

City of Chesterfield

To: Mike Herring, City Administrator

From: David Christensen, Deputy Director of Public Works/Assistant City Engineer

Date: 9/20/99

Re: Minutes – Public Works/Parks Committee, September 15th, 1999

A meeting of the Public Works/Parks Committee began at 5:30 p.m. on Wednesday, ~~July 28th, 1999~~ ^{Sept. 15, 1999}.

Councilmembers in attendance were: Chairperson Barry Flachsbart (Ward I), Councilmember Dan Hurt (Ward III); and Councilmember Linda Tilley (Ward IV). Also in attendance were City Administrator Mike Herring, Director of Public Works/City Engineer Mike Geisel, Deputy Director of Public Works/Assistant City Engineer David Christensen, Superintendent of Parks, Recreation and Arts Darren Dunkle, Superintendent of Engineering Operations Bonnie Hubert, GIS Specialist June Nunn, Darcy Capstick and Ken Denson of the Chesterfield Citizens for the Environment, Robert Wald, Jade Bute of the Parks, Recreation and Arts Citizen Advisory Committee (PRACAC), President of the CCA Michael Hejna, Derrick Standley of the Genesis Consulting Group, and three citizens.

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

- 1) Councilmember Tilley **motioned to approve the minutes (July 28) without correction.** The motion was seconded by Councilmember Hurt, and passed unanimously, 3 – 0.
- 2) Mr. Geisel briefly summarized the status of the City's Geographic Information System (GIS) and introduced the City's new GIS Specialist June Nunn. Mrs. Nunn gave a Power Point presentation on the current status of the GIS system and goals to be accomplished in the year 2000. Main topics included 1) the consolidation of current data into usable databases; 2) uses for street pavement inventories; 3) parcel information; 4) Valley Masterplan information; 5) how the system can help to correct trash collection problems; 6) efficiencies gained for public notification mailings; and, 7) how it could be used to help crime analysis. Following the presentation, a discussion ensued among the Committee concerning how a Global Positioning System (GPS) could be utilized in conjunction with the GIS. The Committee expressed their support of the continued implementation of the City's GIS.
- 3) & 4) Ms. Hubert briefly summarized the street name discrepancies regarding Plymton Lane and Wilson Farm Drive. Councilmember Hurt made **a motion to recommend that City Council pass an ordinance changing the name of Plymton Court to Plymton Lane and a second ordinance that would change Wilson Farm Estates Drive to Wilson Farm Drive.** The motion was seconded by Councilmember Flachsbart, and passed unanimously, 3 – 0.
- 6) Mr. Herring briefly highlighted Councilmember Streeter's request regarding a costs/benefit analysis for the City taking control of Conway Road from St. Louis County. Mr. Hurt expressed his concern that the City had previously determined not to seek control of Schoettler Road and if a different

decision would be made, RE: Conway Road, he would ask for reconsideration of Schoettler Road. He commented that if the City improved Conway Road to City standards, the County could still re-take possession for control purposes. Mr. Flachsbart stated that it would be a bad precedent to take over the road if it was not first brought up to City standards. Further discussion ensued between Committee members and residents in the audience. After discussion, the Committee decided to take no action to direct staff to complete any analysis, RE: Conway Road.

