



**CITY OF CHESTERFIELD
PLANNING AND PUBLIC WORKS COMMITTEE**

**THURSDAY, SEPTEMBER 4, 2025
5:30 P.M.**

CONFERENCE ROOM 101

I. APPROVAL OF MEETING SUMMARY

A. Approval of the August 21, 2025 Planning and Public Works Meeting Summary

II. UNFINISHED BUSINESS

III. NEW BUSINESS

A. Planning Commission Nominee Interview

B. Intradepartmental Allocation of Budgeted Funding

C. Supplemental Tree Removal

D. Proposed 2026 Meeting Schedule

IV. OTHER

V. ADJOURNMENT

Note: The Planning and Public Works Committee 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.

PERSONS REQUIRING AN ACCOMMODATION TO ATTEND AND PARTICIPATE IN THE PLANNING & PUBLIC WORKS COMMITTEE MEETING SHOULD CONTACT CITY CLERK VICKIE MCGOWND (636)537-6716 AT LEAST TWO (2) WORKDAYS PRIOR TO THE MEETING.



I.A

RECORD OF PROCEEDING

MEETING OF THE PLANNING AND PUBLIC WORKS COMMITTEE CHESTERFIELD CITY HALL 690 CHESTERFIELD PARKWAY WEST CONFERENCE ROOM 101

August 21, 2025

Chairperson Hansen called the meeting to order at 5:30 p.m.

PRESENT

Mayor Dan Hurt – arrived at 5:43pm
Chairperson Merrell Hansen, Ward IV
Council Committee Member Mary Monachella, Ward I
Council Committee Member Mary Ann Mastorakos, Ward II
Councilmember Lane Koch, Ward III
Justin Wyse, Director of Planning
Isaak Simmers, Planner
Theresa Barnicle, Executive Assistant
Andy Cohen, Applicant
Eric Hilleman, Trustee

ABSENT

APPROVAL OF MINUTES

Councilmember Koch made a motion, seconded by Councilmember Mastorakos, to approve the August 7, 2025 Planning and Public Works Committee Meeting Minutes. Councilmember Monachella made a motion to approve the minutes with the amendment located on page 1 in the Annual Pavement Condition Report. In this section, it was noted that the word *trinomial* should be corrected to *quadrinomial*. Councilmember Koch seconded the motion, and a vote was taken with a unanimous affirmative result (4-0), therefore the amended motion was declared passed.

P.Z. 04-2025 Trails West Village of Green Trails Lot 290-B (Kennerly Custom Homes)

City Planner Isaak Simmers introduced this request to rezone a 3.08-acre tract of land from “NU” Non-Urban District to “E-1 AC” Estates District (one-acre minimum). He explained this rezoning is proposed in anticipation of a lot split of Lot 290-B of the Trails West Village of Green Trails Subdivision into two (2) separate parcels.

A Public Hearing was held on August 11, 2025, in which the Planning Commission moved to recommend approval of the petition as presented. The motion passed with a vote of 7 to 0.

The committee discussed concerns related to the shared driveway and maintenance, as well as ensuring the property remained legally tied to Green Trails and Ladue Woods and in addition to obtaining HOA approval.

Planning Director Justin Wyse, clarified the proposal for a new driveway and easement would require the petitioner to coordinate with the neighbor on the cross-access agreement, and confirmed that legal descriptions and easements would be reviewed by the City prior to approval of the Lot Split.

The applicant offered to widen and improve the existing driveway and ensured the committee that he was actively working with neighbors to conceptualize a plan that all parties would be agreeable to.

Councilmember Koch made a motion, seconded by Councilmember Mastorakos, to recommend approval of P.Z. 04-2025 Trails West Village of Green Trails Lot 290-B (Kennerly Custom Homes) and forward to City Council. A voice vote was taken with a unanimous affirmative result (4-0), and the motion was declared passed.

UNFINISHED BUSINESS

There was no new business.

