

1. January 12, 2016 Agenda

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[JANUARY 12, 2016 AGENDA.PDF](#)

2. January 12, 2016 Packet

Documents:

[JANUARY 12, 2016 PACKET.PDF](#)



AGENDA FOR THE  
CITY COUNCIL MEETING  
JANUARY 12, 2016  
AT 7:00 P.M.  
CITY OF OLIVETTE  
IN THE COUNCIL CHAMBERS AT CITY HALL  
LOCATED AT  
9473 OLIVE BOULEVARD

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1. Roll call
2. Communications
3. City Manager's Report
4. City Council Reports
5. Hearing from Citizens (Part I) – Three (3) Minutes Per Person

**OLD BUSINESS**

6. Bill #2797 – An Ordinance to amend Section 240.090 Park Facilities and Activities, A. 1. Pavilions, of the City of Olivette Municipal Code with revised Park Pavilion Rental Capacities, Park Pavilion Rental Schedule, Large Group and Special Event Fees and Refundable Deposit – Second Reading

**NEW BUSINESS**

7. Appointment of Member to the Olivette Housing Authority
8. Approval to Purchase Three (3) Panasonic Toughbook 31 Laptops And Associated Warranties
9. Consideration of Declaration of Two Surplus Vehicles
10. North Price NID Change Order #5
11. Dielman Road STP Grant Application
12. Review and Approval of the Minutes of the December 15, 2015 City Council Meeting
13. Hearing from Citizens (Part 2) – Three (3) Minutes Per Person
14. City Attorney's Report
15. Adjournment

**AGENDA ITEMS WILL NOT NECESSARILY BE DISCUSSED IN ORDER.  
IF YOU HAVE ANY QUESTIONS, PLEASE CALL CITY HALL AT (314) 993-0444.**

Individuals desiring to speak at the meeting are asked to fill out speaker cards available on the speaker's podium and submit the cards to the City Clerk prior to the call to order and roll call. Speakers are respectfully asked to hold comments to three (3) minutes to allow all those who wish a chance to speak. Speakers will be called on to speak during the "Hearing from Citizens" portion of the meeting. Please address all comments to the Mayor.

The City of Olivette hereby advises the public, employees and qualified job applicants that they are afforded an equal opportunity to participate in the programs and service of the City regardless of race, color, religion, sex, age, disability, familial status, national origin or political affiliation. If you are a person with a disability and have special needs, please call Barbara Sondag, City Manager at 314.993.0444 as soon as possible but no later than one day prior to the event or call 314.993.3610 VOICE TDD, 1.800.735.2466 RELAY MISSOURI. Thank you.

Please note that the City Council may adjourn to closed session pursuant to the Revised Statutes of the State of Missouri to discuss legal, confidential or privileged attorney-client matters pursuant to Section 610.021(1), real estate matters pursuant to Section 610.021(2), personnel matters pursuant to 610.021(3), audit matters pursuant to Section 610.021(17), or for any other reason allowed by Missouri law.

The news media may obtain copies of this notice by contacting:

Barbara Sondag  
City Manager  
9473 Olive Boulevard  
Olivette, Missouri 63132  
(314) 993-0444

Posted this 8<sup>th</sup> day of January, 2016 at 12:15 PM.

*Myra G. Bennett*

Myra G. Bennett, CMC/MPCC  
City Clerk  
City of Olivette

### **Upcoming Meetings and Events**

- January 13, 2016----- 6:00 PM----- Municipal Court in the Council Chambers @ City Hall
- January 18, 2016----- City Offices Closed – Martin Luther King, Jr. Birthday
- January 18, 2016----- 7:00 PM----- Economic Development Commission Meeting @ City Hall
- January 20, 2016----- 7:00 PM----- Parks & Recreation Commission Meeting @ Community Center
- January 21, 2016----- 7:00 PM----- PCDC Meeting in the Council Chambers @ City Hall
- January 25, 2016----- 7:00 PM----- Economic Development Commission Meeting @ City Hall
- January 26, 2016-----12:00 noon----- Housing Authority Meeting in the Council Chambers @ City Hall
- January 26, 2016----- 7:00 PM----- City Council Meeting in the Council Chambers @ City Hall
- January 27, 2016----- 8:45 AM ----- Coffee with the Mayor @ City Hall
- January 27, 2016----- 6:00 PM----- Municipal Court in the Council Chambers @ City Hall

Olivette Community Center  
9723 Grandview Drive  
Phone: 314-991-1249

City Hall Council Chambers  
9473 Olive Boulevard  
Phone: 314-993-0444

**City of Olivette  
City Council Meeting  
January 12, 2016**



<b>Ruth Springer Mayor</b>
--------------------------------

<b>J. Gregory Carl Chairman Pro-tem</b>	<b>Maxine Weil Council Member</b>
<b>Missy Waldman Council Member</b>	<b>Suzanne Sierra Sewell Council Member</b>

**Barbara Sondag  
City Manager**



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# AGENDA ITEM REPORT ITEM NO. 1

**ITEM:**

Roll Call

# NO INSERT

**SUMMARY:**

Verifying City Council Attendance

**PRESENTED BY:**

Mayor Ruth Springer  
City Clerk Myra Bennett

# **AGENDA ITEM REPORT**

## **ITEM NO. 2**

**ITEM:** Communications

**SUMMARY:**

No written communications were submitted for the January 12, 2016 City Council meeting.

**PRESENTED BY:**

Myra G. Bennett, City Clerk

# **AGENDA ITEM REPORT**

## **ITEM NO. 3**

**ITEM:** City Manager's Report

**SUMMARY:**

The City Manager will provide a verbal report for the January 12, 2016 City Council Meeting.

**ATTACHMENTS:**

Department Status Reports

**PRESENTED BY:**

City Manager Barbara Sondag

# **AGENDA ITEM REPORT ITEM NO. 4**

**ITEM:** City Council Reports

**SUMMARY:**

The Mayor and City Council Members will present their reports at the  
January 12, 2016 City Council Meeting.