- 11) Councilmember Tilley opened discussion relative to the Citizens Committee for the Environment (CCE) recommendation to hire a consultant, who would evaluate the City's solid waste collection structure. Mrs. Capstick, Chairperson for the CCE, discussed the CCE's recommendation regarding the need for outside expertise and distributed two handouts (see attached). General discussion ensued regarding the need to hire a consultant in the near future; thus, allowing sufficient time to prepare specifications for competitive bids in order to implement a new program, if so directed by City Council. After discussion among the Committee members, Councilmember Tilley **made a motion to direct staff to prepare a Request for Proposal to seek a Consultant to 1) study the current solid waste hauling system, 2) evaluate possible options to change the City's current system, and 3) prepare bid documents/specifications to seek competitive bids for the recommended direction resulting from the consultants study.** The motion was seconded by Councilmember Hurt, and passed, 2 – 1, with Councilmember Flachsbart voting "no".
- 5) Mr. Christensen displayed a plan showing the locations of the traffic calming devices proposed for a pilot project on Schoettler Valley/Country Ridge/Highcroft. He noted that the residents have participated in the design of the traffic calming measures and are very supportive. As the Committee reviewed the plan, Mr. Christensen and Mr. Geisel responded to questions regarding implementation, traffic studies, citizen input, and schedule. The Committee voted unanimously to direct staff to revise the entrance signs to read, "You Are Entering A Traffic Calming Project," on a motion by Councilmember Hurt, seconded by Councilmember Flachsbart.
- 7) Mr. Christensen reported that at the last Public Works/Parks Committee meeting, the Committee directed staff to analyze and develop recommendations for a Sewer Lateral Repair program. A proposed policy/procedure document was distributed in the agenda packet for the Committee to review. Councilmember Hurt commented that 3" caliper replacement tree should be changed to a 4" caliper tree. Staff noted Mr. Hurt's comment and will make the necessary change to the proposed policy. Councilmember Hurt **made a motion to recommend City Council approve the proposed policy/procedure and place on the April 2000 ballot.** The motion was seconded by Councilmember Flachsbart, and passed unanimously, 3 – 0.
- 8) Mr. Geisel requested that a change order in the amount of \$29,666.92 be approved for the Asphalt Overlay Project, Area A (Ladue Farm Estates). The change order covers the removal and replacement of deteriorated curb and gutter that was discovered following the milling operation. Mr. Hurt informed the Committee, that he would like to give the trustees of subdivisions with asphalt

streets, the option to let the pavement deteriorate until it warrants full removal and replacement with concrete. Mr. Geisel commented that staff is actively pursuing alternatives to asphalt overlays with a new concrete technology, called whitetopping. Mr. Geisel noted that current Council policy gives the Committee the authority to approve change orders to existing projects. On a motion by Councilmember Hurt, seconded by Councilmember Flachsbart, the Committee voted unanimously to approve this change order.

- 9) Mr. Dunkle reviewed a letter from a resident, seeking a change to current policy to allow for a pro-rated season family pool pass. Following discussion, the Committee voted to take no action, leaving the current policy in place, which does not allow for any such pro-ration.
- 10) Councilmember Flachsbart expressed his concern regarding the location of the photo ID machine and available hours. Mr. Dunkle responded to Committee questions arising from Councilmember Flachsbart's comments. He indicated that the resident ID machine is used for other City functions, not just pool passes. Therefore, it would be costly and impractical to staff the ID machine at the pool. He also stated that earlier this spring, for convenience purposes, the Parks Division held numerous non-working hour photo sessions (5:00 PM to 7:00 PM on weekdays, and 10:00 AM to 1:00 PM on Saturdays). Councilmember Flachsbart strongly suggested that staff aggressively explore other ways to implement the ID process.
- 13) Councilmember Flachsbart raised the issue concerning vertical curbs for islands in residential subdivisions. After discussion among the Committee, Mr. Flachsbart made **a motion to direct staff to always replace existing curbs with vertical curbs, and notify Trustees of the conversion prior to construction. So, even if rolled curbs are currently in place, they will now be replaced with vertical curbs, unless Trustees voice objections.** The motion was seconded by Councilmember Hurt, and passed unanimously, 3 – 0.
- 14) Councilmember Flachsbart reported that Mayor Greenwood has requested that the Committee discuss changing the noise ordinance to apply to all construction within 1000'. The current ordinance regulates the hours of construction, but only if the site is within 500' of habitable structures. After discussion among the Committee, Mr. Flachsbart made **a motion to direct the City Attorney to prepare a revised noise ordinance changing the distance requirement from 500' to 1000'.** The motion was seconded by Councilmember Tilley, and passed unanimously, 3 – 0
- 15) Councilmember Hurt expressed his concern with the City's weather station at the Chesterfield Valley Athletic Complex and asked if there is an override switch on the control panel. Mr. Christensen and Mr. Dunkle explained that there is an override switch and they noted that the City has not taken full control of the system, but noted that final payment to the contractor will be

withheld until all of the “bugs” are worked out. This involves the automatic operation of sprinkler systems, if the computer senses a lack of moisture. Mr. Hurt was concerned with the possibility that sprinklers could become operational during games.

16) Councilmember Tilley reported that, according to MoDOT, “Mothers against Drunk Driving” signs are allowed in front of schools located on state highways, if erected on school signposts.