ADJOURNMENT

The meeting was adjourned at 5:56 p.m.

Respectfully submitted:

Justin Wyse
Director of Planning

Theresa Barnicle
Executive Assistant

Date Approved: _____

Memorandum

Department of Public Works



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

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

DATE: August 26, 2025

RE: Intradepartmental Allocation of Budgeted Funding

In recent years the City of Chesterfield, including the Department of Public Works, has been impacted by significant staffing shortages. The budgeted staffing allocations have been developed to perform annual maintenance and repairs and are the minimum essential staff to provide emergency responses. Currently, the Street Maintenance Division is short seven of 21 Street Maintenance Workers. These staffing shortages make it extraordinarily difficult, and in some cases impossible, to provide the expected level of service. As discussed at a recent PPW meeting, it is imperative that we actively maintain our network of 184 miles of streets to ensure those streets meet or exceed their expected life. Sidewalk trip hazards must be removed to avoid costly insurance claims. Street trees must be regularly trimmed to remove dead limbs and allow sufficient clearance over streets and sidewalks. While it is critical to retain the budgeted staffing levels going forward, we must find creative and effective means of alternative service delivery in the short term or face significant and costly repairs in the future.

One way to combat staffing shortages and deliver necessary maintenance and the services expected by our residents is to contract for additional work. Each year during the budget process the Department Heads plan the allocation of work using in-house staff and contractors. These funds are located in separate areas of the Budget, with money allocated for personnel located in *Personnel Services* and funding for planned contractual work within *Contractual Services*. In times of staffing shortages there is typically insufficient funding in *Contractual Services* for substantial additional work. If pro-active action is not taken, less work will get accomplished with a large portion of the money allocated within *Personnel Services* lapsing into fund reserves. While this may appear to “save” the City money, there is a cost associated with reduced work output and service. The cost of a delayed repair increases exponentially with time.

The City's budget is currently prepared at the Division Level. Any transfer of funds between Divisions requires approval by City Council. As an example; a transfer of funds from Planning to Administration would require City Council approval. However, the City's Purchasing Policy does allow for intra-division transfers with approval of the Director of Finance and City Administrator. This provides for movement of budgeted funds within a given division. For example, if the Engineering Division budget ran over for postage, but had an excess in supplies, an intra-fund transfer could be approved administratively. However, the City has historically not considered significant intra-division transfers from *Personnel Services* without authorization from City Council. As you may recall, the City Council recently approved an additional 2025 contractual street replacement project due to staffing shortages in the Street Maintenance Division (and dedicated storm response).

As I plan for 2026 and beyond it would be beneficial to confirm that we possess the nimbleness and flexibility to contract for additional work when such work cannot be completed by in-house personnel due to staffing shortages. When it becomes evident that we will have surplus personnel funds due to our inability to fill vacancies, we would shift direction and simply move these funds from personnel expenses within the street maintenance division, to contractual street improvements within the street maintenance division. In such case, we would simply request an intra-division transfer approved by the Finance Director and City Administrator. This would allow the Department of Public Works to continue to provide the services expected by City Council and City residents.

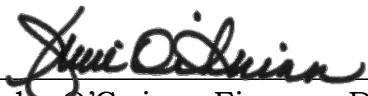
If this flexibility is not provided, our best alternative is to request additional funding in the *Contractual Services* portion of the budget. The result is over-budgeting, as I know full well that if the additional contractual work is executed, it is because of a lack of available personnel. By permitting intra-division transfers using money allocated for personnel, I can more accurately budget each division. Of course, all spending would remain capped at the amount budgeted by City Council within each division. In no case would any Department Head be allowed to exceed the division budget without approval from City Council.

To be clear, intra-fund transfers do NOT increase expenditures, they are simply moved from one account to another within the same division, most likely from personnel to contractual. This flexibility allows managers to be nimble and to adjust to the hiring environment. While our policies technically already provide for administrative approval of intra-fund transfers, that discretion has been limited to minor amounts. I am simply recommending that given our recent history of substantial employment vacancies, that City Council acknowledge management's authority to apply these intra-fund transfers more aggressively to address workload through an alternative delivery method.