**PRESENTED BY:**

Mayor and Council Members ..... Verbal Reports

# AGENDA ITEM REPORT

## ITEM NO. 5

### ITEM:

Hearing from Citizens (Part 1) – Three (3) Minutes per Person  
(ending at approximately 8:00 PM)

### SUMMARY:

Olivette citizens and businesses express concerns and issues, and request the City Council's assistance in getting matters resolved.

The Mayor and City Council would like to remind the audience of the following:

1. The purpose is to hear your concerns, issues, and questions
2. Cards submitted after the beginning of 1<sup>st</sup> "Hearing from Citizens" will not be called until the 2<sup>nd</sup> "Hearing from Citizens"
3. The Chair has discretion to allow individuals to speak without previously submitting a card; however, those individuals will also need to complete a card
4. Personal attacks of Council Member, Staff, and/or individuals are not permissible
5. Any question should be directed to the Chair and only the Chair
6. Questions concerning agenda items may be addressed by Council or staff at the time the agenda item is discussed
7. Questions that are not pertaining to agenda items may receive an answer by the method of your choice; indicated at the bottom of the submittal cards
8. Profanity is not allowed
9. Campaigning and electioneering are not permitted

"Hearing from Citizens" is not intended to be an open discussion. It is intended to provide an opportunity for citizens to be heard at official meetings.

When called, please step to the podium; state your name and your address before addressing your subject matter.

Each person has up to three (3) minutes to speak. Should your time elapse, you are welcome to continue at the second hearing from citizen's session again, for up to 3 minutes.

### PRESENTED BY:

Residents and/or businesses of the City of Olivette...(from speaker cards)



CITY COUNCIL AGENDA SUBMISSION  
*January 12, 2016*

AGENDA ITEM:

**Bill #2797 – An Ordinance to amend Section 240.090 Park Facilities and Activities, A. 1. Pavilions, of the City of Olivette Municipal Code with Revised Park Pavilion rental capacities, Park Pavilion Rental Schedule, Large Group and Special Event Fees, and Refundable Deposit – Second Reading**

COMMENTS:

Bill No. 2797 is a request to amend Section 240.090 Park Facilities and Activities, A. 1. Pavilions, of the City of Olivette Municipal Code by:

- A. Adopting Resident and Non-Resident Half and Full Day Pavilion Fee Schedule
- B. Setting the Irv Zeid Park Pavilion maximum capacity at 100 people
- C. Establishing a Large Group Fee of \$100 for groups of 150-250 people reserving the Stacy Park Pavilion
- D. Establishing a Refundable Deposit of \$150 for Large Groups reserving the Stacy Park Pavilion
- E. Establishing a fixed Special Event Fee of \$100 for groups bringing in outside vendors or services

**Capacities** The Parks & Recreation Commission and staff studied the parking capacity, pavilion size, park size, adjacent property impacts and use patterns for each park along with service constraints in evaluating the capacities allowed. Following their review, lowering the group capacity at the Irv Zeid Park Pavilion from 150 to 100 people maximum is recommended to improve the park user experience, mitigate impacts on adjacent properties and maintain park service levels.

**Rental Schedule** The Park Pavilion Rental Schedule was last modified by ordinance in 2002. Some current park pavilion rental categories are as low as 60¢ per hour. Following an analysis of the time and materials needed to maintain the pavilions annually and

provide service during the rental season, the Commission and staff found the Pavilion Rental Program recoups approximately 20% of direct operating expenses. The Commission and staff then compared the current rental rates with area cities offering comparable size rental pavilions and learned fees are below the current average rate. The current rate tables are complex and vary dramatically between locations, resulting in 48 fee categories, while expenses do not vary between parks until capacity exceeds 150. Therefore, the Commission and staff recommend using a standard half-day and full-day fee schedule until a group exceeds 150 people in attendance. The proposed fee increases would keep Olivette resident pavilions fees within the average rate charged by area cities.

**Proposed Fee Structure**

Pavilion	Capacity	Resident		Non-Resident	
		Half Day	Full Day	Half Day	Full Day
Villa Park	Up to 50	\$30	\$70	\$90	\$210
Irv Zeid Park	Up to 100	\$30	\$70	\$90	\$210
Stacy Park*	Up to 250	\$60	\$140	\$180	\$420

*\*Groups from 150-250 people have an additional proposed fee*

**Large Group Fee** The group cost per service increases once a group surpasses 150 people. Therefore, a Large Group Fee of \$150 is recommended to be added for all groups between 150-250 people. Stacy Park has the only pavilion that allows groups of that size.

**Refundable Deposit** Damage to the pavilion that requires repair or involves significantly more time to clean and/or specialized cleaning equipment occurs more frequently with large groups. Some groups also exceed the maximum number allowed. Introducing a refundable deposit creates an incentive for groups to stay in compliance with use policies and group size. Introducing a Refundable Deposit of \$150 for groups between 150-250 people is recommended.

**Special Event Fee** The current Special Event Fee is 100% times the pavilion rental fee for each use and has previously not been included in the Ordinance. Reducing the fee to fixed rate of \$100 is recommended.

**Parks & Recreation Commission Recommendation** The Commission discussed the Pavilion Rental Program at five meetings throughout 2015: beginning May 20 and finishing with their final recommendation on November 18, 2015. The proposed policy changes, capacity adjustments, and fee structure were developed by the Commission in conjunction with staff.

ATTACHMENTS:

1. Bill No. 2797 (First Reading held at the December 15, 2015 City Council Meeting.)
2. Department Memorandum, dated December 15, 2015
3. Email notice sent to all park pavilion renters from 2014 and 2015 regarding fee discussion, dated December 8, 2015.