17) Executive Session (closed meeting) – On a motion by Councilmember Flachsbart, seconded by Councilmember Tilley, the Committee voted to go into Executive Session, for purposes of discussing property acquisition. Roll call was taken, with the following results:

Tilley – Aye
Hurt – Aye
Flachsbart – Aye

The regular meeting was then adjourned at 7:18 PM.

cc: Mayor Nancy Greenwood
Department Heads/Executive Staff

Trasen '99
7/28/99 rec. fr
Consultant.

July 28, 1999

Mr. Mike Herring, City Administrator
City of Chesterfield
16052 Swingley Ridge Road
Chesterfield, MO 63017

RE: CCE Recommendation for Consultant Selection

Dear Mr. Herring:

As the result of significant review thus far of Trash Hauling circumstances, Citizens Committee for the Environment (CCE) believes the status of Trash Haulers/Trash Hauling Companies is in significant flux which will not quiet soon. Recognizing that, CCE believes a professional TH Consultant of the caliber of Mr. Derrick Standley of The Genesis Group, Ltd., be procured. This would be similar to the process CCE recommended in 1996; however, CCE had won grant funding at that time to purchase a professional consultant for that Trash Hauling Contract (THC). Realizing a public bid process must be undertaken with time constraints, bid specs encompassing the following "Scope of Services" should be included.

"Request for Proposals"

- *Synthesize City and CCE inputs for a revised THC
- *Rewrite the THC
- *Provide services for a final "review" of the THC with potential haulers so as to allow them input to insure a "biddable" THC
- *Evaluate routes (4 Wards, now) so as to insure viable sectors for service and bid
- *Evaluate City and Hauler Interfacing and make any recommendations for improvement thus enhancing overall customer service
- *Provide annual evaluation of the THC through the next RFP (including both Hauler and Resident critique and MRF Audit at minimum.)

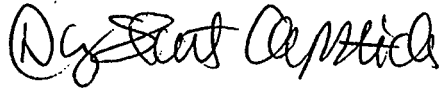
Certainly, CCE would request that Mr. Standley be included in the "RFP" mailings. CCE endorses Mr. Derrick Standley for services in this project, but in no uncertain terms would CCE fail to acknowledge the open bid process and what is law. Mr. Standley has demonstrated expertise and has donated time and talent at several meetings. Mr. Standley has suggested a range of \$4,000.00 to \$8,000.00 as an indicator of cost.

(OVER)

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Mr. Mike Herring

Thank you for your consideration, and we look forward to your reply.

Very truly yours,



Darcy S. Capstick, Chair
Citizens Committee for the Environment

cc: Mayor Nancy Greenwood
Council Liaison Linda Tilley
Mike Geisel, City Engineer/Director of Public Works
Darren Dunkle, Superintendent of Parks, Recreation, and Arts
Holly Taylor, City Liaison, Recreation Coordinator
CCE

Key points for new Waste Hauling Contract for the City of Chesterfield
Chesterfield Citizens Committee for the Environment
July 1999

- 1) Any contract must include recycling as a non-optional component of the service.
- 2) The basic city contract should be for a curbside pickup of all materials once a week using standard-sized trucks.

If residents want a second trash pickup, rear-yard pickup, or to impose special truck restrictions, that should be covered by a separate agreement between the affected residents and the hauler.

It is optional as to whether the city should require notification of the rates for those optional services, in an attempt to prevent price gouging, but the committee feels that the haulers should have the freedom to price those optional service based on their costs of delivering them.

- 3) Would prefer to have yard waste pickups as an optional component of the service.

This is negotiable if a non-optional yard waste service significantly streamlines the hauler's operations, leading to fewer service problems and significantly reducing the cost of yard waste pickup for all residents.

To minimize the hauler's service problems, and therefor improve the service received by residents, there should be a minimal number of yard waste pickup options.

Would propose having the haulers bid on a small number of simple options:

- 1) Year-round yard waste pickup for all residents.
- 2) Ninth-month yard waste pickup for all residents.
- 3) Optional yard waste pickup, with year-round pickup for those choosing service.
- 4) Optional yard waste pickup, with nine-month pickup for those choosing service.

- 4) There should only be a single truck picking up each type of material (trash, recycling, and yard waste) in a given area of the city.