Action Recommended

This matter should be forwarded to the Planning and Public Works Committee of City Council. Should PPW concur with Staff's recommendation, it should vote to recommend authorization of intra-division transfers utilizing funding allocated for personnel, with approval of the Finance Director and City Administrator. That recommendation should then be forwarded to the full City Council for their consent. If approved, intra-division transfers utilizing funding from personnel (with approval) will be authorized for a period of two years (through 2027). After the 2027 fiscal year, this matter will be re-assessed by City Council in the Fall of 2027 to determine its continued application.

Concurrence:


Julie O'Guinn, Finance Director

Please forward to PPW for their review and recommendation. This approach will assist us substantially and allow us to operate much more efficiently and responsively for the next couple of years while we attempt to address our recruiting and retention.

 2025-9-2

Memorandum

Department of Public Works



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

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

DATE: August 26, 2025

RE: Supplemental Tree Removal

As you know, the City of Chesterfield was heavily impacted in 2025 by Spring storms, including tornadoes on March 14 and May 16. These storms inflicted extensive damage on our street tree network, which includes approximately 18,500 street trees.

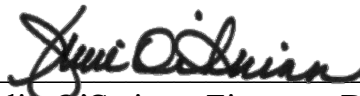
The 2025 Budget allocates \$403,910 in Account 001-072-5251, which includes a line item of \$220,000 for tree removal. That tree removal funding was allocated between three tree contractors, as delineated in the attached memorandum dated January 2, 2025. Due to the magnitude and number of storms in the Spring of 2025, more tree removal was needed than expected, and we will soon consume the allocated funding. We anticipate the need to remove approximately 60 additional trees in 2025, at an estimated cost of \$85,000 (including stump removal). **Accordingly, I support the attached recommendation from the City Arborist and recommend that City Council approve an additional allocation of \$85,000 for tree removal in 2025.** Due to underruns in the Street Maintenance Division, including seven staffing vacancies, a supplemental budget allocation from General Fund – Fund Reserves is NOT required. If City Council approval is granted this purchase will overrun Account 001-072-5251 but expenditures in the Street Maintenance division (072) will remain well under the Council authorization.

As delineated in the attached memorandum from the City Arborist, we are recommending that the \$85,000 be allocated as follows. Due to the magnitude of tree work necessary in the City of Chesterfield, it is beneficial to utilize multiple contractors.

- \$50,000 Gamma Tree Experts
- \$25,000 Timberline Professional Tree Care
- \$10,000 Hansen's Tree Care

The recommended allocation will allow us to remove approximately sixty additional trees. Please note that while tree removal can be delayed at times, it is generally not advisable as dead and hazardous trees expose the City to liability and insurance claims. The allocation of additional funds will allow us to remove dead trees this Fall and avoid delaying removal until 2026. Should you have questions or require additional information, please contact me.

Concurrence:


Julie O'Guinn, Finance Director

Action Recommended

This matter should be forwarded to the Planning and Public Works Committee of City Council. Should PPW concur with Staff's recommendation, it should authorize the City Administrator to approve \$85,000 in purchase orders for contractual tree removal within Account 001-072-5251.

Please forward to PPW for their review and recommendation to the full City Council.

2025-8-28



MEMORANDUM



DATE: August 20, 2025
TO: Jim Eckrich, Public Works Director/City Engineer
FROM: Geoffrey Wegrzyn, City Arborist/Urban Forester
RE: 2025 supplemental contracted street tree and stump removal funds

Attached quotes were received on December 26, 2024 for the 2025 contracted removal of street trees on public rights of way throughout the city, including stump grinding. The quote is to furnish equipment, materials, and delivery necessary for the removal of trees, stumps, and all debris as specified in the project specifications.

