

**CITY OF BRENTWOOD, MISSOURI
PUBLIC WORKS COMMITTEE MEETING
MAY 11, 2016**

Alderman Leahy called the Public Works Committee Meeting to order at 4:30 p.m.

ROLL CALL

Deputy Clerk Pittman performed roll:

Alderman Dimmitt – present
Alderwoman O’Neill – present
Alderwoman Sims – present
Alderman Leahy – present

Also present were: Clerk/Administrator Bola Akande, Public Works Superintendent Jim Nahmensen, and Parks Superintendent Eric Gruenenfelder.

APPROVE MINUTES

Meeting Minutes March 9, 2016

After noting the change of committee members, a motion was made by Aldermen Leahy and seconded by Alderman Dimmitt to approve the meeting minutes as submitted. **ROLL CALL:** Alderman Dimmitt – yes; Alderwoman O’Neill – yes; Alderwoman Sims – yes; Alderman Leahy – yes; **MOTION PASSED.**

PUBLIC COMMENT

None

COMMENTS BY COMMITTEE MEMBERS

None

CHAIRMAN’S COMMENTS

Alderman Leahy offered comments of this being his first opportunity to chair the committee and asked for some patience. He also asked that participants keep discussions civil and courteous.

PRESENTATION

MSD DC2/DC3 Sanitary Relief Project Update

Representatives of MSD were unable to attend; however, they have attended other sessions and provided an update; Board of Aldermen meetings and town hall meetings over the past few years. As the project progresses, updates are being provided via the city’s website, next door, BTV and other outlets. It was noted that May 16th is the scheduled closing of Russel @ Brentwood; additional information will be provided.

Presentation of Efficiency Report – Parks

Director Gruenenfelder presented the efficiency report of the Parks and Recreation Department and announced that it has changed tremendously in the past year due to the movement of park maintenance back into the parks and recreation department.

In 2015 parks staff developed a mission and core values of the department as follows: The department's mission is to - Provide exceptional spaces and opportunities for a sustainable future that best serve the evolving needs of our community. Core Values include: Community Health & Wellness, Quality Park System, Environment Stewardship, Innovation, Customer Service, and Professionalism. The department is made up of two divisions: **Recreation Division:** Oversees the development, expansion, and implementation of a wide array of programs, services and facilities and includes 12 Full-Time staff members and over 50 Part-Time staff members. **Parks Division:** Responsible for maintaining, park grounds, landscaping, recreational facilities, park equipment and vehicles, and special event support for the Recreation Division and includes 9 Full-time staff members and 3 – 5 Seasonal staff members. In 1993, voters passed the ½ cent Stormwater & Park Improvement tax which is responsible for Parks and Recreation Personnel Services, Recreation Division Commodities and Contractual Payments, Parks Division Commodities and Contractual Payments, Parks and Recreation Capital, and \$75,000 - \$100,000 for annual Stormwater expenditures. Revenue is also gained from program fees, etc. and the expectation is to increase the fund balance every year to have a sizable fund balance to cash fund future Stormwater and Park projects. He noted a big dip in revenues from 2015 due to the closure of the facility during renovations. He provided an update of the department's strategic planning that determined "what we want residents to think" – that the department is a benefit to the community, is an essential service, provides quality programs and activities and that Brentwood has one of the best parks and recreation departments in the state.

The next five years for the department includes the Transition Park Maintenance from Public Works into Parks & Recreation Department, Enhancing the aesthetics of the Brentwood Parks System, Increasing the professionalism of the Parks and Recreation Department, and Making the department an "Essential Service" for the citizens of the City of Brentwood. He continued expressing the importance of parks and park maintenance, the aesthetics of the Brentwood park system which is gained from staff development, increased professionalism and standardizing the department. In effort to be known as an essential service, there steps are being taken to become a NRPA Accredited Agency. Efficiency opportunities were noted for funding, building the fund reserve, capital improvement plan, and maintenance equipment; maintenance projects, developing a horticultural plan for each park and honeysuckle eradication; and, staffing, evaluating workloads and productivity levels.

Comments were offered that the city may soon be hiring a customer service clerk that may be helpful with some of the public relations duties.

BIDS

None

UNFINISHED BUSINESS

Amendment To The Brentwood Municipal Code, Beer, Alcohol And Other Liquors (Bill No 6059)

Following staff's presentation at a previous committee, there were questions of would alcohol be allowed in every park and what we would do regarding the two plats on Russell. Currently, the operation is that alcohol is allowed in each park with the exception of Brentwood Park. The policies and procedures states that alcohol is prohibited in Brentwood Park, glass is prohibited in every park and alcohol is prohibited in the recreation complex; approval from the Board of Aldermen is required.