Prefer single hauler for all three materials for billing, service establishment, and service complaint convenience of residents, but this is not an absolute requirement.

Prefer single hauler for all areas of the city, for the same reasons as above, but this also isn't an absolute requirement.

It is assumed that significant cost benefits and service *leverage* are achieved by having a single hauler for the entire city.

- 5) The selected hauler will be required to implement specified minimum levels of customer service.

It is suggested that there be separate phone numbers for reporting pickup problems, for starting or stopping service, and for dealing with billing or other issues.

These phone numbers should be clearly indicated in both telephone directories and, ideally on monthly bills, as to which phone number to call to deal with a particular issue, and for which type of service (residential versus commercial).

There should be *fall back* mechanism in place for dealing with a high volume of calls, for example, an automated recording system that is monitored and followed up on.

There must be a clearly defined process for dealing with pick up problems, and insured that the problem is corrected in a timely fashion.

There must be a clearly defined process for dealing with customers who face chronic service problems, and there must be a mechanism that insures that such customers do not continue to suffer from consistently bad service.

There must be a clearly defined process to insure that the truck drivers do not abuse the residents' containers, put them back in inappropriate places, or scatter trash through the neighborhood during trash collection.

- 6) The hauler must insure that any material picked up as part of correcting a missed pick up is handled in the appropriate fashion.

This means that recyclable materials or yard waste must not be landfilled if the hauler misses picking up that type of material on the initial collection.

- 7) The hauler must implement a minimum level of communication with city residents.

There must be a mechanism for clearly communicating the Holiday schedule for each year. It is suggested that the dates where Holiday schedule will be in effect be communicated in customer bills, in the City Newsletter, and in any recorded messages which play while customers are on hold awaiting to talk with a hauler's representative over the phone.

- 8) The preference is for annually renewable contracts, even if the contract is negotiated for a longer overall period of time.

July 28, 1999

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OVERVIEW TO 7/28/99 CCE LETTER OF RECOMMENDATION

As you know on 5/18/99 City Council directed the Citizens Committee for the Environment (CCE) to work with Mr. Herring, City Administrator, to prepare bid specifications for trash hauling subsequent to City Council's vote to extend our current Trash Hauling Contract (THC) for a fourth optional year, i.e., from July-end, 1999, through July-end, 2000. Since CCE is a microcosm of our City, and since November, 1998, CCE undertook a review of "the status of waste" initiated by CCE's recommendation of Nov., 1998, as requested by PW/P.*

- I. At Jan., 1999, CCE meeting, Mr. Derrick Standley of The Genesis Group, Ltd., professional waste/trash consultants reviewed: Solid Waste Composition Study and MW Assistance Program: Recyclables Transfer Point - this included a synopsis of "State Trends and Issues".*
- II. At Feb., 1999, meeting, CCE discussed what was critical to be included in a THC as requested by PW/P,.*
- III. At 3/99 meeting, CCE discussed the THC critical paths.
- IV. At 4/99 meeting, CCE discussed PW/P decision and input to have City Council vote in May for THC.
- V. At 5/99 meeting, CCE discussed citizen concerns brought to City Council and to CCE members, participated in the regional MORA Conference at Maryville University at the "State Objectives" and "Trash Haulers Roundtable" Sessions, reviewed Mr. Herring's letter, and requested City Council to provide their input to CCE regarding a criticism of the THC.
- VI. At 6/99 meeting, CCE reviewed citizens' input, CCE members input, City Councilmen's input, PW Liaison input, MORA's sessions, the County's direction regarding unincorporated areas, and the EPA's "Pay as You Throw" video, etc. CCE decided to have a Special Work Session to synthesize source inputs on 7/8/99.
- VII. At 7/99 meeting, Mr. Standley returned to update us on state/regional trends and "state of the art" in Trash Hauling. CCE requested inputs from residents and our current Trash Hauler thereby completing TEN sources of inputs. Another Special Work Session is scheduled on 8/5 to synthesize and to refine further CCE's 7/99 "Key Points for New Waste Hauling Contract in Chesterfield."* By 8/20 resident input and, hopefully, our Trash Hauler's input will be received. CCE will digest this, and produce an updated 9/99 "Key Points for New Waste Hauling Contract in Chesterfield." Routinely, CCE monitors curbside recycling participation rates and in June, asked Mr. Herring's input on customer service. Any newspaper article which CCE locates is part of our "Read File" on Trash.

