

DATE: August 23, 2006

TO: Michael G. Herring, CA

FROM: Brian McGownd, DDPW\ACE

SUBJECT: Meeting Minutes, PW\Parks 8/8/01

A meeting of the Public Works/Parks Committee began at 5:30 p.m. on Wednesday, August 8, 2001. Councilmembers in attendance were Chairperson Barry Streeter (Ward 2), Mike Casey (Ward 3) and Mary Brown (Ward 4). Also in attendance were Dan Hurt (Ward 3), Mike Herring – City Administrator, Mike Geisel - Director of Public Works\City Engineer, Brian McGownd - Deputy Director of Public Works\Assistant City Engineer and Darren Dunkle - Superintendent of Parks, Recreation and Arts. Several other people were in attendance. A copy of the attendance list is attached to these minutes.

The meeting was called to order at 5:30 p.m. Chairperson Streeter stated that Councilmember Flachsbart was running late.

Agenda Item #1: Councilmember Brown motioned to accept the meeting minutes of the PW\Parks Committee from May 23, 2001, as submitted. Chairperson Streeter seconded the motion. Councilmember Casey abstained. The motion passed 2 - 0 - 1.

Agenda Item #2: Mr. Herring summarized the letter dated July 2, 2001, from Kathy Higgins, President of Chesterfield Arts, Inc. He stated that the Committee needed to not only respond to the offer, but should also consider adopting a policy that would outline the procedure by which artwork would be reviewed and accepted by the City. In response to questions from the Committee, Mr. Herring stated that the offer letter did not specify a length of time that the artwork would be on loan to the City. He also stated that there would be plenty of wall space at the new Government Center to display artwork such as the one that is being offered. Several of the Committee members stated that they had no problems with accepting the artwork that is being offered by Chesterfield Arts, Inc., however, they felt that a policy would be needed. They made it clear that the new government center would not be used as a storage facility for artwork. (Councilmember Flachsbart arrived at the meeting at 5:38 p.m.) **Councilmember Brown motioned to direct Staff to develop a policy for accepting artwork. Councilmember Casey seconded the motion. The motion passed, 3 – 0. Councilmember Brown motioned to recommend accepting the specific artwork that is being offered by Chesterfield Arts, Inc., at this time, Caypac Raymi, for display in the new Government Center. Councilmember Casey seconded the motion. The motion passed unanimously, 4 – 0.**

Agenda Item #3: Mr. Geisel and Mr. Dunkle briefly summarized the process required to create a National Wildlife Federation Certified Community Wildlife Habitat, as proposed by the CCE. Mr. Geisel applauded the efforts of the CCE and Ms. Capstick and indicated that the NWF certification is a monumental task. Mr. Geisel further stated that while he and his Staff fully supported this issue, Staff simply did not have any resources available to provide any support to the CCE related to this effort whatsoever. Darcy Capstick, Co-Chairman of the CCE, gave a detailed summary of the process required to create a Certified Community Wildlife Habitat. Mrs. Capstick introduced several people in the audience, including members of the CCE that will assist in obtaining the certification. She stated that this group that she introduced, as well as volunteers, would be used, and that absolutely no City manpower or staff effort would be requested or required. She also mentioned that, as always, the City has final approval on everything that would be done. **Councilmember Brown motioned that the City proceed with the**

pursuit of Community Wildlife Habitat Certification from the National Wildlife Federation without any involvement or commitment. Councilmember Casey seconded the motion. Discussion ensued with regard to the cost that was involved with this issue, as well as the use of City staff. Mr. Ken Denson, Co-Chairman of the CCE stated that the application fee was \$25. Mr. Herring said that the City Clerk's Office currently provides support to the CCE in regards to copying, postage and mailings, and that he did not see a problem with providing limited assistance to the CCE in this regard. **The motion passed unanimously, 4 – 0.**

Agenda Item #4: Mr. Geisel summarized the amendment to the Levee District intergovernmental agreement. The activities and requirements provided for were summarized in his memorandum to Mr. Herring, dated August 3rd, 2001. In response to questions from the Committee, Mr. Geisel stated that the projects covered by the agreement were in the Valley Masterplan, and were included in the list of critical priority projects. **Councilmember Casey motioned to accept the agreement and to recommend approval of the agreement to the full Council at their next meeting. Councilmember Brown seconded the motion which passed unanimously, 4 – 0.**

Agenda Item #9 (Other): Chairperson Streeter next informed the Committee that Mayor Nations had informed him of a conversation that he had recently with representatives from the St. Louis Family Church. The Church was inquiring as to the possible interest the City might have in selling its Public Works Maintenance Facility and adjacent property. Mayor Nations responded that he thought that the City would NOT be interested in such a sale, but wanted the Public Works/Parks Committee to discuss this proposal. Following a brief discussion, the Committee members unanimously agreed that, at this time, the City had no interest in selling its Public Works Maintenance Facility and/or adjacent property.

