinness, Ward I

5. **Public Health and Safety Committee** – Chairperson Bridget Nations, Ward II

   A. **Public Health and Safety Policy Revisions**

6. **Report from the City Administrator** – Mike Geisel

7. **Adjourn –**

NOTE: City Council will consider and act upon the matters listed above and such other matters as may be presented at the meeting and determined to be appropriate for discussion at that time.

Notice is hereby given that the City Council may also hold a closed meeting for the purpose of dealing with matters relating to one or more of the following: legal actions, causes of action, litigation or privileged communications between the City's representatives and its attorneys (RSMo 610.021(1) 1994; lease, purchase or sale of real estate (RSMo 610.021(2) 1994; hiring, firing, disciplining or promoting employees within employee groups (RSMo 610.021(3) 1994; bidding specification (RSMo 610.021(11) 1994; and/or proprietary technological materials (RSMo 610.021(15) 1994; Preparation, including any discussions or work product, on behalf of a public governmental body or its representatives for negotiations with employee groups (RSMo 610.021(9).

City of Chesterfield

AGENDA
CHESTERFIELD CITY COUNCIL MEETING
Chesterfield City Hall
690 Chesterfield Parkway West
Wednesday, January 4, 2017
7:00PM

I. **CALL TO ORDER** – Mayor Bob Nation

II. **PLEDGE OF ALLEGIANCE** – Mayor Bob Nation

III. **MOMENT OF SILENT PRAYER** – Mayor Bob Nation

IV. **ROLL CALL** – City Clerk Vickie Hass

V. **APPROVAL OF MINUTES** – Mayor Bob Nation

A. **Public Hearing: Proposed FY2017 Budget Minutes** – December 5, 2016

B. **City Council Meeting Minutes** – December 5, 2016

C. **Executive Session Minutes** – December 5, 2016

VI. **COMMUNICATIONS AND PETITIONS** – Mayor Bob Nation

VII. **INTRODUCTORY REMARKS** - Mayor Bob Nation

A. **Thursday, January 5, 2017 –** Planning and Public Works (5:30pm)

B. **Monday, January 9, 2017 –** Planning Commission (7pm)

C. **April 4th City Election – Qualifying Period** – Closes Tuesday, January 17th 5PM

D. **City Hall Holiday Closing** – Monday, January 16, 2017- Martin Luther King Day

E. **Wednesday, January 18, 2017** – Next City Council meeting (7pm)

F. **Monday, January 23, 2017** – Finance & Administration (5:30pm)

VIII. APPOINTMENTS – Mayor Bob Nation

A. **Ward IV Councilmember (Roll Call Vote)**
   1. Nathan W. Roach

B. **Standing Committee Assignments – President Pro-Tem Barry Flachsbart**

C. **Community Improvement District Board (Roll Call Vote)**
   1. Davis U. Bethel
   2. Elizabeth J. Harry

D. **Architectural Review Board – Re-Appointments (Roll Call Vote)**
   1. Richard Clawson (Ward II)
   2. Matt Adams (Ward II)

IX. COUNCIL COMMITTEE REPORTS

A. **Planning and Public Works Committee** – Chairperson Dan Hurt, Ward III

   1. **Public Works and Parks Policies 16-22**
      # 16 Snow Removal Services
      # 17 Change Orders
      # 19 Storm Water in Chesterfield Valley
      # 20 Development Construction Inspection
      # 22 Warning Tickets and Towing on Snow Routes

   2. **Bill No. 3130 – Harmony Seven (Record Plat) (First & Second Reading)**

   3. **Next Meeting – January 5, 2017 (5:30pm)**

B. **Finance and Administration Committee** – Vice Chairperson Randy Logan, Ward III

1. **City Council Policies 1-5**
   # 1 City Council Committee Organization
   # 2 Committee Agenda
   # 3 Membership-Non-Statutory Committees
   # 4 Meeting Room Reservations
   # 5 Speakers – City Council Meetings

2. **Next Meeting – January 23, 2017 (5:30pm)**

C. **Parks, Recreation and Arts Committee** – Chairperson Barbara McGuinness, Ward I

D. **Public Health and Safety Committee** – Chairperson Bridget Nations, Ward II

1. **Public Health and Safety Policy Revisions**

X. REPORT FROM THE CITY ADMINISTRATOR – Mike Geisel

XI. UNFINISHED BUSINESS – Mayor Bob Nation

XII. NEW BUSINESS – Mayor Bob Nation

XIII. LEGISLATION

XIV. LEGISLATION – PLANNING COMMISSION

A. **BILL NO. 3130 –** AN ORDINANCE PROVIDING FOR THE APPROVAL OF A RECORD PLAT AND ESCROW AGREEMENTS FOR HARMONY SEVEN, A 2.75 ACRE TRACT OF LAND ZONED "R-2" RESIDENCE DISTRICT LOCATED ON THE SOUTH SIDE OF OLIVE BOULEVARD WEST OF INTERSECTION OF STABLESTONE DRIVE. (FIRST & SECOND READING; PLANNING COMMISSION RECOMMENDS APPROVAL)

XV. ADJOURNMENT

NOTE: City Council will consider and act upon the matters listed above and such other matters as may be presented at the meeting and determined to be appropriate for discussion at that time.

Notice is hereby given that the City Council may also hold a closed meeting for the purpose of dealing with matters relating to one or more of the following: legal actions, causes of action, litigation or privileged communications between the City's representatives and its attorneys (RSMo 610.021(1) 1994; lease, purchase or sale of real estate (RSMo 610.021(2) 1994; hiring, firing, disciplining or promoting employees with employee groups (RSMo 610.021(3) 1994; bidding specification (RSMo 610.021(11) 1994; and/or proprietary technological materials (RSMo 610.021(15) 1994.

<u>AGENDA REVIEW – Wednesday, 1/4/2017 – 6:00 PM</u>

An AGENDA REVIEW meeting has been scheduled to start at **6:00 pm, on Wednesday January 4th, 2017**.

Please let me know, ASAP, if you will be unable to attend this meeting.

City of Chesterfield

RECORD OF PROCEEDING

MEETING OF THE CITY COUNCIL
OF THE CITY OF CHESTERFIELD
AT 690 CHESTERFIELD PARKWAY WEST

DECEMBER 5, 2016

The meeting was called to order at 7:10 p.m.

Mayor Bob Nation led everyone in the Pledge of Allegiance and followed with a moment of silent prayer.

A roll call was taken with the following results:

PRESENT	ABSENT
Mayor Bob Nation	Councilmember Bridget Nations
Councilmember Barry Flachsbart	
Councilmember Barbara McGuinness	
Councilmember Guy Tilman	
Councilmember Dan Hurt	
Councilmember Randy Logan	
Councilmember Tom DeCampi	
Councilmember Bruce DeGroot	

APPROVAL OF MINUTES

The minutes of the November 21, 2016 City Council meeting were submitted for approval. Councilmember McGuinness requested the minutes be amended to include her comment regarding closed meetings, specifically that while the City could go into Executive Session they did not have to. Councilmember Tilman made a motion, seconded by Councilmember Logan, to approve the City Council minutes as amended. A voice vote was taken with an affirmative result (Councilmember Flachsbart abstained) and the motion was declared passed.

The minutes of the November 21, 2016 Executive Session were submitted for approval. Councilmember Tilman made a motion, seconded by Councilmember DeCampi, to approve the Executive Session minutes. A voice vote was taken with an affirmative result (Councilmember Flachsbart abstained) and the motion was declared passed.

COMMUNICATIONS AND PETITIONS

Mayor Bob Nation presented Councilmember Bruce DeGroot with a plaque commemorating his service as Councilmember from Ward IV, since April 17, 2013. Councilmember DeGroot will be serving as State Representative in Jefferson City beginning in January.

Ms. Wendy Geckeler, 26 Chesterfield Lakes Road, expressed her appreciation to Councilmember DeGroot for his service to the City.

Ms. Ann Morrison, 47 White Plains Drive, spoke in support of Resolution No. 429 (Opposes Unification of St. Louis County & the City of St. Louis).

Mayor Nation recognized a Boy Scout in attendance and invited him to stay after the meeting, to ask any questions he may have.

INTRODUCTORY REMARKS

Mayor Nation announced that Candidate Filing, for the April 4, 2017 Municipal Election opens on Tuesday, December 13, 2016, at 8:00 a.m., in the City Clerk's office at City Hall.

Mayor Nation announced that City Hall will be closed at noon on Friday, December 23 and all day on Monday, December 26 in observance of the Christmas holiday. City Hall will also be closed on Monday, January 2 in observance of the New Year's Day holiday.

Mayor Nation announced that the next meeting of City Council has been scheduled for Wednesday, January 4, at 7 p.m.

APPOINTMENTS

Mayor Nation reported that Bill No. 3129 (Appoints Christopher B. Graville as City Attorney) is scheduled for both first and second reading approval under the "Legislation" portion of the agenda.

COUNCIL COMMITTEE REPORTS

Planning/Public Works Committee

Councilmember Dan Hurt, Chairperson of the Planning/Public Works Committee, reported that Bill No. 3123 (Unified Development Code: Updates to Article 2) will be considered for adoption under the "Legislation" portion of the agenda.

Councilmember Hurt reported that Bill No. 3124 (Kraus Farm Office Center – Easement Dedication) will be considered for adoption under the "Legislation" portion of the agenda.

Councilmember Hurt reported that Bill No. 3126 (Arbors at Wilmas Farm Record Plat 1) is scheduled for both first and second reading approval under the "Legislation – Planning Commission" portion of the agenda.

Councilmember Hurt reported that Bill No. 3127 (Arbors at Wilmas Farm Record Plat 2) is scheduled for both first and second reading approval under the "Legislation – Planning Commission" portion of the agenda.

Councilmember Hurt announced that the next meeting of this Committee has been scheduled for Thursday, December 8, at 5:30 p.m.

Finance and Administration Committee

Councilmember Bruce DeGroot, Chairperson of the Finance and Administration Committee, offered compliments to City Staff and City Council for the cooperation and commitment to develop the final proposed budget which provided for more than $932,000 in annualized savings as compared to the initial proposal. Councilmember DeGroot then made a motion, seconded by Councilmember Logan, to approve Resolution No. 428 (Adopts FY2017 Budget). A roll call vote was taken with the following results: Ayes – Hurt, Tilman, DeGroot, McGuinness, Flachsbart, DeCampi and Logan. Nays – None. Whereupon the motion was declared passed.

Councilmember DeGroot made a motion, seconded by Councilmember DeCampi, to approve Resolution No. 429 (Opposes Unification of St. Louis County and the City of St. Louis). A roll call vote was taken with the following results: Ayes – Tilman, McGuinness, Hurt, Flachsbart, DeCampi and DeGroot. Nays – Logan. Whereupon the motion was declared passed.

Councilmember DeGroot reported that Bill No. 3128 (Collective Bargaining Framework) is scheduled for both first and second reading approval under the "Legislation" portion of the agenda.

Councilmember DeGroot made a motion, seconded by Councilmember Flachsbart, to approve a five year extension, with an automatic five year renewal of the existing preferred users contract with the Chesterfield Athletic Association, Ascension Athletic Association and the Chesterfield Baseball & Softball Association. A roll call vote was taken with the following results: Ayes – Tilman, DeCampi, DeGroot, McGuinness, Flachsbart, Logan and Hurt. Nays – None. Whereupon the motion was declared passed.

Parks, Recreation & Arts Committee

Councilmember Barbara McGuinness, Chairperson of the Parks, Recreation & Arts Committee, stated that this committee is in process of scheduling a meeting to discuss Parks, Recreation & Arts Rules and Regulations.

Public Health & Safety Committee

Councilmember Tom DeCampi, Vice-Chair of the Public Health & Safety Committee, reported that Bill No. 3125 (Restricts Compression Release Braking Systems) will be considered for adoption under the "Legislation" portion of the agenda.

Councilmember DeCampi announced that the next meeting of this Committee has been scheduled for Monday, December 12, at 5:30 p.m.

REPORT FROM THE CITY ADMINISTRATOR

City Administrator Mike Geisel indicated that he had no report this evening.

UNFINISHED BUSINESS

There was no unfinished business.

NEW BUSINESS

There was no new business.

LEGISLATION

BILL NO. 3123 AMENDS ARTICLE 2 SECTION 02-12 OF THE UNIFIED DEVELOPMENT CODE (ARTICLE 2-12 INSTALLATION OR GUARANTEE OF REQUIRED IMPROVEMENTS) **(SECOND READING; PLANNING & PUBLIC WORKS COMMITTEE RECOMMENDS APPROVAL)**

Councilmember Hurt made a motion, seconded by Councilmember Logan, for the second reading of Bill No. 3123. A voice vote was taken with a unanimous affirmative result and the motion was declared passed. Bill No. 3123 was read for the second time. A roll call vote was taken for the passage and approval of Bill No. 3123 with the following results: Ayes – Flachsbart, Tilman, Hurt, Logan, McGuinness, DeCampi and DeGroot. Nays – None. Whereupon Mayor Nation declared Bill No. 3123 approved, passed it and it became **ORDINANCE NO. 2924.**

BILL NO. 3124 AUTHORIZES THE MAYOR TO EXECUTE EASEMENTS FOR VARIOUS UTILITES IN CONJUNCTION WITH THE DEVELOPMENT OF AN OFFICE BUILDING AT 14730 CONWAY ROAD **(SECOND READING; PLANNING AND DEVELOPMENT SERVICES RECOMMENDS APPROVAL)**

Councilmember Hurt made a motion, seconded by Councilmember Logan, for the second reading of Bill No. 3124. A voice vote was taken with a unanimous affirmative result and the motion was declared passed. Bill No. 3124 was read for the second time. A roll call vote was taken for the passage and approval of Bill No. 3124 with the following results: Ayes – DeCampi, McGuinness, DeGroot, Logan, Tilman, Flachsbart and Hurt. Nays – None. Whereupon Mayor Nation declared Bill No. 3124 approved, passed it and it became **ORDINANCE NO. 2925.**

BILL NO. 3125 RESTRICTS COMPRESSION RELEASE BRAKING SYSTEMS **(SECOND READING; PUBLIC HEALTH & SAFETY COMMITTEE RECOMMENDS APPROVAL)**

Councilmember DeCampi made a motion, seconded by Councilmember Flachsbart, for the second reading of Bill No. 3125. A voice vote was taken with a unanimous affirmative result and the motion was declared passed. Bill No. 3125 was read for the second time. A roll call vote was taken for the passage and approval of Bill No. 3125 with the following results: Ayes – McGuinness, DeGroot, Tilman, DeCampi, Logan, Hurt and Flachsbart. Nays – None. Whereupon Mayor Nation declared Bill No. 3125 approved, passed it and it became **ORDINANCE NO. 2926.**

BILL NO. 3128 ADOPTS A BARGAINING FRAMEWORK FOR THE CITY OF CHESTERFIELD, FOR COLLECTIVE BARGAINING WITH THE FRATERNAL ORDER OF POLICE **(FIRST & SECOND READING; FINANCE & ADMINISTRATION COMMITTEE RECOMMENDS APPROVAL)**

Councilmember DeGroot made a motion, seconded by Councilmember Flachsbart, for the first reading of Bill No. 3128. A voice vote was taken with a unanimous affirmative result and the motion was declared passed. Bill No. 3128 was read for the first time.

Councilmember DeGroot made a motion, seconded by Councilmember Flachsbart, for the second reading of Bill No. 3128. A voice vote was taken with a unanimous affirmative result and the motion was declared passed. Bill No. 3128 was read for the second time. A roll call vote was taken for the passage and approval of Bill No. 3128 with the following results: Ayes – DeGroot, McGuinness, Hurt, Flachsbart, Logan, DeCampi and Tilman. Nays – None. Whereupon Mayor Nation declared Bill No. 3128 approved, passed it and it became **ORDINANCE NO. 2927.**

BILL NO. 3129 APPOINTS CHRISTOPHER B. GRAVILLE AS CITY ATTORNEY **(FIRST & SECOND READING)**

Councilmember Logan made a motion, seconded by Councilmember McGuinness, for the first reading of Bill No. 3129. A voice vote was taken with a unanimous affirmative result and the motion was declared passed. Bill No. 3129 was read for the first time.

Councilmember Logan made a motion, seconded by Councilmember DeGroot, for the second reading of Bill No. 3129. A voice vote was taken with a unanimous affirmative result and the motion was declared passed. Bill No. 3129 was read for the second time. Mayor Nation and each Councilmember expressed their individual support and congratulations to Mr. Graville. A roll call vote was taken for the passage and approval of Bill No. 3129 with the following results: Ayes – Logan, Hurt, McGuinness, Flachsbart, Tilman, DeCampi and DeGroot. Nays – None. Whereupon Mayor Nation declared Bill No. 3129 approved, passed it and it became **ORDINANCE NO. 2928.**

LEGISLATION – PLANNING COMMISSION

BILL NO. 3126 PROVIDES FOR THE APPROVAL OF A RECORD PLAT AND ESCROW AGREEMENTS FOR THE ARBORS AT WILMAS FARM PLAT 1, A 39.88 ACRE TRACT OF LAND ZONED "PUD" PLANNED UNIT DEVELOPMENT DISTRICT LOCATED ON THE SOUTH SIDE OF WILD HORSE CREEK ROAD WEST OF ITS INTERSECTION OF LONG ROAD AND EAST OF ITS INTERSECTION WITH ARBOR GROVE COURT **(FIRST & SECOND READINGS; PLANNING COMMISSION RECOMMENDS APPROVAL)**

Councilmember Hurt made a motion, seconded by Councilmember Logan, for the first reading of Bill No. 3126. A voice vote was taken with a unanimous affirmative result and the motion was declared passed. Bill No. 3126 was read for the first time.

Councilmember Hurt made a motion, seconded by Councilmember Logan, for the second reading of Bill No. 3126. A voice vote was taken with a unanimous affirmative result and the motion was declared passed. Bill No. 3126 was read for the second time. A roll call vote was taken for the passage and approval of Bill No. 3126 with the following results: Ayes – DeGroot, Tilman, McGuinness, Flachsbart, DeCampi, Logan and Hurt. Nays – None. Whereupon Mayor Nation declared Bill No. 3126 approved, passed it and it became **ORDINANCE NO. 2929.**

BILL NO. 3127 PROVIDES FOR THE APPROVAL OF A RECORD PLAT AND ESCROW AGREEMENTS FOR THE ARBORS AT WILAMS FARM PLAT 2, A 10.64 ACRE TRACT OF LAND ZONED "PUD" PLANNED UNIT DEVELOPMENT DISTRICT LOCATED ON THE SOUTH SIDE OF WILD HORSE CREEK ROAD WEST OF ITS INTERSECTION OF LONG ROAD AND EAST OF ITS INTERSECTION WITH ARBOR GROVE COURT **(FIRST & SECOND READINGS; PLANNING COMMISSION RECOMMENDS APPROVAL)**

Councilmember Hurt made a motion, seconded by Councilmember Logan, for the first reading of Bill No. 3127. A voice vote was taken with a unanimous affirmative result and the motion was declared passed. Bill No. 3127 was read for the first time.

Councilmember Hurt made a motion, seconded by Councilmember Logan, for the second reading of Bill No. 3127. A voice vote was taken with a unanimous affirmative result and the motion was declared passed. Bill No. 3127 was read for the second time. A roll call vote was taken for the passage and approval of Bill No. 3127 with the following results: Ayes – Flachsbart, McGuinness, Tilman, Logan, Hurt, DeCampi and DeGroot. Nays – None. Whereupon Mayor Nation declared Bill No. 3127 approved, passed it and it became **ORDINANCE NO. 2930.**

ADJOURNMENT

There being no further business to discuss, Mayor Nation adjourned the meeting at 7:59 p.m.

____
Mayor Bob Nation

ATTEST:

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Vickie J. Hass, City Clerk

APPROVED BY CITY COUNCIL: ______________

UPCOMING MEETINGS/EVENTS

A. **Thursday, January 5, 2017** – Planning and Public Works (5:30pm)

B. **Monday, January 9, 2017** – Planning Commission (7pm)

C. **April 4th City Election** – Closes Tuesday, January 17th 5pm

D. **Wednesday, January 18, 2017 –** Next City Council meeting (7pm)

E. **Monday, January 23, 2017** – Finance & Administration (5:30pm)

APPOINTMENTS

Mayor Nation has offered the appointment of **Nathan Roach** to the Ward Four City Council position which resulted from the resignation of Former Councilmember Bruce DeGroot, who is now serving as a State Representative in Jefferson City. This appointment requires the consent of City Council. I suggest that a roll call vote be taken for record purposes.

The Chesterfield Blue Valley CID currently has two vacancies. As required by Ordinance 2698, the Mayor is required to appoint Directors with the consent of City Council from a slate of candidates proposed by the Board. The CBV-CID Board has offered and Mayor Nation proposes the appointment of **Davis Bethel** and **Elizabeth Harry** to the current CID Board vacancies. City Council is required to vote on the Mayor's appointments. I suggest that a roll call vote be taken for record purposes.

Mayor Nation has offered the re-appointment of **Richard Clawson** and **Matt Adams** to the Architectural Review Board. I suggest that a roll call vote be taken for record purposes.

If you have any questions, please contact me prior to Wednesday's meeting.

NATHAN W. ROACH
1200 Turnberry Ridge Ct. • Chesterfield, Missouri 63005
636-537-5800 • nwroach@juno.com

SALES, MARKETING, OPERATIONS MANAGEMENT

Dynamic executive with over 25 years of impressive history generating new lucrative revenue streams, increasing sales on existing portfolios, and successfully returning profitability to under-performing operations for several companies ranging from start-ups to leading Fortune 500 companies. Amplify brand awareness and strengthen competitive advantage, designing, launching, and directing high-impact strategic sales, marketing, and business development plans. Accelerate productivity, combining advanced business, financial, budgeting, sales, and marketing acumen to create and launch revolutionary campaigns and programs. Establish tactical relationships and networks. Build and lead top performing teams, cultivating talents to continually exceed objectives.

Strategic Planning • Business & Revenue Development • Event Marketing • Negotiations
Leadership • Licensing Agreements • Presentations • New Product & Brand Development • P&Ls
Program & Campaign Design • Budgeting • Financial, Market & Business Analysis • Team Building

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CORNERSTONE SALES & MARKETING • 1992 – 2003, 2006 - 2013
National firm specializing in sales and marketing consulting, serving consumer product companies.