Therefore, CCE maintains that:

*Cities are unique and provide limited comparisons,

*Landfills continue to close in MO, and statewide we should be at 40% diversion of solid waste from landfill, but we are at ap. 30% (some landfills are public and some are private),

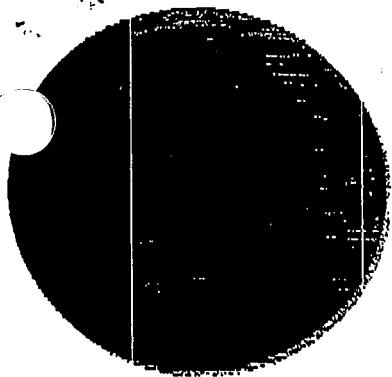
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*MO is the ap. 5th. largest solid waste exporter in the country, and

*Trash Haulers/Trash Hauling Companies are in flux.

In an effort to manage and balance the foregoing for City and residents, and in order for our City to prepare itself BEFORE receiving 9/99 "Key Points for New Waste Hauling Contract in Chesterfield," retention of a professional Trash Hauling Consultant is recommended. Refer to 7/28/99 letter to Mr. Herring.

*Memoranda generated. All public meetings generate minutes.

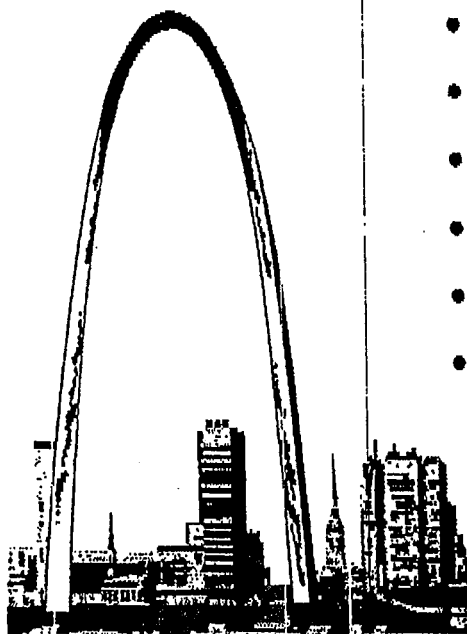


Genesis Consulting Group, Ltd.

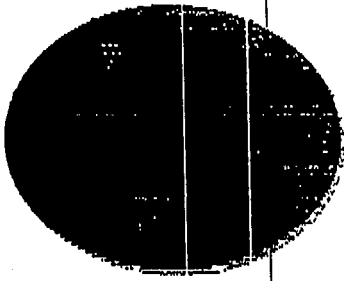
8460 Watson Rd. Ste 225. St. Louis, Missouri 63119

The Genesis Group is a St. Louis based Corporation established in 1991. Genesis is dedicated to helping the municipal and private sectors better serve their solid waste, and recycling clients. We accomplish this goal through our efforts in the following areas:

- **Strategic Planning**
- **Market & Pricing Profiles**
- **Municipal Solid Waste Proposal/Bid Specifications**
- **Municipal Contract Negotiation/Development**
- **Waste Reduction & Recycling Projects**
- **Recycling, Transfer, & Disposal Permitting**
- **Route & Equipment Organization**
- **Regulatory Compliance Assistance**



Telephone 314 822 1017 Fax 314 525 2521



Summary of Professional Staff Qualifications:

- | | | |
|-------------------------------------|-----------|----------------------------|
| • James F. McCaul, III, PE, LS, | President | Engineering & Survey |
| • C. Dale Ellifrits, Ph.D., GeE, RG | Principal | Geological Engineer |
| • Derrick Standley | Principal | Solid Waste Ops & Planning |
| • Bruce F. Rich, PE, | Principal | Engineering & Planning |
| • Norber O. Schmidt, Ph.D, PE | | Engineering & Soils |
| • Alan R. Berry | | Design & Drafting |