RECOMMENDATION:

Motion to approve Bill #2797 – An Ordinance to amend Section 240.090 Park Facilities and Activities, A. 1. Pavilions, of the City of Olivette Municipal Code with Revised Park Pavilion rental capacities, Park Pavilion Rental Schedule, Large Group and Special Event Fees, and Refundable Deposit

APPROVALS:

*Beverly Tucker Knight*

**Beverly Tucker Knight, Parks & Recreation Director**

*Barbara Sondag*

**Barbara Sondag, City Manager**

CITY CLERK CERTIFICATION:

DATE ITEM INTRODUCED: December 15, 2015

DATE OF FIRST READING (If Applicable): December 15, 2015

DATE OF SECOND READING (If Applicable): January 12, 2016

DATE OF FINAL PASSAGE/ADOPTION

ORDINANCE NO. (If Applicable)

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**CITY CLERK**

**AN ORDINANCE TO AMEND SECTION 240.090 PARK FACILITIES AND ACTIVITIES A. 1. PAVILIONS OF THE CITY OF OLIVETTE MUNICIPAL CODE WITH REVISED PARK PAVILION RENTAL CAPACITIES, PARK PAVILION RENTAL SCHEDULE, LARGE GROUP AND SPECIAL EVENT FEES AND REFUNDABLE DEPOSIT.**

**WHEREAS**, group picnic pavilions in city parks are a desirable community building amenity; and

**WHEREAS**, the cost of maintaining facilities owned by the City of Olivette (the "City") and of providing services for the benefit of the residents of the City may increase from time to time; and

**WHEREAS**, the Park Pavilion Rental Schedule was last modified by ordinance 13 years ago; and

**WHEREAS**, Park Pavilion capacities must be monitored, and revised from time to time, to ensure a quality park user experience, mitigate impacts on adjacent properties and maintain park service levels; and

**WHEREAS**, time and material maintenance and service expenses do not vary between parks from weekday to weekend day; and

**WHEREAS**, time and material maintenance and service expenses do increase for groups exceeding 150 people; and

**WHEREAS**, no consequences exist for renters exceeding the park pavilion capacities, and or for creating excessive cleaning and repair costs, and

**WHEREAS**, Special Event Permits are required for all inflatables, portable BBQ pits, outside vendors and services brought in for pavilion rentals; and the City seeks to establish a set fee for Special Event Permits; and

**WHEREAS**, the Parks and Recreation Commission (the Commission) partnered with City staff in developing the proposed new capacities and fee schedule; and supports:

- Lowering the Irv Zeid Park Pavilion maximum capacity to 100 people
- Eliminating the 48 tiered pavilion rental schedule
- Introducing a Resident and Non-Resident Half Day and Full Day rental schedule for Irv Zeid, Villa and Stacy Park Pavilions
- Introduce a Large Group Fee for groups comprising 150-250 people at Stacy Park

- Introduce a Refundable Deposit for Large Groups at Stacy Park
- Reduce the Special Event Fee at Stacy Park from a percentage to a flat rate; and

**WHEREAS**, all park pavilion renters for the last two years were notified of the day and time of the City Council meetings to discuss the proposed fee and policy changes via email and/or US mail using the addresses on file; and

**WHEREAS**, The City Council, after careful and due deliberation, has determined that proposed park pavilion capacity revision and the proposed Park Pavilion Fee Schedule engender community, and are in the interest of the public health, safety, and welfare of the City of Olivette.

**NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF OLIVETTE, ST. LOUIS COUNTY, MISSOURI, AS FOLLOWS:**

**Section One**

The City of Olivette Municipal Code, is hereby amended repealing Section 240.090 Park Facilities and Activities A. 1. Pavilions only thereof and adopting in lieu thereof the following:

**Section 240.090 Park Facilities and Activities**

A. Fees shall be paid for the following park facilities and activities in accordance with the following schedule:

1. *Pavilions*

Pavilion	Capacity	Resident		Non-Resident	
		Half Day	Full Day	Half Day	Full Day
Villa Park	Up to 50	\$30	\$70	\$90	\$210
Irv Zeid Park	Up to 100	\$30	\$70	\$90	\$210
Stacy Park	Up to 250	\$60	\$140	\$180	\$420
Large Group Fee for Groups over 150 people at Stacy Park					\$150
Refundable Deposit for Groups over 150 people at Stacy Park					\$150
Special Event Fee at Stacy Park					\$100

**Definitions:**

**Half Day** rentals shall include either the period between 9:00 a.m. and 2:00 p.m. or the period between 3:00 p.m. and Dusk

**All Day** rentals shall include the period between 9:00 a.m. and Dusk

**Special Event Permits** are required for any and all inflatables, portable BBQ pits, outside vendors and services brought in for pavilion rentals. Inquire in advance at the City of Olivette Parks and Recreation Office for qualifications.

**Section Two:**

It is hereby declared to be that the intention of the City Council that each and every part, section and subsection of the Ordinance shall be separated and servable from each and every other part, section and subsection hereof and that the City Council intends to adopt each said part, section and subsection separately and independently of any other part section and subsections. In the event that any part of this Ordinance shall be determined to be or to have been unlawful or unconstitutional, the remaining parts, sections and subsections shall be and remain full force and effect.

**Section Three:**

This Ordinance shall be in full force and effect from and after its passage and approval as provided by law.

Passed and approved this \_\_\_\_\_ day of \_\_\_\_\_, 2016.

\_\_\_\_\_  
RUTH SPRINGER, MAYOR

ATTEST:

\_\_\_\_\_  
MYRA G. BENNETT, CMC/MPCC  
CITY CLERK  
CITY OF OLIVETTE

## DEPARTMENT MEMORANDUM

**DATE:** 15 December 2015  
**TO:** City Council  
**FROM:** Beverly Tucker Knight, Parks & Recreation Director  
**RE:** Proposed Park Pavilion Fee Schedule and Policy Changes

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### RECOMMENDATION

Approve Bill No. 2797 amending Section 240.090 Park Facilities and Activities, A. 1. Pavilions, of the City of Olivette Municipal Code:

- A. Adopt the Resident and Non-Resident Half and Full Day Pavilion Fee Schedule
- B. Set the Irv Zeid Park Pavilion maximum capacity at 100 people
- C. Establish a Large Group Fee of \$100 for groups of 150-250 people reserving the Stacy Park Pavilion
- D. Establish a Refundable Deposit of \$150 for Large Groups reserving the Stacy Park Pavilion
- E. Establish a fixed Special Event Fee of \$100 for groups bringing in outside vendors or services

### BACKGROUND

As outlined in the Municipal Code, one duty of the Parks & Recreation Commission is to recommend fee schedules for permits and fee programs of the Parks & Recreation Department. The Commission's 2015 work plan included a goal of conducting a complete Community Center and Park Pavilion operations review. The tasks identified for this goal included analyzing statistical usage and revenues, a fee study with comparisons to other cities; making proposed improvements and/or fee changes and outlining program suggestions. During the initial process of reviewing the revenue and use statistics, the Commission elected to focus on the Park Pavilion fees first as a more manageable goal.