Contractor	Average Removal Cost within size range (21-30" dbh)	Stump Grinding
Gamma Tree Experts	\$1,005	\$6.40
Timberline Professional Tree Care	\$1,054	\$7.25
Hansen's Tree Care	\$1,495	\$7.25

Earlier this year we issued purchase orders in the amount of \$220,000 for tree and stump removal. However due to two large storms/tornados a significant number of additional trees had to be removed. Accordingly, I am requesting an additional allocation of \$85,000 with the breakdown as follows:

Gamma Tree Experts in the amount of \$50,000.00, Timberline Professional Tree Care \$25,000, and Hansen's Tree Service \$10,000

Memorandum

Department of Public Works



TO: Michael O. Geisel, City Administrator
Jeannette Kelly, Finance Director

FROM: James A. Eckrich, P.E. *[Signature]*
Public Works Director / City Engineer

DATE: January 2, 2025

RE: 2025 Tree and Stump Removal

As you know, the 2024 General Fund Budget contains \$220,000 in account number 001-072-5251 for the contractual removal of trees and stumps. City Arborist Geoff Wegrzyn has solicited quotes for the removal of various trees and stumps, as detailed in the attached memorandum.

As you can see, Gamma Tree Experts and Timberline Professional Tree Care have submitted the low bid, with Gamma lowest in stump grinding and Timberline lowest in average removal costs. Due to the magnitude of work in the City of Chesterfield (18,000 + street trees) it is advantageous for the City to contract with multiple tree removal services. This helps to avoid circumstances when one or two tree service contractors are not available due to other work. Accordingly, I support the recommendation of the City Arborist and **recommend that the City utilize Gamma Tree Experts, Timberline Professional Tree Care, and Hansen's Tree Service for tree and stump removal in 2024. The recommended breakdown for purchase orders is as follows:**

Contractor	Amount
Gamma Tree Experts	\$110,000
Timberline Professional Tree Care	\$80,000
Hansen's Tree Service	\$30,000

We propose to use Gamma for fifty percent of the tree removals because their tree removal price is competitive with Timberline, while providing the lowest cost for stump grinding. We propose allocating the majority of the remaining work to Timberline as they are the low bid for tree removal with a competitive stump removal cost. Finally, we also recommend a \$30,000 allocation to Hansen, who will be utilized when both Gamma and Timberline do not have crews available, which does occasionally occur. As the year progresses, we will monitor the performance of each contractor, and will recommend adjustments to the purchase orders if necessary.

As you know, the Purchasing Policy allows the City Administrator to approve purchase orders for budgeted items which are priced on a “per unit” basis and meet specific criteria detailed within the Purchasing Policy. The removal of street trees and stump grinding meet these criteria. Should you have questions or need additional information, please contact me.

Concurrence: 
Jeannette Kelly, Finance Director

Authorization: 
Michael O. Geisel, City Administrator



MEMORANDUM

DATE: December 26, 2024
TO: Jim Eckrich, Public Works Director/City Engineer
FROM: Geoffrey Wegrzyn, City Arborist/Urban Forester
RE: 2025 Contracted Street Tree and Stump Removal

Quotes were received on December 26, 2024 for the removal of street trees on public rights of way throughout the city, including stump grinding. The Quote was to furnish equipment, materials, and delivery necessary for the removal of trees, stumps, and all debris as specified in the project specifications.

Contractor	Average Removal Cost within typical size range (11-30" dbh)	Stump Grinding
Gamma Tree Experts	\$764.42	\$6.40
Timberline Professional Tree Care	\$732.08	\$7.25
Hansen's Tree Care	\$975.00	\$7.25

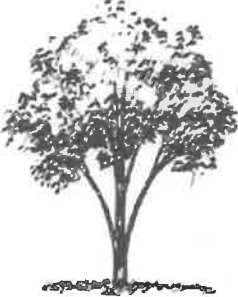
Contracting multiple tree and stump removal companies has proven to be advantageous, consistent crew availability throughout the year is helpful. All submitted bids are close in price for both removals in typical size range and stump grinding. Gamma, Timberline, and Hansen's have all consistently provided excellent timely service.

