

MONDAY, MARCH 7, 2022 7:00 P.M.
BOARD OF ALDERMEN
MINUTES

MAYOR MIKE WILCOX
ALDERMAN PAUL ROETTGER
ALDERMAN LISA CAPSHAW CUSHING
ALDERMAN RICH FANNING
ALDERMAN AARON NAUMAN
ALDERMAN BERRY LANE
ALDERMAN SARAH VITALE

CITY ATTORNEY, JIM HETLAGE
CITY ADMINISTRATOR, BEN DECLUE
DEPUTY CITY CLERK, JOANNE CARR

The February 22, 2022 was held virtually as a Zoom meeting.

MEETING CALLED TO ORDER

The meeting was called to order at 7:03 PM by Mayor Wilcox.

ROLL CALL

Present: Alderman Roettger, Alderman Capshaw Cushing, Alderman Vitale,
Alderman Fanning, Alderman Lane, Alderman Nauman

Absent: None

Present: Terry Jones, Superintendent of Public Works, Chief Jeff Beaton

APPROVAL OF TENTATIVE AGENDA

Mayor Wilcox asked if there were any changes or corrections to the Agenda for the March 7, 2022, meeting. Alderman Fanning moved approval of the agenda for the March 7, 2022, meeting. Alderman Nauman seconded the motion which was unanimously approved.

APPROVAL OF THE MINUTES FROM FEBRUARY 22, 2022 MEETING

Mayor Wilcox asked if there were any changes or corrections to the Board minutes from February 22, 2022, meeting. Alderman Nauman moved approval of the February 22, 2022, meeting. Alderman Roettger seconded the motion, which was unanimously approved.

CITIZEN COMMENTS

None

ORDINANCES FOR SECOND AND FINAL APPROVAL

B03-22 AN ORDINANCE AUTHORIZING THE MAYOR TO
EXECUTE, ON BEHALF OF THE CITY OF GLENDALE,
MISSOURI, A ONE-YEAR EXTENSION OF THE
COOPERATION AGREEMENT WITH THE CITIES OF

KIRKWOOD, GLENDALE AND OAKLAND, MISSOURI,
RELATING TO THE USE AND MAINTENANCE OF THE
KIRKWOOD AQUATIC CENTER

Alderman Lane moved approval of the second reading of Ordinance B03-22. Alderman Vitale seconded the motion.

Mayor Wilcox asked for a report

Mr. DeClue reported that as was discussed at the last Board meeting, this cooperative agreement will fund the operation of the Aquatic Center from the 2020 billing cycle in the amount of approximately \$41,000 adding that the 2021 funding level will be \$56,000. Mr. DeClue stated that the fund fluctuates from year to year and added that future funds would be subsumed into a broader park's agreement.

Mayor Wilcox asked if there was any other questions or discussions There were none.

Mayor Wilcox called for a voice vote which was unanimously approved.

Mayor Wilcox asked Mr. DeClue to read the Ordinance by title only.

The second reading passed.

Alderman Fanning moved approval of the final reading of Ordinance B03-22. Alderman Roettger seconded the motion.

Mayor Wilcox asked for a report.

Mayor Wilcox asked if there was any other questions or discussions There were none.

Mayor Wilcox called for a vote.

Ayes: Alderman Roettger, Alderwoman Capshaw Cushing, Alderwoman Vitale,
Alderman Fanning, Alderman Lane, Alderman Nauman

Nays: None

The Ordinance passed.

DEPARTMENT UPDATE: PUBLIC WORKS- TERRY JONES

Mr. Jones, Superintendent of Public Works wished everyone a good evening, adding that he was asked by Mr. DeClue to give a brief summary of the department's activities over the past few months. Mr. Jones stated that he would summarize nine activities that have been completed or ongoing during the past 12 months.

Mr. Jones stated that street resurfacing commenced in 2021 executed in 2020 which included Cliffside Dr., Elmwood, the 1200 block of Glen Vista, Cambridge Ct., Chelsea, West Oak, 700 block of Glenway Dr. and Venneman behind the school. Mr. Jones noted that the numbers could be found in the CIP and reported in May. Also, curbing work on the same streets was completed prior to the work and concluded in September, 2020. Mr. Jones stated that they hoped to begin the 700 and 800 blocks of Brownell where they intersect with Venneman next year.

