

MEMORANDUM

TO: Michael G. Herring, City Administrator
FROM: Mike Geisel, Director of Public Services
SUBJECT: Planning & Public Works Committee Meeting Summary
Thursday, January 21, 2016



A meeting of the Planning and Public Works Committee of the Chesterfield City Council was held on Thursday, January 21, 2016 in Conference Room 101.

In attendance were: **Chair Connie Fults** (Ward IV), **Councilmember Barbara McGuinness** (Ward I), **Councilmember Bridget Nations** (Ward II) and **Councilmember Dan Hurt** (Ward III).

Also in attendance were: Mayor Bob Nation; Councilmember Barry Flachsbart (Ward I); Councilmember Mike Casey (Ward III); Councilmember Bruce DeGroot (Ward IV); Harry O'Rourke, Interim City Attorney; Guy Tilman, Planning Commission Member; Mike Geisel, Director of Public Services; Jim Eckrich, Public Works Director/City Engineer; Aimee Nassif, Planning & Development Services Director; Jeff Paskiewicz, Senior Civil Engineer, Zach Wolff, Civil Engineer; Mindy Mohrman, City Arborist/Urban Forester; and Kathy Juergens, Recording Secretary.

The meeting was called to order at 5:30 p.m.

I. APPROVAL OF MEETING SUMMARY

A. Approval of the December 10, 2015 Committee Meeting Summary

Councilmember Nations made a motion to approve the Meeting Summary of December 10, 2015. The motion was seconded by Councilmember Hurt and passed by a voice vote of 4-0.

II. OLD BUSINESS

A. Valley Stormwater Update with Monarch-Chesterfield Levee District - Presentation

STAFF REPORT

Mike Geisel, Director of Public Services, introduced the Executive Director of the Monarch-Chesterfield Levee District (Levee District), David Human and Cary Spiegel from the Monarch Fire Protection District. He then gave a lengthy PowerPoint presentation which is highlighted below:

1. Illustrations were presented depicting the Federal Emergency Management Agency (FEMA) regulatory floodplain in 1996 versus present day. From a regulatory insurance standpoint, less than 25% of the Valley is designated as floodplain. FEMA flood maps are dynamic and are continuously updated by FEMA and maintained by the City.

2. The relationship between the City and Levee District can best be described as a partnership. The City and Levee District have mutual constituents and common expectations for the properties in Chesterfield Valley. Even though the City is not responsible for the Levee or stormwater in the Valley, the City does have a vested interest in protecting the Valley properties and development within the Valley.
3. The City has an Emergency Operations Plan that covers most conceivable events and dictates the City's actions in response to each event. The Plan includes an appendix on the Chesterfield Valley Watch/Warning/Evacuation Plan. The City's plans parallel the Levee District's plans, which are incorporated in their Operations and Maintenance Manual. This Manual was required in conjunction with the Levee re-certification process and is regularly reviewed by the Corps of Engineers (Corps).
4. The Levee District performs regular inspections of the Levee and performs regular maintenance activities such as mowing grass and repairing rodent damage. The levee and associated facilities are also regularly inspected by the Corps of Engineers.
5. There are three flood risk scenarios to be considered. Each of which have different risk profiles and are considered independent events.
 - a. Riverine Flooding – Missouri River. Upstream – watch Hermann River gauge, downstream – watch St. Charles gauge.
 - b. Flash Flooding – Bonhomme Creek which runs generally along the Valley at Edison and Long Road.
 - c. Interior Rain Event – 7" of rain in a 24-hour period. The City's Valley floodplain is defined by a local rain event and not the river as this type of event generates the maximum storage volume within the Valley.
6. Mr. Geisel provided exhibits of the Missouri River basin and discussed the basin characteristics including reservoirs in the basin, which are used for attenuating flood flows, and the elapsed time between river gauges that provides some predictive planning. Gavins Point, located in the Missouri River Basin close to Sioux City, Iowa, is a critical reservoir which is monitored in the Missouri Basin. The Hermann Gage is six days below Gavins Point. There are a series of reservoirs and dams along the Missouri River Basin that are actively managed to control river conditions, providing some ability to reduce flood flows.
7. An exhibit was provided that depicted the size of the Levee in 1993 and the improvements that have been made to the Levee since then. The 1993 event crested slightly above 40 feet at the St. Charles gauge. The current Monarch-Chesterfield Levee height would roughly equate to a gauge reading slightly above 48 at St. Charles.
8. Mr. David Human explained the following:
 - a. The City's relationship with the Levee District is excellent.
 - b. The Levee District owns the Levee either through fee or easements.
 - c. The Levee District is funded by an annual assessment. Every property owner in the Valley, including the City of Chesterfield, MSD, and St. Louis County, is assessed based on the benefits provided to each property.