The Commission progressed systematically through the Pavilion Rental Program analysis during five regular meetings in 2015. Their review of pavilion revenue and use statistics began at the May 20 meeting; continued with a comparison of other cities fees on June 17; pavilion use policies on July 29; and direct service costs on August 19. At the November 18 meeting, the Commission crafted the proposed fee structure in conjunction with City staff.

### DISCUSSION

#### Overview

Park Pavilions are desirable park amenities that engender community building through large group interactions. They are used by families, school groups, neighborhood associations, companies, service groups, clubs, churches, non-profits and other social groupings. The City of Olivette has five

park pavilions located at Indian Meadows, Irv Zeid, Stacy and Villa parks. The pavilion at Indian Meadows may not be reserved in advance, all others may be reserved for a half or full day for a fee. Reservations are made in person at the Olivette Community Center, on a first come, first serve basis. A half day defined as 9:00 am to 2:00 pm OR 3:00 pm to dusk and a full day from 9:00 am to dusk. Payment is made in full at the time of reservation.

The pavilion use season for Indian Meadows, Irv Zeid and Villa parks is April 18 through November 1 of each year. This follows the park water turn on/shut off schedule. Due to its heated restrooms, the Stacy Park season runs from April 1 to November 15. The Stacy Park restrooms remain open year-round. Currently, reservations for the calendar year are taken the day after the Martin Luther King holiday. No reservations are taken from November through February. .

Extra party items such as amplified sound and other items or services typically offered through third-party vendor such as bounce houses and/or pony rides etc., are allowed with an approved Special Event Permit at Stacy Park only. The Special Event Permit fee is 100% times the rental fee; however this fee is not identified in the existing ordinance.

**Existing Fees**

Fees for the pavilions are divided into 48 divisions following resident, non-resident, capacity and location.

**Resident Fees WEEKDAYS**

Headcount	1-25 people		26-50		51-100		101-150		151-250	
	Half Day	Full Day	Half Day	Full Day	Half Day	Full Day	Half Day	Full Day	Half Day	Full Day
<b>Villa Park</b>	\$5	\$7.50	\$10	\$15	--	--	--	--	--	--
<b>Irv Zeid Park</b>	\$10	\$15	\$15	\$22.50	\$20	\$30	\$25	\$37.50	--	--
<b>Stacy Park</b>	\$15	\$22.50	\$20	\$30	\$25	\$37.50	\$30	\$45	\$35	\$52.50

**Non-Resident Fees WEEKDAYS**

Headcount	1-25 ppl		26-50		51-100		101-150		151-250	
	Half Day	Full Day								
<b>Villa Park</b>	\$10	\$15	\$20	\$30	--	--	--	--	--	--
<b>Irv Zeid Park</b>	\$20	\$30	\$30	\$45	\$40	\$60	\$50	\$75	--	--
<b>Stacy Park</b>	\$30	\$45	\$40	\$60	\$50	\$75	\$60	\$90	\$70	\$105

**Resident Fees WEEKEND DAYS**

Headcount	1-25 ppl		26-50		51-100		101-150		151-250	
	Half Day	Full Day								
<b>Villa Park</b>	\$10	\$15	\$20	\$30	--	--	--	--	--	--
<b>Irv Zeid Park</b>	\$20	\$30	\$30	\$45	\$40	\$60	\$50	\$75	--	--
<b>Stacy Park</b>	\$30	\$45	\$40	\$60	\$50	\$75	\$60	\$90	\$70	\$105

### Non Resident Fees WEEKEND DAYS

Headcount	1-25 ppl		26-50		51-100		101-150		151-250	
	Half Day	Full Day								
<b>Villa Park</b>	\$20	\$30	\$40	\$60	--	--	--	--	--	--
<b>Irv Zeid Park</b>	\$40	\$60	\$60	\$90	\$80	\$120	\$100	\$150	--	--
<b>Stacy Park</b>	\$60	\$90	\$80	\$120	\$100	\$150	\$120	\$180	\$140	\$210

### Program Strengths

The Pavilion Rental Program is very popular, particularly on weekends with Stacy Park the most heavily used. The program is also very well supported by residents. Overall, 65% of all park bookings are made by residents with 90% of Stacy Parks bookings by residents. Small and medium sized groups (up to 150 people) are excellent renters that typically follow all use guidelines. There have been issues with groups underreporting anticipated attendance and parking cars on park grounds in previous years. In 2015 the parking problem was addressed by eliminating any temporary permits previously allowed by the Parks and Recreation Department and assistance from the Olivette Police Department with enforcement and the incident rate was greatly reduced.

### 2015 April through November Weekend Use Percentages

Location	Weekend Hours Available	Weekend Hours Booked	% Used
Stacy Park	672	602	90%
Irv Zeid	672	332	49%
Villa Park	672	367	55%
<b>TOTALS:</b>	<b>2,016</b>	<b>1,301</b>	<b>65%</b>

### 2015 Pavilion Revenue and Use Stats

Location	Reservations	Revenue	Hours Used	Attendance*	Res %	Non-Res %
Stacy Park	145	\$5,758	1,338	13,119	80%	20%
Irv Zeid	57	\$2,635	464	3,253	60%	40%
Villa Park	55	\$1,120	498	1,719	74%	26%
<b>TOTALS:</b>	<b>257</b>	<b>9,513</b>	<b>2,300</b>	<b>18,091</b>	<b>71%</b>	<b>29%</b>

*\*attendance totals are self-reported by groups*

### Areas for Improvement

The existing fee structure is complex and consuming for customers. With fees based on participant count, there is also an incentive for users to under report anticipated attendance to qualify for a lower fee. The 150 people maximum capacity level at Irz Zeid Park Pavilion is too large for the park size and the absence of dedicated parking.

