



**MEETING OF THE
ADMINISTRATION/PUBLIC WORKS COMMITTEE**

Tuesday, September 5, 2023, at 5:30 p.m.

Record of Proceedings – **APPROVED**

Council Chambers at City Hall

I. Roll Call

Chair Garritano called the meeting to order at 5:34 pm. An attendance roll call resulted as follows.

Council Members in Attendance

Chair Garritano
Council Member Clark (via Zoom)
Council Member Edens
Council Member Nyhan
Council Member Farmer
Council Member McCutchen
Council Member Jakcsy
Council Member Hopper

Council Members Absent

City Staff Members in Attendance

City Administrator Thomas Lee
Director of Public Works Rick Brown
Meeting Recorder Michelle Scherer

II. Approval of Minutes

The minutes of the August 8, 2023, meeting was submitted for approval.

MOTION: Council Member Farmer motioned for approval of the minutes, and Council Member Jakcsy seconded the motion. A voice vote was taken and all present voted Aye. Chair Garritano declared the motion passed and therefore the minutes were approved.

III. Public Participation

Tony Salvatore of Ward 2 spoke about the City's approval process of the recent Waste Hauler RFP.

IV. Administration

A. For Information

1. Update on Elevator Repair (Wards – All)

City Administrator Thomas Lee updated the group on the status of the elevator repair. They expect that the elevator should be operational within a month's time. Costs, the reimbursement process, periodic preventative measures, maintenance, and insurance were discussed.

2. Update on New Phone System (Wards – All)

City Administrator Thomas Lee updated the group on the status of the new phone system installation. He explained new functionalities and improvements and stated that it would be installed in October.

3. Update on Neglected Properties in Town Center (Ward 8)

City Administrator Thomas Lee explained the Code Enforcement's process of observing areas in Town Center that require improvement. Council Members Edens suggested increased regular inspections of the area. Rick Brown, Director of Public Works explained that the city generally engages in these inspections and work in the months prior to Celebrate Wildwood each year. Rick Brown explained that much of the landscaping is the responsibility of the Community Improvement District and private business. Much of the maintenance does not come out of the Public Works budget and not out of the

City budget directly. The group discussed the importance of keeping Town Center looking good and ideas as how to do so, such as an ongoing strategy and tracking for problem properties, and ongoing maintenance of City and CID properties. Council Member Edens mentioned that the grass on Clayton is over a foot high and to put this on the Code Enforcement radar. Ways to offer expectations of appearance to the businesses was discussed, as well as communication with landlords. The group also discussed the processes of Code Enforcement violations, the court, and the possibility of follow-up communications with other residents.

MOTION: A motion was made by Council Member Edens to rearrange the Agenda. She proposed that the “For Action item, 1. Review of Investment Advisory Services RFP Submissions” be moved to prior to the “For Information, 4. Update of MyGov Reporting”, to meet the schedule of David Saucier, Assistant Director of Investments for the Missouri State Treasurer’s Office. Council Member Jakcsy seconded the motion. All voted in support of the motion and therefore the motion passed.

B. For Action (moved per above Motion)

1. Review of Investment Advisory Services RFP Submissions (Wards – All)

City Administrator Thomas Lee introduced David Saucier, Assistant Director of Investments for the Missouri State Treasurer’s Office, who attended via conference call.

Mr. Saucier explained the process of choosing services and reasons for choosing specific firms that are unique to the needs of the city. Chair Garritano opened the floor for discussion. The group discussed options and recommendations. David Saucier commented on his recommendations. Questions were raised about services, offerings, and providers and those concerns were clarified by Mr. Saucier. Thomas Lee summarized the offerings of investment firms who responded to the RFP and options to move forward or postpone decision making. Council Member Clark asked to postpone a vote so that she could review the paperwork that was provided to the in-person meeting.

MOTION: Council Member Clark made a motion to postpone the topic so that they could review the summary of offerings that were responses to the RFP. Council Member Farmer seconded the motion. All voted Aye and none opposed, and the motion passed. It will be a For Action item at the next meeting with additional information about Commerce Bank fees. None opposed.

A. For Information (continued from prior to the Review of Investment Advisory Services RFP submissions)

4. Update on MyGov Reporting (Wards-All)

The City Administrator explained the flow and process of how Code Enforcement is performed and how it will be changed and improved with MyGov reporting. He also described other ways of streamlining processes with the MyGov software. Council Member McCutcheon asked about Code Enforcement training. Thomas Lee responded and explained the process of a citation, resident relations, and common challenges to Code Enforcement. Council Members explained their role in the process and asked questions about the Code Enforcement and Court process with enforced properties. They support the City buying I pads for Code Enforcement, and that it did not require Council approval, as the purchase is under \$10,000.

B. For Action (continued)

2. Review of Phase 2 Address List (Wards – All)

City Administrator Thomas Lee explained the current situation with the Internet Project.

Resident expectations, previous work, finances, and ARPA funds were discussed. Expectations with internet speed were also discussed.

MOTION: Council Member Jakcsy made a motion to Submit addresses to Spectrum, but he would like a list back of homes that Spectrum and the City think need connectivity for Phase 2.

Council Member Hopper seconded the motion. All voted in favor and therefore the motion passed.

3. Possible E-Recycling Event (Wards – All)

Chair Garritano explained the event and the grant summary. Council Member Hopper mentioned that this event is regularly requested by residents.

MOTION: Council Member Hopper made a motion to proceed with the grant application for the event. Council Member McCutcheon seconded the motion. All voted in favor and the motion passed.