Vice President of Sales & Marketing
Designed, launched, and directed strategic sales, branding, and marketing programs for various companies ranging from start-ups to Fortune 500 corporations. Managed $75M in sales and all P&Ls. Aided clients with package designs, pricing, consumer analysis, product positioning, brand management, advertising, promotions, and merchandising. Hired and trained direct sales people and countrywide independent contractors.

Revenue Development:
- Produced over $50M in sales, far exceeding $5M revenue objective for new brand, building and leading team that drove brand from concept to highly profitable returns in 5 short years. Led to the development of new brand generating over $500M in sales for Wal-Mart.
- Rescued client's company from potential $1M loss and gained $2M for company, repackaging bubble bath with licensed NASCAR brand; sold successfully to Sam's Club.

Major Contributions:
- Hired by Fortune 500 company to run all aspects of newly formed division including managing new label product, and growing sales in retail and wholesale sectors.
- Saved small import company from bankruptcy, turned around unprofitable operations, restored profitability, and doubled profit margin; created and executed strategic plan to import higher quality product at higher price point, utilizing Norman Rockwell licensing agreement.

THE BRAND GROUP, LLC • 2003 – 2006
National start-up company selling various consumer products to major mass, food, drug, and specialty retailers with approximately $10M in annual sales.

President
Hired by investment owners to develop new product lines, expertly utilizing licensing agreements. Created and executed strategic sales and marketing plans to drive business and profit growth. Directed and led entire product life-cycle including R&D, contract manufacturing and negotiations, packaging, pricing, consumer analysis, sales management, marketing, promotions, and advertising. Managed all P&Ls. Designed and launched numerous marketing programs. Organized regional and national sponsorship events. Collaborated with outside agencies and PR firms on various campaigns. Hired, trained, developed, and mentored top performing sales and marketing teams. Built several high-impact sales organizations throughout country.

Revenue Growth:
- Added new lucrative revenue stream, overseeing development of new line of children's vitamins from concept through to distribution.
- Generated additional revenue, spearheading development of highly successful line of sports nutrition products; emphasized event marketing, promotions, and customer retention and loyalty programs; hired celebrity athletes as spokespeople and executed licensing agreement.

Major Contributions:
- Increased brand awareness and visibility, creating and launching multiple event and sports sponsorship programs.
- Established and cultivated strategic relationship with industry leader, resulting in products being distributed to over 15,000 stores in 1st 4 months; executed licensing agreement and collaborated on joint promotions.

Highlights:
- Instrumental in product line being acquired by market leader, creating "truck tour" promotion that traveled to events in 25 cities and New York and Chicago marathons.
- Led development and implementation of new interactive website.

COMMUNITY SERVICE

KEY CLUB, Lafayette, Missouri • 2001
- Pioneered highly successful club at local high school specializing in inspiring students to become involved in charity service projects while developing leadership skills.
- Built organization into becoming #1 largest Key Club in the world out of approximately 5,000.

KIWANIS CLUB OF CHESTERFIELD • 2003 – 2004
President
- Oversaw all aspects of operations of large club consisting of collaborating entrepreneurs and professionals aiding local community.
- Grew membership and revenues to highest standing in club's 35-year history, as well as to ranking as 1 of the best of all 2,000 clubs countrywide.
- Worked with Chesterfield City Police for 5 years on Rally In The Valley, a family bike ride of over 500 participants for 5 years.
- Presided over fund raiser that raised enough revenue to purchase a new police car to be used as a DARE vehicle by Chesterfield Police.
- Chief organizer of Chesterfield Civic Prayer Breakfast, that brings together Chesterfield citizens, corporate executives, state and city officials. This event has raised over $250,000 to help under-privilged children.

NOTE: Further employment includes roles as: Vice President of Purchasing, Merchandising & Promotions, Director of Store Planning and Regional Operations Manager over 100+ stores for Major U.S. Retailers. (1988 – 1992). Details on request.

EDUCATION

Business Administration, Penn State University, York, Pennsylvania
Executive Leadership Program, Cornell University, Ithaca, New York
Business Management & Leadership, Cornell University, Ithaca, New York

ELIZABETH J. HARRY

Accomplished Sales and Marketing professional recognized for successfully developing new business, building relationships with key business partners that drive results and creating and executing effective brand building strategies.

- Demonstrates expertise in project management
- Leader of strong, motivated teams
- Boldly influences complex business challenges
- Keen attention-to-detail
- Effective training & development facilitator
- Achieves consistent improvements in profit margin

823 Blossom Lane
Saint Louis, MO 63119
lizharry@gmail.com
(314) 704.1195
www.linkedin.com/in/lizharry

- Account Management
- Business Acumen
- Results Driven
- Planning & Prioritization
- Cross-functional Leadership
- Data Analysis
- Critical Thinking
- New Business Development
- P&L Responsibility
- Concise Communicator
- Strategy Development
- Presentations & Proposals

Brand Excellence Award - TRG Group, 2005
Field Coordinator of the Year - TRG Group, 2004
Retail Partner of the Year - TRG Group, 2003

DIRECTOR OF MARKETING & BUSINESS DEVELOPMENT — OCTOBER 2015 - CURRENT
Simon Property Group — St, Louis, MO

- Partner with General Manager, Operations Director, Guest Services, Maintenance, Security, Housekeeping and Administration to ensure the day-to-day functions of St. Louis Premium Outlets are managed to deliver results and exceed shopper expectations
- Establish partnerships with 90+ tenants reinforcing efforts in support of their businesses increasing sales and traffic
- Forge relationships with influential partners within local Chambers of Commerce, Explore St. Louis, St. Louis Attractions Association, media outlets, businesses and non-profit organizations to ensure that the center is recognized as a valuable asset to the Greater St. Louis and Southern IL areas
- Examine data, customer shopping trends and event and promotional program ROI to create, evaluate and update marketing strategies to promote St. Louis Premium Outlets
- Enhance center's digital presence to increase awareness of St. Louis Premium Outlets/Simon Property Group and each Retailers' promotional and event activity through website updates, email communication and social media messaging across all platforms; Facebook, Twitter and Instagram
- Manage Guest Services (GSM and 4-5 GSR's) ensuring benchmarks are exceeded in the areas of Gift Card Sales, Simon Youth Foundation donations, stroller and wheelchair rental and excellence in Guest Services
- Develop annual Marketing and Business Development Strategic Plans / Budgets and adjust campaigns during the year to achieve objectives and ensure financial goals are attained
- Create, edit and approve print based messaging and branding in partnership with creative services. Including; leasing brochures, maps, directories, on-mall signage, shopper collateral, billboards, tourism materials, magazine advertising, etc.
- Increase sales of media, space and sponsorships of on-property assets, events and promotions to local and regional businesses adding incremental revenue for St. Louis Premium Outlets

NATIONAL SALES MANAGER — JULY 2014 - APRIL 2015
cinda b, USA — Fort Wayne, IN

- Drove sales and brand building efforts for $3.5M women's leisure travel brand
- Managed, educated and increased sales through an experienced network of 50 - 75 independent sales representatives reaching 1000+ national points of distribution
- Created and implemented sales drivers with a cross-functional internal team of Sales, Marketing, Customer Care and Operations
- Analyzed data and market trends to develop marketing strategies, sales tools and programs, direct efforts at retail, provide new product recommendations and suggest sku eliminations
- Advanced new business development efforts in areas of prospecting, securing and managing key accounts - National Department Stores, Amazon.com, eBags and ShoeBuy

ELIZABETH J. HARRY

NATIONAL ACCOUNTS MANAGER NOVEMBER 2010 - JULY 2014
Schroeder & Tremayne, Inc. Saint Louis, MO

- 115% increase in specialty stores sales in 2012 for new branded Housewares product line
- Grew independent retail outlets from 30 to 525 within two years
- Secured Lowe's 735 store holiday Sidestack display in 2013 and won all-store 4 sku program from existing supplier launched August 2014
- Created Martha Stewart private label program with Macy's and internal cross-functional teams. Led areas of Product Development, Packaging / Display Design, Forecasting, P&L Management, Product Testing, Factory and Quality Assurance Audits
- Managed Key Accounts and Private Label Programs with major U.S. retailers and distributors - Macy's, The Container Store, Williams-Sonoma, Lowe's, Menard's, HEB, Publix(KeHE), LaMi, Wegman's.
- Contracted, trained and motivated 15 independent sales groups, with 50+ sales reps, covering the United States
- 110% increase in sales through June 2013 on Amazon.com following Q3 2012 launch.
- Provided data, analysis and recommendations on retail, sales and market trends to guide product development, website and catalog, packaging creation and create compelling sales and marketing programs

ACCOUNT MANAGER JANUARY 2010 - NOVEMBER 2010
Centric Group - Courtesy Products Saint Louis, MO

- Aggressively pursued new account opportunities to gain market share and increase coffee sales
- Identified and built relationships with key decision makers in independent and corporate hotel / motel properties ranging from 40 to 2500+ guest rooms
- Ensured consistent flow of sales by managing prospect pipeline in WA, OR, CA, AZ, ID, UT and NV

MANAGER OF SALES DEVELOPMENT JULY 2009 - JANUARY 2010
Centric Group - TRG Group Saint Louis, MO

- Drove business development initiatives for Travel Gear Division (branded and private label)
- Explored, researched, analyzed and recommended new distribution opportunities - channel and product
- Secured Victorinox Travel Gear as the premium vendor with Macy's and Bloomingdales Wedding & Gift Registry
- Led cross-functional teams including Marketing, Merchandising, Product Strategy, Product Development, Sales and Operations to successfully execute product launches in the marketplace

MANAGER OF SALES BRAND STRATEGY SEPTEMBER 2005 - JULY 2009
Centric Group - TRG Group Saint Louis, MO

- Facilitated day-to-day project management efforts supporting $40M premium branded consumer goods business with 1200 points of distribution
- Planned, organized logistics, managed budgets, created format and developed content for sales meetings and trade shows
- Designed and managed a comprehensive campaign supporting the $1M Macy's Inc. Wedding & Gift Registry programs. Included: consultant training, consumer events, incentive programs, advertising, in-store event support
- Created an Internet Dealer Merchandising Policy and implemented an internet monitoring system to enforce pricing policies (MAPP, RPP) and brand standards within eCommerce channel
- Designed, wrote and produced sales associate training and field sales tools including print, on-line and video
- Developed and implemented reward programs / contests to motivate store sales associates driving retail sales and cost purchases

SR. FIELD COORDINATOR JANUARY 2004 - SEPTEMBER 2005
Centric Group - TRG Group San Francisco, CA

- 25% increase achieved in key account business within first year
- 48% sales growth in Q3 / Q4 2012 at highest volume location, Macy's Union Square, through the placement of a sales associate
- 24% sales increase within first 6 months of account management of two independent specialty store locations
- Executed brand strategies in 85 store locations across Northern CA, OR, WA, NV and CO

FIELD COORDINATOR OCTOBER 2002 - JANUARY 2004
Centric Group - TRG Group Chicago, IL

- Formulated merchandising and training standards maximizing retail opportunities in 100 stores throughout MO, IL, WI, MN and CO
- Negotiated and maintained prime real estate in key accounts focused on visual merchandising to increase inventory turn
- Created and implemented programs at store level to motivate associates driving retail sales

FIELD MANAGEMENT OCTOBER 2000 - OCTOBER 2002
Gap Inc. Saint Louis, MO

- Coordinated everyday functions of $9M business. Responsible for Merchandising, Human Resources and Operations.
- Executed training programs to enhance staff skills in Product Knowledge, Merchandising, Operations and Customer Service
- Promoted 4 times and selected to open 3 new locations in the Saint Louis region

BS, TEXTILE & APPAREL MANAGEMENT AUGUST 2000
University of Missouri Columbia, MO

Davis U. Bethel

315 N Senate Ave, Apt E, Indianapolis, IN 46202
US Phone: 317.287.9644 E-Mail: davisbethel@gmail.com

Results-driven Real Estate Asset Manager with quantifiable successes in managing $500M in retail and mixed-use assets located across the United States. Seeking opportunity to transfer the following skills and in-depth knowledge of asset operations into a similar role.

Key Skills

- Cash Flow Projections & Forecasting
- Capital & Operations Budgeting
- Strategic Asset Planning
- Property Management
- Tenant Relations Management
- MBA, Xavier University
- Lease Analysis & Negotiation
- Variance Reporting
- LEED Green Associate
- Licensed Real Estate Agent

Professional Experience

YES EDUCATION CONSULTING CO., LTD. — **Beijing, China**
CEO — **9/2015 – 2/2016**

Facilitated middle and high school Chinese students to study abroad in the United States.

- Hosted an international class in Guangxi Province for 100 students.
- Provided tutoring, interview preparation, taught cultural differences and analyzed student scores to recommend potential schools based on geographical preferences.

KITE REALTY GROUP — **Indianapolis, IN**
Asset Manager — **3/2011 – 4/2015**

Oversee portfolio of 18 properties (2.4M sq. ft. of retail and 40,000 sq. ft. of office space) valued at over $500M with total annual revenue of $29M and 93% occupancy rate. Manage budgeting of all capital, operating and marketing expenditures. Supervise team of property managers, tenant coordinators, and maintenance staff.

Selected Achievements

- Increased value of portfolio with recommendation to acquire three properties valued at $80M. Recommendation resulted from future cash flow projections and detailed analysis on market data, property conditions and tenant sales.
- Produced $200K in additional revenue in 2014 with new on-site advertising opportunities and short-term leases.
- Directed successful reopening of one of Indianapolis' premier shopping destinations, which included management of the grand openings of Nordstrom Rack and The Container Store.
- Increased tenant retention rate by 10% from 2013 to 2014 through strategic relationship building and raising standards of property operations.

GENERAL GROWTH PROPERTIES — **Chicago, IL**
General Manager, The Shops at Fallen Timbers — **Toledo, OH** — **11/2009 – 3/2011**

Managed 800,000 sq. ft. center anchored by Dillards, JCPenney, Rave Cinemas, Barnes & Noble and Staybridge Suites, with annual NOI of $1.2M and more than 50 tenants.

- Collaborated with Senior Management to develop and implement five-year strategic business plan, with focus on marketing and leasing strategies, to achieve target market position.
- Collected $900K in past-due accounts receivable by effectively resolving co-tenancy issues.
- Established strong relationships with city officials to efficiently attain property goals.

- Directed a marketing staff to create traffic driving events on site: farmers market, Christmas parade, community runs, movie nights, concerts, etc…

Asst. General Manager, Kenwood Towne Centre | **Cincinnati, OH** | **12/2006 – 11/2009**

Directed Security, Housekeeping, Landscaping and Guest Services operations of 1.1M sq. ft. center with NOI of $27M. Developed and maintained relationships with more than 180 tenants. Coordinated local and national marketing programs.

- Reduced expenses by $40K in 2009 through aggressive vendor negotiations and replacements.
- Produced $15K in unanticipated revenue in 2008 through short-term/specialty leasing deals.
- Maintained less than 1% of annual billings on aging report.
- Executed highly successful opening of first Nordstrom store in Cincinnati market through collaboration with Nordstrom's marketing and security teams as well as city officials.

BANKS/DE OLAZARRA PROPERTIES GROUP, INC. | **Hollywood, FL**

Licensed Commercial Real Estate Agent | **12/2004 – 12/2006**

- Leased three portfolios of office and industrial properties in excess of 350,000 sq. ft.
- Prepared and negotiated commercial property leases in excess of 80,000 sq. ft.
- Analyzed market trends in the South Florida marketplace to identify opportunities for current and prospective clients.
- Managed the construction build-out of tenant space in excess of 30,000 sq. ft.

APPROVED MORTGAGE AND REALTY | **Tallahassee, FL**

Licensed Mortgage Broker & Real Estate Salesperson | **12/2003 – 12/2004**

- Financed more than $300K in residential mortgages.
- Identified and analyzed income-producing residential properties.
- Designed, launched and managed company internship program.

HEITMAN | **Chicago, IL**

Financial Analyst Intern | **2001 – 2002**

- Performed financial computations, conducted performance comparisons and maintained financial reports for more than 100 commercial and retail properties valued at $2B.

Education

Xavier University | **Cincinnati, OH**

Master of Business Administration | **2014**

Florida State University | **Tallahassee, FL**

Bachelor of Science, Real Estate | **2005**

Relevant Software Skills

- Proficient in MRI, Salesforce, Syncada and Argus
- Working knowledge of DYNA, JDEdwards

City of
Chesterfield

DATE: December 7, 2016

TO: Michael O. Geisel, City Administrator

FROM: Vickie J. Hass, City Clerk

SUBJECT: Statutory Committee Member Re-Appointments

Mayor Nation intends to nominate the following individuals for re-appointment at the January 4, 2017 City Council meeting:

Architectural Review Board

Richard Clawson (Ward II)
ACI Boland Architects
11477 Olde Cabin Road
St. Louis, MO 63141
Term expired 1/2/17
New two-year term expires **1/2/19**

Matt Adams (Ward II)
Adams Architectural Associates
P.O. Box 230
Chesterfield, MO 63005
Term expired 1/2/17
New two-year term expires **1/2/19**

These re-appointments have the support of the applicable ward Councilmembers. Please list these re-appointments on the January 4 City Council agenda.

PLANNING AND PUBLIC WORKS COMMITTEE

The Planning and Public Works Committee met on Thursday, December 8, 2016.

City Council Policies, PPW 16 - 22.
As more fully detailed in Director of Public Works\City Engineer's Jim Eckrich's memo attached, the Planning and Public Works Committee reviewed staff's recommendations for existing Planning and Public Works policies 16 through 22 and made recommendations as follows:

PW-16 - Minor Changes
PW-17 - Delete
PW-18 – HELD UNTIL NEXT MEETING
PW-19 - Minor Changes
PW-20 - Minor Changes
PW-21 – TO BE ADDRESSED BY PARKS COMMITTEE (PARKLAND ACCEPTANCE)
PW-22 - Delete

BILL NO. 3130 – Harmony Seven (Record Plat)
An ordinance providing for the approval of a record plat and escrow agreements for harmony seven, a 2.75 acre tract of land zoned "R-2" residence district located on the south side of Olive Boulevard west of intersection of Stablestone Drive. (First & second reading; planning commission recommends approval)

The next scheduled meeting of the Planning and Public Works Committee is scheduled for Thursday, 1/5/2017 at 5:30 pm.

If you have any questions, please contact me prior to Wednesday's meeting.

MEMORANDUM

TO: Mike Geisel, City Administrator

FROM: James Eckrich, Public Works Director/City Engineer

SUBJECT: Planning & Public Works Committee Meeting Summary
Thursday, December 8, 2016

A meeting of the Planning and Public Works Committee of the Chesterfield City Council was held on Thursday, December 8, 2016 in Conference Room 101.

In attendance were: **Chair Dan Hurt** (Ward III), **Councilmember Barbara McGuinness** (Ward I), **Councilmember Bridget Nations** (Ward II) and **Councilmember Bruce DeGroot** (Ward IV).

Also in attendance were: Councilmember Guy Tilman, (Ward II); Planning Commission Chair Stanley Proctor; Jim Eckrich, Public Works Director/City Engineer; Justin Wyse, Senior Planner; and Kathy Juergens, Recording Secretary.

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

I. APPROVAL OF MEETING SUMMARY

A. Approval of the November 10, 2016 Committee Meeting Summary

Councilmember Nations made a motion to approve the Meeting Summary of November 10, 2016. The motion was seconded by Councilmember DeGroot and **passed by a voice vote of 4-0.**

II. UNFINISHED BUSINESS

A. **P.Z. 04-2016 US Ice Sports Complex & Valley Gates (Topgolf USA Chesterfield LLC):** A request for a zoning map amendment from an existing "PC" Planned Commercial District to a new "PC" Planned Commercial District for 22.22 acres located north of North Outer 40 Road and east of Boone's Crossing (17T510041, 17T520062, 17T520095, 17T520084).

Even though the Applicant requested that the project be held until the January 5, 2017 meeting, Chair Hurt stated that he requested that it be placed on the agenda. He then pointed out that the project may have to be returned to the Planning Commission for further review because two buildings had been added to the Plan. Per the Applicant's request, Chair Hurt recommended holding the project to the next meeting, however, depending upon what is presented at that time, the Committee will then determine if the project can be forwarded to City Council or if it should be returned to the Planning Commission.

Councilmember McGuinness made a motion to postpone P.Z. 04-2016 US Ice Sports Complex & Valley Gates (Topgolf USA Chesterfield LLC) until the January 5, 2017 Planning and Public Works Committee Meeting. The motion was seconded by Councilmember Nations and **passed by a voice vote of 4-0.**

III. NEW BUSINESS

A. Discussion of Code Amendment to UDC Article 04-01 Architectural Review Standards (McGuinness)

STAFF REPORT
Justin Wyse, Senior Planner, reported that Staff received a request from Councilmember McGuinness to consider a modification to the City's Architectural Standards as they apply to residential properties. Specifically, the request is to consider requiring siding to grade on all residential developments. As a general policy, whenever Staff receives a request such as this from a Councilmember, the request is forwarded to the PPW Committee in order to determine whether Staff should be directed to begin researching the request.

DISCUSSION

Councilmember McGuinness stated that she understands the need for some exposed concrete for basements. However, she would prefer that there be a code requirement addressing this matter within the Architectural Standards.

Councilmember McGuinness made a motion to direct Staff to research, review and work with the appropriate Committees as necessary, to provide a recommendation regarding modifications to Article 04-01 Architectural Review Standards of the Unified Development Code specifically pertaining to finish materials in their relation to grade. The motion was seconded by Councilmember Nations and **passed by a voice vote of 4-0.**

B. Request for Nooning Tree Research (Tilman)

Councilmember Tilman requested historical background relative to alternatives to adding another entrance/exit in the Nooning Tree subdivision. Currently, the Manors, Enclave, the Addition and the Villas all share one non-signaled entrance/exit off of Olive. He had asked Staff to review the subdivision file for any possible summary of this issue. However, there are multiple files to review and due to the time required to research this matter, it is appropriate to obtain the Committee's approval before Staff undertakes such a research project.