Mr. Jones stated that water mains had been replaced on Hanamoor, 900 block and Moreland Ave, the 700 block of Edwin, East Essex, to Sappington Rd. from Devon during the past year adding that restoration was in the process of being completed. Mr. Jones noted that the water mains were in place and functional and connected to all the homes affiliated with the work. Water main projects beginning this year and in progress include Cornelia, Green Tree, Willow Oak from Austin to Berry and should be completed and restored in late June, 2022.

Mr. Jones stated that the Sewer Lateral Repair program was running smoothly with no complaints or major concerns adding that there have been 4 to 6 claims a month. Mr. Jones stated that the users of the program were happy with the program and added that there were no foreseeable changes to the program.

Mr. Jones stated that the storms last summer hurt the City and put the Forestry budget beyond its limit noting that 12 trees came down but added that the cleanup went quickly and safely. Mr. Jones stated that the department had been in close contact with the affected residents who all seemed to be happy with the cleanup results.

Mr. Jones reported that the 2021-22 Trim Grant program was completed and included that trimming of Sycamore trees on Brownell deemed hazardous, trimmed 4 trees, and planted a few new trees. Mr. Jones stated that the Tree Board met and decided to work on the Kirkham trees for the next Trim Grant program adding that the trees the City planted have a fungus which could be treated through the root system and overall revise the area to the original design. Mr. Jones stated that Mr. Haskenhoff, the City Forester, is very knowledgeable and determined it was best to revise the entire plan.

Mr. Jones stated that there were 11 snow events this season, keeping the crew busy with snow removal and salting adding that the sleet events were hard to deal with during the extreme cold weather. Mr. Jones reported that there were no injuries, no vehicle damage and no breakdowns which was an overall win for the City and added that he hoped snow events were finished for the season. Alderman Nauman asked if extra salt was needed. Mr. Jones stated that the City had two suppliers, including the Chesterfield Salt Consortium who was having trouble with orders throughout overall across the County adding that the fall delivery was later than last winter. Mr. Jones stated that two orders were placed with our secondary provider. With the first used and the second stored, adding that both orders were small. Alderman Nauman asked about the salt supply stored for Warson Woods. Mr. Jones noted that Warson Woods had their own salt supply, plowed their own streets, and limited their salt usage adding that the Warson Woods salt shed was located at the Public Works Department and independent of the Glendale supply.

Mr. Jones reported that the department had been very busy with street repairs, including 19 individual areas which were excavated to clay and reconstructed adding that it was a great deal for 4 guys. Mr. Jones stated that potholes were filled every day assuming good weather. Mr. Jones stated that if anyone wanted to see the process of excavation and repair, the street removal process was very interesting. Mr. DeClue noted that a second street was found during the excavation of Austin Place which was covered over time. Mr. Jones stated that it was 8 to 12" lower than the current street. Alderman Fanning asked about the maintenance for Manchester and reconfirmed that it was a State road. Mr. Jones stated that the City met with MO Dot adding that the Glendale portion of the project was a year out noting that the project was starting at either end of the of the project.

Mr. DeClue stated that the City Engineer would speak on this project and other special projects when invited to speak to the Board. Mr. Jones stated that the City Hall drainage project has been coupled with the generator purchase which blew some time ago. Bid drawings are being drawn now. Mr. Jones stated that street drainage projects were posted as RFPs with openings planned for March 31st. Mr. Jones reported that street evaluation packets results were expected which were budgeted with the ARPA funds that included rebuilding certain streets to correct standards. Mr. Jones reported that the storm water master plan field work was completed, and Lochmueller would be moving forward start project identification and cost development adding that the work was a long time coming. Mr. Jones stated that field work at Public Works would be a larger project handled by Edsi, a subcontractor of the survey group. Mr. Jones stated that Essex STP was moving forward noting that a conceptual drawing was received yesterday and would be reviewed in coordination with Kirkwood. Mr. Jones stated that he would review the plans with Lochmueller Group, noted that if changes were needed, the plan would be redrawn. Mr. Jones stated that within thirty to sixty days, a public hearing would be held for review. Mr. Jones reported that the N. Sappington STP agreement had been fully executed with the next step to solicit and hire engineering. Mr. Jones stated that the reclassification study of E. Essex has been completed with an application already sent to East West Gateway for eligibility. Mr. Jones stated that if the application passed, the City could apply for an STP and added that there was a May deadline. Alderman Roettger asked about the E. Essex water main replacement project. Mr. Jones stated that Kelp Contracting had resumed work and would be finished soon which was separate from the reclassification of E. Essex. Alderman Lane asked if the STP was slated for the E. side of Essex. Mr. Jones stated that E. Essex needed to be reclassified to be eligible for the STP adding that the cost would be high. Mr. Jones stated that the usage numbers might be less than otherwise due to the water main work underway on Essex but needed high numbers for the STP. Mr. Jones stated that in addition to the aforementioned projects, the crew continued performing general duties, including grass cutting of the right of way, vegetation trimming, excavation permit inspections, fence inspections, street sign repairs, fleet maintenance, etc.