Agenda Item #5a: Mr. Geisel summarized the request from the Trustees of Judson Manor to establish a "No Parking" restriction on Beagle Lane, between Judson Manor and Woodsmill. He handed out a map that showed the area in question, as well as the boundary of the Judson Manor Subdivision. He pointed out that the request for the "No Parking" restriction was made on a street that is partially outside the subdivision. After some discussion, **Councilmember Flachsbart motioned to have the Police Department, after the street construction in the area is completed, and over a thirty day period, survey and record, once per shift, the number of parked cars on Beagle Lane, between Judson Manor and Woodsmill; direct the Public Works Department to obtain traffic counts along the street in question; direct Mr. Geisel to send a letter to the trustees of Judson Manor explaining the status of their request; with all of this information, once compiled to be presented to the Committee at the next regular meeting. Councilmember Casey seconded the motion.** Mr. Allan Sheppard, who lives at 826 Judson Manor, spoke briefly about the request. **Councilmember Casey called the question, which passed unanimously, 4-0. The Committee then voted on the original motion, which passed unanimously, 4-0.**

Agenda Item #5b: Mr. McGownd explained the need for a policy to outline a procedure by which "No Parking" requests would be handled. He briefly summarized the proposed policy. After some discussion the Committee directed Staff to revise the proposed policy to include that 75% of the residents in the subdivision must support the request, to require Staff to survey those residents who are directly affected by

the request and to report the results of those inquiries to the Committee, and to require traffic counts on the streets that are in question. The revised policy will be brought back to the Committee at their next meeting.

Agenda Item #5c: Mr. Geisel explained the need for the proposed ordinance, and stated that after passage of the ordinance, parking construction vehicles in violation of an attachment "A" of a rezoning petition would now be a traffic violation, and the offender could be ticketed. **Councilmember Brown motioned to recommend approval of the ordinance that would prohibit parking on abutting streets during construction under the authority of a Chesterfield ordinance, and to forward the ordinance to the City Council for consideration and approval. Councilmember Casey seconded the motion which passed unanimously, 4 – 0.**

Agenda Item #6: Mr. Dunkle summarized his memo regarding cost estimates to install lights at the CVAC to light the parking lot and the fields. After some discussion regarding priorities and financing **Councilmember Casey made a motion to recommend funding the installation of selected lights within the parking lot, preferably to consist of at least poles 3, 4 and 5, as indicated on Mr. Dunkle's memo dated July 3, 2001, utilizing a maximum amount of \$30,000 to be funded from contingency, and to forward this issue to City Council for further action. Chairperson Streeter seconded the motion which passed unanimously, 4 – 0.**

Agenda Item #9 (Other): Councilmember Hurt briefed the Committee on a street construction project, being conducted by the City's contractor, on Lake Clay Drive. He stated that a few trees had to be removed in conjunction with the paving project, because they leaned out over the street and did not provide adequate clearance. He stated that the City has a policy that states that the City does not replace trees that are removed within the right-of-way. However, in this specific instance, Mr. Geisel, worked appropriately with the residents and had agreed to replace those trees that were removed or dramatically affected. Mr. Hurt suggested that the City alter the existing policy to provide flexibility to deal with situations such as these, without contradicting Council policy. It was made clear to the Committee, and they understood, that the City currently has a clear policy that the City does not replace trees as a matter of regular practice, but felt Staff had the ability to deal with similar situations without refining the policy further. Mrs. Pam Hanner, Mr. Bill Baldwin, and Mrs. Thalia Miceli, all residents of Lake Clay Drive, spoke to the Committee regarding the street construction that is taking place on their street. Discussion ensued regarding whether or not a policy change was needed. Mr. Herring reminded the Committee that City Council has always encouraged Staff to use discretion and common sense when applying City policy. It was decided that no policy change was necessary and the Committee noted that Mr. Geisel's decision to replace the trees in this instance was wholly appropriate.

Agenda Item #7: Mr. Geisel and Mr. Dunkle explained to the Committee that at their last meeting, the PRACAC unanimously approved revising their mission statement to add the language that the PW\Parks Committee requested.