- d. The Levee District Board consists of property owners or designees of property owners. Many of the Board Members are long term members. Members are elected by the property owners at an annual meeting.
 - e. The Levee District owns and maintains the stormwater pumps in the Valley.
9. A history of the Levee was provided. St. Louis County initiated a flood insurance study to determine a master plan for drainage. However, there was no coordinated plan for implementation nor was funding provided for the required improvements.
 10. After the 1993 flood, FEMA notified the City that because the Levee failed prior to being overtopped, they de-certified the Levee. Without certification, the entire Valley was considered floodplain.
 11. Immediately after the 1993 flood, the City applied for an EDA Disaster Recovery Grant. This grant partially funded three stormwater pump stations, #4, #6, and #7. These pumps preceded the stormwater modeling for the Valley.
 12. A Chesterfield Valley Ponding Study was performed in June of 1996 to enable re-certification of the Levee and to replace the 1985 FEMA Flood Study. The Study provided an updated and modernized stormwater model. However, the pumps were not incorporated into the original ponding study used for recertification. The City subsequently submitted a Letter of Map Revision (LOMAR) to incorporate the three pump stations that had since been completed.
 13. The City has also modeled an ultimate build-out of the Valley and the ultimate completion of the interior stormwater system so we have some predictive capability of what the end result will be. When the Corps approved the feasibility study, they based it on the level of development in 1993 and the flood risk in 1993.
 14. In 1998, Booker Associates developed a Master Plan for planned stormwater improvements for Chesterfield Valley.
 15. The Valley was initially divided into seven watersheds for modeling purposes.
 16. Pump interconnectivity was explained along with the capacity of each pump. Channel and culvert interconnectivity was also discussed. A slide was presented depicting the significant system improvements that are still required to complete the Stormwater Master Plan. Discussions are currently underway between the Levee District and the Corps regarding future improvements. A contract has been let for an additional Corps pump station in watershed 4, with construction scheduled to begin in September of 2016.
 17. The recent CVAC pump failure was caused by an electrical surge which is suspected to have occurred in an underground reach of wiring. The Levee District is investigating this possibility further and plans to replace the pump. This pump station was designed solely to drain the athletic complex site and was not identified in the original overall stormwater master plan.
 18. The City held after-action reviews both internally and with the Levee District after the recent heavy rainfall event. The need for improved maintenance along the channels was emphasized as debris flows to the pumps and can clog the screens.

19. The current fiscal impact of Chesterfield Valley was discussed in terms of potential revenues lost in the event of a flood occurrence such as in 1993.
20. Mr. Geisel advised the committee that the agricultural levee sustained substantial damage during the recent event, but the extent of that damage is still being triaged due to the continued high water in the area. He reminded the Committee that the agricultural levee is not maintained by the Monarch-Chesterfield Levee District, but is generally maintained by the underlying property owners. Staff will report on this damage at a subsequent date.

Councilmember Hurt thanked both City Staff and the Levee District for their past and future efforts in working together.

Mr. Geisel thanked Mr. Cary Spiegel from the Monarch Fire District for his assistance with moving City assets from the CVAC complex during the recent high water event.

