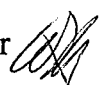


MEMORANDUM

DATE: June 15, 1993

TO: Michael G. Herring, City Administrator

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

RE: Minutes - Meeting (6/10/93) Public Works/Parks Committee

A meeting of the Public Works/Parks Committee began at 7:35 p.m. on June 10, 1993. Those in attendance included Councilmember Alan Politte, Chairperson, (Ward III), Councilmember Colleen Hilbert (Ward I), Councilmember Ed Levinson (Ward II), Councilmember Dick Hrabko (Ward IV), Mayor Jack Leonard, City Administrator Michael G. Herring, Director of Public Works/City Engineer William C. Hawn, and Assistant City Engineer Michael O. Geisel. Also in attendance were Director of Planning Jerry Duepner, Recreation Activities Coordinator Rob Rich, Joe Allison, Chairperson, Parks, Recreation and Arts Citizen Advisory Committee, and Mr. and Mrs. Wolfgang Streich (307 Renaldo).

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

1. A motion was made by Councilmember Hrabko to approve the minutes from the 5/19/93 meeting. Councilmember Politte seconded the motion which passed unanimously.
2. Councilmember Politte opened the discussion concerning the goal setting and objectives for 1993. Councilmember Hrabko recommended that Councilmember Politte's suggested goals, as stated in his 6/4/93 memo, be forwarded for discussion by Council during the strategic planning process.
3. Councilmember Politte reviewed the process for selecting the Parks Consultant. He stated that nine proposals had been submitted to the PRACAC. Five of these firms' proposals were selected to be reviewed further. The firms were invited to make presentations before an interview/selection committee made up of Councilmember Hrabko, Councilmember Politte, Mr. Joe Allison, Chairperson of the PRACAC and one other PRACAC member, as well as City Administrator Herring, and Director of Planning Duepner. In addition, all members of the PRACAC and the Public Works/Parks Committee were invited to attend the presentations/interviews. Following the presentations, the Task Force unanimously voted to recommend selection of Booker and Associates, Inc. as the Parks Consultant and to make this recommendation to the PW/Parks Committee of Council. Chairperson Politte noted that the PRACAC had also unanimously endorsed

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Booker and Associates, Inc. At this point, Councilmember Politte motioned to recommend that this Committee recommend Booker and Associates, Inc. as the consultant to develop a Parks System Plan. Councilmember Hrabko seconded the motion with the addition that the fee not exceed \$50,000. Councilmember Hilbert asked for feedback as to why Booker and Associates, Inc. was recommended. Councilmember Politte expressed that he felt that Booker and Associates, Inc. had relevant experience in two ways: general consulting in parks, plans, and development, and secondly, they were the only firm that had completed a current parks system plan. They have terrific knowledge of Chesterfield, and they have exhibited a great deal of commitment. Their proposed process includes a minimum of 12 public meetings to help build community consensus. Councilmember Hrabko indicated that he had checked with several other consulting firms, and they all spoke highly of Booker and Associates, Inc. Councilmember Hilbert questioned whether or not their references had been checked? She felt that the people selected for the team did not involve those persons cited in their prior parks projects. Councilmember Politte agreed that the people on the Chesterfield team aren't the exact same, but the Project Manager was very involved in prior parks projects. Mr. Joe Allison, Chairperson, PRACAC, introduced himself and explained to the Committee that Dan Bockert, the proposed Project Manager, is a senior landscape architect at Booker and Associates, Inc. and the Director of this project. He has been with Booker and Associates, Inc. for approximately 20 years and has an excellent parks background and was very involved with the Kirkwood, Hazelwood, and St. Peters' studies. Mr. Allison informed the Committee that Booker and Associates, Inc. had more general experience than the other firms interviewed. Councilmember Hrabko stated that Booker and Associates, Inc. was the only firm that had any systems planning experience. Councilmember Levinson stated that in order to build a consensus in the community, Booker and Associates, Inc. should make a presentation and answer questions before the City Council prior to the vote to accept their proposal. Also, Councilmember Levinson requested that the future park site along Conway Road, which is to be given to the City by Sverdrup Corporation, be specifically identified in the Booker scope of work. Councilmember Politte added that if any other locations are identified as being suitable for parks, that they would also be added to the scope of work. Councilmember Hrabko stated that he did not feel that it would be appropriate to ask Booker and Associates, Inc. to attend the meeting and make a third presentation. Councilmember Hrabko made a motion to recommend to City Council approval of the Booker proposal, as recommended by the PRACAC. Councilmember Politte seconded the motion. Councilmember Hilbert expressed concern as to who would be the Staff person to follow through on this project. Mr. Herring stated that he would coordinate the overall effort. The actual work would be done, not by himself or Staff, but by the consultant. Mr. Allison stated that Booker and Associates, Inc. has expressed their desire to have everyone involved in this project, in order to build a broad base of support. They are aware that the public should be made aware of the consultant's thoughts and recommendations. Councilmember Politte motioned to