Missouri Past & Present Clients

- | | | |
|--------------------------|------------------------------|---------------------------------|
| • St. Louis County | • Southeast SWMD | • American Disp Service, Inc. |
| • Pemiscott County | • East Central SWMD | • Armstrong Environmental |
| • Phelps County | • St. Louis - Jefferson SWMD | • Browning Ferris Industries |
| • Washington County | • Boothill SWMD | • Continental Waste, Inc. |
| • City of Brentwood | • Appliance Recyclers | • Horizon Waste Services, Inc. |
| • City of Florissant | • Calphis Corp. | • Modern Sanitation |
| • City of Fredricktown | • BCR Recycling | • Republic Waste, Inc. |
| • City of Maplewood | • Earth Circle Recycling | • Superior Waste Services, Inc. |
| • City of Pacific | • St. Louis CAI | • Swinger Sanitation |
| • City of Rolla | • Lemay Fire Protection | • Waste Management, Inc. |
| • City of St. Clair | • Lemay Citizens Task Force | • WaCo Landholding (SLF) |
| • City of St. Robert | • Mehleville Fire Protection | • D&L Sanitary Landfill |
| • City of Town&Country | • Bayless School District | • Washington Cnty Landfill |
| • City of Webster Groves | • Hancock School District | • TriStar Landfill Development |
| | • Mehleville School District | • Purcell Tire Company |

Genesis Consulting Group, Ltd.

Derrick Standley

Experience

1991 - 1999 Genesis Group, Ltd., St. Louis, MO

Senior Partner - Operations

- Responsible for financial performance and administrative/managerial functions
- Responsible for market development activities
- Manage and direct private operations activities

1993 - 1994 American Disposal Services, Inc., Burr Ridge, IL

Regional Development Manager

- Participated in the start-up of ADSI as a National waste company
- Responsible for development expense budgeting
- Participated in planning and budget development for six hauling divisions
- Responsible for new market investigation in twelve states
- Participated in due diligence activities on thirty-four companies
- Participated in re-routing operations for SW Missouri, SE Kansas, and NW Arkansas

1989 - 1991 Waste Management of North America, Inc., Westchester, IL

Development Consultant

- Participated in several development studies across Missouri
- Participated in several material flow studies across Missouri
- Participated in the acquisition of several companies along the I-44 corridor
- Responsible for keeping WMI Regional personnel abreast of meetings at the State and local level in Missouri.

Education

- Graduated BS-Business Administration, - English - Columbia College, Columbia, MO.

Professional Activities

- SB-530 State Landfill fund Committee 1991
- SB-530 State Waste Tire Committee 1992
- U.S. EPA Region 7 Industry Focus Group 1997
- MDNR Public Participation Legislation Committee 1998-1999
- East Central Oklahoma Technical Advisory Committee(ADSI)1994
- South East Kansas Waste Advisory Committee(ADSI)1994
- North West Arkansas Waste Advisory Board(ADSI)1994
- Ozark Rivers Solid Waste Management District
 - Waste Tire Committee 1993,
 - Household Hazardous Waste 1992
 - Recycling Committee 1992

Affiliations and Organizations

- Member, Missouri Waste Control Coalition
- Member, Missouri Recycling Association
- Member, Solid Waste Association of North America
- Member, National Solid Waste Management Association

Other Affiliations

- Trustee, United Methodist Church, Osage Beach, MO.
- Member, United Methodist Men, Osage Beach, MO.
- Disabled American Veterans (US Army)

Solid Waste and Recycling Market Studies and Investigations

- Central Missouri (23 Counties) WMI
- Fort Leonard Wood Missouri(7 Counties) WMI
- East & Southeast Missouri (9 Counties) CWI
- Missouri State Wide Solid Waste Study BFI
- St. Louis & Gateway(9 Counties) BFI
- Eastern Missouri (13 Counties) RWI
- North Missouri (27 Counties) ADSI
- Birmingham Alabama (5 Counties) ADSI
- Southern Alabama (4 Counties) ADSI
- Northwest Arkansas (4 Counties) ADSI
- Jacksonville Florida (3 Counties) ADSI
- Atlanta Georgia (5 Counties) ADSI
- Columbus Georgia (2 Counties) ADSI
- South-central Georgia (9 Counties) ADSI
- Southern Illinois (7 Counties) TriStar
- New Jersey(12 Counties) ADSI
- Southeast Kansas (9 Counties) ADSI
- Central Ohio(11 Counties) ADSI
- Eastern Oklahoma (16 Counties) ADSI
- Eastern Pennsylvania(23 Counties)ADSI