

MINUTES
CITY OF FRONTENAC
SPECIAL MEETING OF THE PUBLIC WORKS COMMISSION
MONDAY, OCTOBER 29, 2007, 7:00 PM

A. **CALL TO ORDER:** The meeting of the Public Works Commission was called to order at 7:00 p.m.

B. **ROLL CALL:** The members present were:

Mr. Bill Yarger, Chairman
Mr. Jamie Griesedieck
Mr. Dan Kemper
Mr. Mike Thaman
Aldерwoman Margot Martin

Also present were City Administrator Bob Shelton, Building Commissioner & Zoning Administrator, Jeff Wappelhorst and Alderman John Wynne.

C. **APPROVAL OF AGENDA:** Mr. Bill Yarger, asked for a motion to approve tonight's agenda.

MOTION: Alderwoman Margot Martin motioned and Mr. Dan Kemper seconded the approval of tonight's agenda. All Commissioners present voted "Aye". There were no "Nay" votes.
MOTION PASSED.

D. **APPROVAL OF MINUTES:** Mr. Bill Yarger, asked for a motion to approve the minutes of the July 11, 2007 meeting.

MOTION: Alderwoman Margot Martin motioned to approve the minutes. Mr. Dan Kemper seconded the approval of the July 11, 2007 meeting minutes. All Commissioners present voted "Aye". There were no "Nay" votes. **MOTION PASSED.**

E. **PUBLIC FORUM: (PRESENTATION OF REMARKS AND/OR PETITIONS)**

No comments were made.

F. **CHAIRMAN'S COMMENTS:**

Mr. Bill Yarger commented that the Lynnbrook subdivision was a test run for storm sewer projects and he is waiting for Matt Goessett to deliver information to him for signature approval as trustee. He also said that they worked thru issues, suggestions and concerns with the residents of Lynnbrook. Len Madalon with EDM, Inc. explained that the City will be requiring maintenance agreements for rain gardens with all new construction requiring rain gardens. Mr. Madalon added that the only rain gardens that trustees will be responsible for are the ones that the City put in. Mr. Yarger stated that rain gardens required as part of new construction will not

be part of the trustee maintenance agreements and property owners must have a maintenance agreement for their own rain garden.

Mr. Madalon said that approved building plans will include the rain garden agreement and maintenance agreement and requirements.

G. COMMENTS FROM COMMISSION MEMBERS:

Mr. Dan Kemper commented that the work on the guard rails on Geyer Road by Jeff Wappelhorst and crew were great. Mr. Kemper requested that reflectors be added to the rails. Mr. Wappelhorst stated that we will look into adding reflectors to the rails. Mr. Wappelhorst added that the guard rails on Spoede Road were completed.

H. ADMINISTRATOR'S REPORT:

No comments were made.

I. OLD BUSINESS:

1. Stormwater Grant Update

Mr. Shelton gave a description of the grant letter and application. He asked the members if this was consistent with previous discussions before we sent it out. Mr. Jamie Griesedieck requested that there be a space to request to be added to the Master Plan if not already included. Alderman John Wynne asked if the homeowner should have engineering drawings completed before applying to the grant. Also, what will the homeowner invest before it is secured that they will be approved for a grant?

Mr. Yarger commented that they may or may not be approved but by the cost benefit points would this raise the homeowner on the list. Mr. Yarger stated that we need to establish a priority list and requested that this be looked at yearly. Mr. Yarger asked if the homeowner's project is in the Master Plan does this move them up on the priority list.

Mr. Mike Thaman described that there are two different programs. The first being the grant program which is based on getting smaller projects completed and the second being the entire subdivision or group of homeowners who come together as a buy-up program. He added the buy-up program has been put to the side for right now.

Mr. Madalon suggested that the questionnaire be sent out along with the grant application and he added that he would do the calculations for the homeowner instead of them figuring out the calculations. Mr. Shelton said that we need to ask the homeowner what they are willing to contribute financially to have the project completed.

Mr. Griesedieck stated that we had weeded enough people out by making sure the \$5,000 was the minimum for the program itself. Mr. Yarger said that we need further explanation in the letter for the grant program. He stated we need to add another page to explain the

program and describe in detail what the City is trying to accomplish. Alderman Wynne said that we need to make sure that homeowners know that this program is not to take care of wet basements. Mr. Thaman added that Alderman Wynne makes a good point and asked for more input regarding the Master Plan. Mr. Yarger asked if we should add to the questionnaire and ask if they are already on the Master Plan or not. Mr. Shelton stated that the homeowner wouldn't know. Mr. Yarger further commented that maybe we need a way to identify which properties are on the Master Plan by adding them to the website. Mr. Wappelhorst said we update this every year but need to link it to the website.

Mr. Griesedieck requested that as we update the Master Plan what was our conclusion and what happens to the people/homeowners that were already on the Master Plan. Mr. Thaman stated that with the grant program your position will be held. Mr. Shelton added that your ranking could change though. Mr. Griesedieck said that your ranking could change while new problems arise. Alderwoman Martin asked if there was a way to check each address and find out the reason, if any, that they are or are not on the Master Plan and why?

Mr. Yarger requested that the City rework the letter and add information to the website. Mr. Griesedieck requested that as soon as the letter has been updated that all members receive a draft by e-mail so that comments can be made before the initial mailing of the letter.

2. Subdivision Snow Plowing Update

Mr. Yarger said that the letter looked good to go out to all trustees. Mr. Shelton stated that we were a little late in the game on getting the letters out to the trustees. Mr. Yarger asked if this was only dealing with snow and ice or was the maintenance dealing with all street issues (i.e. pot holes, paving). Mr. Shelton stated that this was only dealing with snow and ice and no other maintenance of the roads would be included. Mr. Thaman added that we as a City don't want to touch that subject.

APPROVAL OF LETTER OF SNOW AND ICE REMOVAL TO TRUSTEES: Mr. Bill Yarger, asked for a motion to approve the letter to the trustees for snow and ice removal.

MOTION: Mr. Mike Thaman motioned to approve the letter. Mr. Dan Kemper seconded the approval of the letter. All Commissioners present voted "Aye". There were no "Nay" votes. **MOTION PASSED.**

J. NEW BUSINESS:

1. Holiday Lane Storm Sewer Improvement Project

Mr. Wappelhorst presented a description of the project and all bids that were received. Mr. Wappelhorst added that On-Point Contractors were the lowest bid and also came in under budget. He added that they completed the Arthur Place Storm Sewer Improvement Project and we had good experience with their work and contractors.

APPROVAL OF HOLIDAY LANE STORM SEWER IMPROVEMENT PROJECT

CONTRACTOR: Mr. Bill Yarger, asked for a motion to approve the On-Point Contractors is sent for approval to the Board of Aldermen for the Holiday Lane Storm Sewer Improvement Project.

MOTION: Mr. Mike Thaman motioned to approve On-Point Contractors. Mr. Dan Kemper seconded the approval. All Commissioners present voted “Aye”. There were no “Nay” votes. **MOTION PASSED.**

K. **ANNOUNCEMENT OF NEXT MEETING:** Wednesday, November 14, 2007, 7:00 p.m.

L. **VOTE FOR ADJOURNMENT:** Mr. Bill Yarger, asked for a motion and second to adjourn the meeting.

MOTION: Alderwoman Margot Martin motioned and Mr. Mike Thaman seconded the meeting be adjourned. All Commission members present voted “Aye”. The vote was unanimous. **MOTION PASSED.**

M. The meeting was adjourned at approximately 8:01 p.m.