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recommend Booker and Associates, Inc. at a cost not to exceed \$50,000 and to have the remaining four Councilmembers polled. If two or more of these four Councilmembers so desire, a third presentation will be scheduled for 5:00 p.m., prior to the next Council meeting. Otherwise, this additional presentation will not take place. Mr. Herring is to provide as much background information as possible, including but not limited to: the Citizens Advisory Committee meeting minutes, Mr. Allison's memo summarizing the reasons why this endorsement was recommended, and the Committee selection ratings for the meeting. The motion passed 3-1, with Councilmember Hilbert voting "no".

4. Mr. Herring summarized his memo of May 30, 1993, relating to public and private underground storm sewers. Mr. Herring suggested the City change its current policy and to maintain any improved underground sewer that connects to the City's system. The sewer would necessarily be located within a public easement. Alternatively, an easement would be required prior to repair, at no cost to the City. Councilmember Levinson motioned to accept the recommendation, exempting storm sewers serving commercial properties. Councilmember Hilbert seconded the motion. Councilmember Levinson amended his motion such that the storm sewer must affect more than one parcel. Mr. Hawn explained that if an inlet is in a backyard that drains to the street, but doesn't cross another property line, it still is part of the overall drainage scheme benefitting a neighborhood because it picks up drainage water between more than one property. This policy mirrors M.S.D.'s policy regarding responsibility for storm sewers. Councilmember Hilbert seconded the amended motion. Mr. Herring stated that Staff would prioritize this maintenance on such projects in the same manner presently used for such work. Cumulatively, \$100,000 would be allocated annually for this type of maintenance with no project to exceed \$20,000. Projects would be done in-house and by contract as deemed necessary by Staff. If the cost were to exceed \$20,000, it would go through a formal review process and be put in the capital improvement budget for the next year, after securing M.S.D. funding support. Mr. Hawn stated that our crews would handle the small maintenance items such as inlet problems or minor settlement that were private at one time but would now be considered public. These problems would be put on a scheduled maintenance list. If there is a situation that involves a safety hazard or a flooding potential, these items would be moved to the top of the list. If these projects go beyond our capabilities in-house, they would become capital projects and would be subject for review by this Committee and City Council for funding and submittal to M.S.D. for cost sharing. Mr. Herring recommended that the City not make repairs on things that are damaged other than the storm sewer system. If someone builds on an easement, they build at their own risk. If anything is damaged, it is not the City's responsibility to fix the damage, such as driveways, storage sheds, houses, etc. Mr. Hawn commented that there is one more important aspect to this matter. The public sewer responsibility would stop one structure before any detention facility and begin again one structure below the detention facility. After additional general discussion, the motion to adopt this new policy passed unanimously.

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5. Mr. Hawn opened discussion pertaining to the Stormwater Problem Identification Program. This program's methodology was reviewed at the last meeting. Mr. Hawn's recommendation would be to contract out the entire job to a consulting firm, but since this was not one of the options, he would recommend contracting with an engineering firm to provide an engineering manager to head up the program. Also, the City would then hire engineering technicians to work under his direction. According to Mr. Hawn, this would be the most cost effective way to provide this program. Councilmember Levinson stated that it was his understanding that the PWCAG Committee suggested hiring someone to do basic creek inspections. They felt the Engineering Staff would give direction to the technicians hired. Mr. Hawn explained that an engineer/project manager would head up the project and two technicians would work under the engineer's direction. The head engineer would work to coordinate the project with Mr. Geisel and Mr. Hawn. After all the information is gathered, the documentation would be compiled by the Project Manager and be provided in report form. The Project Manager would also develop a program which would prioritize and provide cost estimates for each problem identified. Mr. Herring asked the Committee if they were still in agreement that the methodology developed by Mr. Geisel was appropriate. The Committee agreed that it was. Mr. Hawn stated that the Public Works Department does not have the staff to undertake this project in-house. Councilmember Levinson stated that it would be more cost-effective to have in-house personnel handle the project. Mr. Herring expressed concerns of unemployment claims against the City after this project ends and the employees are let go. He also indicated that the City would have a tough time keeping employees on-board until this project was completed, since employees would leave for permanent jobs elsewhere. Councilmember Levinson thought the PWCAG should review this entire matter and offer suggestions as to how the City could best accomplish this work. Councilmember Politte requested that the Stormwater Problem Identification Program be placed on the agenda for the next meeting and that it be referred to the PWCAG for input.

