

MEMORANDUM

DATE: December 7, 1990

TO: Michael G. Herring, City Administrator

FROM: William C. Hawn, Director of Public Works/City Engineer 

RE: Minutes - Meeting Public Works/Parks Committee

A meeting of the Public Works/Parks Committee was held on December 6, 1990. Those in attendance included Councilmember Jade Bute, Chairperson, (Ward II), Councilmember Alan Politte (Ward III), Councilmember Dick Hrabko (Ward IV), Councilmember Nancy Greenwood (Ward I), Mayor Jack Leonard, City Administrator Michael G. Herring, Assistant City Administrator/Personnel Director Brenda Love Collins, and Director of Public Works/City Engineer William C. Hawn. Also in attendance were Larry Connel from Environmental Industries and representatives from Browning Ferris Industries.

The following is a listing of those items discussed by the Committee at this meeting:

1. Councilmember Alan Politte introduced Don Davis, Larry Martin, Steve Boriss & Dick Belding, who are members of the Parks & Recreation Committee. Mr. Davis addressed the Committee and explained the objectives the Parks Committee is trying to accomplish. They propose to survey what residents of the City of Chesterfield would prefer Re: Parks & Recreation facilities and Parks & Recreation Programs, in general. When responses are tabulated, they will prepare a report, which would include the results of this City wide survey.

Mr. Boriss explained the enclosed "Chesterfield Parks Questionnaire". One the questions asked concerned the willingness of citizens to pay an extra \$125 - \$175 in taxes in order to have new parks & facilities. Mr. Boriss suggested a separate mailing for this survey, with a pre-paid return envelope, since this would generate a faster response from the citizens. Mayor Leonard did express concern over guaranteeing the accuracy of the survey's information.

Mr. Martin next discussed the rationale behind the numbers selected for possible tax costs to our residents. He stated that the numbers were a combination of the estimated costs for capital improvements, as well as on-going operational expenses. Mr. Herring suggested that prior to sending out the survey questionnaire, members of this sub-committee should meet with Finance Director Jan Kluba to review the estimated costs contained in Item #4.

PUBLIC WORKS/PARKS COMMITTEE MEETING Cont'd

Page Two

December 7, 1990

Councilmember Alan Politte motioned to approve a January mailing of this survey, with the change in Item #4 of the questionnaire, to state that the cost would be "approximate". This would include pre-printed return envelopes. In addition, this sub-committee is to meet with Ms. Kluba to review these numbers, as noted above, before finalizing the questionnaire. Councilmember Dick Hrabko seconded the motion which was passed unanimously.

2. Director of Public Works/City Engineer William C. Hawn updated the Committee on the transfer of County Arterial Streets to the City. V.J. Construction Contractors have been awarded the contract to do the improvements to sidewalks and storm sewers located within the County right-of-way for Greentrails North & South, Appalachian Trail and Stablestone. Work started yesterday and weather permitting should be finished somewhere around the first of the year. Councilmember Nancy Greenwood questioned whether the work they were doing included the curbline of the street, since it appeared necessary in several locations. Mr. Hawn will check on this and report back to the Committee.

3. Councilmember Bute advised the Committee that the approved Street Tree List be expanded to include the enclosed list of 6 more trees. Councilmember Dick Hrabko motioned to approve the additions and Councilmember Alan Politte seconded the motion. The motion was approved unanimously.

4. Director of Public Works/City Engineer William C. Hawn opened the discussion on the Capital Improvements Street Survey. Mr. Hawn explained the process of making a street list and preparing a map to show streets used in survey. After discussion, Councilmember Dick Hrabko motioned to proceed and seek proposals for the Capital Improvement Survey-Streets and Councilmember Alan Politte seconded the motion. The motion was approved unanimously.

5. Director of Public Works/City Engineer William C. Hawn addressed the subject of the Infrastructure Survey for Storm Sewers and Sidewalks. The Public Works Department and the Public Works Citizen Advisory Group would like to prepare a survey to be sent out to the Trustees Organizations and individuals not in a subdivision. The Committee approved the concept of surveying trustees to identify the scope of the project. This survey questionnaire, once completed, would be submitted to this Committee for final review prior to mailing.