Note: *Councilmember Nations left the meeting at 6:10 p.m.*

B. Veterans Honor Park

STAFF REPORT

Mike Geisel, Director of Public Services, reported that Staff applied for a grant through the Municipal Parks Grant Commission to help fund Veterans Honor Park. The Commission has awarded the City the maximum allowable grant amount of \$525,000. In addition, City Council previously authorized partial funding of \$500,000 for this project subject to matching funds provided by Veterans Honor Park fundraising efforts. These fundraising efforts have successfully surpassed the \$500,000 level.

To expedite the project, City Council funded \$225,000 for the design phase including construction services with Powers-Bowersox. Accordingly, there remains at least \$1.3 million to initiate the construction of Veterans Honor Park.

For the purpose of the grant application, Staff developed a strategy to “phase” the project in the event sufficient funding was not available immediately. The “core” project can be constructed with the present funding of \$1.3 million. The “core” project consists of the main monument and all of the project infrastructure for all improvements within the first concentric ring surrounding the monument feature. The “core” project does not include the ground cover, successive concentric rings of benches nor the grove trees.

To provide further fundraising, Staff has developed bid language that provides contractors an opportunity to incorporate a “charitable donation” as part of their construction bid. Plus, members of the Veterans Honor Park Committee will continue their fundraising efforts as the project progresses.

The next step in the creation of the Veterans Honor Park is for Council to authorize Staff to proceed with the construction bidding process for the “core” project.

Councilmember McGuinness made a motion authorizing Staff to proceed with the construction bidding process for the Veterans Honor Park. The motion was seconded by Councilmember Hurt and passed by a voice vote of 3–0.

C. Street Tree Policy – Replanting

Councilmember Hurt stated he would like to keep the Street Tree Policy as it currently exists.

Mr. Mike Geisel, Public Services Director, explained that because of the volume of tree replacements and the time required to effectively manage the work associated with the Emerald Ash Borer (EAB) project, Staff is simply physically unable to monitor and contract for 700 tree replacements each year. Members of the Committee expressed some concern with this responsibility being transferred to residents and would prefer to fund additional staff to manage such contract efforts. Mr. Geisel indicated that he was unsure what staffing or contract model would be employed, but expressed an early estimate of \$50,000-\$60,000 per year for staff to continue operating the Street Tree Replacement program as is. He indicated that if it was the general consensus of the Committee to maintain the current program responsibilities through additional funding for temporary staff, then the Department would prepare a plan and return the plan to the Committee at a future meeting.

After further discussion, it was agreed that Staff would provide the Committee with a plan and costs for continuing the replacement of street trees as outlined in the current Street Tree Policy, and proceed with implementation under the assumption that staff would continue with their current policy responsibilities.

D. Reimbursement of Expenses for Snow Removal on Private, Gated Streets

It was agreed to defer discussion of this item until the next Committee meeting.

III. NEW BUSINESS

A. Chesterfield Historic and Landmark Preservation Committee - Requests

STAFF REPORT

Ms. Aimee Nassif, Planning and Development Services Director, stated the Chesterfield Historic and Landmark Preservation Committee (CHLPC) met on January 13 and discussed several items they would like to request of the Planning and Public Works Committee. These involve an update to City Policy #3, which governs this Committee, as well as project requests. These requests are summarized below:

1. The current roster for the CHLPC includes two non-voting membership categories- “Member Emeritus” and “Ex-Officio”. However, neither of these were ever adopted into City Policy #3. The CHLPC would like to have these two categories included in the Policy for designated individuals.
2. If item number 1 is approved, the CHLPC would request that the number of people who could have either status (Emeritus or Ex-Officio) not be limited.

3. If Member Emeritus and Ex-Officio are approved for inclusion into the City Policy, the CHLPC is requesting to have authority to appoint individuals to either category.

Ms. Nassif then advised that the City's current Policy #CC 26 governs all the City's non-statutory committees and that the above three requests are not in concert with this Policy. Below is a chart comparing City Policy #CC 26 to City Policy #PPW 3, which pertains solely to the CHLPC.