Councilmember DeGroot made a motion to direct Staff to research the possibility of another entrance/exit point for the subdivisions of Nooning Tree and Nooning Tree Addition. The motion was seconded by Councilmember Nations and **passed by a voice vote of 4-0.**

C. River Valley Drive Closure Redesign

STAFF REPORT
Jim Eckrich, Public Works Director/City Engineer, gave a presentation on the history of the proposed River Valley Drive closure project. After bids were sought and before Council approval, a River Bend resident contested the property conveyance at 178 River Valley Drive. Chris Graville, City Attorney, concurred that the River Bend Trustees did not have the right to convey easements at 178 River Valley Drive. In an effort to move forward with the project, the property owner across the street at 76 River Valley Drive agreed to convey the property necessary to construct a cul-de-sac. However, this will necessitate a re-design of the cul-de-sac utilizing a portion of the property at 76 River Valley Drive and entirely avoiding the property at 178 River Valley Drive. Mr. Eckrich stated the project re-design could be completed by in-house engineering

staff, but there would be associated out-of-pockets costs of approximately $25,000 for the completion of easement documents, geotechnical and retaining wall design.

Mr. Eckrich presented a drawing of the original design plan. He explained that the cul-de-sac was going to utilize two areas of common ground at 178 River Valley Drive and 180 River Valley Drive. The pavement is estimated to be 7 feet higher than the adjacent ground at the northeastern point of the cul-de-sac and that elevation difference would be graded out over the two adjacent properties. However, since the City must now avoid the parcel at 178 River Valley Drive, a retaining wall will likely be necessary to accommodate the elevation difference.

Mr. Eckrich then presented a drawing of the re-designed cul-de-sac. He explained that the cul-de-sac was shifted approximately 24 feet to the southwest. The re-designed plan allows for 8 feet between the roadside drainage and the property line to allow for construction of a retaining wall, thus a portion of the cul-de-sac will extend outward on the opposite side of the street to the southwest. These improvements will abut against the property/right-of-way line at 76 River Valley Drive. It is potentially possible to construct this without a permanent easement on the parcel at 76 River Valley Drive, however, a temporary construction easement will be required to allow the City to have working room to grade the area and to construct the improvement. In exchange for the property donation, the property owner at 76 River Valley Drive is requesting that an 8 foot high concrete fence/wall be constructed between his property and the new cul-de-sac.

DISCUSSION

In response to Councilmember McGuinness' question, Mr. Eckrich stated that a retaining wall that supports the roadway typically would be maintained by the City.

Councilmember McGuinness stated that it appears as if the roadway will be further off of the property at 76 River Valley Drive so a concrete fence may not be required. Mr. Eckrich stated that is possible because the cul-de-sac would abut their property and will not actually encroach onto their property. If this is the case, it will save the City approximately $28,000. He further stated that this is only a preliminary layout and the property owner has not been contacted yet.

In addition to the $25,000 in design costs, there is an estimated $57,000 in additional construction costs for a total cost increase of $82,000. When added to the original bid of $140,282, and with a 10% contingency added, the total cost of the project is estimated to be $245,000.

(Stanley Proctor, Planning Commission Chair, left the meeting to attend the Architectural Review Board Meeting.)

Mr. Steven Hannah, (293 Ridge Trail Court) President of River Valley Drive Task Force, advised that the Trustees of parcel 178 do have some power to maintain and improve the land. They cannot convey land to build a cul-de-sac, but they may legally be able to allow the City to grade the area thus eliminating the need for the retaining wall. He asked if the Committee wanted him to pursue the matter. Mr. Eckrich responded that the City Attorney would have to research the matter and respond and indicated that some type of easement document would still be required for the grading work. Mr. Hannah stated their neighborhood is ready and willing to look at any and all options in order to move forward with this project. They are absolutely committed and will do anything they can lawfully do to assist the City in its efforts.

Councilmember McGuinness suggested holding this item until the January meeting in order to resolve some of the issues discussed. If a grading easement could be obtained for the 178 parcel, the cul-de-sac could shift 5 to 8 feet to the northeast which would move the cul-de-sac completely off of 76 River Valley Drive and also may eliminate the need for both the retaining wall and the concrete fence. Councilmember DeGroot agreed that a decision tonight is a bit premature and the City needs to discuss this with the property owner at 76 River Valley Drive.

After further discussion, Mr. Eckrich stated that if it is possible to grade on parcel 178, he felt the cul-de-sac could be constructed with very little impact on 76 River Valley Drive. He suggested that it would be more prudent to address the grading issue first before speaking to the property owner at 76 River Valley Drive.

The consensus among the Committee and the residents from River Bend was that first Mr. Eckrich and Mr. Hannah would coordinate a meeting between the City Attorney and the appropriate representatives from River Bend. Second, and if necessary, the residents from River Bend would contact the resident at 76 River Valley Drive to discuss easement negotiation and whether a concrete fence is necessary. Mr. Eckrich stated that City would be willing to attend such a meeting also.

Councilmember McGuinness made a motion to hold the River Valley Drive Closure Redesign project until the January 5, 2017 Planning and Public Works Committee Meeting. The motion was seconded by Councilmember DeGroot and **passed by a voice vote of 4-0.**

D. Public Works and Parks Policies 16 – 22

STAFF REPORT

Jim Eckrich, Public Works Director/City Engineer, stated that in a continuing effort to review all City Council policies to ensure those policies are current and accurate, Policies 16 – 22 are being presented for review.

Mr. Eckrich presented the following recommendations:

Policy 16 **Snow Removal Services-New Development:** Recommend clarifying that the City will not assume responsibility for snow removal on streets that are to remain private along with a few minor revisions.

Councilmember McGuinness made a motion to approve Public Works and Parks Policy 16, as recommended by Staff, and forward it to City Council with a recommendation to approve. The motion was seconded by Councilmember Nations and **passed by a voice vote of 4-0.**

Policy 17 **Change Orders:** Recommend deleting this Policy as change orders are approved by the Public Works Director in an amount not to exceed that which has been authorized by City Council as part of the approval of the project.

Councilmember McGuinness made a motion to delete Public Works and Parks Policy 17, as recommended by Staff, and forward it to City Council with a recommendation to approve. The motion was seconded by Councilmember DeGroot and **passed by a voice vote of 4-0.**

Policy 18 **Maintenance of Storm Sewers, Detention Basins, and Open Channels:** The existing Policy was written prior to MSD having jurisdiction for storm water in the City. The new policy clarifies that storm sewers are maintained by MSD and that the City does not maintain detention basins or open channels on private property.

DISCUSSION

Chair Hurt stated that in the past when the City encountered a storm sewer blockage and MSD was not responsive, the City took care of it. He does not want to establish a City Policy that would restrict the City's ability to step in when MSD is not responsive. Mr. Eckrich stated that if the City is aware of a blockage, it is reported to MSD. If MSD cannot immediately address the issue and property is being threatened, the City's maintenance crew will address the matter as an emergency. However, the City Public Works Staff does not actively pursue storm sewer maintenance which is the responsibility of MSD. He stated that he is not proposing any change in the manner in which this is addressed, only an improvement in the Policy. The existing policy is simply not accurate and states the City maintains structures that MSD maintains. Chair Hurt suggested approving it as revised but he would like City Attorney Chris Graville to review the policy before it is presented to City Council. Councilmember DeGroot disagreed with Chair Hurt and stated that the Policy should be held until the matter is addressed by the City Attorney. Councilmember DeGroot believes the policy as written prohibits City staff from removing a blockage in an emergency situation.

After further discussion, it was agreed to hold Policy 18 until the next group of Policies are presented for review.

Councilmember McGuinness made a motion hold Public Works and Parks Policy 18 for further clarification by the City Attorney. The motion was seconded by Councilmember Nations and **passed by a voice vote of 4-0.**

Policy 19 Storm Water in Chesterfield Valley: Recommend a new policy which delineates the storm water requirements for development in Chesterfield Valley.

STAFF REPORT

Mr. Jim Eckrich, stated that the City has an overall Chesterfield Valley Master Storm Water Plan, which was formerly known as the "Booker Plan." Developers must adhere to the requirements of the Storm Water Master Plan if they are to build in Chesterfield Valley. If for some reason it is not feasible to meet the requirements, developers may elect to propose storm water improvements that are functionally equivalent to the required improvements. In such cases, the developer submits their plan to the City for thorough review. If it is determined there will be no adverse impact and it provides the same hydraulic function, connectivity and system-wide benefits, then the City has the authority to approve the modification because it is functionally equivalent.

Chair Hurt stated any deviations from the Master Plan have significant ramifications in managing the Chesterfield Valley storm water. This is a short policy attempting to explain something that is very complicated.

Councilmember DeGroot indicated he opposed the Policy change for the reason that the existing Policy is short and concise. He thought Mr. Eckrich did a good job in drafting the new policy, but prefers the shorter policy.

Councilmember Nations made a motion to approve Public Works and Parks Policy 19, as recommended by Staff, and forward it to City Council with a recommendation to approve. The motion was seconded by Chair Hurt and **passed by a voice vote of 3-1** (with Councilmember DeGroot voting no).

Policy 20 **Development Construction Inspection:** Recommend a new policy which details the types of inspections conducted for development in the City and that inspection fees are established in the Municipal Code.

Councilmember Nations made a motion to approve Public Works and Parks Policy 20, as recommended by Staff, and forward to City Council with a recommendation to approve. The motion was seconded by Councilmember DeGroot and **passed by a voice vote of 4-0.**

Policy 21 **Parkland Criteria:** Recommend no change at this time. Tom McCarthy, Director of Parks, Recreation and Arts, will be submitting this Policy to the Parks, Recreation, and Arts Committee for review.

There was no action taken on Public Works and Parks Policy 21.

Policy 22 **Warning Tickets and Towing on Snow Routes:** Recommend deleting this Policy as this matter is covered in Public Health and Safety Policy #14.

Councilmember Nations made a motion to delete Public Works and Parks Policy 22, as recommended by Staff, and forward to City Council with a recommendation to approve. The motion was seconded by Councilmember DeGroot and **passed by a voice vote of 4-0.**

[Please see the attached report prepared by Jim Eckrich, Public Works Director/City Engineer, for additional information on Public Works and Parks Policies 16-22.]

III. OTHER

A. Snow Removal Recoupment Program for Private Streets Data Requested by PPW Committee.

Mr. Jim Eckrich stated during the previous Planning and Public Works Committee meeting, there were several questions regarding private streets and provided the following information.

- There are 50 subdivisions participating in the program with a total of 25.35 miles of private streets.
- There are 12 subdivisions, 2.83 miles of private streets, which appear to be eligible for the program but who do not participate. If these subdivisions were to participate in the program, the financial impact is estimated to be $18,000 annually.
- There are 21 subdivisions which are ineligible for the program due to gates. These subdivisions contain 14.9 miles of private streets. If these subdivisions were to participate, the financial impact is estimated to be $97,000 annually.
- Aside from the 43 miles of private streets, there are an additional 17 miles of private streets that are not eligible for the program. They include commercial developments, apartments and other roads in undeveloped subdivisions.

DISCUSSION

When advertising the program to the non-participating, eligible subdivisions, Councilmember DeGroot recommended the letter state that the program is not retroactive. He also suggested that Staff contact City Attorney Chris Graville prior to mailing the letter to ensure subdivisions cannot request money from previous years. Mr. Eckrich stated he would contact Mr. Graville and send the letter if Mr. Graville corroborates the Staff opinion that the subdivisions are not eligible for snow removal costs from previous years.

B. Accident Debris Cleanup

Councilmember Tilman inquired as to who is responsible for cleaning up debris after an accident. Mr. Eckrich stated that whoever is responsible for the roadway is responsible for the cleanup. The Police Department or Fire Department will typically remove debris after an accident. Councilmember Tilman stated that he will bring up the issue at the next Public Health and Safety committee meeting.

C. Schoettler Road Left-Turn Lane

Chair Hurt advised the Committee that he will be requesting money In January for a left-turn lane on Schoettler Road. He stated there has been an on-going effort to improve safety on Schoettler Road.

IV. ADJOURNMENT

The meeting adjourned at 6:27 p.m.

For Council Packet 1/4/2017 mr

DATE: December 9, 2016

TO: Michael O. Geisel, P.E.
City Administrator

FROM: James A. Eckrich, P.E.
Public Works Director / City Engineer

RE: Public Works and Parks Policies 16 - 22

As you have directed, the City Staff has begun the process of comprehensively reviewing all City Council policies to ensure those policies are current and followed. There are 53 policies in the Public Works and Parks portion of the City Policy Manual. City Council has reviewed and approved, deleted, or modified Policies 1 – 15. I am hereby submitting my recommendations for Policies 16 – 22. A summary of the recommendations for each Policy is as follows:

16) Snow Removal Services – New Development: Recommend minor revisions, the most substantial of which clarifies that the City will not assume responsibility for snow removal on streets which are to remain private. *PPW recommended approval 4-0.*

17) Change Orders: Recommend deleting this Policy. Change Orders are approved by the Public Works Director in an amount not to exceed that which has been authorized by City Council as part of the approval of the project. *PPW recommended approval 4-0.*

held until next meeting

18) Maintenance of Storm Sewers, Detention Basins, and Open Channels: The existing Policy was written prior to MSD having jurisdiction for storm water in the City of Chesterfield. The new policy clarifies that storm sewers are maintained by MSD, and that the City of Chesterfield does not maintain detention basins or open channels on private property. *PPW was concerned this policy revision would preclude City maintenance staff from addressing blockages in creeks, pipes, or inlets that require immediate action. PPW voted 4-0 to ask the City attorney to review this Policy and provide an opinion. This Policy will be held until the next block of policies is submitted to PPW.*

19) Storm Water in Chesterfield Valley: Recommend a new Policy which delineates the storm water requirements for development in Chesterfield Valley. *PPW recommended approval 3-1 (DeGroot opposed).*

20) Development Construction Inspection: Recommend a new Policy which details the types of inspections conducted for development in the City of Chesterfield. Inspections fees are established in Section 31-09-03 of the Chesterfield Municipal Code. *PPW recommended approval 4-0.*

21) Parkland Criteria: Recommend no change at this time. Mr. McCarthy will be submitting this Policy to the Parks, Recreation, and Arts Committee for review. *PPW took no action. To be considered by Parks, Recreation, and Arts Committee at a later date.*

22) Warning Tickets and Towing on Snow Routes: Recommend deleting this Policy. This matter is covered in Public Health and Safety Policy #14, a copy of which is attached. *PPW recommended approval 4-0.*

Action Recommended

This matter should be submitted to City Council for approval. The next set of policies will be submitted to PPW in early 2017.

Existing Policy

CITY OF CHESTERFIELD
POLICY STATEMENT

PUBLIC WORKS		**NO.**	16
SUBJECT	Snow Removal Services	**INDEX**	PW
DATE ISSUED	6/21/1993	**DATE REVISED**	

POLICY

The City of Chesterfield will assume responsibility for the plowing of snow on streets which have not yet been officially accepted, within subdivisions which are presently under construction, if the following criteria are met:

A. The streets to be plowed are to be dedicated as public streets and must have been inspected, approved and ninety (90%) percent of the escrow funds released. The developer agrees to immediately remove any mud or debris from streets that may result from construction equipment or other causes. Access must be from public streets and on a continuous finished roadway pavement. Storm water systems should be completed and detention should be operational. Grading should be completed as to prevent mud and other debris from washing onto the street.

B. A hold-harmless agreement must be signed by the developer releasing the City from any responsibility for damage caused to said streets.

C. The developer must agree to have all equipment and construction-related items out of the right-of-way during the snow removal process.

D. A new subdivision needs to be only 50% occupied and snow removal services will not be tied to the actual issuance of occupancy permits.

RECOMMENDED BY:

MOGeraf _______________ 3/10/99
Department Head/Council Committee (if applicable) **Date**

APPROVED BY:

Michael G Herring _______________ 3-10-99
City Administrator **Date**

_______________ _______________
City Council (if applicable) **Date**

Proposed Policy

CITY OF CHESTERFIELD
POLICY STATEMENT

PUBLIC WORKS		**NO.**	16
SUBJECT	Snow Removal Services – New Development	**INDEX**	PW
DATE ISSUED	6/21/1993	**DATE REVISED**	11/9/2016

POLICY

In accordance with City Code 31-02-12E, developers are responsible for snow removal until the date a street is accepted by the City for public maintenance.

However, upon written request from the developer, the City of Chesterfield will assume responsibility for snow removal on streets which have not yet been officially accepted for public maintenance, within developments which are presently under construction, if the following criteria are met.

A. The street(s) to be plowed are to be dedicated as public streets and must have been inspected, approved, and ninety (90%) percent of the escrow funds released. Access must be from public streets and the street must be a continuous and finished roadway pavement including necessary cul-de-sacs. Storm water systems shall be completed and detention shall be operational. Grading must be completed in order to prevent mud and other debris from washing onto the street.

B. A hold-harmless agreement must be signed by the developer releasing the City from any responsibility for damage caused to said street(s).

C. The developer must agree to have all equipment and construction-related items out of the right-of-way during the snow removal process and to immediately remove any mud and debris from all streets.

D. At least 50% of the proposed buildings/houses in the development must be completed and occupied.

The City will not assume responsibility for snow removal for streets that are to remain private.

RECOMMENDED BY:

______________________________________ ______________

Department Head/Council Committee (if applicable) **Date**

APPROVED BY:

______________________________________ ______________

City Administrator **Date**

______________________________________ ______________

City Council (if applicable) **Date**

Existing Policy
Recommend Delete

CITY OF CHESTERFIELD
POLICY STATEMENT

PUBLIC WORKS		**NO.**	17
SUBJECT	Change Orders	**INDEX**	PW
DATE ISSUED	7/19/1993	**DATE REVISED**	

POLICY

Change orders in Capital Reconstruction can be approved by PW/P Committee.

RECOMMENDED BY:

MOTasi _______________ 3/10/99
Department Head/Council Committee (if applicable) **Date**

APPROVED BY:

Michael G. Herring _______________ 3-10-99
City Administrator **Date**

_______________ _______________
City Council (if applicable) **Date**

Existing Policy

CITY OF CHESTERFIELD
POLICY STATEMENT

PUBLIC WORKS		**NO.**	18
SUBJECT	Maintenance of Storm Sewers, Detention Basins, & Open Channels	**INDEX**	PW
DATE ISSUED	7/19/1993	**DATE REVISED**	

POLICY

Storm Sewers
The City maintains those underground, improved storm sewers, which convey water from a public way, and maintains those sewers only to the point of discharge. In such cases, the City is not required to restore properties, e.g. driveways, landscaping, sprinklers systems, and/or fences. In no event will the City be responsible for reparation of structures or trees placed within recorded easements.

The City will repair underground, improved storm sewers, which do not convey water from a public way only if all of the following criteria are met:

1. They connect to the improved public storm sewer system.

2. They are within existing, or newly dedicated public easements.

3. Sufficient budgetary resources remain for the proposed repair.

4. They are not part of an internal stormwater drainage system within a commercial, industrial, or multi-family development. An internal storm sewer system refers to that portion of a system which collects and transports water solely from within the development. Those sewers which convey water from adjacent properties or continue through a development are not considered to be internal.

5. The sewer benefits more than one property owner. For example, the sewer receives stormwater from two or more properties or the storm sewer crosses a property line.

Repairs are limited to storm sewer structures and underground conduits. No repairs will be considered to improve or restore grading, flow, or erosion adjacent to a storm sewer.

City staff will determine which projects shall be completed by in-house personnel and designate those projects which require the expertise of outside contractors.

Expenditures for an individual project shall be limited to $20,000 of Chesterfield funding. Any project exceeding $5,000 in cost, which is to be performed by outside contractors, must be bid in conjunction with City purchasing requirements. Any project, for which outside contractors are to be used, will be submitted to MSD for possible funding support, assuming such funds are available and the timing of said project will not be negatively impacted by such application. Project prioritization and scheduling for all projects shall be determined by City Staff, but shall be reviewable, at any time, by the Public Works/Parks Committee. All projects shall be subject to the availability of current funding.

Project exceeding $20,000 are to be considered in conjunction with the annual capital improvement budget.

Detention Basins
The City does not maintain detention or retention basins. Maintenance of storm sewers flowing into a detention/retention basin shall cease one structure above the discharge into the basin and shall recommence at the first structure downstream of the basin.

Open Channels
The City does not maintain open channels or overland flow. City crews will remove those obstructions and blockages, which endanger public facilities. In an effort to provide for uniform flow and protection of properties, the City will attempt to clear obstruction/blockages of major drainage channels as funds are available and if adjacent residents provide reasonable access.

RECOMMENDED BY:

M O Teis [signature] 3/10/99

Department Head/Council Committee (if applicable) **Date**

APPROVED BY:

Michael G. Herring [signature] 3-10-99

City Administrator **Date**

City Council (if applicable) **Date**

Proposed Policy

CITY OF CHESTERFIELD
POLICY STATEMENT

PUBLIC WORKS		**NO.**	18
SUBJECT	Maintenance of Storm Sewers, Detention Basins, & Open Channels	**INDEX**	PW
DATE ISSUED	7/19/1993	**DATE REVISED**	11/9/2016

POLICY

Storm Sewers

Public storm sewers are maintained by the Metropolitan St. Louis Sewer District (MSD), formed by Charter in 1954, which was later amended in 2000 and 2012. When the City of Chesterfield becomes aware of a deficiency with a public sewer it shall report the deficiency to MSD and temporarily place cones, barrels, barricades, or other traffic control / protection devices around the deficiency to protect the public.

To the extent that there are any private storm sewers or facilities located in the public right of way, those storm sewers and facilities are maintained by the agency responsible for the public right of way. Private storm facilities on private property are the responsibility of the property owner.

Road culverts open on both sides are maintained by the agency responsible for the road.

Detention Basins

The City of Chesterfield does not maintain detention or retention basins. Generally the maintenance of public storm sewers flowing into a detention/retention basin ceases one structure above the discharge into the basin and resumes at the first structure downstream of the basin. The exact location of MSD / private ownership can be ascertained by reviewing property records or contacting MSD.

Open Channels

The City of Chesterfield does not maintain open channels or overland flow. The City of Chesterfield will not correct erosion problems on private property. If debris is blocking a creek the City will contact MSD and request that the debris is removed. City crews will only remove those obstructions and blockages which endanger public facilities.