The largest area for improvement is in managing groups of 150-250 people at Stacy Park. The Commission and staff reviewed park users’ and neighbors’ complaints and the increased repair and cleaning costs associated with larger groups. Introducing a consequence for non-compliance would motivate large groups to follow the park policies creating less impact on other park users, neighbors, reduce extra cleaning costs and create a way to reimburse for damages.

**Pavilion Fee Study**

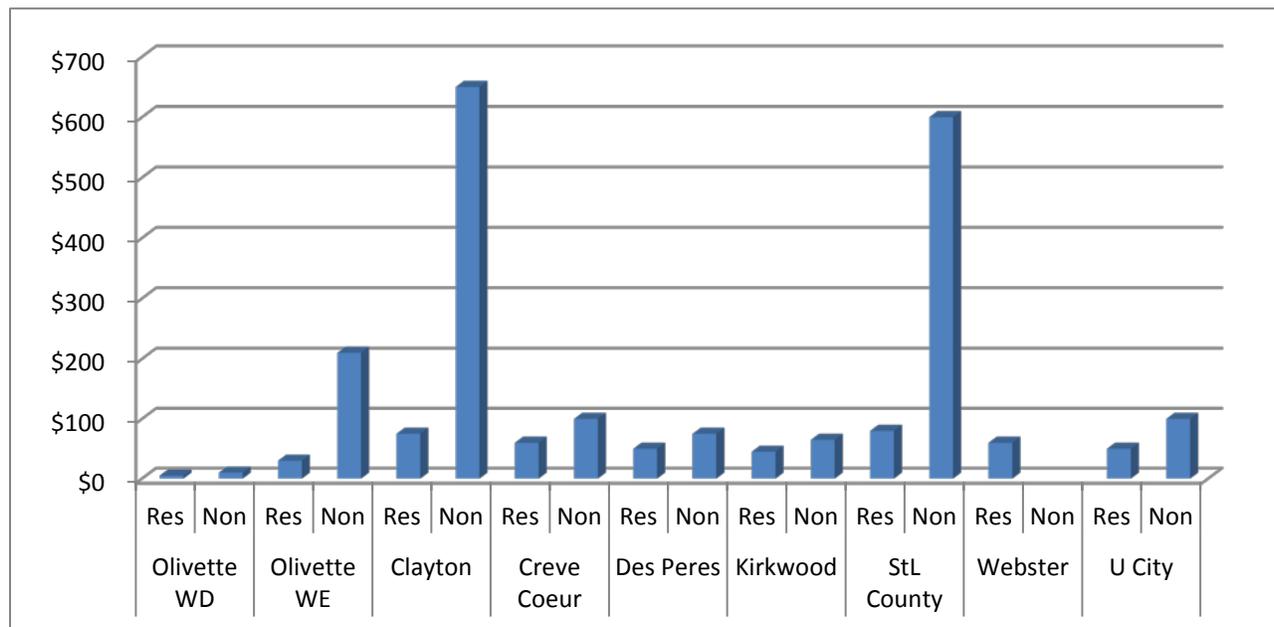
Since the pavilion fees had not been adjusted since 2002, the Commission reviewed the cost for direct service in addition to comparing rental rates with similar sized cities. Currently, the pavilions recoup 20% of the direct service costs each year. Time and material was used in determining the roughly \$44,000 annual direct cost. This does not include indirect costs such as major equipment, vehicles, depreciation or City overhead but it does include the full direct staffing costs with benefits.

In comparing the pavilion rental program fees with other municipalities, pavilions with roughly the same size, capacity and hours of operation were considered. However, no two cities were found to be identical. Olivette is one of the few cities that allow pavilion use by groups of 250 people. Therefore, pavilions at St Louis County’s Tilles Park were included as was the new Enterprise Holdings Pavilion in Clayton’s Shaw Park. Some cities do not allow partial day bookings and Webster Groves does not allow reservations by non-residents. Olivette’s policy of cleaning the pavilions between half-day renter groups is a popular feature and not offered by some of its neighbors. This was specifically mentioned by some users as an asset and is believed to contribute to the half-day rentals success and lack of complaints.

Olivette’s weekday rental rates were far below the average rate of other cities. The non-resident full-day rates are times higher than others.

Olivette’s current fees range from \$5 to \$210 per use. The average range of the comparable cities was \$58. The need to create a simplified fee table was identified early on the process. The current complex range of options is hard for residents to understand and encourages non-compliance.

**Pavilion Fee Cost Comparison Chart**



## **Proposed Changes**

The Commission and staff identified several areas for change in Department policies and the City Code: lowered capacity at Irv Zeid; reservation improvements; standardized fees; introducing a Large Group fee and Refundable Deposit and lowering the Special Event Fee to a flat rate.

### **Irv Zeid Park Pavilion Capacity**

The Parks & Recreation Commission and staff studied the parking capacity, pavilion size, park size, adjacent property impacts and use patterns for each park along with service constraints in evaluating the capacities allowed. Lowering the group capacity at the Irv Zeid Park Pavilion from 150 to 100 people maximum is recommended to improve the park user experience, mitigate impacts on adjacent properties and increase park service levels.

### **Reservation System Improvements**

Allowing park pavilions to be reserved a year in advance would increase customer service. The current system of a “shot gun” start date is inconvenient for renters. Since Stacy Park is usable and serviced the winter, allowing reserved use year-round is also recommended. Winter season rentals may not be as popular however there is no reason to prohibit them.

Converting the reservation system to allow one year in advance bookings needs to be phased in. In 2016, the pavilion rental kick-off will remain on the first day following the Martin Luther King holiday to allow advance notice to all returning renters. Staff will also send advance notices to all pavilion renters for the last two years of any new policies and fees.