Pending your approval, I would like to issue three tree and stump removal Purchase Orders for 2025 from General Fund 001-072-5251, totaling \$220,000 budgeted for this year. Gamma Tree Experts in the amount of \$110,000.00, Timberline Professional Tree Care \$80,000, and Hansen's Tree Service \$30,000

TIMBERLINE 2025

Per tree bids: Removal of Tree, Stump, and ALL Debris

- Contractor must meet city insurance requirements, please see attached sample
- Trees are being removed in residential areas. Your rates should reflect appropriate rigging to avoid damage to existing infrastructure and personal property. Precision felling or "notch and drop" techniques are not acceptable.
- All storage and disposal of Ash wood waste must adhere to all current EAB quarantine regulations.
- Contractor is responsible for any damages to sidewalk, street, utilities, and residential property, including irrigation systems.
- All trees to be removed will be accessible to aerial lift trucks.
- Signage and cones must be used to warn drivers of work ahead and to surround vehicles and work area
- Grind stumps to 12", add topsoil, grass seed and straw or grass/mulch mix
- Area should be left in a swept clean condition
- Marked vehicles and uniforms are required for all contract employees

Specifications	Crown/Canopy Type		
	Pyramidal	Spreading	Vase (upright-spreading)
			
DBH	\$ per tree	\$ per tree	\$ per tree
Up to 6"	\$ 70	\$ 70	\$ 70
7-10"	\$ 70	\$ 70	\$ 70
11-15"	\$ 325	\$ 325	\$ 185
16-20"	\$ 675	\$ 475	\$ 475
21-25"	\$ 1250	\$ 650	\$ 475
26-30"	\$ 1850	\$ 1050	\$ 1050
31-35"	\$ 2600	\$ 2000	\$ 2000
36-40"	\$ 3000	\$ 2600	\$ 900
41-45"	\$ 3200	\$ 3200	\$ 3200
Stump Removal \$ Per inch	\$ 7.25		

Fill out contact information, next sheet

Name BEN BARNETT

Title MANAGING MEMBER

Company TIMBERLINE PROF. TREE CARE

Address 3055 ARNOLD TENBROOK RD.

ARNOLD, MD 63010

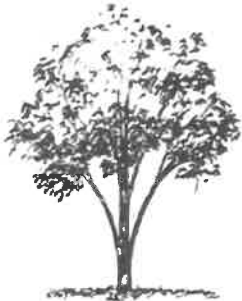
Phone 636-209-8139

Fax ben@sttreecare.com

Gamma 2025

Per tree bids: Removal of Tree, Stump, and ALL Debris

- Contractor must meet city insurance requirements, please see attached sample
- Trees are being removed in residential areas. Your rates should reflect appropriate rigging to avoid damage to existing infrastructure and personal property. Precision felling or "notch and drop" techniques are not acceptable.
- All storage and disposal of Ash wood waste must adhere to all current EAB quarantine regulations.
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- Grind stumps to 12", add topsoil, grass seed and straw or grass/mulch mix
- Area should be left in a swept clean condition
- Marked vehicles and uniforms are required for all contract employees

Specifications	Crown/Canopy Type		
	Pyramidal	Spreading	Vase (upright-spreading)
			
DBH	\$ per tree	\$ per tree	\$ per tree
Up to 6"	\$85.00	\$80.00	\$80.00
7-10"	\$142.00	\$123.00	\$123.00
11-15"	\$356.00	\$356.00	\$356.00
16-20"	\$690.00	\$690.00	\$690.00
21-25"	\$945.00	\$905.00	\$905.00
26-30"	\$1,300.00	\$990.00	\$990.00
31-35"	\$1,510.00	\$1,300.00	\$1,300.00
36-40"	\$1,950.00	\$1,880.00	\$1,880.00
41-45"	\$2,475.00	\$2,475.00	\$2,475.00
Stump Removal \$ Per inch	\$6.40		