RECOMMENDED BY:

Department Head/Council Committee (if applicable)	**Date**

APPROVED BY:

City Administrator	**Date**
City Council (if applicable)	**Date**

Existing Policy

CITY OF CHESTERFIELD
POLICY STATEMENT

PUBLIC WORKS		**NO.**	19
SUBJECT	Stormwater in Chesterfield Valley - Booker Plan	**INDEX**	PW
DATE ISSUED	1/03/1994	**DATE REVISED**	

POLICY

Developments within the Chesterfield Valley, that have approved development or improvement plans which do not reflect the improvements required by the "Booker Plan", are required to demonstrate that the proposed improvements are "functionally equivalent" to the "Booker plan". In the event the previously approved improvements are not functionally equivalent, the site stormwater must be re-designed to conform to the functional requirements of the "Booker plan".

RECOMMENDED BY:

MOToole ________________ 3/10/99

Department Head/Council Committee (if applicable) **Date**

APPROVED BY:

Michael G Herring ________________ 3-10-99

City Administrator **Date**

________________ ________________

City Council (if applicable) **Date**

Proposed Policy

CITY OF CHESTERFIELD
POLICY STATEMENT

PUBLIC WORKS		**NO.**	19
SUBJECT	Storm Water in Chesterfield Valley	**INDEX**	PW
DATE ISSUED	1/03/1994	**DATE REVISED**	11/9/2016

POLICY

For all development in the Chesterfield Valley (an area roughly bounded by the Missouri River on the north, Eatherton Road on the west, the Missouri Central Railroad on the south, and Bonhomme Creek on the east, most of which is encompassed by the Monarch-Chesterfield levee system), the following criteria regarding storm water must be followed:

- The developer shall be responsible for construction of any required storm water improvements per the Chesterfield Valley Master Storm Water Plan, as applicable, and shall coordinate with the owners of the properties affected by construction of the required improvements. In the event that the ultimate required improvements cannot be constructed concurrently with the development, the developer shall provide interim drainage facilities and establish sufficient escrows as guarantee of future construction of the required improvements, including removal of interim facilities. Interim facilities shall be sized to handle runoff from the 100-year, 24-hour storm event as produced by the Master Storm Water Plan model. The interim facilities shall provide positive drainage and may include a temporary pump station, if necessary. Interim facilities shall be removed promptly after the permanent storm water improvements are constructed.

- The developer may elect to propose alternate geometry, size and/or type of storm water improvements that are functionally equivalent to the required improvements per the Chesterfield Valley Master Storm Water Plan. Functional equivalence is said to be achieved when, as determined by the Public Works Director, the alternate proposal provides the same hydraulic function, connectivity, and system-wide benefits without adversely affecting any of the following: water surface profiles at any location outside the development; future capital expenditures; maintenance obligations; equipment needs; frequency of maintenance; and probability of malfunction. The City will consider, but is not obligated to accept, the developer's alternate plans. If the Public Works Director determines that the developer's proposal may be functionally equivalent to the Chesterfield Valley Master Storm Water

Plan improvements, hydraulic routing calculations will be performed to make a final determination of functional equivalence. The Director will consider the developer's proposal, but is not obligated to have the hydraulic analysis performed if any of the other criteria regarding functional equivalence will not be met. The hydraulic routing calculations regarding functional equivalence may be performed by a consultant retained by the City of Chesterfield. The developer shall be responsible for all costs related to consideration of an alternate proposal, which shall include any costs related to work performed by the consultant.

- The developer shall provide all necessary Chesterfield Valley Storm Water Easements to accommodate future construction of the Chesterfield Valley Master Storm Water Plan improvements, and depict any and all Chesterfield Valley Master Storm Water Plan improvements on the Site Development Plan(s) and Improvement Plans. Maintenance of the required storm water improvements shall be the responsibility of the property owner unless otherwise noted.

- All Chesterfield Valley Master Storm Water Plan improvements, as applicable, shall be operational prior to the paving of any driveways or parking areas unless otherwise approved.

RECOMMENDED BY:

______________________________	____________
Department Head/Council Committee (if applicable)	**Date**

APPROVED BY:

______________________________	____________
City Administrator	**Date**
______________________________	____________
City Council (if applicable)	**Date**

Existing Policy

CITY OF CHESTERFIELD
POLICY STATEMENT

PUBLIC WORKS		**NO.**	20
SUBJECT	Inspection Fees	**INDEX**	PW
DATE ISSUED	1/03/1994	**DATE REVISED**	

POLICY

The following project related inspection services, will be charged at a rate of $30 per hour:

1. Inspections during construction of required improvements. These improvements include, but are not limited to; sidewalks, streets, sewers, grading, detention, re-establishment of vegetation, lighting, water supply, drive aprons, landscaping, monumentation, gaurdrail, utility relocation, and fencing.

2. Inspections necessary to monitor status of construction and compliance with ordinances. Those inspections necessary to continuously monitor ongoing construction and to ensure compliance with City requirements. Typically, these inspections involve inspection personnel visiting the site, conducting inspections, noting site conditions, and/or monitoring site siltation control.

3. Inspections necessary for issuance of an Occupancy permit. These inspections include, but are not limited to; lot grading, sidewalk, street trees, drainage, operational function of required improvements such as manholes, swales, berms, walls, and storm sewers.

4. Inspections necessary to authorize escrow releases and to recommend acceptance of improvements. These inspections are done at the request of the developer/contractor as facilities or phases are completed.

5. Inspections resulting from resident concerns or questions would not normally result in inspection charges. However, if City staff determines that resident request requires corrective action to bring the site or lot into conformance with the approved plans or accepted standards, subsequent inspections, re-inspections, or time required to resolve such site deficiencies will be charged at the regular rate.

6. Inasmuch as the City incurs additional cost for inspections conducted outside of normal working hours, 8:00 a.m. to 5:00 p.m., Monday through

Friday, any inspections outside of the normal work hours will be charged by applying a multiplier of one and one-half times the hourly rate. This multiplier should only apply to those inspection hours conducted outside of the normal work day.

7. Inasmuch as the City has an established cost of overhead and administrative expenses, application of inspection fees will involve only hourly City personnel. Inspections or site monitoring conducted by salaried staff will not be charged to the Developer or contractor.

RECOMMENDED BY:

MDGear | 3/10/99

Department Head/Council Committee (if applicable) | Date

APPROVED BY:

Michael S. Jennings | 3-10-99

City Administrator | Date

City Council (if applicable) | Date

Proposed Policy

CITY OF CHESTERFIELD
POLICY STATEMENT

PUBLIC WORKS		**NO.**	20
SUBJECT	Development Construction Inspections	**INDEX**	PW
DATE ISSUED	1/03/1994	**DATE REVISED**	11/9/2016

POLICY

Inspection services are provided by the City of Chesterfield when a grading permit is issued or improvement plans are accepted by the City of Chesterfield. Inspection fees are paid by the developer or permittee in accordance with section 31-09-03 of the City of Chesterfield Municipal Code. The inspections generally include the following:

1. Inspections of required improvements which are established as part of a ~~subdivision escrow. These improvements include, but are not limited to:~~ sidewalks, streets, sewers, grading, detention, re-establishment of vegetation, lighting, water supply, drive aprons, common ground landscaping, monumentation, guardrail, utility relocation, and fencing.
2. Inspections necessary for compliance with the accepted Storm Water Pollution Prevention Plan (SWPPP).
3. Inspections necessary for issuance of an Occupancy permit. These inspections include, but are not limited to: lot grading, sidewalk, street trees, drainage, swales, berms, walls, and sanitary / storm sewers.
4. Inspections necessary to authorize escrow releases and acceptance of improvements at the written request of the developer/contractor.
5. Inspections necessary to monitor the status of on-going construction and to ensure compliance with City ordinances and requirements.

RECOMMENDED BY:

Department Head/Council Committee (if applicable) **Date**

APPROVED BY:

City Administrator **Date**

City Council (if applicable) **Date**

Existing Policy
To be reviewed by
PR+A Committee

CITY OF CHESTERFIELD
POLICY STATEMENT

PUBLIC WORKS		**NO.**	21
SUBJECT	Parkland Criteria	**INDEX**	PW
DATE ISSUED	2/07/1994	**DATE REVISED**	

POLICY

Guidelines for evaluation of parkland sites:

A. Minimum size of three acres; less if contiguous to existing public land (e.g. school, park, etc.). Accessibility to a public street, unless an addition to an existing public property with access.

B. At least twenty-five percent of the area contain grades of not more than four percent. However, when a site's uniqueness lends itself to a special park plan, i.e. trails or passive, it may be acceptable.

C. Free of controllable environmental contamination.

D. Any neighboring areas disturbed during construction activity will appropriately restored and ground cover established.

RECOMMENDED BY:

MOGeal — 3/10/99

Department Head/Council Committee (if applicable) — **Date**

APPROVED BY:

Michael G Herring — 3-10-99

City Administrator — **Date**

City Council (if applicable) — **Date**

Existing Policy
Recommend Delete

CITY OF CHESTERFIELD
POLICY STATEMENT

PUBLIC WORKS		**NO.**	22
SUBJECT	Warning Tickets and Towing on Snow Routes	**INDEX**	PW
DATE ISSUED	2/7/1994	**DATE REVISED**	

POLICY

Warning tickets will be issued on a City-wide basis; vehicles parked on designated snow routes will be ticketed and vehicles will be towed with authorization from the on-duty Public Works supervisor.

RECOMMENDED BY:

M O Teasy ___ 3/10/99
Department Head/Council Committee (if applicable) **Date**

APPROVED BY:

Michael G. Herring ___ 3-10-99
City Administrator **Date**

___ ___
City Council (if applicable) **Date**

Existing Public Health Safety Policy

CITY OF CHESTERFIELD
POLICY STATEMENT

PUBLIC HEALTH & SAFETY		**NO.**	14
SUBJECT	Snow Removal & Parking Enforcement	**INDEX**	PD
DATE ISSUED	1/29/2009	**DATE REVISED**	4/20/16

POLICY

I. PURPOSE

This policy establishes the procedure for management of parked vehicles on public streets in conjunction with snow removal operations within the City of Chesterfield. The Department of Public Services primary objective during the winter storm season is to provide safe travel on all centerline miles of city streets for all motorists. The purpose of the Snow and Ice Control Plan is to organize snow and ice removal efforts in order to provide the highest level of service while doing so in the most cost effective and efficient manner.

II. GENERAL

The Department of Public Services will initiate snow removal operations in accordance with the City's Snow and Ice Control Plan.

III. PROCEDURE

During snow removal operations, the Police Department shall take the following actions:

A. Snow Routes

The City's code, specifically Appendix C, Model Traffic Ordinance, Schedule XVI. Priority Snow Routes, establishes designated "snow routes" where vehicular parking is prohibited when there are accumulations of snow or ice of more than two (2) inches.

The Department of Public Services is responsible for erecting appropriate signs along designated snow routes.

Moving/Ticketing vehicles: Police will, acting on their own initiative and at the officer's discretion, attempt contact of owner to have a vehicle moved and/or will issue warning or parking violation summonses as determined appropriate depending on the situation at hand.

Police will tow vehicles from Snow Routes only at the request of a Public Services Supervisor. A summons shall be issued for towed vehicles.

B. All other streets (Non designated - Snow Routes)

Section 18-109 (16) of the City's Code of Ordinances, prohibits stopping or parking a vehicle upon any portion of the road so as to obstruct emergency snow removal operations. The provision of this section of code does not require any specific snow or accumulation, simply an occurrence during any snow removal operation where a stopped or parked vehicle obstructs City's snow removal operations.

Moving/Ticketing vehicles: Police will, acting on their own initiative and at the officer's discretion, attempt contact of owner to have a vehicle moved.

In the event a Public Services responder is prevented, significantly impaired or delayed in their snow removal due to stopped or parked vehicles, the responder will notify their Public Services Supervisor who will communicate with the Police Supervisor to determine an appropriate action.

Police will take NO action regarding written warnings, summonses, or the towing of vehicles unless specifically requested to do so by a Public Services supervisor.

RECOMMENDED BY:

_______________________________________ _______________

Department Head/Council Committee (if applicable) **Date**

APPROVED BY:

_______________________________________ _______________

City Administrator **Date**

City Council (if applicable) **Date**

City Council Memorandum

Department of Public Services

To: Michael O. Geisel, City Administrator

From: Aimee Nassif, Planning and Development Services Director

Date: December 27, 2016

CC Date: **January 4, 2017**

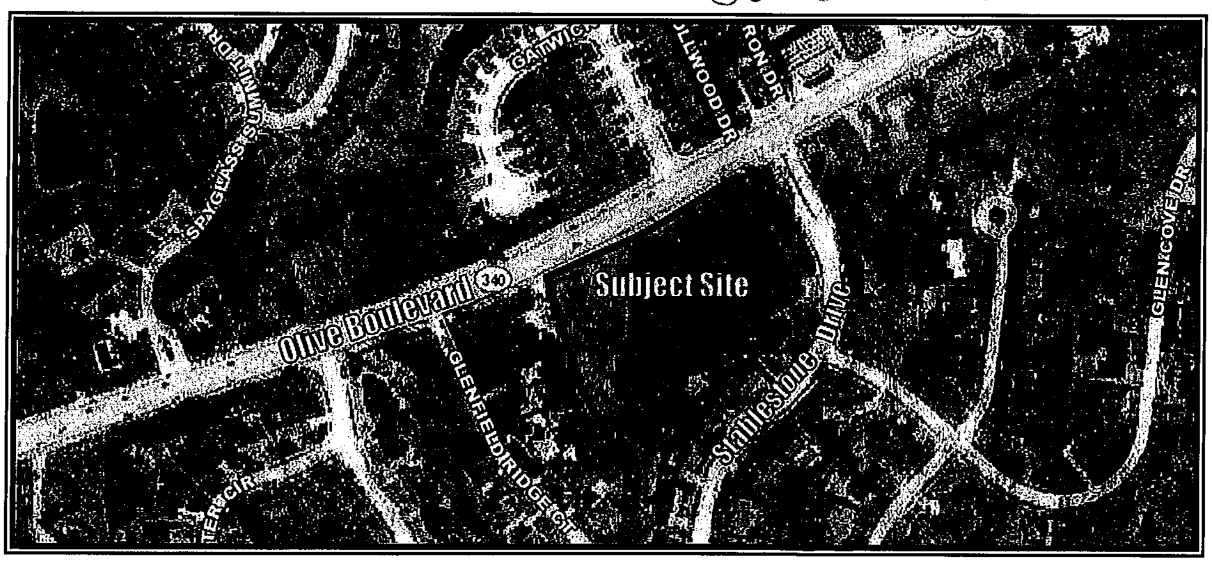
Re: **Harmony Seven (Record Plat)**: A Record Plat for a 2.75 acre tract of land zoned "R2" Residential District located on the south side of Olive Boulevard and west of its intersection with Stablestone Drive.

Harmony Seven, LLC has submitted a request for a Subdivision Plat for a 2.75 acre tract which proposes six (6) new lots and a public street. The purpose of this plat is to establish the six (6) lots for development and to provide for necessary infrastructure.

On November 14, 2016, the Planning Commission recommended approval of the Record Plat for the subdivision of Harmony Seven with a vote of 9-0.

Attached to the legislation, please find a copy of the Record Plat and Escrow Agreements.

See Bill #3130



FINANCE AND ADMINISTRATION COMMITTEE

The Finance and Administration Committee of the Whole met on Monday 11/28/2016, and there are several items which are to be dealt with at Monday's meeting.

City Council Policies, F&A #1 - 5.
As more fully detailed in City Clerk Vickie Hass' memo attached, the Finance and Administration Committee reviewed staff's recommendations for existing Finance and Administration policies 1 through 5 and made recommendations as follows:
FA-1 – Delete
FA-2 – Delete
FA-3 – Revise to incorporate policies #11, #16 and #21, thereby concurrently eliminating those three policies.
FA-4 – Delete
FA – 5 Revise to incorporate policy #32, thereby concurrently eliminating that policy.

Next Meeting
The next subsequent meeting of the F&A Committee of the Whole meeting is scheduled for Monday, January 23rd, 2017 at 5:30 pm.

If you have any questions, please contact me prior to Wednesday's meeting.

City of Chesterfield

DATE: December 21, 2016

TO: Michael O. Geisel, City Administrator

FROM: Vickie J. Hass, City Clerk

SUBJECT: City Council Policies 1-5

The Finance & Administration Committee of the Whole met on Monday, November 28, 2016 and recommended the following Policy revisions/deletions. Please add this item to the January 4, 2017 City Council agenda for approval.

1) **City Council Committee Organization**: Recommend deleting this policy because there is an existing ordinance pertaining to committee organization.

2) **Committee Agenda**: Recommend deleting this policy, because it has been normal practice over the years and the policy is not necessary.

3) **Membership – Non-Statutory Committees**: Recommend revising the policy as shown in the attachment. This policy is closely related to F&A Policy Nos. 11, 16 and 21. In the interest of being more efficient, we recommend these four policies be combined into one, thereby deleting F&A Nos. 11, 16 and 21.

4) **Meeting Room Reservations**: Recommend deleting this policy. The contents of this policy have been included in the recently revised PW Policy No. 44.

5) **Speakers – City Council Meetings**: Recommend revising the policy as shown in the attachment. This policy is closely related to F&A Policy No. 32, and in the interest of being more efficient, we recommend the two policies be combined into one, thereby deleting F&A No. 32.

CITY OF CHESTERFIELD
POLICY STATEMENT

Existing Policy
Recommend Delete

CITY COUNCIL		**NO.**	1
SUBJECT	City Council Committee Organization	**INDEX**	CC
DATE ISSUED	7/18/88	**DATE REVISED**	

POLICY

The four (4) standing Committees of the City Council are as follows:

(1) Finance and Administration
(2) Public Works/Parks
(3) Planning Department
(4) Public Health and Safety

Each Committee will be composed of one (1) Councilmember from each of our four (4) Wards. Each member of the City Council will serve on no more than two (2) Committees. The Mayor and City Administrator will serve as ex-officio members of each standing Committee. The Chairperson for each Committee will be that person having the greatest amount of seniority. However, the Mayor may select the Chairperson, with each Ward having one of its representatives serving as a Chairperson of at least one Committee.

Each meeting of the standing Committees described above will be coordinated by the City Administrator. At said City Council meeting, the Chairperson for the Committee will present the specific recommendations as developed by his/her Committee.

The Mayor, City Administrator, Chairperson of the Committee or a member of the Committee will refer items to a given Committee. Should an item arise at any given meeting of the City Council, the Mayor could refer the item to the appropriate Committee for discussion and development of a recommendation. No meeting of a standing Committee should occur unless three (3) members of said Committee, including the Chairperson, can attend.

RECOMMENDED BY:

Marty DeMay — 5-17-99

Department Head/Council Committee (if applicable) — **Date**

APPROVED BY:

Michael G. Herring — 5-17-99

City Administrator — **Date**

City Council (if applicable) — **Date**

CITY OF CHESTERFIELD
POLICY STATEMENT

Existing Policy
Recommend Delete

CITY COUNCIL		**NO.**	2
SUBJECT	Committee Agendas	**INDEX**	CC
DATE ISSUED	1/23/89	**DATE REVISED**	

POLICY

Committee agendas will be provided to every member of City Council, in advance of each Committee meeting.

RECOMMENDED BY:

Marty DeMay — 5-17-99

Department Head/Council Committee (if applicable) — **Date**

APPROVED BY:

Michael G. Herring — 5-17-99

City Administrator — **Date**

City Council (if applicable) — **Date**

Recommended Replacement

CITY OF CHESTERFIELD
POLICY STATEMENT

(combined CC#3, F+A #11, F+A #16, and F+A #21)

CITY COUNCIL **NO.** 3

SUBJECT: MEMBERSHIP – NON-STATUTORY COMMITTEES **INDEX:** CC

DATE ISSUED: 4/18/89 **DATE REVISED:** 1/4/17

POLICY:

Membership on any of the various City non-statutory committees will be possible if appointed by the Mayor and approved by both Councilmembers in whose ward the individual nominee resides. This policy will not apply to statutory Committees.

An individual may simultaneously serve on two non-statutory Committees, or one statutory and one non-statutory Committee; but not on two statutory Committees.

Minutes

Individual Boards/Commissions/Committees/Task Forces will decide who should be designated to take minutes, either a member of the Committee or a Staff representative.

Funding

There will be no formal program for funding for Boards and Commissions, but each Board and Commission could submit requests for funding, to be evaluated on their own merit, to the appropriate Committee of Council.

RECOMMENDED BY:

________________________ __________

Department Head/Director/Council Committee (if applicable) Date

APPROVED BY:

________________________ __________

City Administrator Date

________________________ __________

City Council (if applicable) Date

CITY OF CHESTERFIELD
POLICY STATEMENT

Existing Policy
To be Replaced

CITY COUNCIL		**NO.**	3
SUBJECT	Membership – Non-Statutory Committees	**INDEX**	CC
DATE ISSUED	4/18/89	**DATE REVISED**	

POLICY

Membership on any of the various City non-statutory committees will be possible if approved by both Councilmembers in whose Ward the individual nominee resides. This policy will not apply to statutory Committees.

RECOMMENDED BY:

Marty DeMay | 5-17-99

Department Head/Council Committee (if applicable) | **Date**

APPROVED BY:

Michael G. Herring | 5-17-99

City Administrator | **Date**

City Council (if applicable) | **Date**

CITY OF CHESTERFIELD
POLICY STATEMENT

Existing Policy
To be Replaced

*FINANCE AND ADMINISTRATION		NO.	011
SUBJECT	Minutes for Individual Boards/Commissions/Committees/Task Forces	INDEX	FA
DATE ISSUED	9/21/92	DATE REVISED	

POLICY

Individual Boards/Commissions/Committees/Task Forces will decide who should be designated to take minutes, either a member of the Committee or a Staff representative.

RECOMMENDED BY:

Department Head/Council Committee (if applicable) — Date: 3/5/99

APPROVED BY:

City Administrator — Date: 3/5/99

City Council (if applicable) — Date:

CITY OF CHESTERFIELD
POLICY STATEMENT

Existing Policy
To be Replaced

*FINANCE AND ADMINISTRATION		NO.	016
SUBJECT	MEMBERSHIP – STATUTORY/NON-STATUTORY COMMITTEES	INDEX	FA
DATE ISSUED	COUNCIL RETREAT 1994	DATE REVISED	

POLICY

I. PURPOSE

This policy establishes membership on statutory and non-statutory Committees.

II. PROCEDURE

An individual may simultaneously serve on two non-statutory Committees; or one statutory and one non-statutory Committee; but not on two statutory Committees.