It is the opinion of the Parks & Recreation Department that the current code has led to many different interpretations. Staff believes that it would be a better idea to clean up the ordinance to reduce any confusion in the future. Below is the suggested revised language allowing for the

use of alcohol in all city parks and approval from the Director of Parks & Recreation for use of alcohol at the Brentwood Recreation Complex:

Section 225.040 - Restrictions on Use of Parks.

Subsection E:

Possession Of Alcohol: Notwithstanding anything provided in Section 600.040(A) of this Code, no person shall be allowed to bring any intoxicating liquors, as defined in Section 600.030 of this Code, into the Brentwood Recreation Complex without the approval from the Director of Parks & Recreation or his/her designee.

Subsection H states:

Glass Containers Prohibited. Glass containers of any type with a capacity of less than 25.3 ounces (750 milliliters) are not permitted in any park.

Section 600.040 – Sale of Consumption in Certain Places Prohibited

Subsection A:

The sale or consumption, either in a vehicle or otherwise, of any intoxicating liquors, including all beer, whether the same be three and two-tenths percent (3.2%) or otherwise, wines or liquors, upon any public street, highway, thoroughfare, sidewalk, alley, or upon any private property without the permission of the owner or occupant of such property or, in any place open to the public (other than an establishment specifically licensed to sell beer or intoxicating liquors is hereby declared to be unlawful. This Section shall have no application to the sale or consumption of beer on special occasions when the Board of Aldermen prior to such special occasion has duly passed a resolution wherein the date, occasion and location are explicitly set forth in such resolution.

During the Board of Aldermen meeting on March 28, 2016, it was suggested that the ordinance include a provision allowing the use of alcohol on the two parcels of land the city owns on Russell Avenue. Staff believes that this inclusion is unnecessary. If park patrons are allowed to use alcohol in Brentwood Park, there would be no reason for park patrons to move to the parcels on Russell Avenue. Staff recommends the Public Works committee approve amending Section 225.040 & Section 600.040 of the Brentwood Municipal Code to be forwarded to the Board of Aldermen for their approval. Motion was made by Alderman Dimmitt to recommend to the board of Alderman the approval of Bill #6059. Motion seconded by Alderwoman O’Neill. **ROLL CALL:** Alderman Dimmitt – yes; Alderwoman O’Neill – yes; Alderwoman Sims – yes; Alderman Leahy – yes; **MOTION PASSED.**

NEW BUSINESS

Request For Special Use Permit For The Consumption Of Beer, Wine And Liquors At The City Of Brentwood Park Event In 2016

There are a number of events each year that the Parks and Recreation Department requests the ability to provide for the consumption of beer, wine and liquors. At this time, the Parks and Recreation Department is requesting permission for Music on the Menu scheduled in Brentwood Park:

Sunday, June 19	5:00 p.m. – 8:30 p.m.
Sunday, July 17	5:00 p.m. – 8:30 p.m.
Sunday, August 21	5:00 p.m. – 8:30 p.m.

Staff will follow all procedures it followed last year for alcohol at each event. Motion was made by Alderwoman O’Neill and seconded by Alderman Dimmitt to recommend to the full board of Aldermen approval of Music in the Park and the allowance of the consumption of alcohol.

ROLL CALL: Alderman Dimmitt – yes; Alderwoman O’Neill – yes; Alderwoman Sims – yes; Alderman Leahy – yes; **MOTION PASSED.**

Presentation on Ice Rink Temperature

In 2014, the Parks & Recreation Department met to complete strategic planning and develop core values, which includes environmental stewardship. During the design process for the Brentwood Recreation Complex, and with environmental stewardship in mind, the City and the architect decided that the entire building would be designed to LEED Silver standards. The biggest improvement for the Brentwood Recreation Complex was energy efficiency and the ice rink refrigeration system was integral to this improvement. In the past ten years, in order to improve efficiencies, ice rinks have been designed generally not to heat the ambient air temperature. The ice itself is maintained at a temperature of approximately 17 – 19 degrees. Any heating provided to the rink space for occupant comfort is absorbed by the ice, which makes the ice rink refrigeration system work harder and decreases the energy efficiency of the overall refrigeration system.