4. Performance Evaluation (Wards – All)

Chair Garritano explained that this item should be discussed in closed session and requested a motion to move the item to the end of the agenda, to be addressed if there is time.

MOTION: Council Member Farmer made a motion to rearrange item to end of agenda, to be discussed if there is time. Council Member Hopper seconded the motion and all voted aye, and the motion passed.

V. Public Works

A. For Information

1. Update on Waste Hauler Transition (Wards – All)

City Administrator Thomas Lee explained the current situation and the progress of cart pick up with both haulers. Council Members Edens requested information about what to communicate to residents regarding certain items with the Trash Hauler transition. Chair Garritano suggested a specific memorandum from the Admin Public Works meeting in April and using the City's website for information. Council Member Hopper suggested a more forward-facing set of facts for residents. Communication of the issue was discussed and how to move forward. Chair Garritano spoke up that the City and Council has an obligation to correct any lack of communication to residents to improve understanding. Council Member Clark offered an opinion about communication with residents.

2. Update of Route 100 J-Turn Improvement Project (Wards One and Six)

Rick Brown, Director of Public Works updated the group on this improvement project and explained the overall design of the J-turns options provided by the consulting engineer. The committee discussed and debated the design, and how to use the J-turns. Council Member Edens suggested releasing communications and media showing residents how to navigate the J-turns. Council Member Clark talked about the crossovers on Wild Horse Creek in the design. She spoke about the importance of training people as to how to use them to make these improvements successful.

3. Town Center Maintenance (Ward 8)

Chair Garritano explained an upcoming site visit of the Town Center to be done prior to Celebrate Wildwood. Rick Brown mentioned that the Taylor Rd resurfacing project will provide repairs and new hardscaping to curbs and streets in the Town Center. Thomas Lee mentioned the timing of the site visit.

B. For Action

1. Proposed Future Capital Improvement Project to Address Groundwater in Crown Pointe Estates (Ward Eight)

MOTION: Council Member Edens made a motion to postpone the issue until the next meeting. She asked a question about permeable pavement for the project. Council Member Clark seconded the motion. All voted in favor, and none abstained.

2. Street Acceptance of New College Avenue and West Avenue (Ward One and Eight)

MOTION: Council Member Hopper made a motion to postpone this item until the next meeting. Chair Garritano seconded the motion and all voted Aye. The motion passed.

3. Proposed City-Contractor Agreement for Resurfacing of Center Avenue (Ward Eight)

Director of Public Works, Rick Brown explained the improvement work of overlaying Center Avenue during this fall if that is possible.

MOTION: Council Member Farmer made motion to approve the change order for overlaying Center Avenue this fall. Council Member Edens seconded the motion. All voted Aye and none opposed.

4. Consideration of Future Rapid Flashing Beacon Installations at Crosswalks (Wards – All)

Director of Public Works, Rick Brown requested feedback regarding the approach of objectively applying a policy to choosing locations to install Rapid Flashing Beacons. This will also be presented at the Board of Public Safety. Council Member Edens spoke about moving forward with a project that was previously designed with a RFB in mind and then did not have it installed.

MOTION: Council Member Edens made a motion to move forward with allocated Strecker project budgeted funds for Rapid Flashing Beacons at Prestwick's intersection on Strecker and Turnberry. Council Member Jakcsy Seconded the motion.

Council Member Farmer questioned the process of scoring each intersection, and that if there are too many RFB's in the city, the tool would lose meaning. Funding was considered and discussed. All voted aye.

Council Member Farmer suggested to the group to compile questions about this topic for a future meeting.

MOTION: Council Member Hopper made a motion to table the discussion and give questions to Rick over the next month and come back and discuss. Council Member Jakcsy seconded the motion and all voted aye.

The group discussed postponing the Performance Evaluation item.

MOTION: Council Member Hopper made a motion to postpone the Performance Evaluation item until a future meeting. Chair Garritano seconded the motion, and all voted aye.

X. Miscellaneous

- A. Council Member Hopper brought up work on Old State Rd and asked what the city can and cannot do on Old State Road. He requested a bulleted list and summary of the status of safety improvements. Rick Brown said that he would schedule a meeting with St. Louis County and discussed increasing the skid resistance. Council Member Hopper mentioned the noise that may occur with using special surfaces on Old State Rd. Chair Garritano mentioned that another car has went off the road last week and that there are reoccurring issues.
- B. City Administrator Thomas Lee will be seeking a resolution for an air conditioner repair at City Hall that will go directly to the City Council Meeting. The quote came only today so he did not have time for it to be presented to this committee. He explained the problem, and that during Covid, the regular maintenance schedule was interrupted and changed, which led to the need for a repair. Council Member Farmer asked if Thomas could make a list of regular maintenance items which may have been previously suspended.
- C. Council Member Farmer asked if the City knew when a Westglen Farms pothole will get fixed as there is a metal plate in the roadway which is very loud.
- D. Council Member Edens commented that her residents were pleased with the speed study but asked for increased police presence.
- E. Thomas suggested that the group take a tour of City Hall with Rick and himself to understand the scope of repairs that are needed. He described some of the items that need repair and maintenance.

XI. Next Meeting Next Meeting: Tuesday, October 10, 2023 At 5:30 Pm

XII. Adjournment

Chair Garritano put forth a motion to adjourn the meeting. Council Member Niyon seconded the motion. A voice vote was taken with unanimous support. Therefore, Chair Garritano declared the motion passed and the meeting adjourned at 9:10 pm.