RECOMMENDED BY:

Jim Hahn

Department Head/Council Committee (if applicable) — Date 3/5/99

APPROVED BY:

City Administrator — Date 3/5/99

City Council (if applicable) — Date

Existing Policy
To be Replaced

CITY OF CHESTERFIELD
POLICY STATEMENT

***FINANCE AND ADMINISTRATION**		**NO.**	**021**
SUBJECT	**Funding for Boards/Commissions**	**INDEX**	**FA**
DATE ISSUED	**6/16/97**	**DATE REVISED**	

POLICY

Guidelines for funding for Boards and Commissions.

There will be no formal program for funding for Boards and Commissions, but each Board and Commission could submit requests for funding, to be evaluated on their own merit, to the appropriate Committee of Council.

RECOMMENDED BY:

[signature] 3/5/99

Department Head/Council Committee (if applicable) **Date**

APPROVED BY:

[signature] 3/5/99

City Administrator **Date**

City Council (if applicable) **Date**

CITY OF CHESTERFIELD
POLICY STATEMENT

Existing Policy
Recommend Delete

CITY COUNCIL		**NO.**	4
SUBJECT	Meeting Room Reservations	**INDEX**	CC
DATE ISSUED	7/05/89	**DATE REVISED**	

POLICY

Groups not directly affiliated with the City can only use the Council Chambers, the Council Conference Room, or any other conference room, preferably during regular business hours (8:30 a.m.-5 p.m.); Groups who will be allowed to use these rooms must be eleemosynary or involved in civic or community activities or City-sponsored in some way of direct benefit to the City. In these instances, a Councilmember must be in attendance. Councilmembers may use meeting rooms, at any time, provided the proposed use is directly related to official business of the City.

RECOMMENDED BY:

Marty DeMay ______ 5-17-99
Department Head/Council Committee (if applicable) **Date**

APPROVED BY:

Michael G. Herring ______ 5-17-99
City Administrator **Date**

______ ______
City Council (if applicable) **Date**

Recommended Replacement
(combined CC#5 and F&A #32)

CITY OF CHESTERFIELD
POLICY STATEMENT

CITY COUNCIL		**NO.**	**5**
SUBJECT:	**SPEAKERS – CITY COUNCIL MEETINGS**	**INDEX:**	**CC**
DATE ISSUED:	**9/17/89**	**DATE REVISED:**	**1/4/17**

POLICY:

Individuals who seek to address City Council are allowed to speak without cross-examination by members of City Council. Individual speakers will be given three (3) minutes to address City Council. Speakers representing a group will be given five (5) minutes. Speakers must sign up with the City Clerk within ten (10) minutes after the meeting has started.

RECOMMENDED BY:

______________________________ ______________
Department Head/Director/Council Committee (if applicable) Date

APPROVED BY:

______________________________ ______________
City Administrator Date

______________________________ ______________
City Council (if applicable) Date

CITY OF CHESTERFIELD
POLICY STATEMENT

Existing Policy
To be Replaced

CITY COUNCIL		**NO.**	5
SUBJECT	Speakers – City Council Meetings	**INDEX**	CC
DATE ISSUED	9/17/89	**DATE REVISED**	10/3/94

POLICY

Individual speakers at Council meetings will have 3 minutes. Individuals who seek to address City Council are allowed to speak without cross-examination by members of City Council. If they are representing a group, they will be given 5 minutes to address City Council. Speakers must sign up within 10 minutes after the meeting has started.

RECOMMENDED BY:

Marty DeMay _______________ 5-17-99

Department Head/Council Committee (if applicable) **Date**

APPROVED BY:

Michael G. Herring _______________ 5-17-99

City Administrator **Date**

_______________ _______________

City Council (if applicable) **Date**

CITY OF CHESTERFIELD
POLICY STATEMENT

Existing Policy
To be Replaced

FINANCE AND ADMINISTRATION		**NO.**	032
SUBJECT	**Handling Of Questions From Audience During City Council Meetings**	**INDEX**	FA
DATE ISSUED	**8/16/1999**	**DATE REVISED**	

POLICY

Individual speakers are allowed three minutes and individuals representing organizations are allowed five minutes to speak before City Council. The City Attorney is directed to say, "The communications and petitions portion of the meeting was not intended to be a time for debate and it's the prerogative of each individual Councilmember to respond or not. You should feel comfortable in calling the Mayor or individual Councilmembers outside of this meeting."

RECOMMENDED BY:

[signature] 9/7/99

Department Head/Council Committee (if applicable) **Date**

APPROVED BY:

City Administrator **Date**

[signature] 8/16/99

City Council (if applicable) **Date**

PARKS RECREATION AND ARTS COMMITTEE

The Parks, Recreation and Arts Committee last met on Tuesday September 6th, 2016. Efforts are underway to schedule the next meeting, to discuss parks rules and regulations.

Next Meeting
The next meeting has not yet been scheduled.

If you have any questions or require additional information, please contact me prior to Wednesday's meeting.

PUBLIC HEALTH AND SAFETY COMMITTEE

The Public Health and Safety Committee last met on Monday, December 12th, 2016.

The Public Health & Safety Committee met on November 28, 2016 and discussed several PH&S policy amendments, which are thoroughly reviewed in the memo from Chief Johnson.
It is recommended that six policies which deal more directly with Public Works should be moved to that policy group. One policy is to be deleted regarding False Alarm Charges as it's covered in another policy. Modifications were made to policies 6, 17, and 20 and the remainder had no changes recommended.

Next Meeting

The next meeting has not yet been scheduled.

If you have any questions or require additional information, please contact me prior to Wednesday's meeting.

MEMORANDUM

DATE: December 13, 2016

TO: Mike Geisel, City Administrator

FROM: Chief Ray Johnson

SUBJECT: PUBLIC HEALTH & SAFETY COMMITTEE MEETING

The Public Health and Safety (PH&S) Committee met on Monday, December 12, 2016. Those in attendance included Chairperson Bridget Nations Councilmember - Ward II, Councilmember Barry Flachsbart, Ward I, Councilmember Randy Logan, Ward III, Councilmember Tom DeCampi, Ward IV, Mayor Bob Nation, Chief Ray Johnson and City Administrator Mike Geisel. Those also in attendance included City Attorney Chris Graville, Chesterfield Prosecuting Attorney Tim Engelmeyer, and Captain Steve Lewis

The meeting was called to order at 5:30 PM, by Vice Chairman DeCampi.

I. Approval of Minutes – October 24, 2016

Councilmember Flachsbart motioned and Councilmember Logan seconded to approve the minutes from the October 24, 2106 Public Health & Safety Committee meeting. The motion carried 3-0.

Councilmember Logan motioned and Councilmember Flachsbart seconded to suspend the order of items on the agenda to allow the review of items III and V first so that the City Attorney could address the Committee before his attendance was required at another City meeting. The motion carried 4-0.

(Councilmember Bridget Nations arrived at the meeting at 5:36 PM.

III. Elementary School Resource Officer

The Committee reviewed a request by Councilmember Dan Hurt to budget for an additional Elementary School Resource Officer (ESRO) to the police force. Chief Johnson provided information regarding the time that a single ESRO spends in the schools and the cost to the City for that officer. Chief Johnson noted that the ESRO would spend 75% of his/her time in the school (during the school year) and 25% of his/her time as a patrol officer (during the summer months). Chief Johnson also reported that currently there are four ESRO's in the thirteen elementary schools within the City of Chesterfield. Chief Johnson also noted that no other surrounding municipalities provide ESRO's to elementary schools.

Councilmember Flachsbart asked Chief Johnson if the current ESRO's voiced a request for additional manpower to cover the schools. Chief Johnson replied there have been no requests from the ESRO's or from command staff but none had been asked that question.

Councilmember Logan recognized Councilmember Hurt's concern for safety but noted that every elementary school is visited every school day by an ESRO. He voiced his opinion that the Chesterfield Police Department is doing the best job of covering the schools compared to our surrounding areas.

Councilmember Flachsbart noted that he is sympathetic to Councilmember Hurt's concerns but he also noted budgetary concerns regarding the addition of additional manpower at this time when each of the elementary schools is being visited each day. Councilmember DeCampi also noted that there has been no evidence or threats to safety at the schools to warrant this action at this time. Councilmember DeCampi also suggested that an increased ESRO presence in a school may create a false concern about student safety.

Councilmember Logan inquired if there were additional officers available to assist at schools during drop off and pick up times daily. Chief Johnson replied that officers are regularly in areas but are not assigned to the schools every day at morning and afternoon transport times. Chief Johnson did inform the Councilmembers that the ESRO's rotate at the schools regularly so that they are at the morning or afternoon transport time on a regular basis.

After discussion, Councilmember Logan motioned and Councilmember Flachsbart seconded to table this issue and review it again in two years. The motion carried 4-0.

V. <u>State Crime Victims Bill</u>

City Attorney Graville reviewed the State Statute on Victims' Rights and also informed the Committee that the Police Department is in compliance with the Statute by virtue of its' General Orders and CALEA compliance. He suggested that the City consider an ordinance outlining a framework for the Municipal Court to follow the mandates.

City Prosecuting Attorney Engelmeyer voiced his support for an additional ordinance noting that the Municipal Court is experiencing a recent increase in the volume of serious crimes because the St. Louis County Courts are referring more cases back to the municipal court.

Councilmember Logan voiced concern over additional potential liability the City may incur in adopting a victims rights ordinance.

City Attorney Graville indicated that the implementation of new court rules by the Missouri Supreme Court may impact any proposed victims rights ordinance and as such, any proposed new ordinance should be crafted after issuance of the new Supreme Court Rules. Councilmember DeCampi motioned and Councilmember Flachsbart seconded to direct City Attorney Graville to work with City Prosecuting Attorney Tim Engelmeyer to draft an ordinance that will work within the framework of the new Supreme Court rulings for Court operations. Once the draft is complete it will be placed on a future Public Health & Safety Committee meeting agenda. The motion carried 4-0.

II. Deer Overpopulation

Chief Johnson provided a detailed report regarding methods used by surrounding municipalities to remedy the overpopulation of deer. He noted that this issue is still very controversial among residents.

Councilmember Flachsbart suggested possible changes to the bow hunting ordinance including the reduction of the amount of land required to hunt from one acre to one-half acre and decrease the amount of liability insurance required by the hunter/land owner. He also suggested the City consider contracting with sharpshooters and/or bow hunters in the future; and, to again contact subdivision trustees encouraging them to also contract with hunters.

Councilmember DeCampi asked if hunting could be done on City property such as Railroad Park or the River's Edge Park.

Discussion continued regarding the options available including hiring White Buffalo, Inc. to provide a managed hunt and the cost to the City of Chesterfield for that service. Suggestions were made for the City to conduct its own managed hunt. Liability issues were discussed. Chief Johnson informed the Committee members that a deer count must be done before any managed hunt could occur and at this time, White Buffalo is the only option for a deer count.

Councilmember Logan motioned and Councilmember Flachsbart seconded to have City staff explore the possibility of opening Railroad Park to hunters, and also to contact the owners of the property contiguous to the park to open their property to hunting. The motion carried 4-0.

Councilmember Flachsbart motioned and Councilmember DeCampi seconded to direct staff to bring additional information regarding a managed hunt and ordinance revision for hunting to the next meeting. This motion carried 4-0.

IV. City Policy Review

Chief Johnson reported that he had reviewed the City's policies in the category of Public Health & Safety. He noted that there were twenty-one policies that were reviewed, with the oldest of the policies initiated in 1990 and the most recent was in 2013. He had several suggestions on which policies to keep, which policies to delete, which policies to modify. The Committee reviewed the suggestions and agreed with Chief Johnson's suggestions.

Councilmember motioned and Councilmember Nations seconded to accept the recommended changes. The motion carried 4-0. The proposed actions regarding the City Policies will be forwarded to the full City Council with a recommendation for approval.

V Other – Arrest Protocols

Councilmember DeCampi asked about the arrest procedures particularly the choice between custodial arrest and the issuance of summonses. Chief Johnson reviewed the process and noted Court directives, outstanding warrants, and officer discretion.

Councilmember DeCampi had a question about a particular incident and Chief Johnson agreed to further investigate the incident for him.

Having no other business, the meeting adjourned at 6:50 PM.

Chesterfield Police Memorandum

4

Date: November 28, ~~2017~~ 2016

To: Mike Geisel, City Administrator

From: Chief Ray Johnson

RE: CITY POLICY REVIEW

Ray
Please forward
to PH&S for
review
MG
11/28/2016

The purpose of this memorandum is to submit for your consideration certain proposed revisions to City Policies currently included under the category of Public Health & Safety.

You recently directed all City Departments review the current City Policies for appropriateness, and to confirm that they continue to reflect our current practices: or to revise the policy where necessary and forward them to the appropriate Committee for consideration and approval. The Police Department has concluded that project and I am now bringing before you our findings and proposals for your consideration. There are twenty-one (21) City Policies listed under the Public Health & Safety section of the City Policy Manual. The first policy is dated 1990 and the most recent 2013. After the review of each, and following discussion and collaboration with other Department Heads and executive staff, I am proposing the following options:

I recommend eight of the existing policies under the category of Public Health & Safety be either removed or deleted.

MOVE THE FOLLOWING POLICIES

Six of the policies deal specifically with Public Works functions, and should be moved to that Committee policy group.

1. Citizen Request For Traffic Controls/Devices/Physical Improvements

4. Painting of Curbs

7. Street Light Installation

9. School Speed Zones

12. Stop Signs

13. Yield Signs

Public Works Director Jim Eckrich agrees with the proposed moves and, upon your approval, we will forward these policies to the Public Works Committee where they more appropriately belong. In fact, several of these policies were already covered in other City Policies under the Public Works category and this move will eliminate or prevent any current or future conflict with wording between the two versions.

5 – City Ordinances to Subdivision Trustees should move to Finance & Administration as a City Clerk function. The City Clerk Vickie Haas agrees and, in fact, has a City policy which mirrors the content of Policy number 5 in Public Health & Safety.

(See attachment A)

DELETE THE FOLLOWING POLICY

Public Health & Safety Policy number 11 – False Alarm Charge is proposed to be deleted. The content of this policy is covered in existing Public Health & Safety Policy number 3 – False Alarm Fines.

(See attachment B)

MODIFY & RETAIN THE FOLLOWING POLICIES

Three existing Public Health & Safety Policies are recommended for retention, however, some modifications to wording are proposed.

Policy number 6 – Liquor License Approval is proposed to be modified by adding the word "original" where appropriate to Liquor License and adding verbiage to paragraph II. General, to include current practice of renewal licenses being handled administratively and not requiring Council approval. Also, rewording to item number III, Procedure, paragraph to clarify Council individual approval of original liquor licenses.

Policy number 17, Police Department Response to Residential Burglar Alarms: propose to change with a slight modification. Clarification to change the word "emergency" added to (respond with lights) in the procedure paragraph.

Policy number 20 – Texting While Operating a Motor Vehicle. This policy is proposed to be retained with modification: added wording to include "hands free use only of a cell phone".

(See attachment C)

NO CHANGE

Of the ten remaining ten Public Health & Safety Policies, there are no proposed changes and are all recommended to be retained intact.

(See attachment D)

If the changes/actions proposed herein are approved by the Public Health & Safety Committee, all policies in this Public Health & Safety section will retain their original numbering to account for all past and future policies, but will reflect the actions taken (moved, deleted, etc.).

Please review the attached documents at your leisure and advise if you have any questions or concerns. This matter will be placed as an agenda item for discussion at the next Public Health & Safety Committee meeting.

A

CITY OF CHESTERFIELD
POLICY STATEMENT

PUBLIC HEALTH & SAFETY		**NO.**	1
SUBJECT	Citizen Requests For Traffic Controls/Devices/Physical Improvements	**INDEX**	PD
DATE ISSUED	6/18/90	**DATE REVISED**	

POLICY

I. PURPOSE

This policy establishes guidelines for response to citizens' requests for traffic control devices and/or physical improvements to city streets, sidewalks, or storm sewers.

II. PROCEDURE

Should a citizen contact the City with regard to any traffic control device or physical improvement to the streets, sidewalks, or storm sewers, said request will be communicated to the trustee(s) from the subdivision where the requesting individual resides. The trustee(s) will then be asked to provide any input deemed appropriate concerning the citizen request within a reasonable time frame.

The appropriate committee (Public Health & Safety or Public Works) will await input from the trustees before authorizing any official communication with any State or County agency concerning this request.

RECOMMENDED BY:

______________________________ ____________
Department Head/Council Committee (if applicable) **Date**

APPROVED BY:

______________________________ ____________
City Administrator **Date**

______________________________ ____________
City Council (if applicable) **Date**

OK

CITY OF CHESTERFIELD
POLICY STATEMENT

PUBLIC HEALTH & SAFETY		**NO.**	4
SUBJECT	Painting Of Curbs	**INDEX**	PD
DATE ISSUED	1/21/91	**DATE REVISED**	

CANCELED 4/20/16
POLICY

I. PURPOSE

This policy establishes guidelines for the painting of curbs throughout the City.

II. PROCEDURE

When so authorized by the City, the painting of curbs shall be the responsibility of subdivision trustees. When so authorized, the color yellow must be utilized if curbs are to be painted.

RECOMMENDED BY:

Department Head/Council Committee (if applicable) **Date**

APPROVED BY:

City Administrator **Date**

City Council (if applicable) **Date**

22.

CITY OF CHESTERFIELD
POLICY STATEMENT

PUBLIC HEALTH & SAFETY		**NO.**	7
SUBJECT	Street Light Installation	**INDEX**	PD
DATE ISSUED	10/7/91	**DATE REVISED**	

POLICY

I. PURPOSE

This policy establishes guidelines for the approval and installation of streetlights throughout the City.

II. PROCEDURE

The City Council shall consider requests for the installation of streetlights only at intersections involving a City street intersecting with a State or County roadway. In addition, one or more of the following criteria must also be met.

1. The presence of a marked pedestrian crosswalk.
2. Close proximity to a public or private school.
3. Adjacent to large population concentrations (apartment complex, subdivision clubhouse facility, public or subdivision recreational facility, etc.).
4. Any quantitatively identifiable high accident location where lack of lighting has been determined to be a causative factor or contributing circumstance.
5. Any intersection not currently illuminated by another light system, the lack of which in the opinion of the City Engineering Department poses a hazard to pedestrian or vehicular traffic.

RECOMMENDED BY:

______________________________ ______________
Department Head/Council Committee (if applicable) **Date**

APPROVED BY:

______________________________ ______________
City Administrator **Date**

______________________________ ______________
City Council (if applicable) **Date**

JL

CITY OF CHESTERFIELD
POLICY STATEMENT

PUBLIC HEALTH & SAFETY		**NO.**	9
SUBJECT	School Speed Zones	**INDEX**	PD
DATE ISSUED	6/15/92	**DATE REVISED**	

POLICY

I. PURPOSE

This policy establishes uniform wording for school speed zone signs.

II. GENERAL

Speed zone/speed limit signs shall be installed on city streets at, or in front of, school buildings to regulate the safe speed of motorists during school days.

III. PROCEDURE

All current school zone signs on city streets shall be changed to read "School Speed Limit – 20 MPH – 8:00 AM-4: 00 PM – School Days".

RECOMMENDED BY:

Department Head/Council Committee (if applicable) **Date**

APPROVED BY:

City Administrator **Date**

City Council (if applicable) **Date**

CITY OF CHESTERFIELD
POLICY STATEMENT

PUBLIC HEALTH & SAFETY		**NO.**	12
SUBJECT	Stop Signs	**INDEX**	PD
DATE ISSUED	9/5/95	**DATE REVISED**	10/9/01

POLICY

I. PURPOSE

This policy establishes warrants for the installation of stop signs throughout the City of Chesterfield.

II. GENERAL

All requests for stop signs shall be submitted in writing to the City Administrator. The City Engineering Department/Public Works Department will determine the classification of the street and, with the assistance of the Police Department, shall determine whether or not the specific location meets the warrant requirements as specified herein.

All streets within the City of Chesterfield shall be classified into one of the three categories as follows:

A. Federal, State and County Roadway: Arterials and expressways identified and maintained by the County and State Highway Departments.

B. Through/Collector City Street: Residential collector, secondary and service streets that move traffic from the major streets which distribute traffic regionally, to residential or residential minor streets which distribute traffic to individual lots, parcels and uses within the subdivision, area, or neighborhood. Collector streets also may serve individual lots, parcels, and uses as a secondary or additional function.

C. Non-Through City Street (residential subdivision/side street): Residential streets that serve a local neighborhood and may be in the form of a cul-de-sac or loop street.

A list of all roadways within the City of Chesterfield and their classifications will be maintained in the office of the City Engineer.

III PROCEDURE

A. Federal, State and County Roadways:

All requests for stop signs on Federal, State and County Roadways will be forwarded to the appropriate agency for their consideration and final determination.

B. Through/Collector City Streets:

All stop sign requests on Through/Collector City Streets must be submitted in writing to the City Administrator. The City Engineering Department and the Police Department shall review all requests for stop signs: Stop signs shall be approved only under the following conditions:

1. When the warrants for stop signs as outlined in the Uniform Manual On Traffic Control Devices have been met; or

2. The past twelve (12) month accident history at the intersection in question reflects three or more reported accidents of the type susceptible to correction by the installation of a stop sign, including right and left turn collisions as well as right angle collisions; or

3. Where the lesser or cross street intersects with a Through/Collector Street and application of the normal right-of-way yield is unduly hazardous due to a sight distance problem; or

4. Where other concerns are expressed by the City Engineering Division following an engineering study of the location in question and where installation of a stop sign is determined to be the appropriate corrective action.

C. Non-Through City Streets

All requests for stop signs on Non-Through City Streets must be submitted to the City Administrator in writing. Requests will then be forwarded to the appropriate subdivision trustees who must survey, obtain signatures, or otherwise verify to the City Administrator that there exists among the residents a *90% support* for the stop sign. An ordinance calling for the installation of the stop sign will then be prepared and submitted to the Public Health & Safety Committee for review and then forwarded to City Council for consideration and approval.

NOTE: Should a "regional traffic task force" be established to consider placement of a stop sign or signs on a Through/Collector City Street, it shall include representatives from those areas of the City whose residents regularly use the street or streets in question. Ward Councilmembers will meet to determine subdivisions to be represented and total representation from each. The proposed list of representatives will then be forwarded along with the task force mission statement to City Council for approval prior to any work being initiated. The City Administrator will assign staff and administrative support to the task force.