6. Mr. Hawn discussed the next steps in the process to approve the I.S.T.E.A. Wilson Road Project. The contract for final engineering has been forwarded to City Council. In addition, we are to refile our program application and funding commitment to keep Wilson Road on the list. This submittal is due to be submitted the day after the next Council Meeting. Each year the application and funding commitment needs to be resubmitted and kept current. Councilmember Hrabko motioned to recommend approval of the project submittals. Councilmember Hilbert seconded the motion which passed unanimously.

7. Director of Planning Duepner summarized what has been accomplished so far on the Amenity Zoning issue. It appears that the only area that the City could look at presently would be some of the residential categories. Most areas that use amenity zoning apply this technique to downtown business districts. Mr. Duepner suggested that this information be

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provided to the City's consultant for inclusion when the zoning ordinance is reviewed and amended by a consultant. The Committee concurred.

8. Councilmember Hrabko opened discussion pertaining to the Chesterfield Valley Flood Reduction Program. St. Louis County has completed its engineering for the golf course and stormwater plan. The planned construction would complete 47% of the total Booker stormwater channel requirements within the Valley. A golf course would be built adjacent to these stormwater channels. The U.S. Army Corps of Engineers has asked the County to look at other alternatives that could save wetlands on the St. Louis County Spirit Airport. Councilmember Hrabko stated that the wetlands are ditches attracting waterfowl. He asked that the Committee authorize Staff to send a letter to the U.S. Army Corps of Engineers explaining the Booker Master Plan and encouraging them to approve the County's submittal. Councilmember Levinson motioned to send the letter to the Corps of Engineers. Councilmember Hilbert seconded the motion which passed 3-0-1 with Councilmember Hrabko abstaining.

9. Councilmember Levinson discussed the matter of providing a rubble and soil landfill in the Valley to stockpile street construction debris. He feels that a place could be found on the agricultural side of the levee which could result in an ultimate cost savings to the City. Councilmember Levinson stated that the City should purchase a piece of ground and stockpile the fill. Mr. Hawn stated that the City's fill is currently being used to repair severe erosion problems. Councilmember Hrabko asked if Staff would ever go back and use the fill material? Mr. Hawn stated if the City does the Wilson Road Project, the City would need approximately 17,000 yards of fill material. A suggestion was made to table this subject until the next meeting. Councilmember Levinson suggested that possibly CCDC could look into this situation. Mr. Herring was then directed by the Committee to seek CCDC's input into this issue.

10. The Committee tabled a discussion on Street Trees until the next meeting.

11. Councilmember Politte opened discussion regarding the Snow Removal Policy for subdivisions under construction. Councilmember Hrabko motioned to clarify that a new subdivision needs to be only 50% occupied, and that snow removal services should not be tied to the actual issuance of occupancy permits. Councilmember Politte seconded the motion. The motion passed unanimously. Councilmember Hilbert stated that we should be providing this service to all new residents, regardless of the rate of occupancy.

12. Mr. Geisel explained that Staff still has not received the required responses from the remaining two lot owners to allow acceptance of Wainridge Drive. The contractor for the subdivision has made punchlist repairs to the street. Wainridge Drive is ready to be accepted, once the awaited correspondence and necessary sidewalk variance is received.

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13. Councilmember Politte noted that members of Council had toured the Kangaroo site, one of the recommended sites of the City Center Task Force Report. Now the other alternatives that were suggested should also be considered. Councilmember Hrabko commented that the report of the Committee should be received and filed and kept on the agenda. Councilmember Levinson suggested that the people that were selected for the City Center Task Force take the report back to their various committees for their respective input. Councilmember Levinson suggested that, other than the Kangaroo building site, there are two sites that meet his criteria. One would be the Monsanto site and the other site would be the location in front of the YMCA. He feels the other designated sites would not work. Councilmember Hrabko requested that further reviews not be limited to the five sites recommended by the Task Force. Mr. Herring suggested that this Committee and Staff put in writing their suggestions as to how to proceed with the process of the site selection. These suggestions would then be put on the agenda for the next meeting. The Committee concurred.

14. Mr. Rob Rich, Recreation Activities Coordinator opened discussion regarding the site for the proposed sand volleyball court. The American Legion Hall will meet to approve a sand volleyball court at their next meeting. If it gets approved, Mr. Hawn and Mr. Rich will investigate the site and the court could be built immediately after approval. Two weeks after it is built, the court could be used. Mr. Rich has been invited to sit in on the V.F.W. Board Meeting. Councilmember Hrabko motioned to approve the location. Councilmember Hilbert seconded and the motion passed unanimously.

15. Councilmember Politte announced that the next meeting of this Committee will be on Tuesday, July 6, 1993, at 7:00 p.m.

16. The meeting adjourned at approximately 10:30 p.m.