Alderman Roettger asked about staffing levels. Mr. Jones stated that the department had 5 full-time healthy guys including himself adding that everyone was 'boots on the ground'. Mr. Jones stated that 3 seasonal employees are hired in the summer who are good laborers assisting with the trimming, etc., adding that the department definitely needed the help. Mr. Jones stated that everyone was healthy, looked forward to the seasonal change, and was happy to be busy and to do the work.

Alderman Nauman stated that he had sent an email to Mr. DeClue about staffing in the Public Works Department asking that the PW staffing to the spreadsheet to flush out how a 5th person would do within the department. Alderman Nauman stated that he wanted to keep seasonal employees in play adding that the budget could be reviewed to see if the City could leverage any of the budget money to add staff for PW noting that PW cuts things pretty close for all the work that gets done. Mr. Jones stated that he appreciated the information and interest in a 5th PW employee and added that when he was hired by the City, there were 5 people who made up the department noting that the situation was not the best. Mr. Jones stated that if there were 5 people dedicated to the department, the staff would spend less Saturday hours to catch up. Mr. Jones added that Lochmueller Group was a nice change but noted that there was only so much time to work with engineering and other management tasks.

Alderman Vitale thanked Mr. Jones and thought it was a great idea to consider adding one more employee to Public Works.

Mr. DeClue reported that Mr. Jones' department employees were specialist in every area including mechanical work and field work and the City was lucky to have all the employees. Mr. Jones stated that Mr. Akers was very knowledgeable and always at the yards on time whenever necessary despite living faraway.

Mr. Jones thanked the Board and Mayor Wilcox thanked Mr. Jones.

REPORTS

Mr. DeClue

Mr. DeClue reported that he was honored to find out recently that one of his peers has nominated him for participation in the 2022/2023 Leadership St. Louis program. Mr. DeClue stated that he was hoping to obtain at least a partial scholarship from the St. Louis Area City Management Association to fund his participation. Mr. DeClue noted that the City's prosecuting attorney, Brian Malone, went through the LSL program a few years ago and had nothing but positive things to say about it. Mr. DeClue stated that several other city administrators have gone through in the past and also speak highly of the program. Mr. DeClue stated that the fee was \$5,000 for the program adding that the scholarship would cover \$2,500 if approved. Mr. DeClue stated that 50 to 60 individuals including corporate, and nonprofits participate in the program. Alderman Lane stated that she went through the program and found it to be worthwhile adding that the program gives a good perspective of City and County government and what needed to be accomplished to assist with the regions long term goals. Mr. DeClue noted that the interview would take place in late March or April and asked if the scholarship was not awarded, could he count on the Board's support for the full fee. Mr. DeClue stated that the tuition would not be due until September and could be budgeted and noted that he would be out on Fridays. Alderman Fanning stated that he participated as well adding that the program was well worth it.

Alderman Lane noted that if the scholarship was awarded, the City would see an expense of \$2,500 and asked if Mr. DeClue would remain with the City for a certain number of years adding that this would be open for discussion.

Mr. Hetlage stated that this discussion would take place in closed session. Alderman Lane stated that the Board needed to look at other employees for other enrichments adding that Mr. DeClue should absolutely apply. Alderman Vitale asked if letters of recommendation were needed and if so, please let the Board know. Mr. DeClue thanked the Board.