RECOMMENDED BY:

Department Head/Council Committee (if applicable)	**Date**

APPROVED BY:

City Administrator	**Date**
City Council (if applicable)	**Date**

CITY OF CHESTERFIELD
POLICY STATEMENT

PUBLIC HEALTH & SAFETY		**NO.**	13
SUBJECT	Yield Signs	**INDEX**	PD
DATE ISSUED	4/15/96	**DATE REVISED**	10/9/01

POLICY

I. PURPOSE

This policy establishes guidelines for the placement of yield signs throughout the City.

II. PROCEDURE

Requests for Yield Signs on non-through streets must be submitted in writing to the City Administrator. Requests will then be forwarded to the appropriate subdivision trustees who must survey, obtain signatures, or otherwise verify to the City Administrator that there exists among the residents, a 90% support for the Yield Sign.

An informal procedure will be used by staff regarding the evaluation of the placement of yield signs when so requested. Ordinances for signs will be forwarded to the Public Health & Safety Committee and then to full City Council for approval.

RECOMMENDED BY:

Department Head/Council Committee (if applicable) **Date**

APPROVED BY:

City Administrator **Date**

City Council (if applicable) **Date**

B

CITY OF CHESTERFIELD
POLICY STATEMENT

PUBLIC HEALTH & SAFETY		**NO.**	5
SUBJECT	City Ordinances To Subdivision Trustees	**INDEX**	PD
DATE ISSUED	3/15/91	**DATE REVISED**	

POLICY

I. PURPOSE

This policy establishes guidelines for the mailing of ordinances to subdivision trustees.

II. PROCEDURE

Subdivision trustees are to be mailed appropriate ordinances on an annual basis, usually in July. (See change 8/17/92, under F&A Section).

RECOMMENDED BY:

Department Head/Council Committee (if applicable) **Date**

APPROVED BY:

City Administrator **Date**

City Council (if applicable) **Date**

Do we do this ??

C

CITY OF CHESTERFIELD
POLICY STATEMENT

PUBLIC HEALTH & SAFETY		**NO.**	11
SUBJECT	False Alarm Charge	**INDEX**	PD
DATE ISSUED	9/19/94	**DATE REVISED**	10/4/01

POLICY

I. PURPOSE

This policy establishes and reaffirms the City's policy regarding false alarm fines.

II. PROCEDURE

The fine/charge for a first false alarm will continued to be waived. A charge of $50.00 will apply to the second alarm, and a charge of $100.00 for the third and subsequent alarms in a calendar year with stringent enforcement of payment for these alarms.

RECOMMENDED BY:

______________________________ ____________
Department Head/Council Committee (if applicable) **Date**

APPROVED BY:

______________________________ ____________
City Administrator **Date**

______________________________ ____________
City Council (if applicable) **Date**

Duplicate #3
* not needed

D

CITY OF CHESTERFIELD
POLICY STATEMENT

PUBLIC HEALTH & SAFETY		**NO.**	**6**
SUBJECT	***Orignial*** Liquor License Approval	**INDEX**	PD
DATE ISSUED	7/15/91	**DATE REVISED**	

POLICY

I. PURPOSE

This policy establishes acceptable guidelines for City Council approval of liquor license applications.

II. GENERAL

All ***original*** applications for liquor licenses must first be investigated and approved by the Police Department and Planning Department prior to submission to City Council for Council approval. ***Renewal liquor license requests are handled adminstratively and do not require Council approval.***

III. PROCEDURE

Original Liquor licenses submitted to City Council for approval ~~are to be grouped by type of business so each license may be removed from the list and~~ **considered** ***and approved individually*** ~~independently from the rest is Council so desires~~ ***by Council.***

RECOMMENDED BY:

_________________________________ _______________
Department Head/Council Committee (if applicable) Date

APPROVED BY:

_________________________________ _______________
City Administrator Date

_________________________________ _______________
City Council (if applicable) Date

CITY OF CHESTERFIELD
POLICY STATEMENT

PUBLIC HEALTH & SAFETY		**NO.**	17
SUBJECT	Police Department Response to Residential Burglar Alarms	**INDEX**	PD
DATE ISSUED	8/22/2006	**DATE REVISED**	4/20/2016

POLICY

I. PURPOSE

This policy establishes guidelines for Police Department response to residential burglar alarms.

II. PROCEDURE

When a residential burglar alarm is reported, one police unit shall be dispatched. The unit shall respond as quickly and as safely as practical, ~~however~~, with ***emergency*** lights, and obeying all traffic laws. If the officer receives information that indicates an emergency response is necessary, the officer may utilize lights and siren in responding. The assist unit will respond obeying all traffic laws unless the alarm is verified as a legitimate burglary or other criminal activity in progress.

This policy shall pertain to residential burglar alarms only. An emergency police response shall continued to be require for business burglar alarms, hold-up alarms, panic alarms, and medical emergency alarms.

RECOMMENDED BY:

_________________________________ _____________
Department Head/Council Committee (if applicable) **Date**

APPROVED BY:

_________________________________ _____________
City Administrator **Date**

_________________________________ _____________
City Council (if applicable) **Date**

CITY OF CHESTERFIELD
POLICY STATEMENT

PUBLIC HEALTH AND SAFETY		**NO.**	**20**
SUBJECT	Texting While Operating a Motor Vehicle	**INDEX**	PD
DATE ISSUED	5/26/09	**DATE REVISED**	

PUPRPOSE

This Policy establishes for texting while operating a city owned vehicle.

POLICY

To ensure the safety of themselves, pedestrians, and the motoring public, it is imperative that all employees devote their full attention to the practice of safe driving techniques when operating a motor vehicle. Therefore, effective immediately, it shall be a violation of City policy to read or send text messages, in any format, ***or to utilize a cell phone device in any manner other than hands free*** while driving a City vehicle.

RECOMMENDED BY:

________________________________ ____________
Department Head/Council Committee (if applicable) **Date**

APPROVED BY:

________________________________ ____________
City Administrator **Date**

________________________________ ____________
City Council (if applicable) **Date**

E

CITY OF CHESTERFIELD
POLICY STATEMENT

PUBLIC HEALTH & SAFETY		**NO.**	2
SUBJECT	Traffic Control – Traffic Signals	**INDEX**	PD
DATE ISSUED	12/11/90	**DATE REVISED**	

POLICY

I. PURPOSE

This policy establishes requirements for traffic control at malfunctioning or non-functioning traffic signal intersections.

II. PROCEDURE

Whenever an electric traffic signal is reported or discovered to be malfunctioning or non-functioning it shall be the responsibility of the police department to immediately dispatch an officer or officers to the location for traffic control. The officer(s) shall continue traffic control until such time as the malfunctioning/non-functioning traffic signal is repaired or manual traffic control signs, i.e., portable stop signs, can be erected.

RECOMMENDED BY:

Chief Ray Johnson — 6/17/1999
Department Head/Council Committee (if applicable) — **Date**

APPROVED BY:

[signature] — 6/18/99
City Administrator — **Date**

______________________ ______
City Council (if applicable) — **Date**

CITY OF CHESTERFIELD
POLICY STATEMENT

PUBLIC HEALTH & SAFETY		**NO.**	3
SUBJECT	False Alarm Fines	**INDEX**	PD
DATE ISSUED	12/17/90	**DATE REVISED**	**4/20/2016**

POLICY

I. PURPOSE

This policy establishes administrative procedure for the application of false alarm fines as outlined in Municipal Ordinance, Article I, Section 3.8, False Alarm Fine.

II. GENERAL

Article I, Section 3.1, of the Municipal Code of the City of Chesterfield is known and cited as the Alarm Systems Code and outlines the detailed restrictions and controls established by the City regarding the installation and operation of alarm systems.

III. PROCEDURE

Section 3.8 of the Municipal Code establishes the false alarm fine schedule for first, second and subsequent false alarm violations during the course of the calendar year. Although the municipal ordinance calls for a $25.00 fine, the City Council hereby administratively waives the first offense fine and first false alarm violation per residence or business per year shall instead result in an official warning only rather than the assessment of a fine. After that official warning, or the first offense, all of the provisions of the existing ordinance shall be followed as established, i.e., $50.00 for second alarm and $100.00 for third and subsequent alarms in a calendar year..

RECOMMENDED BY:

Department Head/Council Committee (if applicable) **Date**

APPROVED BY:

City Administrator **Date**

City Council (if applicable) **Date**

ak

CITY OF CHESTERFIELD
POLICY STATEMENT

PUBLIC HEALTH & SAFETY		**NO.**	8
SUBJECT	Holding Municipal Prisoners	**INDEX**	PD
DATE ISSUED	2/18/92	**DATE REVISED**	4/20/16

POLICY

I. PURPOSE

This policy establishes guidelines for the holding of municipal prisoners of the Chesterfield Police Department.

II. GENERAL

Holding of municipal prisoners with the Chesterfield Police Department shall be in accordance with all rules, regulations, guidelines and laws as established by the State of Missouri.

III. PROCEDURE

Municipal prisoners in custody of the Chesterfield Police Department shall not be held in excess of twenty-four (24) hours at any one time.

RECOMMENDED BY:

Department Head/Council Committee (if applicable) **Date**

APPROVED BY:

City Administrator **Date**

City Council (if applicable) **Date**

OK

CITY OF CHESTERFIELD
POLICY STATEMENT

PUBLIC HEALTH & SAFETY		**NO.**	10
SUBJECT	Drug Abuse Magazine Solicitations	**INDEX**	PD
DATE ISSUED	1/19/93	**DATE REVISED**	

POLICY

I. PURPOSE

This policy establishes guidelines for the solicitation of businesses for Drug Abuse/Prevention Magazines.

II. GENERAL

All Drug Abuse Magazine solicitations from businesses within the City of Chesterfield must first be approved by the Public Health & Safety Committee.

RECOMMENDED BY:

Chief Roy Joachimstaler

Department Head/Council Committee (if applicable) — **Date** 6/17/1999

APPROVED BY:

Michael G. Herring

City Administrator — **Date** 6/18/99

City Council (if applicable) — **Date**

CITY OF CHESTERFIELD
POLICY STATEMENT

PUBLIC HEALTH & SAFETY		**NO.**	14
SUBJECT	Snow Removal & Parking Enforcement	**INDEX**	PD
DATE ISSUED	1/29/2009	**DATE REVISED**	4/20/16

POLICY

I. PURPOSE

This policy establishes the procedure for management of parked vehicles on public streets in conjunction with snow removal operations within the City of Chesterfield. The Department of Public Services primary objective during the winter storm season is to provide safe travel on all centerline miles of city streets for all motorists. The purpose of the Snow and Ice Control Plan is to organize snow and ice removal efforts in order to provide the highest level of service while doing so in the most cost effective and efficient manner.

II. GENERAL

The Department of Public Services will initiate snow removal operations in accordance with the City's Snow and Ice Control Plan.

III. PROCEDURE

During snow removal operations, the Police Department shall take the following actions:

A. Snow Routes

The City's code, specifically Appendix C, Model Traffic Ordinance, Schedule XVI. Priority Snow Routes, establishes designated "snow routes" where vehicular parking is prohibited when there are accumulations of snow or ice of more than two (2) inches.

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The Department of Public Services is responsible for erecting appropriate signs along designated snow routes.

Moving/Ticketing vehicles: Police will, acting on their own initiative and at the officer's discretion, attempt contact of owner to have a vehicle moved and/or will issue warning or parking violation summonses as determined appropriate depending on the situation at hand.

Police will tow vehicles from Snow Routes only at the request of a Public Services Supervisor. A summons shall be issued for towed vehicles.

B. All other streets (Non designated - Snow Routes)

Section 18-109 (16) of the City's Code of Ordinances, prohibits stopping or parking a vehicle upon any portion of the road so as to obstruct emergency snow removal operations. The provision of this section of code does not require any specific snow or accumulation, simply an occurrence during any snow removal operation where a stopped or parked vehicle obstructs City's snow removal operations.

Moving/Ticketing vehicles: Police will, acting on their own initiative and at the officer's discretion, attempt contact of owner to have a vehicle moved.

In the event a Public Services responder is prevented, significantly impaired or delayed in their snow removal due to stopped or parked vehicles, the responder will notify their Public Services Supervisor who will communicate with the Police Supervisor to determine an appropriate action.

Police will take NO action regarding written warnings, summonses, or the towing of vehicles unless specifically requested to do so by a Public Services supervisor.

RECOMMENDED BY:

______________________________ ____________

Department Head/Council Committee (if applicable) **Date**

APPROVED BY:

______________________________ ____________

City Administrator **Date**

City Council (if applicable)

Date

CITY OF CHESTERFIELD
POLICY STATEMENT

PUBLIC HEALTH & SAFETY		**NO.**	15
SUBJECT	Toll Roads – Street Corner Solicitation	**INDEX**	PD
DATE ISSUED	October 15, 2002	**DATE REVISED**	1\4/20/16

POLICY

I. PURPOSE

This Policy establishes guidelines for toll roads – street corner solicitations and establishes authority with the Chief of Police to prohibit solicitations at locations deemed unduly hazardous or inappropriate for such activities.

II. PROCEDURE

Toll roads – street corner solicitations will be permitted as outlined in the Municipal Code for the City of Chesterfield, Article 2 – Solicitors, Section 17-35 with the following additional restrictions:

A. Only Old Newsboys Day solicitations and solicitations by the Knights of Columbus, Muscular Dystrophy Association, and the Chesterfield Fire Protection District will be permitted. No other solicitations will be allowed in any public rights-of-way or at any intersections involving public rights-of-way for any purpose.

B. Due to safety concerns, the intersection of Clarkson Road and Baxter Road is considered off limits for solicitation purposes and no solicitations shall be allowed at this intersection for any purpose whatsoever.

All other terms and conditions stated in the above referenced ordinance shall remain in effect as it applies to Old Newsboys Day solicitation, the Knights of Columbus and the Chesterfield Fire Protection District. No solicitation permits for other organizations shall be issued.

RECOMMENDED BY:

______________________________ ______________

Department Head/Council Committee (if applicable) **Date**

Didn't we to extend this other organizations?

APPROVED BY:

City Administrator	**Date**
City Council (if applicable)	**Date**

CITY OF CHESTERFIELD
POLICY STATEMENT

PUBLIC HEALTH & SAFETY		**NO.**	16
SUBJECT	SAFETY COMMITTEE	**INDEX**	PD
DATE ISSUED	JANUARY 17, 2003	**DATE REVISED**	

POLICY

I. PURPOSE

This policy establishes guidelines for the City's Safety Committee to insure that all accident reviews are to be handled and expedited fairly and with consistency. Additionally, members and their terms will be listed on an attached addendum.

II. PROCEDURE

A. Any vehicular accident or employee injury that occurs will eliminate said employee being awarded an additional eight (8) hours of vacation time at the end of the specified time frame (varies 1 or 2 years by job title); the ONLY exception to this will be an employee who is criminally assaulted and the attacker is arrested and placed in jail and at the recommendation of the department head.

B. A list (attached) will show where all members are on their terms as of January 1, 2003. Members will be assigned to a two-year term (beginning January of that calendar year) and is suggested that these individuals be rotated with other members of various departments.

C. The Facilities Manager will act as an ex-officio member keeping the total number at ten with one ex-officio member.

D. The inter-departmental committees (Public Works and Police) will forward their determination, as to whether the incident is preventable or unpreventable, and offer "recommendations" to the Safety Committee on their suggestions for preventing accidents/injuries from occurring, providing insight on the situation (i.e. special circumstances) and giving the facts behind the issue.

E. The Safety Committee will then review the determination and either concur or reject the determination as a whole on whether or not the incident is "preventable" or "unpreventable".

F. If the inter-departmental committee and the safety committee do not come to an agreement on a particular accident, then the City Administrator will make the final determination.

RECOMMENDED BY:

Department Head/Council Committee (if applicable) **Date**

APPROVED BY:

City Administrator **Date**

City Council (if applicable) **Date**

ADDENDUM - April 21, 2016

Mike O'Connor, Chair
Captain Steve Lewis, Co-Chair

Dave Barley, Maintenance Supervisor
Kurt Hemker, Fleet Maintenance Supervisor
Pam Shelton, Administrative Assistant
Officer Paul Powers
Barry Johnson, Building Maintenance Supervisor
Lieutenant Cheryl Funkhouser
Candice Lock, Employee Services Administrator
Steve Jarvis, Assistant Director of Parks & Recreation
Liz Hickox, Recreation Manager
Chris Krueger, Civil Engineer
Lieutenant Mike Thompson

Dave Winters, Daniel & Henry

ADDENDUM - October 10, 2016

Mike O'Connor, Chair
Captain Steve Lewis, Co-Chair

Dave Barley, Maintenance Supervisor
Kurt Hemker, Fleet Maintenance Supervisor
Chris Lea, Administrative Assistant
Officer Paul Powers
Barry Johnson, Building Maintenance Supervisor
Lieutenant Cheryl Funkhouser
Candice Lock, Employee Services Administrator
Steve Jarvis, Assistant Director of Parks & Recreation
Chris Krueger, Civil Engineer
Lieutenant Mike Thompson
Chad Ledbetter, Recreation Manager

Dave Winters, Daniel & Henry

CITY OF CHESTERFIELD
POLICY STATEMENT

PUBLIC HEALTH & SAFETY		**NO.**	18
SUBJECT	Street Closures for Athletic and Other Events	**INDEX**	PD
DATE ISSUED	August 22, 2006	**DATE REVISED**	

POLICY

I. PURPOSE

This policy establishes guidelines and direction for the Police Department in responding to requests for street closures.

II. PROCEDURE

The closure of public streets for athletic runs, bicycle events, and other public events constitutes a major inconvenience for the motoring public and the commercial establishments adjacent to these closure locations. Additionally, the Police Department must incur considerable expense in adequately staffing the major intersections and street closures with police officers. Therefore, it is the policy of the City that the Police Department shall deny requests for closure of public streets for such events unless the City itself is involved in, or is sponsoring/co-sponsoring the event.

This prohibition against street closures shall not apply to block parties involving the closure of small portions of public roadways where emergency access from either end is maintained.

RECOMMENDED BY:

______________________________ ______________

Department Head/Council Committee (if applicable) **Date**

APPROVED BY:

______________________________ ______________

City Administrator **Date**

______________________________ ______________

City Council (if applicable) **Date**

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CITY OF CHESTERFIELD
POLICY STATEMENT

PUBLIC HEALTH AND SAFETY		**NO.**	**19**
SUBJECT	Parks Administration & Maintenance Facility- Public shelter for cooling/warming stations	**INDEX**	PD
DATE ISSUED	12/4/2006	**DATE REVISED**	3/15/2011

POLICY

This policy is to authorize, and establish guidelines for the use of the Chesterfield Parks Administration & Maintenance Facility as a public shelter heating/cooling station.

During extreme conditions or emergency situations which cause extended periods of power outage within the City of Chesterfield, or any other situation creating such need, the City of Chesterfield may make available to its residents, the Parks Administration & Maintenance Facility as a cooling or warming station. The Police Department shall organize and manage the operations of the shelter during the period of its use.

When necessary, the police Department shall be responsible for requesting adjustments of the HVAC system operation to accommodate weekend and evening usage.

The services provided shall be limited to use as a warming and/or cooling station only, and no food, provisions, or bedding facilities shall be provided.

RECOMMENDED BY:

______________________________ ____________
Department Head/Council Committee (if applicable) **Date**

APPROVED BY:

______________________________ ____________
City Administrator **Date**

______________________________ ____________
City Council (if applicable) **Date**

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CITY OF CHESTERFIELD
POLICY STATEMENT

***PUBLIC HEALTH AND SAFETY**	**NO. 21**
SUBJECT NO SMOKING	**INDEX PD**
DATE ISSUED 12/18/2013	**DATE REVISED 12/16/2013**

POLICY

I. Purpose

This policy establishes rules and regulations pertaining to smoking on, and/or within, all property owned by the City of Chesterfield, to include City Hall, other City Facilities, City Parks, and, City Vehicles, and prohibits the use of all forms of tobacco products and all forms of smoking including the use of e-cigarettes.

II. Procedure

This policy applies equally to all employees, customers and visitors. The City of Chesterfield bans the use of all types of tobacco products (pipes, cigars and cigarettes) or "vaping" with e-cigarettes, on any City owned property.

This Policy supersedes any prior policy and eliminates any and all previously designated smoking areas as referred in all previous personnel manuals.

RECOMMENDED BY:

Department Head/Council Committee (if applicable) — **Date** 12/19/13

APPROVED BY:

City Administrator — **Date** 12/19/13

City Council (if applicable) — **Date**

LEGISLATION – PLANNING COMMISSION

A. **BILL NO. 3130 –** AN ORDINANCE PROVIDING FOR THE APPROVAL OF A RECORD PLAT AND ESCROW AGREEMENTS FOR HARMONY SEVEN, A 2.75 ACRE TRACT OF LAND ZONED "R-2" RESIDENCE DISTRICT LOCATED ON THE SOUTH SIDE OF OLIVE BOULEVARD WEST OF INTERSECTION OF STABLESTONE DRIVE. (FIRST & SECOND READING; PLANNING COMMISSION RECOMMENDS APPROVAL)

BILL NO. 3130 **ORDINANCE NO.**__________

AN ORDINANCE PROVIDING FOR THE APPROVAL OF A RECORD PLAT AND ESCROW AGREEMENTS FOR HARMONY SEVEN, A 2.75 ACRE TRACT OF LAND ZONED "R-2" RESIDENCE DISTRICT LOCATED ON THE SOUTH SIDE OF OLIVE BOULEVARD WEST OF ITS INTERSECTION OF STABLESTONE DRIVE.

WHEREAS, Harmony Seven LLC., has submitted for review and approval a Record Plat for Harmony Seven; and,

WHEREAS, the purpose of said Record Plat is to subdivide a 2.75 acre tract of land into six (6) residential lots; and,

WHEREAS, the Planning Commission having reviewed the same and has recommended approval thereof; and,

WHEREAS, the Department of Public Services has reviewed the Record Plat in accordance with the Unified Development Code of the City of Chesterfield and has found it to be in compliance with all applicable ordinances and has forwarded said Record Plat to the City Council; and,

WHEREAS, the City Council of the City of Chesterfield having considered the request, voted to approve said Record Plat.

