



**Meeting of the  
Administration/Public Works Committee  
Record of Proceedings - Approved  
Tuesday, September 7, 2021 at 5:30 pm  
Via Zoom**

**I. Welcome and Roll Call**

Chair Garritano called the meeting to order at 5:30 pm. Attendance roll call was taken with following results:

Committee Members in Attendance:

Chair Joe Garritano  
Council Member Dave Bertolino  
Council Member Katie Dodwell  
Council Member Lauren Edens  
Council Member Nathan Hopper  
Council Member Tracey Nyhan  
Council Member Rob Rambaud

Committee Member Absent:

Council Member Larry Brost

Staff Members in Attendance:

City Administrator Steve Cross  
Director of Public Works Rick Brown  
City Attorney John Young  
Meeting Recorder Justina Hudak

**II. Approval of Meeting Minutes from August 3, 2021**

The minutes of the August 3, 2021 meeting were submitted for Committee approval. Council Member Hopper made the motion for approval of the August 3, 2021 meeting minutes and Council Member Edens seconded the motion. A voice vote was taken with unanimous favor; therefore, Chair Garritano declared the motion passed.

**III. Change the Order of the Agenda**

Chair Garritano asked the committee to rearrange the order of the agenda after Public Participation by moving Administration next, followed by Public Works. This would allow City Administrator Cross to present the Administration items first so he could leave to attend the Planning & Zoning meeting. Council Member Nyhan made the motion to rearrange the agenda and Council Member Edens seconded the motion. A voice vote was taken with unanimous favor; therefore, Chair Garritano declared the motion passed.

**IV. Public Participation - None**

**V. Administration**

**A. For Information**

**1. Open Position in Administration (Wards – All)**

City Administrator Cross discussed the draft he prepared for the open position, including restructuring of the job responsibilities as he would like them to be. He has shared this draft with the Economic Development Committee asking for feedback and asked for feedback from the Admin/Public Works Committee as well.

**2. Update on EV Charging Stations (Ward Eight)**

Director of Public Works Brown provided a status update. Before he can finalize the costs, he still

needs information from Ameren about additional costs that may be required to modify the site. He will finalize the costs and provide information to the committee by the next meeting.

**3. Update on Accessibility Compliance (Wards – All)**

Chair Garritano provided an update for this item. He and Council Member Clark have been working to identify the accessibility needs to be addressed. The work is still in progress as they gather feedback from residents and staff, as well as research services that are available in the community. They will bring this to the committee at a future date.

**4. Workforce Training (Wards – All)**

City Administrator Cross identified Mediapartners.com as a company the City is interested in using for workforce training. He plans to meet with department heads to determine which trainings are most relevant to the City Staff and expressed that training might not be top priority because of workloads. Council members' discussion included encouragement to make time for the training. Chair Garritano, without objection, added workforce training as a 'for action' item on the next meeting's agenda. Council Member Edens asked that HR Coordinator Patrick include a recommended timetable for the Council Member's workforce training.

**B. For Action**

**1. Implementation of Metal Detectors for Council Meetings (Wards – All)**

City Administrator Cross asked the Committee to forward to Council the recommendation of using a metal detector for those entering Council Chambers before Council meetings. Council Member Dodwell made a motion to utilize the existing metal detector for entrance into the City Council meetings. The motion was seconded by Council Member Hopper. A voice vote was taken in unanimous favor; therefore, Chair Garritano declared the motion passed.

**VI. Public Works**

**A. For Information**

**1. No Items**

**B. For Action**

**1. Proposed City/Contractor Agreement with Gamma Tree Service for Fall Tree Planting (Wards – All)**

Director of Public Works Brown recommended the Committee move forward on a City contractor agreement with Gamma Tree Service for the Fall tree planting. Council Member Edens made the motion to accept this recommendation and Council Member Dodwell seconded the motion. A voice vote was taken with a unanimous favor; therefore Chair Garritano declared the motion passed.

**2. Proposed Route 100 Landscaping Project (Wards – One)**

Director of Public Works Brown asked the Committee for feedback on this potential project. He and City Administrator Cross will take the Committee's new ideas and come up with a plan for future discussion.

**3. Proposed MoDOT Cost Share Application (Wards – One and Six)**

Director of Public Works Brown recommended the Committee move forward with the application process for state funding for both the J-Turns and the 100 Left Turn Lanes projects. Council Member Edens made the motion to accept this recommendation and Council Member Bertolino seconded the motion. A voice vote was taken with a unanimous favor; therefore Chair Garritano declared the motion passed.

**VI. Items Not Ready for Action**

**A. High Priority**

1. Review of IT System Regarding Ransomware and Other Threats (Wards – All)
2. Social Media Policy (Wards – All)
3. Resident Survey (Wards – All)

**B. Medium Priority**

1. No Items

**C. Low Priority**

1. No Items

**VII. Miscellaneous**

- A.** Council Member Edens discussed Volunteer Apps available as part of the earlier discussion City Administrator Cross brought up about residents volunteering to help with City projects.
- B.** Chair Garritano discussed keeping the Committee meetings as Zoom , even with City Hall re-opened.

**VIII. Next Meeting**

The next meeting of the Administration/Public Works Committee is scheduled for October 12, 2021, at 6:30 pm.

**IX. Adjournment**

Council Member Hopper motioned for meeting adjournment. Council Member Dodwell seconded the motion. A voice vote was taken with unanimous favorable support; therefore, Chair Garritano declared the meeting adjourned at 7:42 pm.