Mr. DeClue reported that a workshop has be tentatively set for May 16, with a different facilitator than was used at the last workshop adding that the style would me more appropriate for this event. Mr. DeClue stated that if all Board members were in agreement, it would be held on the third Monday in May, start at 6:00 pm and replace the regular Board meeting. Mr. DeClue stated that he would add the May 16 workshop to the agenda adding that he would have additional information later.

Mr. DeClue reported on the following projects listed on the spreadsheet:

- the drainage project on Beverly was pressing and would begin at the end of the month;
- the City Hall generator is very important adding that the backup works well but noted that the manual turn on was an issue. Mr. DeClue stated that he was intent on getting the project completed. Chief Beaton stated that there would be no loss in parking space with the project adding that there was space available near the north side of the building;
- the Police Department accreditation was important and was handled through the MO Police Chief's Association which was different from CALEA adding that Chief Beaton would be in attendance next month with a report.

Alderman Roettger asked if there would be a problem with the flat grates place on Beverly for the storm drains or would side intake drains work better. Mr. Jones stated that the plans did not call for side intake grates, adding that the City could change to side intake instead of drainage grates. Mr. Jones added that the plans called for grated drains with some adjustments for elevation.

Alderman Lane stated that at the home renovation at 1265 Brownell, there was drainage hose draining into the street causing water to pool in the street and asked if the irrigation system was draining into the street. Alderman Lane noted that the hose was partially buried adding that large part of the hose could be seen and might be diverting water to the street. Mr. Jones stated that he would check on the situation.

- Mr. DeClue stated that the redesign of the City website was ongoing adding that a needs assessment was completed, and photos were provided. Mr. DeClue stated that the kickoff meeting was scheduled for March 23rd adding that the site would be up and running in 12 weeks. Mr. DeClue added that the website would include integrated web pay functions with the ability for residents to apply and pay for a permit online. Mr. DeClue stated that it would be a seamless process.

Mr. DeClue closed noting that the items noted were the main active line items.

Ms. Carr

None

Alderman Roettger

None

Alderman Vitale

None

Alderman Lane

None

Alderman Capshaw Cushing

Alderman Cushing congratulated Mr. DeClue for his nomination.

Alderman Nauman

Alderman Nauman thanked Mr. Jones for his presentation adding that the format was just what the Board was looking for adding that he hoped Chief Silvernail knew what the Board was looking for from the Fire Department regarding line items listed on the spreadsheet. Mr. DeClue stated that the Department heads understood the process and requirements of the Board. Chief Beaton stated that this process was a great idea adding that the Police Department had projects going on all the time. Chief Beaton stated that sometimes there was a lack in communication adding that this process will help streamline the communication adding that he thought it was a great idea. Chief Beaton also noted that the spreadsheet was a great idea, adding that too often ideas would fizzle because everyone would forget to talk about it.

Mayor Wilcox noted that the Board had Department heads were making their presentations to the Board and wondered if other volunteer Boards would be giving their presentations. Mr. DeClue stated that the Architecture Review Board would be coming to the Board meeting adding that the Planning Commission, the Aquatics Board, the Tree Board, and the Board of Adjustment could attend once a year. Mayor Wilcox stated that the Board could be of service assisting with staffing, etc. adding that the Board would like to meet with the Aquatics Board to better understand Kirkwood's vision. Mayor Wilcox stated that an update at every meeting would be good from all Boards which would educate the BOA and allow feedback to help the Boards. Mayor Wilcox also stated that the spreadsheet was good with intersection links to all the departments.

Alderman Nauman suggested that the website could include more details about the Boards and Commissions including mission statements and notices about the need for adding new members. Mr. DeClue stated that a succession plan would be a good addition adding that information could be listed to ensure appropriate volunteers come forward for open positions. Alderman Lane stated that the BOA would be looking at the new ARB guidelines adding that the ARB was a fabulous group of residents contributing to the guidelines with expertise for a City they love.

Alderman Lane stated that the ARB needed to feel comfortable speaking the BOA. Mr. DeClue stated that the ARB looked forward to meeting with the BOA.

Chief Beaton stated that would discuss code enforcement as part of his presentation.

Mayor Wilcox

None

ADJOURNMENT

Alderman Nauman moved to adjourn the meeting, seconded by Alderman Vitale. The motion was unanimously approved.

These minutes are approved as submitted this 7th day of March, 2022 .

Joanne Carr
Deputy City Clerk