NOW THEREFORE BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF CHESTERFIED, ST. LOUIS COUNTY, MISSOURI, AS FOLLOWS:

Section 1. The Record Plat for Harmony Seven, which is made part hereof and attached hereto as "Exhibit 1" and Escrow Agreements, is hereby approved; provided, however, that nothing in this ordinance shall be construed or interpreted as an acceptance of the public utilities or public easement which are dedicated on the Record Plat. The owner is directed to record the plat with the St. Louis County Recorder of Deeds Office.

Section 2. The Mayor and City Clerk are authorized and directed to evidence the approval of the said Record Plat by affixing their signatures and the official seal of the City of Chesterfield as required on the said document.

Section 3. The Ordinance shall be in full force and effect from and after its passage and approval.

Passed and approved this ________________ day of ________________, 2017.

____

PRESIDING OFFICER

____

Bob Nation, MAYOR

ATTEST:

____

Vickie Hass, CITY CLERK

FIRST READING HELD: 01/04/2017

SUBDIVISION IMPROVEMENT CONSTRUCTION DEPOSIT AGREEMENT

THIS CONSTRUCTION DEPOSIT AGREEMENT made and entered into by HARMONY SEVEN LLC, herein called DEVELOPER, FIRST STATE BANK OF ST. CHARLES, MO, herein called ESCROW HOLDER *(strike through this party if cash deposited with City),* and the City of Chesterfield, Missouri, herein called CITY.

WITNESSETH:

WHEREAS, the DEVELOPER has submitted plans, information and data to the CITY for the creation and development of a subdivision to be known as HARMONY SEVEN in accordance with Ordinance No. 03-03.H, the governing ordinance for the subdivision, and the Subdivision Regulations of the City of Chesterfield, and has requested approval of same; and

WHEREAS, the subdivision plans have been approved and the CITY has reasonably estimated and determined that the cost of construction, installation and completion of said improvements, all in accordance with the provisions of said governing ordinance and Subdivision Regulations, as amended, will be in the sum of THIRTY FIVE THOUSAND FOUR HUNDRED FORTY TWO AND 22/100 DOLLARS ($35,442.22), lawful money of the United States of America; and

WHEREAS, the DEVELOPER is seeking approval from the CITY of the record plat of the aforesaid subdivision as the same is provided in said governing ordinance and Subdivision Regulations; and

WHEREAS, the Subdivision Regulations provide inter alias that the commencement of said subdivision may be approved by the CITY upon the DEVELOPER submitting satisfactory construction and maintenance deposit agreements guaranteeing the construction and maintenance of the subdivision improvements in accordance with the approved plans, said governing ordinance and Subdivision Regulations.

NOW, THEREFORE, in consideration of the covenants, promises and agreement herein provided;

IT IS HEREBY MUTUALLY AGREED:

1. That the DEVELOPER has established a CONSTRUCTION DEPOSIT in the amount of THIRTY FIVE THOUSAND FOUR HUNDRED FORTY TWO AND 22/100, DOLLARS ($35,442.22) lawful money of the United States of America by: (check one)

- ☐ Depositing cash with the City.
- ☑ Submitting a Letter of Credit in the form required by the CITY and issued by the ESCROW HOLDER.
- ☐ Submitting a ______________________ *(type of readily negotiable instrument acceptable to the CITY)* endorsed to the City and issued by the ESCROW HOLDER.

Said deposit guarantees the construction, installation and completion of the required subdivision improvements in HARMONY SEVEN Subdivision, all in accordance with the approved plans, the governing ordinance for the subdivision and the Subdivision Regulations of the City of Chesterfield, which are by reference made a part hereof, and in accordance with all ordinances of the CITY regulating same. A cost estimate thereof is attached hereto as "Exhibit A".

2. That the CONSTRUCTION DEPOSIT will be held in escrow by the CITY or the ESCROW HOLDER, as applicable, until such time as releases are authorized by the Planning and Development Services Division. The CONSTRUCTION DEPOSIT may be subject to special audit of the CITY from time to time.

3. That the CONSTRUCTION DEPOSIT guarantees the construction, installation and completion of the improvements in the aforesaid subdivision in accordance with the plans and specifications for the said subdivision which have been filed with the CITY, which are made a part hereof by reference as if set forth herein word for word.

4. Pursuant to Revised Statutes of Missouri, 89.410, the amounts set out on Exhibit "A" are identified by separate line item and are subject to release of ninety five percent (95%) of said estimated costs within thirty (30) days of the completion of said specific component of work by DEVELOPER. The Developer shall notify CITY in writing when they consider the specific component ready for release of funds. Accordingly, the CITY may not allow for the reallocation of escrowed funds from one line item to another, without specific written agreement between the DEVELOPER and CITY indicating what specific component or components are being modified. ESCROW HOLDER shall not modify or expend funds from other than the identified line item component without written approval from CITY. Completion is when the particular item has had all documentation and certification filed in a complete and acceptable form and the specific items have been inspected and all identified deficiencies have been corrected and the work has been approved by the City.

5. That in the event the CITY should determine that the ESCROW SUM or any line item thereon as herein provided, is insufficient to complete the said Subdivision Improvements, or the specific line item, the CITY will so notify the DEVELOPER who shall deposit within thirty (30) days of said notice with the ESCROW HOLDER that additional sum of lawful money of the United States of America that will be required to complete the said specific component of the improvement and said additional sum will be subject to the terms of this Escrow Agreement. Failure to provide said sum shall cause for immediate cessation of all work on said subdivision until the additional amount is paid.

6. That the DEVELOPER guarantees that all required utilities and improvements will be installed, constructed and completed within two (2) years from the date of the approval of the said Subdivision Plat and the DEVELOPER shall certify the completion of all said improvements, along with the filing of all documentation and certification, all as provided in the governing ordinance for this subdivision and the Subdivision Regulations of the CITY.

7. That the ESCROW HOLDER, in accordance with paragraph 4 above, shall only release or disburse the ESCROW SUM, or portion thereof, upon receipt and in the amount set forth in a written authorization from the Planning and Development Services Division addressed to the ESCROW HOLDER, which authorization may be for the payment of labor and materials used in the construction, installation and completion of the said improvements, as the work progresses, as provided in the Subdivision Regulations or governing ordinance for this subdivision.

8. That in the event the DEVELOPER shall abandon the subdivision or fail to complete the subdivision improvements within two (2) years, from the date of the CITY'S approval of the said subdivision plat or subsequent extension period granted to this DEPOSIT AGREEMENT, whichever shall first occur, the CITY shall present to the ESCROW HOLDER a certified statement from the City Engineer estimating the cost for the completion of the subdivision improvements and require the ESCROW HOLDER to immediately perform on this agreement for completion of the specific components of the project or disburse said funds identified by the City Engineer's estimates directly to the CITY. The CITY may complete, or have completed by outside resources, the said improvements. The ESCROW HOLDER having disbursed the escrow sums therefore as ordered and directed by the CITY, and upon such disbursement shall be relieved of all liability under the terms of this agreement.

9. That in the event of any legal actions taken by the CITY against DEVELOPER or ESCROW HOLDER to enforce the provision of this agreement, the parties agree to pay a reasonable attorney's fee in addition to any other sums due under this agreement

10. That there shall be no assignment by DEVELOPER or ESCROW HOLDER under the terms of this agreement without written approval of the CITY.

11. That if DEVELOPER is unable to meet its obligation hereunder or to provide additional sums to complete the Subdivision improvements as may be determined by the CITY or if the DEVELOPER or ESCROW HOLDER shall go into receivership or file for bankruptcy protection, then in any such event the CITY may declare the DEVELOPER or ESCROW HOLDER (as the case may be) in default and may immediately order the payment of all remaining sums held by ESCROW HOLDER to be paid to the CITY without further legal process, to be used to complete the subdivision improvements as set out under the terms hereof.

12. That the ESCROW HOLDER will immediately inform the City of any changes of address for ESCROW HOLDER or DEVELOPER (known to ESCROW HOLDER) during the period of this Agreement. Failure to do so shall result in a breach of this Agreement and the CITY may declare the DEVELOPER or ESCROW HOLDER (as the case may be) in default and may immediately order the payment of all remaining sums held by ESCROW HOLDER to be paid to the CITY without further legal process, to be used to complete the subdivision improvements as set out under the terms hereof.

13. That no forbearance on the part of the CITY in enforcing any of its rights under this agreement, nor any extension thereof by CITY, shall constitute a waiver of any terms of this Agreement or a forfeiture of any such rights.

14. That the CITY hereby accepts this agreement as a satisfactory ESCROW AGREEMENT under the provisions and requirements of the governing ordinance for this

subdivision and any amendments or revisions thereto and the Subdivision Regulations of the CITY.

IN WITNESS WHEREOF, the parties hereto have hereunto set their hands and seals the 23rd day of DECEMBER, 2016.

ATTEST: (SEAL)

Type Name: DONNA ROMANCHUK
Title: COMMERCIAL LOAN COORDINATOR

DEVELOPER: HARMONY SEVEN LLC

BY: ______________________
Type Name: SRINIVASA RAO KARNATI
Title: MANAGER

Firm Address:
16561 BARRISTER LANE
CHESTERFIELD, MO 63005

ATTEST: (SEAL)

Type Name: DONNA ROMANCHUK
Title: COMMERCIAL LOAN COORDINATOR

ESCROW HOLDER: First State Bank of St. Charles

BY: ______________________
Type Name: DAVID WILL
Title: SENIOR VICE PRESIDENT

Firm Address:
2850 WEST CLAY STREET, SUITE 260
ST. CHARLES, MO 63301-2579

CITY OF CHESTERFIELD, MISSOURI

BY ______________________
Planning and Development Services Director

ATTEST: (SEAL)

APPROVED:

____
City Clerk

____
Mayor

NB: The signatures of the DEVELOPER and CREDIT HOLDER are to be acknowledged before a Notary Public. In the case of a partnership, all partners must sign. In the case of a corporation, the affidavits of the corporation act must be attached.

BANK OFFICIAL'S ACKNOWLEDGMENT

STATE OF MISSOURI)
) SS
COUNTY OF ST. LOUIS)

On this 23rd day of December, 2016, before me appeared David Will, to me personally known, who, being by me duly sworn, did say that he/she is the Senior Vice President (title) of First State Bank of St Charles (name of bank), a Missouri (corporation, etc.) organized and existing under the laws of the United States of America, and that the seal affixed to the foregoing instrument is the Corporate Seal of said bank, and that said instrument was signed and sealed on behalf of said bank by authority of its Board of Directors, and said David Will, SVP (title) acknowledged said instrument to be the free act and deed of said bank.

IN TESTIMONY WHEREOF, I have hereunto set my hand and affixed my official seal in County and State aforesaid, the day and year first above written.

MDSampson
Notary Public M. D. Sampson

My Commission Expires:

M. D. SAMPSON
Notary Public - Notary Seal
State of Missouri
Commissioned for St. Charles County
My Commission Expires: August 19, 2018
Commission Number: 14485842

CORPORATE EXECUTING OFFICIAL'S ACKNOWLEDGEMENT

STATE OF MISSOURI)
) SS
COUNTY OF ST. LOUIS)

On this ________ day of ______________, 20____, before me appeared ________________________________, to me personally known, who, being by me duly sworn, did say that he/she is the ________________________________(title) of ____ (name of corporation), a Missouri Corporation, and that he/she executed the foregoing agreement pursuant to the authority given him/her by the Board of Directors of the aforesaid corporation, and that said agreement was signed and sealed by him/her on behalf of the aforesaid corporation by authority of its Board of Directors, and he/she as ____________________________ (title of Corporate Executing Official) of the said corporation, acknowledged said agreement to be the lawful, free act and deed of said corporation.

IN TESTIMONY WHEREOF, I have hereunto set my hand and affixed my notarial seal, this ________ day of ______________, 20____.

____
Notary Public

My Commission Expires:

LLC EXECUTING OFFICIAL'S ACKNOWLEDGEMENT

STATE OF MISSOURI)
) SS
COUNTY OF ST. LOUIS)

On this 23rd day of December, 2016 before me appeared Srinivasa Rao Karnati (name) to me personally known, who, being by me duly sworn, did say that he/she is the Manager (title or Executing Official) of Harmony Seven LLC, a Missouri Limited Liability Corporation, and that he/she in fact has the authority to execute the foregoing agreement pursuant to the authority given him/her by the Limited Liability Corporation, and that said agreement was signed and sealed by him/her on behalf of the aforesaid L.L.C. by authority of its Members, (~~President or title of chief officer),~~ __________ (~~name) as~~ __________ (~~title of Executing Official~~) of said L.L.C. acknowledges said agreement to be the lawful, free act and deed of said L.L.C.

IN TESTIMONY WHEREOF, I have hereunto set my hand and affixed my notarial seal, this 23rd day of December, 2016.

M.D.Sampson
Notary Public M.D.Sampson

My Commission Expires:

M. D. SAMPSON
Notary Public - Notary Seal
State of Missouri
Commissioned for St. Charles County
My Commission Expires: August 19, 2018
Commission Number: 14485842

SUBDIVISION IMPROVEMENT MAINTENANCE DEPOSIT AGREEMENT

THIS MAINTENANCE DEPOSIT AGREEMENT made and entered into by HARMONY SEVEN LLC, herein called DEVELOPER, FIRST STATE BANK OF ST. CHARLES, MO, herein called CREDIT HOLDER *(strike through this party if cash deposited with City),* and the City of Chesterfield, Missouri, herein called CITY.

WITNESSETH:

WHEREAS, the DEVELOPER has submitted plans, information and data to the CITY for the creation and development of a subdivision to be known as HARMONY SEVEN in accordance with Ordinance No. 03-03.H, the governing ordinance for the subdivision, and the Subdivision Regulations of the City of Chesterfield, and has requested approval of same; and

WHEREAS, the subdivision plans have been approved and the CITY has reasonably estimated and determined that the cost of maintenance of the required improvements, based on the cost of construction of said improvements, all in accordance with the provisions of said subdivision governing ordinance and Subdivision Regulations, as amended, will be in the sum of FORTY SIX THOUSAND FIVE HUNDRED TWENTY FOUR AND 12/100 DOLLARS ($46,524.17), lawful money of the United States of America; and

WHEREAS, the DEVELOPER is seeking approval from the CITY of the record plat of the aforesaid subdivision as the same is provided in said governing ordinance and Subdivision Regulations; and

WHEREAS, the Subdivision Regulations provide inter alias that the commencement of said subdivision may be approved by the CITY upon the DEVELOPER submitting satisfactory construction and maintenance deposit agreements guaranteeing the construction and maintenance of the subdivision improvements in accordance with the approved plans, said governing ordinance and Subdivision Regulations.

NOW, THEREFORE, in consideration of the covenants, promises and agreement herein provided;

IT IS HEREBY MUTUALLY AGREED:

1. That the DEVELOPER has established a MAINTENANCE DEPOSIT in the amount of FORTY SIX THOUSAND FIVE HUNDRED TWENTY FOUR AND 17/100 DOLLARS ($46,524.17), lawful money of the United States of America by: (check one)

- ☐ Depositing cash with the City.
- ☑ Submitting a Letter of Credit in the form required by the CITY and issued by the CREDIT HOLDER.
- ☐ Submitting a ______________________ *(type of readily negotiable instrument acceptable to the CITY)* endorsed to the City.

Said deposit guarantees the DEVELOPER will perform his maintenance obligations regarding subdivision improvements, including, but not limited to; lots, streets, sidewalks, trees, common ground areas, erosion and siltation control, and storm drainage facilities, in HARMONY SEVEN Subdivision, all in accordance with the approved plans, the governing ordinance for the subdivision and the Subdivision Regulations of the City of Chesterfield, which by reference are made a part hereof, and in accordance with all ordinances of the CITY regulating same.

2. That the MAINTENANCE DEPOSIT will be held in escrow by the CITY or the CREDIT HOLDER, as applicable, until such time as releases are authorized by the Planning and Development Services Division.

3. That the DEVELOPER shall be responsible for, and hereby guarantees, the maintenance of the subdivision improvements, including, but not limited to, lots, streets, sidewalks, trees, common ground areas, erosion and siltation control, and storm and drainage facilities, until (1) expiration of twelve (12) months after occupancy permits have been issued on eighty percent (80%) of all of the lots in the subdivision plat(s), or (2) twelve (12) months after completion of the subdivision and acceptance / approval of all required improvements by the CITY, whichever is longer. In the case of landscaping, the maintenance period shall be twenty-four (24) months after installation is approved by the CITY. Maintenance shall include repair or replacement of all defects, deficiencies and damage to the improvements that may exist or arise, abatement of nuisances caused by such improvements, removal of mud and debris from construction, erosion control, grass cutting, removal of construction materials (except materials to be used for construction on the lot or as permitted by site plan), and snow removal. All repairs and replacement shall comply with CITY specifications and standards. Any maintenance of improvements accepted by the CITY for public dedication shall be completed under the supervision of and with the prior written approval of the Planning and Development Services Director. The maintenance obligation for required improvements to existing public roads or other existing public infrastructure already maintained by a public governmental entity shall terminate on and after the date such improvements have been

inspected and accepted by the appropriate governmental entity and the deposit for same shall be released. Irrespective of other continuing obligations, the developer's snow removal obligations shall terminate on the date a street is accepted by the CITY for public maintenance.

4. That the maintenance deposit shall be retained by the CITY OR CREDIT HOLDER to guarantee maintenance of the required improvements and, in addition to being subject to the remedies of Section 02-12.G of the Unified Development Code and other remedies of the City Code, shall be subject to the immediate order of the Planning and Development Services Director to defray or reimburse any cost to the CITY of maintenance or repair of improvements related to the subdivision which the developer fails or refuses to perform. Except in emergency circumstances or where action is otherwise required before written notice can be provided, the Planning and Development Services Director shall provide the developer with a written demand and opportunity to perform the maintenance before having such maintenance performed by the CITY, or its agents. The Planning and Development Services Director shall have the authority to require the maintenance deposit to be replaced or replenished by the developer, in any form permitted for an original deposit, where the amount remaining is determined to be insufficient or where the maintenance deposit was drawn upon by the CITY for maintenance.

5. That in determining the amount of MAINTENANCE DEPOSIT that shall continue to be held, portions of the deposit amount that were attributable to improvements that have been accepted by any third-party governmental entity or utility legally responsible for the maintenance of the improvement may be released upon such acceptance of the improvement by the entity. The Planning and Development Services Director may approve such further releases if it is determined in his or her discretion, after inspection of the improvements, that the total

maintenance amount retained is clearly in excess of the amount necessary for completion of the maintenance obligation, after all reasonable contingencies are considered.

6. That in the event the CITY should determine that the MAINTENANCE DEPOSIT, or any line item thereon as herein provided, is insufficient, the CITY will so notify the DEVELOPER who shall, within thirty (30) days of said notice, deposit additional sums with the CITY or have the amount of the letter of credit or other banking instrument increased as will be required to maintain the said specific component of the improvement and said additional sum will be subject to the terms of this MAINTENANCE DEPOSIT AGREEMENT. Failure to provide said sum shall be cause for immediate cessation of all work on said subdivision until the additional amount is paid.

7. That the CREDIT HOLDER, in accordance with paragraphs 2, 4 and 5 above, shall only release or disburse the MAINTENANCE DEPOSIT, or portion thereof, upon receipt and in the amount set forth in a written authorization from the said Planning and Development Services Division addressed to the Credit Holder, which authorization may be for payment, as provided in the Subdivision Regulations or governing ordinance for this subdivision.

8. That upon expiration of the maintenance obligations established herein, the Planning and Development Services Director shall cause a final inspection to be made of the required improvements. Funds shall then be released if there are no defects or deficiencies found and all other obligations including payment of all sums due, are shown to be satisfied on inspection thereof, or at such time thereafter as any defects or deficiencies are cured with the permission of, and within the time allowed by, the Planning and Development Services Director. This release shall in no way be construed to indemnify or release any person from any

civil liability that may exist for defects or damages caused by any construction, improvement or development for which any deposit has been released.

9. That there shall be no assignment by DEVELOPER or CREDIT HOLDER under the terms of this agreement without written approval of the CITY.

10. That if DEVELOPER is unable to meet its obligation hereunder or to provide additional sums to guarantee maintenance of the Subdivision improvements as may be determined by the CITY or if the DEVELOPER shall abandon the subdivision or go into receivership or file for bankruptcy protection, then in any such event the CITY may declare the DEVELOPER in default and may immediately order the payment of all remaining sums held in the MAINTENANCE DEPOSIT to be paid to the CITY without further legal process, to be used to complete and maintain the subdivision improvements as set out under the terms hereof.

11. That the CREDIT HOLDER will immediately inform the City of any changes of address for CREDIT HOLDER or DEVELOPER (known to CREDIT HOLDER) during the period of this Agreement. Failure to do so shall result in a breach of this Agreement and the CITY may declare the DEVELOPER or CREDIT HOLDER (as the case may be) in default and may immediately order the payment of all remaining sums held by CREDIT HOLDER to be paid to the CITY without further legal process, to be used to maintain the subdivision improvements as set out under the terms hereof.

12. That no forbearance on the part of the CITY in enforcing any of its rights under this agreement, nor any extension thereof by CITY, shall constitute a waiver of any terms of this Agreement or a forfeiture of any such rights.

13. That the CITY hereby accepts this agreement as a satisfactory MAINTENACE DEPOSIT AGREEMENT under the provisions and requirements of the governing ordinance

for this subdivision and any amendments or revisions thereto and the Subdivision Regulations of the CITY.

IN WITNESS WHEREOF, the parties hereto have hereunto set their hands and seals the 23rd day of DECEMBER, 20 16 A.D.

ATTEST: (SEAL)

Donna Romanchuk

Type Name: DONNA ROMANCHUK
Title: COMMERCIAL LOAN COORDINATO

DEVELOPER: HARMONY SEVEN LLC

BY: Srinivasa Kar

Type Name: SRINIVASA RAO KARNATI
Title: MANAGER

Firm Address:
16561 BARRISTER LANE
CHESTERFIELD, MO 63005

ATTEST: (SEAL)

Donna Romanchuk

Name: DONNA ROMANCHUK
Title: COMMERCIAL LOAN COORD

CREDIT HOLDER: FIRST STATE BANK ST. CHARLES

BY: David Will

Name: DAVID WILL
Title: SENIOR VICE PRESIDENT

Firm Address:
2850 WEST CLAY ST., STE. 260
ST. CHARLES, MO 63301-2579

CITY OF CHESTERFIELD, MISSOURI

BY ____________________
Planning and Development Services Director

ATTEST: (SEAL)

APPROVED:

____
City Clerk

____
Mayor

NB: The signatures of the DEVELOPER and CREDIT HOLDER are to be acknowledged before a Notary Public. In the case of a partnership, all partners must sign. In the case of a corporation, the affidavits of the corporation act must be attached.