### **Proposed Fee Structure**

The fee structure in use allows some pavilion rental categories as low as 60¢ per hour. Using the Fee Study as a basis, the Commission and staff created new structure on a standard resident and non-resident fees. Irv Zeid and Villa Park have a similar user experience with Stacy Park operating on a different level. The proposed fees schedule recommends the fees be the same for both Irv Zeid and Villa and charging a higher rate at Stacy. The cost for service analysis did not show a cost difference between weekday and weekend usage. It was surmised that the old policy was set using park use frequency. Therefore, the Commission and staff recommend using a standard half-day and full-day rate, every day, until a group exceeds 150 people in attendance. The proposed Large Group Fee at Stacy Park is designed to improve more deficiencies than differentiating between weekday and weekend uses.

The proposed fee schedule increases fees but still keeps Olivette resident rates within the average charged by the comparison cities. While the Commission does not recommend moving to a full-cost recovery model for the park pavilions, increasing the recovery rate is recommended. The proposed rate increase is expected to lower the subsidy from 80% to between 70-65%.

The Commission also compared the merits of recommending gradual fee increases over several years versus one across the board raise. One raise was deemed more effective particularly since the last increase was over 13 years ago. Making sure past renters are well informed about the changes before the 2016 reservations open was emphasized.

To address the increased costs associated with groups that surpass 150 people, introducing a Large Group Fee of \$150 is recommended. Stacy Park has the only pavilion that allows groups over 150 people.

Damage to the pavilion that requires repair or involves significantly more time to clean and/or specialized cleaning equipment regularly occurs with large groups. Some large groups also exceed the maximum number allowed by a significant margin. Introducing a refundable deposit creates an incentive for groups to stay in compliance with use policies and group size. A Refundable Deposit of \$150 for groups between 150-250 people is recommended.

The current Special Event Fee is 100% times the pavilion rental fee for each use and has not been previously included in the Ordinance. Reducing the fee to fixed rate of \$100 is recommended.

### Proposed Park Pavilion Fee Structure

Pavilion	Resident		Non-Resident	
	Half Day	Full Day	Half Day	Full Day
<b>Villa Park</b>	\$30	\$70	\$90	\$210
<b>Irv Zeid Park</b>	\$30	\$70	\$90	\$210
<b>Stacy Park</b>	\$60	\$140	\$180	\$420
<b>Large Group Fee</b> for groups over 150 people at Stacy Park				\$150
<b>Refundable Deposit</b> for Groups over 150 people at Stacy Park				\$150
<b>Special Event Fee</b> at Stacy Park				\$100

A future need identified by the Commission through this process but not addressed by this proposed ordinance change would be the creation of a formal park ordinance.

### FISCAL IMPACT

Conservatively, an overall revenue increase between 20-35% could result from implementing the proposed fee structure. An accurate estimate based on 2015 actual use is difficult because fee increases may negatively impact use patterns. The increased fees may deter some returning users, reduce reservations from a full to half day, or move some reservations from Stacy Park to Irv Zeid or Villa Parks. The Commission and staff will be tracking use patterns beginning in January and collecting feedback.

### PUBLIC OUTREACH

Notices of the December 15, 2015 and January 12, 2016 City Council meetings were sent by email and/or US mail to all 2014 and 2015 pavilion renters using the addresses on file. Following approval of any fee and/or policy changes, notices will again be sent describing the changes to past two years of users.

**Alec Shaw**

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**From:** Alec Shaw [ashaw@olivetteremo.com]  
**Sent:** Tuesday, December 08, 2015 5:35 PM  
**To:** 'opr@olivetteremo.com'  
**Subject:** meeting notice pavilion fee discussions

Dear Park Pavilion Renter;

The Olivette City Council will be discussing revisions to the City ordinance pertaining to park pavilion policies and proposed fee increases at the December 15, 2015 and January 12, 2016 City Council meetings. The meetings are open to the public and comments are welcome. The agenda and packet information will be viewable online the Friday afternoon prior to each meeting, [here](#). You may also sign-up to receive automatic email notifications for City Council, Parks and Recreation Commission and other City meetings you select via the E-news Sign-Up here: <http://www.olivetteremo.com/notify.aspx>

The Olivette City Council meetings are held at 7:00 pm in the City Hall Council Chambers, 9473 Olive Boulevard, Olivette MO 63132.

Sincerely,

The Olivette Parks & Recreation Department

Olivette Community Center  
9723 Grandview Dr, Olivette MO 63132

[www.olivetteparksandrec.com](http://www.olivetteparksandrec.com)

*"Creating Community through People, Parks & Programs"*



**CITY COUNCIL AGENDA SUBMISSION**  
*January 12, 2016*

**AGENDA ITEM:**  
**Appointment of Member to the Olivette Housing Authority**

**COMMENTS:**

There is currently a vacant position on the Olivette Housing Authority. Two tenants had expressed an interest in serving on the Board, and both residents were contacted. The City Council scheduled interviews with the two candidates to be held at the January 5, 2016 work session meeting. Only one of the two candidates was in attendance for the interview.

**REQUESTED ACTION:**

Motion to appoint Shunda Nichols to serve as the tenant member of the Olivette Housing Authority, with a term expiration date of June 30, 2017.

**APPROVALS:**

**N/A**  
DEPARTMENT HEAD

*Barbara Sendag*  
CITY MANAGER

**CITY CLERK CERTIFICATION:**

DATE ITEM INTRODUCED: 01-12-2016

DATE OF FIRST READING (If Applicable)

DATE OF SECOND READING (If Applicable)

DATE OF FINAL PASSAGE/ADOPTION

ORDINANCE NO. (If Applicable)

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**CITY CLERK**



**CITY COUNCIL AGENDA SUBMISSION**  
**Date: 01/12/2016**

**AGENDA ITEM:**

**Approval to Purchase Three (3) Panasonic Toughbook 31 Laptops  
And Associated Warranties**

**COMMENTS:**

The Operating Budget for Fiscal Year 2015-16 included authorization for the purchase of three (3) Panasonic Toughbook 31 laptops for the Olivette Police Department's patrol vehicle fleet. The purchase includes the laptops and associated extended warranties.

It is proposed that the computers be purchased from Mooring Tech, Inc.