The current system reclaims all the heat that is produced by the system and reuses it primarily in the water heaters for the rest of the building. Since reopening the Brentwood Ice Rink, the Director of Parks & Recreation has received two formal communications forwarded from the Mayor about the ambient air temperature in the Brentwood Ice Rink. These communications stated that the air temperature in the ice rink has gotten colder and that Brentwood Ice Rink which used to be the warmest rink in St. Louis County is now one of the coldest. The ice rink staff has also received questions about the air temperature. Staff has spoken with the project engineer, contacted a number of ice rink providers in North America through the National Recreation and Parks Association (NRPA) and Serving The American Rinks (STAR), a non-profit national membership organization for individuals, facilities and vendors in the ice rink and arena industry. Based on the research, staff has determined the following:

- In conversation with other rinks and STAR, staff discovered that while there is not a standard for ambient temperature for an indoor ice rink, that newer facilities that are better insulated and designed for energy efficiencies (like the Brentwood Ice Rink) average a temperature around 44 degrees in the regular operating season and around 50 degrees in the summer.
- Staff has been tracking ambient air temperature in the Brentwood Ice Rink since the beginning of February. The ambient air temperature in the rink has been as high as 54.9 degrees and as low as 40.0 degrees. The ambient temperature of the Brentwood Ice Rink has averaged 44.2 degrees since staff has been tracking ambient temperature. The monthly ambient air temperature was:
 - o February: 43.6 degrees
 - o March: 43.7 degrees
 - o April: 45.4 degrees
- Brad Barbeau, the Programming Supervisor, who has been working in the ice rink for the past eleven years, has stated that prior to renovation, the rink averaged 49 – 51 degrees. Although the rink is currently 6 – 8 degrees colder, it is saving 20 – 40% per month in energy savings, with a big portion of that savings being recognized in the Ice Rink. As area ice rinks renovate and most likely become more energy efficient, their ambient air temperature will most likely decrease such like it has at the Brentwood Ice Rink.
- In January, based on the recommendation from the engineer, staff adjusted the humidity levels in order to try to increase the ambient air temperature. In speaking with the engineer after receiving the latest complaint, he has stated that there is nothing else that can be done with our current refrigeration system.

It was also added that prior to the renovation of the Brentwood Recreation Complex, staff received complaints that the rink was too warm from hockey players on a regular basis. In staff's research and talking to other ice rink providers, nobody has found a perfect temperature that makes both hockey players and figure skaters happy. The Committee agreed that no action would be taken at this time.

Request For Proposal For Asphalt Street Mill And Overlay

Superintendent Nahmensen announced that on April 18, 2016 the City of Brentwood advertised its 2016 Asphalt Projects Request for Proposal (RFP) which included the mill and overlay of seven streets and one alley. On May 3, 2016 sealed bids were received by 10:00 am and at 10:15 am opened publicly, the results are as follows:

Spencer Contracting	\$590,617.68
West Contracting	\$573,755.03
Krupp Construction	\$644,996.10
Gershenson Construction	\$667,173.65

It was noted that an onsite pre bid meeting was scheduled for April 25, 2016 at 10:00 a.m. The Request for Proposal stated "all contractors submitting bids are required to attend." Gershenson Construction and Krupp Construction were not in attendance. A brief discussion was held and a motion was made by Alderman Dimmitt and seconded by Alderwoman Sims to forward to the full board of aldermen the approval of West Contracting for the 2016 asphalt projects in the amount of \$573,755.03 and to conduct the first and second readings at the next meeting. **ROLL CALL:** Alderman Dimmitt – yes; Alderwoman O'Neill – yes; Alderwoman Sims – yes; Alderman Leahy – yes; **MOTION PASSED.**

Update on Litzsinger road pedestrian project

In 2011, the City of Brentwood and Rock Hill applied for grant funding for a project for improvements along Litzsinger Road through the Surface Transportation Program administered through East-West Gateway Council of Governments. Improvements for the project include resurfacing Litzsinger Road from Brentwood Blvd. to McKnight, installation of an ADA compliant sidewalk on the north side of the street, pedestrian lighting, and storm water improvements. The original project was approved at \$1,925,000 with 80% of the project costs being funded by federal funds. The City of Brentwood and Rock Hill have agreed to Brentwood covering 75% (\$288,750) of the local match and Rock Hill paying 20% of the local match (\$96,250). The STP projects have a three year implementation phase. First year, is preliminary design, second year is right-of-way acquisition, and third year is bidding the construction and construction. The construction started last fall and concluded this spring. This project called for the installation of streetlamps to provide additional safety for pedestrians.

After hearing from some residents regarding the brightness of the lights, the City has been working with the project engineer to purchase dimmers for all the lamps. In addition, the City had asked if the contractor labor and material cost to install the dimmers could be charged to the total project cost if there were savings.