BANK OFFICIAL'S ACKNOWLEDGMENT

STATE OF MISSOURI)
) SS
COUNTY OF ST. LOUIS)

On this 23rd day of December, 2016, before me appeared David Will, to me personally known, who, being by me duly sworn, did say that he/she is the Senior Vice President (title) of First State Bank of St. Charles (name of bank), a Missouri (corporation, etc.) organized and existing under the laws of the United States of America, and that the seal affixed to the foregoing instrument is the Corporate Seal of said bank, and that said instrument was signed and sealed on behalf of said bank by authority of its Board of Directors, and said David Will, SVP (title) acknowledged said instrument to be the free act and deed of said bank.

IN TESTIMONY WHEREOF, I have hereunto set my hand and affixed my official seal in County and State aforesaid, the day and year first above written.

MDSampson

Notary Public M.D.Sampson

My Commission Expires:

M. D. SAMPSON
Notary Public - Notary Seal
State of Missouri
Commissioned for St. Charles County
My Commission Expires: August 19, 2018
Commission Number: 14485842

CORPORATE EXECUTING OFFICIAL'S ACKNOWLEDGEMENT

STATE OF MISSOURI)
) SS
COUNTY OF ST. LOUIS)

On this ________ day of ______________, 20___, before me appeared ________________________________, to me personally known, who, being by me duly sworn, did say that he/she is the ______________________________(title) of ____ (name of corporation), a Missouri Corporation, and that he/she executed the foregoing agreement pursuant to the authority given him/her by the Board of Directors of the aforesaid corporation, and that said agreement was signed and sealed by him/her on behalf of the aforesaid corporation by authority of its Board of Directors, and he/she as _________________________ (title of Corporate Executing Official) of the said corporation, acknowledged said agreement to be the lawful, free act and deed of said corporation.

IN TESTIMONY WHEREOF, I have hereunto set my hand and affixed my notarial seal, this ________ day of ______________, 20____.

____
Notary Public

My Commission Expires:

LLC EXECUTING OFFICIAL'S ACKNOWLEDGEMENT

STATE OF MISSOURI)
) SS
COUNTY OF ST. LOUIS)

On this 23rd day of December, 2016, before me appeared Srinivasa Rao Karnati (name) to me personally known, who, being by me duly sworn, did say that he/she is the Manager (title or Executing Official) of Harmony Seven LLC, a Missouri Limited Liability Corporation, and that he/she in fact has the authority to execute the foregoing agreement pursuant to the authority given him/her by the Limited Liability Corporation, and that said agreement was signed and sealed by him/her on behalf of the aforesaid L.L.C. by authority of its Members, (~~President or title of chief officer~~), ________ (~~name~~) ~~as~~ ________ (~~title of Executing Official~~) of said L.L.C. acknowledges said agreement to be the lawful, free act and deed of said L.L.C.

IN TESTIMONY WHEREOF, I have hereunto set my hand and affixed my notarial seal, this 23rd day of December, 2016.

Notary Public M.D. Sampson

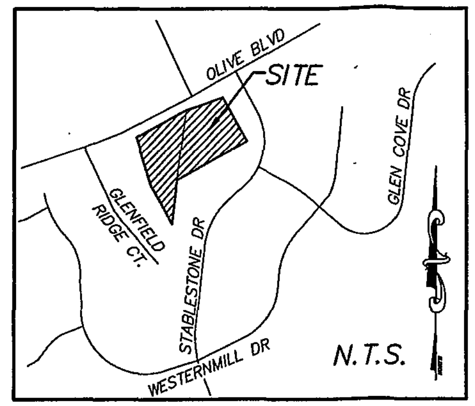
My Commission Expires:

M. D. SAMPSON
Notary Public - Notary Seal
State of Missouri
Commissioned for St. Charles County
My Commission Expires: August 19, 2018
Commission Number: 14485842

HARMONY SEVEN

A TRACT OF LAND BEING PART OF LOT 7 IN SHARE 5 OF THE PARTITION OF MISSOURI A. STEVENS ESTATE AND BEING A PARCEL IN U.S. SURVEY 206, TOWNSHIP 45 AND 46 NORTH, RANGE 4 EAST, ST. LOUIS COUNTY, MISSOURI

Exhibit '1'



LOCATION MAP

OWNERS CERTIFICATE

The undersigned owner of the tract of land herein platted and further described in the forgoing legal description have caused the same to be surveyed and subdivided in the manner shown on this plat, which subdivision shall hereinafter be known as "HARMONY SEVEN".

All easements shown hereon, unless designated for other specific purposes, are hereby dedicated to The City of Chesterfield, Missouri, Missouri American Water Company, Laclede Gas Company, AmerenUE, Southwestern Bell Telephone, the relevant Cable Television Company and to the Metropolitan St. Louis Sewer District, and their successors and assigns, as their interests may appear for the purpose of constructing, maintaining and repairing of public utilities, sewers and drainage facilities with the right of temporary use of adjacent ground not occupied by improvements for the excavation of and storage of materials during installation, repair, or replacement of said utilities, sewers, and drainage facilities.

The undersigned declares that all streets and areas shown hatched hereon, together with the roundings at intersections, and together with the cul-de-sacs, are hereby dedicated to the City of Chesterfield, Missouri for public use forever.

The 5' & 10' wide Maintenance, Utility & Road Widening Easements shown hereon is hereby dedicated for public use.

Maintenance of the Retaining Walls and Landscape areas will be addressed in the Subdivision Indentures and will be a common expense for all lots in this subdivision.

Landscape and Tree Preservation Easements are established as a protected area for vegetative landscape and existing vegetation respectively. Structures of any size, whether temporary or permanent with the exception of the retaining walls as shown on the plans, are not permitted within these easements. Retaining wall easements are established for the construction and maintenance of the retaining walls as shown on the plans. Retaining walls and landscaping as approved by the City of Chesterfield are required to be maintained and preserved indefinitely by the Home Owner's Association.

This subdivision is subject to the conditions and restrictions as recorded in Book ______ Page ______ of the St. Louis County Recorder's Office.

The Common Ground area shown hereon, is not intended for the use of the general public, but is hereby established for the use and enjoyment of the property owners of Harmony Seven Homeowners Association, as more fully provided in the aforementioned conditions and restrictions. Said Common Ground is to be conveyed to, and maintained by said Association.

All existing easements are shown hereon.

The building lines shown hereon are hereby established.

Stormwater Management Reserve Areas as shown on this plat are hereby established for required stormwater management features, also known as BMP(S) (Best Management Practices). The Reserved Areas hereby established are irrevocable and shall continue forever, subject to a "Maintenance Agreement" executed on the 14 day of July, 2016. As recorded in the St. Louis County Recorder of Deed's Book 22100 Page 856 or as amended thereafter.

All taxes due and payable against this property have been paid in full.

IN WITNESS WHEREOF, we have signed and sealed this foregoing instrument on this 21 day of October, 2016.

HARMONY SEVEN, LLC

By: [signature]
Srinivasa Karnati, Member

OWNERS NOTARY

STATE OF MISSOURI)
) SS
COUNTY OF St. Louis)

On this 21 day of October, 2016, before me appeared Srinivasa Karnati, to me personally known, who being by me duly sworn, did say that he is a Member of Harmony Seven, LLC, A Missouri Limited Liability Corporation, and acknowledged that said instrument to be the free act and deed of said Corporation.

IN TESTIMONY WHEREOF, I have hereunto set my hand and affixed my notarial seal the day and year first above written.

Notary Public: [signature]

My Commission Expires: August 20, 2018

NOTARY SEAL STATE OF MISSOURI
PATRICIA IMBODEN
My Commission Expires
August 20, 2018
St. Charles County
Commission #14629711

LIEN HOLDER

The undersigned holder or legal owner of a note, secured by Deed recorded in Book ______, Page ______ of St. Louis County Records, joins in and approves in every detail this subdivision plat.

IN WITNESS WHEREOF, we have signed and sealed this foregoing instrument on this ______ day of ______________, 20___.

____
Print Name and Position

____
Sign Name

STATE OF MISSOURI)
) SS
________ OF ________)

On this ______ day of ______________, 20___, before me appeared ______________________, to me personally known, who being by me duly sworn, did say that he is the ______________________ of ______________, and that the seal affixed to the foregoing instrument is the Corporate Seal of said Corporation, and that said instrument was signed and sealed on behalf of said Corporation by authority of its Board of Directors, and said ______________________ acknowledged that said instrument to be the free act and deed of said Corporation.

IN TESTIMONY WHEREOF, I have hereunto set my hand and affixed my notarial seal the day and year first above written.

Notary Public: ______________________

My Commission Expires: ____________

GENERAL NOTES

1. This survey was prepared from items furnished St. Louis County Surveying & Engineering by St. Louis Title, LLC, agent for Old Republic National Title Insurance Company per File No. 4679STL, effective date February 02, 2016 and File No. 4680STL, effective date June 09, 2015, with Revision 1, dates of February 22, 2016.
2. Class of property – Urban.
3. (S) Survey distance
   (C1) Calculated distance per Route 340 right-of-way plans.
   (R1) Record distance per Deed Book 18933 Page 2134.
   (R2) Record distance per Deed Book 10779 Page 585.
   (R3) Record distance per Plat Book 277 Page 97.
   (R4) Record distance per Plat Book 287 Page 47.
   (R5) Record distance per Plat Book 173 Pages 54 & 55.
4. The bearings shown on this plat are based on the plat of Glenfield Subdivision as recorded in Plat Book 277 Page 97 of the St. Louis County Records.
5. This property lies within Zone X (areas determined to be outside the 0.2% annual floodplain, per the Flood Insurance Rate Map, Community Panel No. 29189C0170K, effective date February 4, 2015.
6. ⊡ Denotes permanent monuments (5 total),
   ◉ Denotes semi-permanent monuments (15 total), to be set within 12 months of approval of the plat.
7. Current Zoning: "R-2" Residential
   Setbacks
   Front Yard: 25 feet
   Side Yard: 10 feet
   Rear Yard: 15 feet

CITY OF CHESTERFILED CERTIFICATE

This is to certify that the subdivision of "HARMONY SEVEN" was approved by the City Council for the City of Chesterfield by Ordinance No. ____________ on this ______ day of ______________, 20____, and thereby authorizes the recording of this Record Plat with the office of the St. Louis County Recorder of Deeds.

______________________ ______________________
Bob Nation; Mayor Vickie Hass; City Clerk

DESCRIPTION

A tract of land being part of U.S. Survey 206, in Township 45 and 46 North, Range 4 East, St. Louis County, Missouri and being more particularly described as follows:

Beginning at the Southeastern most corner of Lot 5 of Glenfield Subdivision as recorded in Plat Book 277 Page 97, and being a point on the Western line of Greenfield Village Plat 1 as recorded in Plat Book 173 Pages 54 & 55 of the St. Louis County, Missouri Records; thence leaving said Western line along the Eastern line of said Glenfield Subdivision, North 30°22'14" West, 192.06 feet to a point marking the Northeast corner of Lot 7 of said Glenfield Subdivision and being the Southeast corner of Lot B of Zierenberg Subdivision as recorded in Plat Book 287 Page 47 of the said County Records; thence along the Eastern line of said Zierenberg Subdivision, North 17°21'00" West, 217.40 feet to a point on the Southern line of Olive Street Road (State Highway 340) (variable width); thence along the Southern line of said Olive Street Road the following courses, along a curve to the left having a radius of 2914.79 feet, an arc distance of 227.43 feet, a chord of which bears North 64°13'31" East, a chord distance of 227.37 feet to a point; thence North 60°51'22" East, 202.12 feet to a point on the Western line of a Common Ground as shown on the aforementioned Greenfield Village Plat 1, thence leaving the Southern line of Olive Street Road along the Western line of said Common Ground, South 28°00'36" East, 246.15 feet to the Northeast corner of Lot 12 of said Greenfield Village Plat 1; thence leaving said corner along the Northern line of Lots 10, 11 and 12 of said Greenfield Village Plat 1, South 61°59'24" West, 352.36 feet to the Northwest corner of said Greenfield Village Plat 1, thence along the Western line of said Greenfield Village Plat 1, South 07°14'35" West, 189.23 feet back to the Point of Beginning and Containing 119,725 square feet or 2.748 acres more or less.

BENCH MARKS

BM: #7016 "U" on the back of curb of east bound Olive Blvd. on the centerline produced of Eagle Manor Lane.

ELEVATION = 629.98

RECEIVED
OCT 21 2016
City of Chesterfield
Department of Public Services

SURVEYORS CERTIFICATION

We, St. Louis County Surveying & Engineering, Inc, have, at the request of Harmony Seven, LLC, during the month of June, 2015, executed a property boundary survey and during the month of April, 2016 prepared this Record Plat on the tract of land shown and described hereon and this survey has been executed in accordance with the Current Minimum Standards for Property Boundary Surveys, and the results are shown hereon.

ST. LOUIS COUNTY SURVEYING & ENGINEERING, INC.
CORPORATE REGISTRATION NO. LS-168D

RECEIVED
SEP 30 2016
City of Chesterfield
Department of Public Services

DAVID J. MORTON
P.L.S. #2276
STATE OF MISSOURI

STATE OF MISSOURI
DAVID J. MORTON
No. LS-2276
PROFESSIONAL LAND SURVEYOR

[signature] 9/30/16

ST. LOUIS COUNTY SURVEYING & ENGINEERING, INC.
LAND SURVEYING CIVIL ENGINEERING
12015 Manchester Rd. Suite 70 St. Louis, Missouri, 63131
Phone (314) 965-6732 Fax (314) 965-6734

HARMONY SEVEN
IN U.S. SURVEY 206, T. 45 & 46 N., R.4 E., ST. LOUIS COUNTY, MISSOURI

Prepared For:
HARMONY SEVEN, LLC

REVISIONS

NO.	DATE	DESCRIPTION
1	06-15-16	ADDED STORMWATER MANAGEMENT NOTE
2	08-08-16	REVISED OWNERS CERTIFICATE
3	09-09-16	REVISED PER CITY COMMENTS
4	09-30-16	REVISED PER CITY COMMENTS

DRAWN W.D.S.	DATE 04-01-16
CHECKED D.J.M.	DATE 04-01-16

PROJECT NAME 14304 OLIVE STREET ROAD

JOB # 2015-058

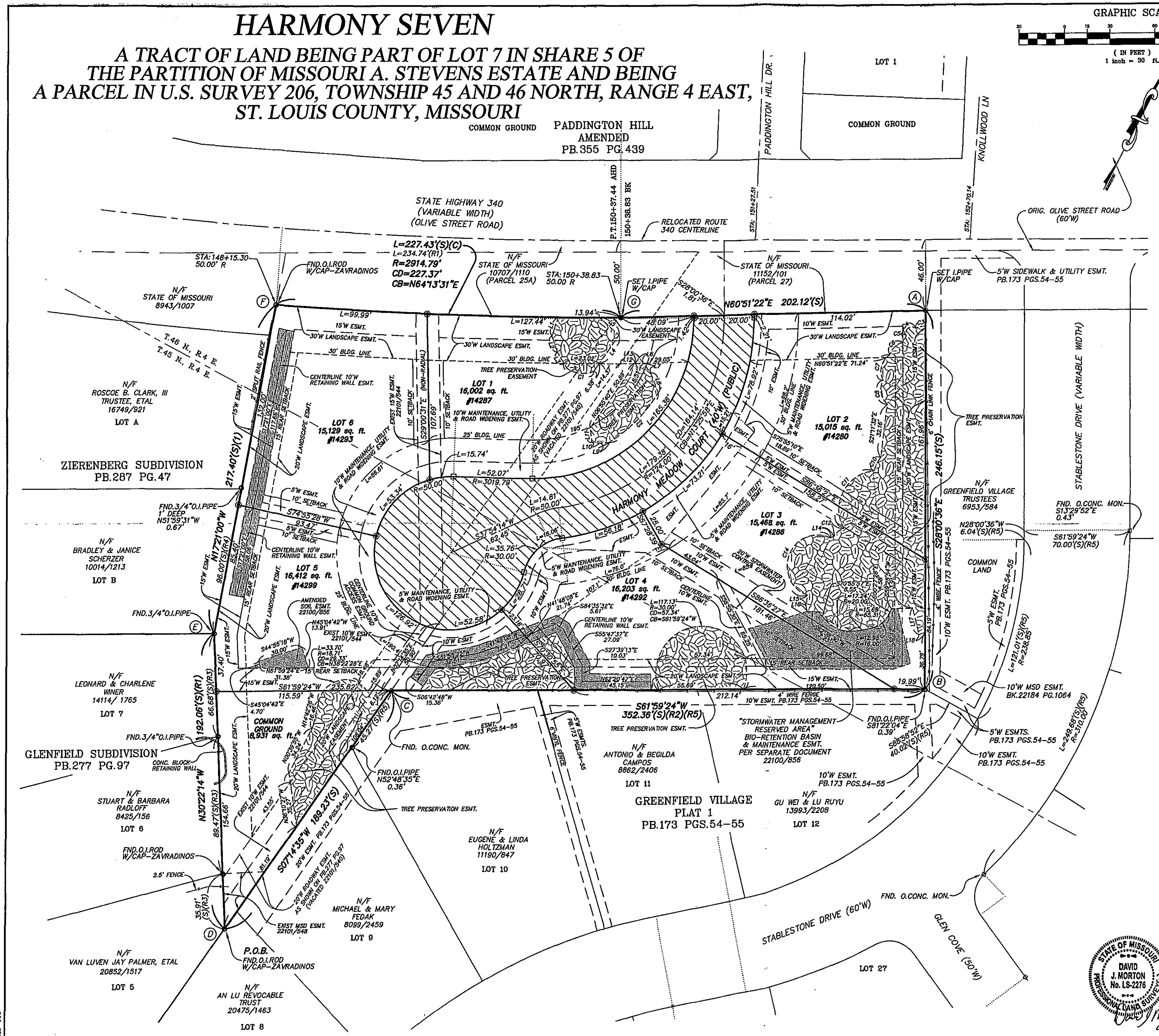
HARMONY SEVEN
RECORD PLAT

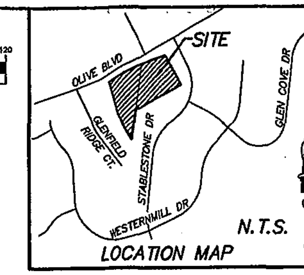
SHEET 1 OF 2

2015-058

HARMONY SEVEN

A TRACT OF LAND BEING PART OF LOT 7 IN SHARE 5 OF THE PARTITION OF MISSOURI A. STEVENS ESTATE AND BEING A PARCEL IN U.S. SURVEY 206, TOWNSHIP 45 AND 46 NORTH, RANGE 4 EAST, ST. LOUIS COUNTY, MISSOURI





The State Plane information shown hereon was adopted from the record plat of Amended Plat of Paddington Hill as recorded in Plat Book 355 Page 439 as follows:

Station Name: JC1713
Designation: HOWARD
Adjusted Date: Feb., 2000
NAD 83 (1997)
Missouri Coordinates (meters), North 315482.223, East 247211.122
Zone: East,
Scale Factor: 0.99993343
1 meter = 3.28083333
To convert bearings shown on this plat to Mo. State Plane Grid North, rotate counter-clockwise 01°01'41".

STATE PLANE COORDINATES	
A	N 315770.556(m) E 248179.204(m)
B	N 315704.962(m) E 248215.620(m)
C	N 315652.831(m) E 248121.722(m)
D	N 315595.493(m) E 248115.478(m)
E	N 315645.460(m) E 248084.980(m)
F	N 315708.343(m) E 248064.088(m)
G	N 315739.594(m) E 248125.945(m)

Line Table

Line #	Length	Bearings
L1	13.04'	N10°31'37"W
L2	10.96'	N46°41'34"W
L3	12.23'	N59°13'54"W
L4	22.78'	N07°04'46"E
L5	17.25'	N76°46'52"W
L6	4.65'	S65°57'14"E
L7	7.91'	S65°57'14"E
L8	13.75'	S48°30'31"E
L9	6.72'	S56°46'02"W
L10	4.92'	S69°21'11"W
L11	9.44'	N33°38'23"W
L12	9.20'	N60°51'22"E
L13	4.62'	N07°06'59"E
L14	2.13'	S35°06'49"W
L15	7.24'	S21°25'41"E
L16	3.70'	S38°59'25"E
L17	17.60'	S41°26'51"E
L18	4.23'	N44°31'41"E

Curve Table

Curve #	Length	Radius	Chord Distance	Chord Bearing
C1	18.16'	19.38'	17.50'	N69°07'30"E
C2	45.66'	95.89'	45.24'	N16°44'08"E
C3	6.72'	14.88'	6.66'	S50°51'28"W
C4	10.77'	4.00'	7.80'	S23°01'48"W
C5	4.91'	16.89'	4.90'	S00°56'21"E
C6	12.64'	12.50'	12.11'	S20°05'24"W
C7	18.61'	12.78'	17.01'	S13°18'23"E
C8	17.23'	12.50'	15.90'	S38°50'52"E
C10	9.94'	17.50'	9.80'	S00°42'09"E
C11	50.77'	25.00'	42.48'	S00°27'26"E
C12	9.03'	11.66'	8.81'	S23°53'01"W
C14	65.27'	20.00'	39.93'	S05°36'22"E

STATE OF MISSOURI
DAVID J. MORTON
No. LS-2276
PROFESSIONAL LAND SURVEYOR

9/30/16

ST. LOUIS COUNTY SURVEYING & ENGINEERING, INC
CORPORATE REGISTRATION NO. LS-168D

DAVID J. MORTON
P.L.S. #2276
STATE OF MISSOURI

RECEIVED
SEP 30 2016
City of Chesterfield
Department of Public Services

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LAND SURVEYING | CIVIL ENGINEERING
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HARMONY SEVEN
IN U.S. SURVEY 206, T. 45 & 46 N., R.4 E., ST. LOUIS COUNTY, MISSOURI

Prepared For:
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RECORD PLAT

SHEET 2 OF 2

2015-058