

City of Chesterfield

To: Mike Herring, City Administrator
From: David Christensen, ^{OC.} Deputy Director of Public Works/Assistant City Engineer
Date: 8/3/99
Re: Minutes – Public Works/Parks Committee, July 28th, 1999

A meeting of the Public Works/Parks Committee began at 5:30 p.m. on Wednesday, July 28th, 1999. Councilmembers in attendance were: Chairperson Barry Flachsbart (Ward I), Councilmember Larry Grosser (Ward II); and Councilmember Linda Tilley (Ward IV). Also in attendance were Councilmember Mary Brown, 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, Darcy Capstick of the Chesterfield Citizens for the Environment, Robert Wald of the Parks, Recreation and Arts Citizen Advisory Committee (PRACAC), Executive Director for the CCDC Keith Riesberg, Parks Intern Matt Schumacher, Steve Domahidy, Mike Kudner, Mike Doster, and William Engel.

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

- 1) Councilmember Grosser **motioned to approve the minutes (May 26) without correction.** The motion was seconded by Councilmember Tilley, and passed unanimously, 3 – 0.
- 9) Councilmember Grosser explained that he was at a meeting with the CCDC and the Board members expressed a desire to assist the City. He and they propose the possibility of looking at traffic problems in conjunction with the Transportation Committee. Mr. Herring noted that this effort could overlap the City's current efforts to hire a traffic consultant to study traffic issues in the City. After general discussion, Councilmember Grosser made a **motion to give a new charge to the CCDC to work in conjunction with the Transportation Committee to 1) identify perceived areas of traffic concern, 2) list perceived concerns, and 3) suggest other ways to compliment the City's traffic study.** The motion was seconded by Councilmember Tilley, and passed unanimously, 3 – 0.
- 6) Mr. Herring briefly explained that a new state law allows the City, by vote of the people, the ability to implement a sewer lateral repair program. The program would consist of the City collecting taxes to fund the repair of private property sewer lateral defects. Councilmember Tilley made a **motion directing staff to analyze and develop recommendations for a sewer lateral repair program.** The motion was seconded by Councilmember Flachsbart, and passed unanimously, 3 – 0.
- 8) Councilmember Tilley opened discussion relative to the Citizens Committee for the Environment (CCE) request to place a recycling collection facility on City property. Mrs. Capstick, Chairperson for the CCE, summarized previous attempts by the CCE in approaching the City to look for public

space for a recycling collection facility. Councilmember Flachsbart asked who would monitor the facility. Mrs. Capstick said it would be a community effort to monitor. Councilmember Flachsbart noted that he is concerned with the City sponsoring this type of project and would prefer the management of the facility to be a private venture. Mr. Geisel summarized that there are many issues associated with placing this type of facility next to the Public Works Facility: lack of space, need for a security fence, and zoning issues. No motion was made in regard to this issue. Councilmember Tilley asked if the CCE's recommendation for Consultant Selection (*see attachment*) could be added to the next agenda of the Public Works/Parks Council Committee Meeting.

- 2) Mr. Christensen and Mr. Geisel explained the proposed new formula for the City's Snow Recoupment Program for private streets. They talked about last year's issues/problems associated with equity issues, disparities between snow removal costs for subdivisions with similar street lengths, and large lot subdivision exclusion in the program. As a result, they proposed the following changes to last year's criteria and recoupment formula: 1) include large lot non-gated subdivisions in the program, 2) base the City's maximum reimbursement on \$50.00 per unit or \$6,000.00 per mile, whichever is larger between these two sums, and also limited to actual expenses, as evidenced by paid receipts. It was noted that the City's total exposure last year was \$164,312.50 and under the new formula, including large lot subdivisions, it would be \$166,860.00. Councilmember Grosser suggested that when the letter describing the new formula is distributed, it should include clarification on what type of services and items are eligible. After discussion among the Committee, Councilmember Grosser **made a motion to try the new proposed formula for this last snow season and clarify to the eligible subdivisions what services would be covered under this program.** The motion was seconded by Councilmember Tilley, and passed unanimously, 3 – 0.
- 3) Mr. Christensen briefly explained and highlighted the proposed TEA-21 grant application for the "Highway 340 Enhancement Project." He summarized that the project would consist of new sidewalks, new medians on the center lane, landscaping, irrigation, bus stop shelters, bicycle lanes, and bicycle share the road signs on Highway 340, from Ladue Road to Kehrs Mill Road. He reported that the grant application is due September 15 and a "Resolution of Support" is required from City Council by East-West Gateway Coordinating Council as part of the grant application. Councilmember Tilley raised a question about how this project would affect proposed and existing plantings on the Clarkson Road grass medians, which the Beautification Committee had identified to install landscaping. Mr. Geisel pointed out that at the last Beautification Committee they had recommended that staff use part of this year's \$50,000 to seek bids to replace damaged/dead trees in other locations throughout the City. Councilmember Tilley also suggested that the money could be used to install an irrigation system in the quadrants at Hwy. 40 and Hwy. 340. Following more discussion regarding the proposed grant application, Councilmember Flachsbart made a **motion to recommend City Council pass a "Resolution of Support" for the proposed "Highway 340 Enhancement Project.** The motion was seconded by Councilmember Grosser, and passed unanimously, 3 – 0. (*Note: City Council approved Resolution #255 on 8/2/99*).

