

MEMORANDUM

DATE: June 21, 1990

TO: Michael G. Herring, City Administrator

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

RE: Minutes - Meeting                      Public Works/Parks Committee

A meeting of the Public Works/Parks Committee was held on June 21, 1990. Those in attendance included Councilmember Jade Bute, Chairperson, (Ward II), Councilmember Nancy Greenwood (Ward I), Councilmember Alan Politte (Ward III), Councilmember Dick Hrabko (Ward IV), City Administrator Michael G. Herring, and Director of Public Works/City Engineer William C. Hawn. Also in attendance were two citizens.

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

1. Director of Public Works Bill Hawn updated the Committee on the current status of our Traffic Sign Replacement Program. Mr. Hawn noted that the intent of the program was to bring all of the City's traffic control signs into conformance with the "Manual on Uniform Traffic Control Devices". The sign work started around the first of June and is scheduled to be completed sometime in September. Crews are working through the City in the sequence of our snow plowing maps, and have completed Map A and are currently working in the Map B area. They are currently replacing and adjusting existing signs. Near the end of the program a list of recommended new sign installation locations will be forwarded to the City Administrator for action by Council in appropriate ordinances.

2. City Administrator Michael G. Herring updated the Committee with respect to the City's Recycling Program and recycling efforts on June 9th. Mr. Herring noted that three trucks and three workers were provided on that date and the recycling collection was very successful. Mr. Herring indicated that the staff has met with representatives of the Recycling Committee to discuss ways of improving the next recycling effort and that Environmental Industries has agreed to provide two containers for newsprint at the recycling collection point.

3. City Administrator Michael G. Herring advised the Committee that the Public Works Department has adopted a policy to notify trustees of a subdivision where major street work is to be done, by letter, prior to that work commencing. Previously, only residents of a street to be repaired were notified.

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4. Director of Public Works Bill Hawn updated the Committee as to the current status of the Capital Improvement Program. Mr. Hawn advised the Committee that specifications are complete and have been forwarded to the City Attorney for review. The City has received its State Wage Determination and is waiting for the appeals time to expire prior to bidding the contracts for the street reconstruction work. City Administrator Michael G. Herring advised the Committee that he plans to submit this to City Council at the August 6th City Council meeting.
5. Director of Public Works Bill Hawn advised the Committee that the staff person assigned to the Urban Forestry Division has left the Conservation Department and that there has been some difficulty in obtaining a list of trees that would be suitable for planning between the street and the sidewalk area as requested previously by this Committee. He is continuing to work with the Conservation Department and has transmitted a letter requesting this information. The tree information should be available for the Committee's its at their next scheduled meeting.
6. City Administrator Michael G. Herring advised the Committee the City has received an onsite audit by the Federal Emergency Management Association (FEMA) to review the City's administration of our Flood Plain Management Program. Mr. Herring noted overall the City was doing a fine job. There were a few deficiencies which have been corrected. That information has been forwarded to the FEMA authorities and the City is now in full compliance with the FEMA requirements.
7. City Administrator Michael G. Herring advised the Committee that the City work crews routinely check for missing street signs, traffic signs, and obstructed traffic signs. These maintenance concerns are transformed into work assignments for repair. The City also receives citizen requests for missing signs and our own Police Department also assists in advising the Public Works Department of sign problems.
8. Councilmember Politte updated the Committee on a recent meeting of the Parks & Recreation Citizens Group. Mr. Politte indicated that there would be two vacancies on this Citizens Group and that discussions were underway with respect to replacements. The Parks & Recreation Citizen Group also unanimously supported the concept of hiring a full time Parks & Recreation Director and were very pleased to know the City was conducting a survey with respect to this future position. Mr. Politte also informed the Committee that the Parks & Recreation Citizens Advisory Group's next meeting is scheduled for the upcoming Saturday at 8:30 A.M. at which time the group will be electing new officers. City Administrator Michael G. Herring advised the Committee that the survey information was received last Friday and that the information would be compiled and ready for presentation to this Committee at its next meeting. Mr. Politte suggested that Terry Lante be contacted, as he had

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previously conducted a similar survey with respect to a Parks & Recreation Director.

9. City Administrator Michael G. Herring noted that a storm drainage problem on Redondo Dr. had been referred to this Committee by Councilmember Hurt. Mr. Herring explained that this is an open channel storm drainage problem and the City's current stormwater maintenance policy would not warrant maintenance work by City crews on this project. The City currently maintains pipe systems and structures that carry street drainage runoff, but not the creeks and open channels where the pipe systems discharge the stormwater runoff. Mr. Herring reviewed drawings of the site and photographs with the Committee noting that this is a bank erosion problem that is located near a public sidewalk; however, the erosion is totally on the common ground for the subdivision and not within the City's right of way area. The street and sidewalk are stable as the top of the bank is approximately 6 feet from the edge of the sidewalk. Mr. Herring noted that the City has not expended maintenance funds on creek bank stabilization or erosion problems to date; our stormwater maintenance expenditures have been confined to the pipe systems. The Committee unanimously agreed to continue with the existing policy concerning maintenance of storm sewer pipe systems only and that open channel erosion problems will be the responsibility of the abutting property owners or trustees. Councilmember Politte requested that when the City reviews a stormwater problem and finds it to be the responsibility of the abutting homeowner that the trustees of the subdivision should be informed of the problem in writing. The Committee felt that this was a good idea and directed the City Administrator to see that this type of communication with the Trustees would be taken into account in the future.

10. City Administrator Michael G. Herring advised the Committee that the City had received a letter from Marty Altman a resident of the Forum Condominiums which are located outside of the City limits of Chesterfield. The property abuts River Bend Subdivision to the east. Mr. Altman's letter requested that the City address a storm drainage problem that affected the Forum Condominium Property as a drainage creek flows between River Bend Subdivision and Forum Condominium Property. Mr. Herring advised the Committee that Mayor Leonard had sent a letter to Mr. Altman, dated June 11th, indicating the City would investigate the problem and report back. Mr. Herring noted that this is an area the City is looking to annex, and wanted to advise the Committee of the facts surrounding this request. Members of the Committee voted unanimously that a study of the area should not be performed at this time, but that this matter should be filed for future reference and study. Mr. Herring advised the Committee that MSD was looking to establish stormwater taxing districts at some point in the future which, once in place would be able to address this type of stormwater maintenance problem.

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11. Councilmember Bute updated the Committee on the status of the Chesterfield Valley study noting a Steering Committee has been proposed to draft a scope of work and solicit a request for proposals. Suggested members of this Steering Committee include Jade Bute, Betty Hathaway, Dick Hrabko, Mark Andrews, Andy Shanfeld, Stan Dolecki, Bill Kirchoff, Walter Scruggs, and Mary Domahidy. Councilmember Bute noted that this group for the Steering Committee was suggested by the Planning and Economic Development Committee of Council at their meeting last night. Members of the Public Works/Parks Committee next unanimously approved the proposed membership of the Steering Committee for the Chesterfield Valley study.

12. The next meeting of this Committee is to be held on July 19th, at 7:30 A.M.

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

WCH/mj