Agenda Item #9(Other): Councilmember Flachsbart stated that he did not agree with the interpretation that is being made of the solid waste ordinance that allows residents to place their garbage containers at the

curb at noon on the day prior to the scheduled collection day. After some discussion, **Mr. Flachsbart made a motion to amend Section 25-28 a) of the Solid Waste Ordinance to state that waste containers cannot be placed at the curb before 6 p.m. on the day prior to the regularly scheduled collection day, and that the revised ordinance be sent directly to City Council for further action. Councilmember Brown seconded the motion which passed unanimously, 4 – 0.**

Agenda Item #9(Other): Chairperson Streeter requested an update on the Parkway partnership. Mr. Herring said that he would be meeting with school district representatives in the near future to discuss several items, one of which is the partnership. Mr. Geisel stated that a letter had been sent to Parkway, as directed by the Committee, and that Staff was awaiting a response to the PW\Parks request to identify the Shenandoah and Highcroft schools as their next project sites. Mr. Herring and Mr. Geisel will gather information and will respond back to the Committee at their next meeting.

Agenda Item #9(Other): Councilmember Flachsbart told the Committee that he received a call from a resident in his Ward regarding the sewer lateral repair program. The resident is on the waiting list, due to the funds having been exhausted for the 2001 fiscal year. The resident inquired about having the work done now, at his expense, with the intent of the City reimbursing him once the funds for the 2002 program are received. Discussion ensued. Mr. Geisel pointed out that the resident would have to utilize the City's contractor selected through competitive bidding processes, at the unit bid pricing, and would have to follow all the program's procedures including City review, diagnosis, and approval, for the City to even consider a reimbursement. Mr. Geisel suggested that there may be legal implications that we should be aware of prior to committing to such an obligation. Councilmember Flachsbart requested that Mr. Beach be advised of the situation, as explained, and that Mr. Beach render an opinion as to the legality and if there are any other problems associated with developing such a reimbursement procedure. Mr. McGownd reminded the Committee that the City had retained approximately \$35,000 in the fund, which was held to respond to emergency repairs. He further explained that a repair is considered an emergency when raw sewage is backed up in the basement and the homeowner's plumber cannot get the line unclogged. Mr. McGownd stated that in the last two weeks three emergency repairs were made. He inquired what sort of response would the City direct if an emergency repair situation arose after the fund was completely depleted. The Committee unanimously stated that once the money is gone every applicant, including an emergency repair situation, would have to wait until funds were received for the 2002 program, and that the program had to be separate and stand on its own, and the City would not be forward fund the repairs.

Agenda Item #8: Much discussion ensued, in response to Chairperson Streeter's suggestion that each member of the Committee discuss parks and recreation. Specifically, the Committee was challenged to identify those things that need to be addressed/considered, in order for City Council to make a formal decision, regarding parks/recreation, in the future. It was the general consensus of the Committee that specific recommendations be made and forwarded to City Council for discussion at the Mayor/Council/Staff retreat, scheduled for October 6, 2001. There was much discussion regarding "priorities", ranging from acquiring more land, to providing more "amenities" that residents and their families can use now, or in the near future. Everyone agreed that the ultimate plan will need to include a balance of both needs. This led to a discussion regarding how best to involve citizens, in all parts of the community, in this decision-making process. Additionally, it was noted that much discussion

needs to be given re: which revenue source would be best to fund the cost of whatever "parks plan" is ultimately selected.

A motion was made by Chairperson Streeter, seconded by Councilmember Brown, to direct Staff to create an inventory and map of all available, undeveloped land, over one acre in size. This would EXCLUDE all common ground. The motion was approved 4-0.

A motion was then made by Councilmember Brown, seconded by Councilmember Flachsbart, that Staff develop information regarding the cost and time required for a consultant to conduct a "public engagement process" regarding parks/recreation and that the results of the process (consensus regarding both short and long-term needs) be used to guide a second consultant in the formulation of a new Master Plan for parks. The motion was approved by a 4-0 vote.

Finally, a motion was made by Councilmember Flachsbart, seconded by Councilmember Brown, to direct Staff to conduct a thorough analysis of the "pros" and "cons" of the two major revenue sources to fund any parks plan which might be developed. While the focus will be on a comparison between property tax and sales tax, Staff was directed to explore any other potential revenue sources to cover the expense associated with any parks plan ultimately developed. Mr. Hurt suggested that the amount of property tax be limited such that it would cost the "average" homeowner no more than \$100 per year in additional property tax. The motion passed by a vote of 4-0.

During the discussion that following, the Committee expressed consensus regarding the need to carefully factor the cost of maintenance into any parks plan that is ultimately developed and funded.

The meeting was adjourned at 8pm, on a motion by Councilmember Flachsbart, seconded by Councilmember Casey.

The next meeting of the PW\Parks Committee is scheduled for September 26, 2001, in the Council Conference Room located at the Government Center.

cc: Mayor John Nations
Department Heads/Executive Staff