- 4) Mr. Geisel gave an update on the progress of Walkable Communities. He reported that City staff have had numerous meetings with residents associated with the River Valley and Schoettler Valley/Country Ridge/Highcroft traffic calming projects. He noted that the residents have participated in the design of the traffic calming measures and are very supportive. Mr. Herring briefly summarized that he has been approached by residents in other areas of the City who have expressed interest in traffic calming techniques. Mr. Geisel said that traffic studies will be performed prior, during, and following implementation of the traffic calming techniques.
- 5) Mr. Herring explained the proposed three-party agreement between the City, MoDot and THF Chesterfield Development to install non-standard MoDot lighting on the new interchange at Boone's Crossing. He reported that THF has approached the City to pay for the electric cost of the lighting on the overpass only, estimated to be \$141.00/month. He noted that these lights would be aesthetically pleasing and would be a benefit to the community. Mr. Herring said that City staff recommends Council approve this request and commented that the City would incur no cost for the installation, maintenance or replacement of the lights. Councilmember Tilley made a **motion to recommend that Council approve THF's request and pay the electric bill for the lights on the new Boone's Crossing interchange**. The motion was seconded by Councilmember Grosser, and passed unanimously, 3 – 0. *(Note: City Council approved this recommendation on 8/2/99).*
- 7) Mr. Geisel reported that MoDot is currently in the process of constructing center medians in conjunction with the reconstruction of Olive Boulevard between River Valley Drive and Ladue Road. He noted that the State has agreed to fund the cost of constructing these islands and installing the necessary lighting. He also noted that it is necessary and prudent to install the underground water taps and sleeves under the pavement to allow for the future irrigation systems to these islands. Councilmember Flachsbart asked if it should come out of the R&S fund or the contingency fund. Mr. Herring explained that it could come from the R&S fund because this fund was set-up for all work related to street reconstruction work in the City. Councilmember Flachsbart made a **motion to recommend that Council approve and authorize staff to contract with Fred Weber, Inc., to install the sub-surface water taps and sleeves, in the amount of \$42,500.00 appropriated from the R&S fund**. The motion was seconded by Councilmember Tilley, and passed unanimously, 3 – 0. *(Note: City Council approved this recommendation on 8/2/99).*
- 10) Mr. Geisel reported that the County has been surveying Baxter Road for an aerial survey and for use with the project to eventually widen/improve this road. He commented that Councilmember Hurt wanted the County to involve the City.
- 11) Since Councilmember Hurt was not in attendance, the Committee tabled this item, until the next agenda.

- 12) Councilmember Tilley said that this item has already been discussed during agenda item no. 3.
- 13) Mr. Geisel reported that MoDot will only allow "Mothers Against Drunk Driving" signs to be posted on city limit signs. He said that the signs could be erected on City street signs. He noted that City policy prohibits any type of sign to be erected on City of Chesterfield City limit signs. Following general discussion, the committee directed Mr. Herring to contact other Cities to find out how they are able to erect signs on State roads. The names of the cities to be contacted will be provided by Councilmember Tilley.
- 14) Councilmember Flachsbart reported that the Public Works Citizens Advisory Group strongly supports all efforts to implement a GIS system as soon as possible. Mr. Geisel commented that the City just hired a GIS specialist June Nunn. Councilmember Flachsbart suggested that a report of the status of the GIS system be given at the next Public Works/Parks Council Committee meeting.
- 15) Mr. Dunkle briefly summarized the Tree Resource Improvement and Maintenance (T.R.I.M.) cost share program for 1999. Councilmember Tilley made **a motion to direct staff to submit an application for the T.R.I.M. cost share program**. The motion was seconded by Councilmember Grosser, and passed unanimously, 3 – 0
- 16) Councilmember Tilley stated that the City should study all costs associated with taking over Conway Road, before making any request to St. Louis County regarding ownership of this road. Mr. Geisel noted that the City wouldn't take over the road until it is brought up to City standards. After a brief discussion relative to the costs and benefits of taking over Conway Road, the Committee directed staff to include as an agenda item, for discussion, on the November Public Works/Parks Council Committee meeting agenda.

The meeting was then adjourned at 6:45 PM.

[Next Meeting, set tentatively for September 15, 1999.]

cc: Mayor Nancy Greenwood
Department Heads/Executive Staff

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.)

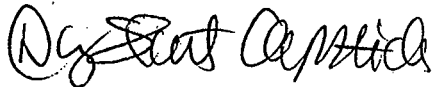
Certainly, CCE would request that Mr. Standley be included in the "RFP" mailings. CCE endorses Mr. Derrick Standley for services in this project, but in no uncertain terms would CCE fail to acknowledge the open bid process and what is law. Mr. Standley has demonstrated expertise and has donated time 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.

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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.