**REQUESTED ACTION:**

A motion to approve the purchase of three (3) Panasonic Toughbook 31 laptops and associated warranties from Mooring Tech, Inc. not to exceed \$9,925.00

**FUNDING LINE:** 01-2600-D320    Police Department

**APPROVALS:**

*Richard F. Knox, Police Chief*  
DEPARTMENT HEAD

*Barbara Sondag*  
CITY MANAGER

**CITY CLERK CERTIFICATION:**

DATE ITEM INTRODUCED: 01-12-2016

DATE OF FIRST READING (If Applicable)

DATE OF SECOND READING (If Applicable)

DATE OF FINAL PASSAGE/ADOPTION

ORDINANCE NO. (If Applicable)

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**CITY CLERK**



# PURCHASE ORDER

## CITY OF OLIVETTE, MISSOURI

*...in the center of it all*

9473 Olive Blvd, Olivette, MO 63132  
 Phone 314-993-0444 Fax 314-993-8135  
 webmaster@olivettemo.com

P.O.  
 DATE: 1/12/2016

**VENDOR** Mooring Tech, Inc.  
 Michael Cayes  
 488 Edgewood Ave.  
 Atlanta, GA 30312  
 (877) 532-8088 ext. 804

**SHIP TO** Olivette Police Department  
 9473 Olive Blvd.  
 Olivette, MO 63132  
 314-983-5202

SHIPPING METHOD	SHIPPING TERMS	DELIVERY DATE

QTY	ITEM #	DESCRIPTION	JOB	UNIT PRICE	LINE TOTAL
3	1	Panasonic Toughbook 31, Part #CF-31WBLXLM, Full Specs per Quote #32992 Attached		\$3,050.00	\$9,150.00
3	2	3-Year Panasonic Protection Plus Warranty Upgrade - Extended Service Agreement, Part #CF-SVCLTNF3Y		\$250.00	\$750.00
1	3	Shipping		\$25.00	\$25.00

<u>ACCOUNTING CODE (S):</u>	<u>Amount</u>	SUBTOTAL	LINE TOTAL
1. 01-2600-D320	\$9,925.00		\$9,925.00
2.		SALES TAX	0
3.		TOTAL	\$9,925.00

- Please send two copies of your invoice.
- Enter this order in accordance with the prices, terms, delivery method, and specifications listed above.
- Please notify us immediately if you are unable to ship as specified.
- Send all correspondence to:  
 City of Olivette  
 9473 Olive Boulevard  
 Olivette, Missouri 63132  
 Phone 314-993-0444 Fax 314-993-8135

Authorized by \_\_\_\_\_

Date \_\_\_\_\_



**Mooring Tech, Inc.**  
 488 Edgewood Ave.  
 Atlanta, Georgia 30312  
 United States  
<http://www.buytough.com>  
 (P) 877-532-8088  
 (F) 877-532-8088

**Quotation (Open)**

Doc #: 32992 1 rev of 1  
 Modified Date: Dec 30, 2015 02:07 PM EST  
 Expiration Date: 01/28/2016  
 Description: None

**Sales Associate**

Preparer: Cayes, Michael  
 Email: [mcayes@mooringtech.com](mailto:mcayes@mooringtech.com)  
 Phone: 877-532-8088 ext. 804  
 Account Manager: Jones, Jamison  
 Email: [jjones@buytough.com](mailto:jjones@buytough.com)

**Customer Record**

City of Olivette (CO9907)  
 Coates, M  
 9473 Olive Blvd.  
 Olivette, MD 63132  
 United States  
 (P) 314-983-5202

**Customer Contact**

Coates, M  
[mcoates@olivettemo.com](mailto:mcoates@olivettemo.com)  
 (P) 314-983-5202

**Bill To Address**

City of Olivette  
 Coates, M  
 9473 Olive Blvd.  
 Olivette, MO 63132  
 United States  
 (P) 314-983-5202

**Payment Details**

**Ship To Address**

City of Olivette  
 Coates, M  
 9473 Olive Blvd.  
 Olivette, MO 63132  
 United States  
 (P) 314-983-5202

**Shipping Details**

Delivery Method: FedEx Ground  
 Carrier Account:  
 Shipping Instructions:

**Line Item Detail**

#	Description	Part #	Qty	Unit Price	Total
1	Panasonic Toughbook 31 Win7 (Win8 Pro COA), Intel Core i5-3340M 2.70GHz, vPro, 13.1" XGA Touch, 500GB(7200rpm), 4GB, 31WBLSXLM Intel WiFi a/b/g/n, TPM, Bluetooth, Dual Pass (Upper:WWAN/Lower:Selectable), Emissive Backlit Keyboard, GPS, No Drive, Toughbook Preferred	CF- 31WBLSXLM	3	\$3,050.00	\$9,150.00
2	3-Year Panasonic Protection Plus Warranty Upgrade Extended service agreement - parts and labor - 3 years - for Toughbook 31	CF- SVCLTNF3Y	3	\$250.00	\$750.00
				Subtotal:	\$9,900.00
				Tax (0.000%):	\$0.00
				Shipping:	\$25.00
				<b>Total:</b>	<b>\$9,925.00</b>

**Document Notes**

Mooring Tech appreciates the opportunity to earn your business. Please review this quote carefully. Quotes are valid for 30 Days or while supplies last only.

Pricing, part numbers and lead-times are subject to change without notice. Pricing does not include applicable taxes, insurance, shipping, delivery, setup fees, cables, or other materials unless specifically noted above.



**CITY COUNCIL AGENDA SUBMISSION  
JANUARY 12, 2016**

**AGENDA ITEM:**

**Consideration of Declaration of Two Surplus Vehicles**

**COMMENTS:**

The City has two Chevrolet Impalas that are no longer needed stored at Public Works.

<u>ASSET #</u>	<u>VIN</u>	<u>PURCHASED</u>	<u>MILEAGE</u>
1206	2G1WD5EM0A1134576	2010	77,769
4994	2G1WD5E35D1160019	2013	84,094

**Staff Recommended Action:**

Motion to declare vehicles 1206 and 4994 surplus and to be sold at public auction.