6. City Administrator Michael G. Herring opened the discussion on Refuse Recycling Collection. Director of Public Works/City Engineer William C. Hawn explained the draft bid proposal. The proposal is suggesting mandatory once a week garbage collection and once a week recycling collection. It is proposed that the successful bidder would initiate a program to educate residents re: the new collection procedure, which is proposed to begin on July 1, 1991. Following

discussion, the Committee voted unanimously to recommend that this Request For Proposal be approved and sent to City Council for final review and approval. In addition, the Committee voted unanimously to authorize staff to prepare an amendment to the City's Solid Waste ordinance, regarding mandatory once a week refuse/recycling collection and submit same to members of this Committee to review, prior to sending to City Council for adoption.

7. City Administrator Michael G. Herring next explained the list which had been prepared re: Public Works Department Accomplishments.

8. Director of Public Works/City Engineer William C. Hawn addressed the subject of the Geographic Reference System. Mr. Hawn explained that the State Land Surveyor has approached the City in an effort to work on a county wide system. These are survey stations that are installed and maintained by the state. These stations are established via satellite. The establishment of the control stations would greatly help in the City's mapping capability. The original cost for installing the stations is around \$3000.00 per station. We can get them installed for \$1000.00 for each one at this time. The total cost to the City would be \$7000.00. Councilmember Dick Hrabko made a motion to authorize City Administrator Michael G. Herring to sign a contract and recommend transfer of funds from contingency in the amount of \$7000.00 to pay for the installation of the survey stations. The motion was seconded by Councilmember Alan Politte and was passed unanimously.

9. Councilmember Jade Bute, Chairperson, opened the discussion on the subject of the Street Light at White Rd. and Olive. It has been suggested that the City install a street light at this location. Mr. Herring stated that the City has never bought and installed a street light. He expressed concern as to the president the City would establish. The discussion involved the issue as to whether or not the City should buy and maintain street lights on State and County roads. The Committee voted unanimously to request additional information on who is paying for (2) lights on White Rd, (1) at Baxter & Country Ridge, and (1) on White Rd. & Conway. City Administrator Michael G. Herring will research this and re-submit to the Committee.

10. Director of Public Works/City Engineer William C. Hawn explained the requirements needed of a Special Use Permit fee for residents who plant trees adjacent to our streets. When a street tree dies and a resident wants to replace it, there is excavation on the City right-of-way to plant said tree. There is also the issue of complying with the Street Tree List. Councilmember Dick Hrabko motioned to waive the Special Use Permit fee for residents to plant trees. The motion was passed unanimously. Even though the fee has been waived, residents must still obtain this permit.

PUBLIC WORKS/PARKS COMMITTEE MEETING Cont'd

Page Four

December 7, 1990

11. City Administrator Michael G. Herring addressed the subject of Public Street Acceptance confirmed in various memos prepared by Mr. Hawn. Councilmember Alan Politte motioned to authorize preparation of ordinances which would approve acceptance of those streets and submit same to City Council. Councilmember Dick Hrabko seconded the motion. This motion was passed unanimously.

12. Councilmember Jade Bute addressed the subject of the Historical Committee Revenues and Expenditures. Councilmember Alan Politte motioned to approve the payment of the list of expenditures submittal and Councilmember Dick Hrabko seconded the motion. The motion was passed unanimously.

13. Director of Public Works/City Engineer addressed the subject of the proposed ordinance for placement of obstructions in the right-of-way. Mr. Hawn explained the complaints he has received from residents in regards to people placing large rocks on their lawns between the sidewalk and the curb to deter people from running up onto the curb and the sidewalk. Councilmember Dick Hrabko made the comment that the City should not need an ordinance to keep objects out of the right-of-way. It was determined that the City has the right to remove anything in the right-of-way. The Committee voted unanimously to have the Public Works Department remove any obstructions in the right-of-way, following notice to the owner of said adjacent property.

14. Councilmember Nancy Greenwood addressed the Committee on the request for reimbursement to the Recycling Committee for expenses incurred by the Committee. There was a motion to approve the request and was seconded. The motion was passed unanimously.

15. The next meeting of the Committee will be held on Thursday, January 10th at 7:30 AM.

16. There being no further business to discuss, the meeting was adjourned.