Fill out contact information, next sheet

Name Timothy W Gamma

Title Owner

Company Gamma Tree Experts

Address PO Box 411483
Creve Coeur, MO 63141

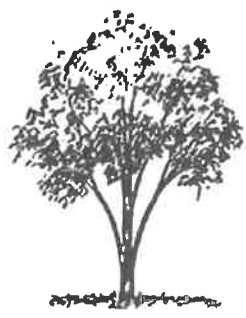
Phone 314-725-6159

Fax 314-725-6022

Hansons 2025

Per tree bids: Removal of Tree, Stump, and ALL Debris

- Contractor must meet city insurance requirements, please see attached sample
- Trees are being removed in residential areas. Your rates should reflect appropriate rigging to avoid damage to existing infrastructure and personal property. Precision felling or "notch and drop" techniques are not acceptable.
- All storage and disposal of Ash wood waste must adhere to all current EAB quarantine regulations.
- Contractor is responsible for any damages to sidewalk, street, utilities, and residential property, including irrigation systems.
- All trees to be removed will be accessible to aerial lift trucks.
- Signage and cones must be used to warn drivers of work ahead and to surround vehicles and work area
- Grind stumps to 12", add topsoil, grass seed and straw or grass/mulch mix
- Area should be left in a swept clean condition
- Marked vehicles and uniforms are required for all contract employees

Specifications	Crown/Canopy Type		
	Pyramidal	Spreading	Vase (upright-spreading)
			
DBH	\$ per tree	\$ per tree	\$ per tree
Up to 6"	\$150. ⁰⁰	\$150. ⁰⁰	\$150. ⁰⁰
7-10"	\$200. ⁰⁰	\$200. ⁰⁰	\$200. ⁰⁰
11-15"	\$225. ⁰⁰	\$225. ⁰⁰	\$225. ⁰⁰
16-20"	\$675. ⁰⁰	\$700. ⁰⁰	\$675. ⁰⁰
21-25"	\$1225. ⁰⁰	\$1275. ⁰⁰	\$1225. ⁰⁰
26-30"	\$1725. ⁰⁰	\$1800. ⁰⁰	\$1725. ⁰⁰
31-35"	\$2850. ⁰⁰	\$2950. ⁰⁰	\$2925. ⁰⁰
36-40"	\$4275. ⁰⁰	\$4400. ⁰⁰	\$4375. ⁰⁰
41-45"	\$5775. ⁰⁰	\$6000. ⁰⁰	\$5875. ⁰⁰
Stump Removal \$ Per inch	\$7.25		

Fill out contact information, next sheet

Name Jesse Noel

Title V.P. Sales-Tree Division

Company Hansen's Tree, Lawn & Landscaping Inc

Address 104 Hansen Ct. Ofallon, Mo. 63366

Phone 636-379-1830 Office 314-280-4941 Cell

Fax 636-379-1866



**2026 Planning & Public Works Committee
Meeting Schedule
Conference Room 101 - 5:30 p.m.**

JANUARY

Thursday, January 8
Thursday, January 22

FEBRUARY

Thursday, February 12
Thursday, February 26

MARCH

Thursday, March 12
Thursday, March 26

APRIL

*No meeting Monday, April 9,
due to Pesach (Passover)*

Thursday, April 23

MAY

Thursday, May 14
Thursday, May 28

JUNE

Thursday, June 11
Thursday, June 25

JULY

Thursday, July 9
Thursday, July 23

AUGUST

Thursday, August 13
Thursday, August 27

SEPTEMBER

Thursday, September 10
Thursday, September 24

OCTOBER

Thursday, October 8
Thursday, October 22

NOVEMBER

Thursday, November 12

*No meeting Thursday, November
26, due to Thanksgiving*

DECEMBER

Thursday, December 10