City Policy #CC 26 (Non-statutory Committees)	City Policy #PPW 3 (CHLPC)
Membership limited to 16	Membership limited to 30
At-large members limited to 4	At-large members limited to 6
Term of office is 2 years	Term of office is 3 years

Ms. Nassif also pointed out that Policy #CC 26 requires that both Councilmembers in the Ward where the person resides must concur prior to the Mayor's appointment.

Discussion

Councilmember McGuiness, liaison to the CHLPC, stated she has concerns about allowing the Committee to appoint their own members and allowing an unlimited number of Emeritus and Ex-Officio members.

The following items were then discussed and clarified as necessary:

Quorum:

Because of the difficulty of obtaining a quorum with a 30-member Committee, the CHLPC's quorum requirements were reduced from 50% to 30%.

Emeritus and Ex-Officio members:

These types of members would be non-voting members and would not be considered for quorum purposes.

Mr. Tom Rothwell, Chair of the CHLPC, stated that the Committee would like the ability to reach out to Emeritus members for their expertise in particular areas without requiring them to attend all meetings. He also explained that they are requesting an unlimited number of these members due to the age and health of many of the members.

Mr. Jane Durrell, CHLPC member, stated that the Ex-Officio members are individuals who represent specific organizations such as Faust Park.

It was then suggested that these types of memberships be limited to 15 members.

Councilmember McGuiness made a motion to approve the above three requests pertaining to membership with the condition that: (1) the combined membership of Emeritus and Ex-Officio members is limited to 15; and (2) Emeritus and Ex-Officio members are restricted to individuals or entities who have previously been appointed by the Mayor as a regular member. The motion was seconded by Councilmember Hurt and passed by a voice vote of 3-0.

Ms. Nassif then outlined the remaining requests from CHLPC:

4. *Out and About* magazine has requested that CHLPC write an article each month on a historic business or organization in Chesterfield. Since this would be an ongoing public project, approval from the Planning and Public Works Committee is required.

Councilmember Hurt made a motion allowing the CHLPC to write articles for *Out and About* magazine. The motion was seconded by Councilmember McGuinness and **passed by a vote of 3–0.**

5. The CHLPC would like to purchase a display case with funds they have in their account. They would like the display case to be located in the main lobby for the public to view. They are seeking permission to have an area set aside for this new display case. No information has been provided on the dimensions of the display case as it has not yet been purchased.

Mr. Rothwell explained that they are considering a display case with a revolving tray in order to showcase more of the artifacts that are now in storage. Mr. Geisel pointed out that there is currently no room in the lobby area for such a display case without relocating something else. **The Committee agreed to postpone voting on this item at this time.**

6. The CHLPC would like to ask that the members of the Planning and Public Works Committee write a letter of support and/or acknowledgement of the CHLPC that could be used when they talk to schools, businesses and individuals about promoting the CHLPC and recruiting new members.

Councilmember Hurt made a motion to approve the preparation of a letter of support from the Planning and Public Works Committee with the condition that the letter be presented to the Committee for review and approval. The motion was seconded by Councilmember McGuinness.

Discussion

Councilmember Fults stated that she does not want such a letter used as support of a project until Council has heard about the project. Mr. Rothwell explained that the letter would be used on a very limited basis in member recruitment. The intent is to expand the skill sets of the Committee to make it more efficient with respect to such things as computer usage.

Councilmember Flachsbart suggested that the Planning and Development Services Division be notified of any uses of this letter and if there is a concern, it be brought to the attention of Council. Mr. Rothwell indicated his agreement with this suggestion.

The above motion to approve **passed by a vote of 3 – 0.**

[Please see the attached report prepared by Aimee Nassif, Planning and Development Services Director, for additional information on the Chesterfield Historic and Landmark Preservation Committee.]

IV. PROJECT UPDATES

Due to time constraints, a Project Update was not given.

V. **OTHER – None.**

VI. **ADJOURNMENT**

The meeting adjourned at 7:36 p.m.