The City heard from MoDOT who says the dimmers on the Lights would not be eligible for federal reimbursement. The Contactor, NB West has supplied a price breakdown of \$9,825.37 to furnish and install the dimmers on the lights. If the City desires, this item can be included in a change order as a non-participating item. This is not a budgeted item; however, since it is a capital expense, funds may be reallocated from the Capital Improvement Budget. In FY 16, we allocate monies to complete the mill and overlay of seven (7) additional streets and added an additional \$122,000 over the proposed budget for streets and sidewalks. These monies may be used to fund this expense.

Alderman Leahy offered comments of waiting till fall to see if the complaints are still apparent and also suggested contacting Rock Hill for their interest in contributing to the additional cost.

Alderman Dimmitt agreed that he has also heard from residents regarding the brightness of the lights and inquired if other options were considered, i.e., lamp shields as used on residential lights on McCutcheon.

Motion was made by Alderman Dimmitt and seconded by Alderwoman O'Neill to forward to the full board of alderman the change order in the amount of \$9,825.37 to furnish and install light dimmers to complete the Litzsinger project. **ROLL CALL:** Alderman Dimmitt – yes; Alderwoman O'Neill – yes; Alderwoman Sims – yes; Alderman Leahy – yes; **MOTION PASSED.**

McKnight Park Update

Director Gruenenfelder reported that staff has met with residents on three different occasions to discuss the future of McKnight Park located on Parkside Drive. At the last meeting on January 26, 2016, Planning Design Studio presented two concepts for McKnight Park to the residents of Parkside Drive. The concepts presented incorporated all of the comments that the City has received to date, while still keeping McKnight Park a pocket park that will be used primarily by the surrounding residents. Each design included an option with a gazebo or without, since the inclusion of a gazebo in the park was a topic of debates at the previous meetings.

After the presentation, there was a lot of discussion about the designs and whether or not the residents on Parkside wanted any new enhancements to the park. A resident presented staff with a petition that was signed by 30 homes on Parkside Drive requesting to keep McKnight Park “green & undeveloped.” Since every resident did not attend the meeting on January 26th to see the final designs prepared by Planning Design Studio, and based on the sentiment from the petition that there is a desire not to add any enhancements or amenities, it was determined that the logical next step was to mail the designs and a survey to every house on Parkside Drive. Staff mailed the survey on January 27th and received 26 responses which equates to a 70% return rate for the residents on Parkside Dr. The results from the survey were:

Option #1: 8 responses (31% of total responses)

- With a gazebo: 5 responses
- Without a gazebo: 3 responses

Option #2: 1 response (4% of total responses)

- With a gazebo: 1 response
- Without a gazebo: 0 responses
- Keep Green: 17 responses (65% of total responses)

Keeping the park green and undeveloped was the overwhelming choice of the residents on Parkside Drive.

Previously, staff had indicated that once a design was selected, Planning Design Studio would complete a cost estimate and create an appendix for McKnight Park which would be inserted into the Parks System Master Plan. With the response to keep the park green and undeveloped, there are still a number of items that need to be finalized, including:

- Should an appendix for McKnight Park be created and inserted into the Parks System Master Plan? Should staff wait until the next Parks System Master Plan is completed, ten years from now, to include McKnight Park?
- If an appendix is created, what should be included in the Master Plan recommendation?
- If the appendix is not created, should staff revisit improvements to McKnight Park and if so when? Three year? Five years?

At this time, staff recommends that an appendix page for McKnight Park still be created which focuses on the following items:

- Maintenance Improvements
- Inclusion of a McKnight Park Sign
- Tree replacement Program

Further improvements can be discussed during public input for the next Master Plan. The Committee agreed that the appendix page as recommended it should be included in the Master Plan to keep in on record.

Request For Proposals (RFP) For Single Family Residential Management Services

Administrator Akande announced that at the direction of the Board of Aldermen, staff issued a Request For Proposal (RFP) for Property Management Services for one city property – 8751 Eulalie Avenue. Staff began to review the submittals and concluded that the City would end up spending more money to retain the services of a property management company to oversee the maintenance of one house. It was recommended to have the Public Works department provide maintenance (seasonal furnace and air conditioner unit inspection) and require the new tenant to either mail or drop off the rent to City Hall attention Karen Shaw, Finance Director. The city will consider a rent amount between the ranges of \$1,100 - \$1300 as suggested by the three property management companies who responded to the RFP. A sign will be placed in the yard with the phone number for the Public Works department. There was no objection from the committee.

It was also noted that there are plans to demolish the city’s property located at 8758 Rosalie.

ADJOURNMENT

Motion was made by Alderwoman O’Neill and seconded by Alderman Dimmitt to adjourn the meeting at 5:58 pm. Unanimous vote in favor taken; **MOTION PASSED.**

Approved as submitted on the 8th day of August, 2016.

Attest:

Bola Akande, City Clerk/Administrator