**FUNDING LINE: 01-0000-575.00**

**APPROVALS:**

*Bruce McGregor*  
DEPARTMENT HEAD

*Barbara Sondag*  
CITY MANAGER

**CITY CLERK CERTIFICATION:**

DATE ITEM INTRODUCED: 01-12-2016

DATE OF FIRST READING (If Applicable)

DATE OF SECOND READING (If Applicable)

DATE OF FINAL PASSAGE/ADOPTION

ORDINANCE NO. (If Applicable)

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**CITY CLERK**



**CITY COUNCIL AGENDA SUBMISSION**  
*January 12, 2016*

**AGENDA ITEM:**  
**North Price NID Change Order #5**

**COMMENTS:**

The Council is asked to ratify Change Order #5 of the North Price Road NID contract with Gershenson Construction. The change order, in the amount of \$9,017, contains figures for additional direct cost increased incurred by the Gershenson as a direct result of delays in the construction of the project. The change order also includes reductions in reinforced concrete piping and the elimination of finish sand from roadway concrete design mix. The proposed changes have been reviewed by the Director of Public Works.

I am bringing the change order for ratification, so that the Council is aware of the changes. The change order was signed in December, so as not to present any further delays to the project.

**POSSIBLE ACTIONS:**

**TO RATIFY CHANGE ORDER #5, IN THE AMOUNT OF \$9,017, OF THE CONTRACT BETWEEN THE CITY OF OLIVETTE AND GERSHENSON CONTRACTION COMPANY FOR WORK BEING PERFORMED ON THE NORTH PRICE NID PROJECT.**

**APPROVALS:**

*Barbara Sondag*  
**CITY MANAGER**

**CITY CLERK CERTIFICATION:**

DATE ITEM INTRODUCED: 01-12-16

*Myra G. Bennett*  
**CITY CLERK**

## CHANGE ORDER

CHANGE ORDER NO.: 5  
 PROJECT: North Price NID

TO: Gershenson Construction Company, Inc.

**YOU ARE HEREBY DIRECTED TO MAKE THE FOLLOWING CHANGES FROM THE CONTRACT**

**1. DESCRIPTION AND REASON FOR CHANGE (ATTACH SUPPLEMENTAL SHEETS IF REQUIRED)**

Reduction of pipe quantities, 2016 cost increases, concrete design mix modification, use of soil spoils.

**2. COST OF WORK AFFECTED BY THIS CHANGE ORDER**

ITEM DESCRIPTION	COST ADJUSTMENT
Reduce required 12" RCP sewer quantity by 108 LF.	-\$18,900.00
Additional anticipated direct cost increase to be incurred by the Contractor solely as a result of the anticipated performance of work in calendar year 2016. Work bid on May 1, 2014 and pricing previously adjusted by Change Order 3 to reflect anticipated performance of work in calendar year 2015.	\$33,917.00
Elimination of finish sand from roadway concrete design mix.	-\$6,000.00
Utilization of soil spoils to grade, seed and straw and provide silt protection as necessary west of roadway at approximately Sta 3+50 to Sta 7+00.	\$0.00

**3. CONTRACT TIME (DAYS) FOR THIS CHANGE ORDER WILL BE INCREASED BY:** 0

ORIGINAL CONTRACT AMOUNT	<b>\$970,793.50</b>
COST CHANGE THIS ORDER	\$9,017.00
COST CHANGE PREVIOUS BY PREVIOUS ORDERS	\$160,923.43
TOTAL COST CHANGE TO DATE	\$169,940.43
TOTAL CONTRACT AMOUNT	<b>\$1,140,733.93</b>

THE TERMS OF SETTLEMENT OUTLINED ABOVE ARE HEREBY AGREED TO

APPROVED: Gershenson Construction Company, Inc. by Michael Gershenson, EIT

12/14/2015  
DATE

APPROVED: Gartenberg Construction Consulting by Michael W. Gartenberg, MCM

12-18-15  
DATE

APPROVED City of Olivette by Barbara Sondag, City Manager

12/21/15  
DATE



**CITY COUNCIL AGENDA SUBMISSION**  
*January 12, 2016*

**AGENDA ITEM:**  
**Dielman Road STP Grant Application**

**COMMENTS:**  
The Council is asked to discuss the anticipated order in which the two proposed grants associated with the Dielman Road improvements will be submitted for STP funding. Following this coversheet is a detailed summary of the project and the STP grants.

**POSSIBLE ACTIONS:**

**TO REAFFIRM THE AGREEMENT WITH COCHRAN ENGINEERING FOR GRANT WRITING SERVICES FOR PREPARATION OF AN STP GRANT APPLICATION FOR ROAD AND SIDEWALK IMPROVEMENTS ON DIELMAN ROAD FROM OLIVE BLVD TO FAIRWINDS COURT.**

**TO AMEND THE AGREEMENT WITH COCHRAN ENGINEERING FOR GRANT WRITING SERVICES FOR PREPARATION OF AN STP GRANT APPLICATION FOR ROAD AND SIDEWALK IMPROVEMENTS ON DIELMAN ROAD FROM OLIVE BLD TO FAIRWINDS BY APPLYING FOR ROAD AND SIDEWALK IMPROVEMENTS ON DIELMAN ROAD FROM FAIRWINDS COURT TO TAMARACK.**

**APPROVALS:**  
*Barbara Sondag*  
**CITY MANAGER**

**CITY CLERK CERTIFICATION:**  
DATE ITEM INTRODUCED 01-12-16  
*Myra G. Bennett*  
**CITY CLERK**

**To: City Council**  
**From: Barbara Sondag, City Manager**  
**Re: Dielman Road Grant Projects Summary**  
**Date: January 7, 2016**

Dielman Road from Olive Blvd to Tamarack is approximately one mile long. The road is in need of repaving and the travel lanes are narrower than current standards. In addition the culvert near Hill n Dale is deteriorating. Sidewalks, on the east side of Dielman north of Old Bonhomme, do not meet current ADA standards. And there are no sidewalks south of Old Bonhomme.

Dielman Road (south of Olive) is designated a Major Collector making it eligible for federal grants administrated through the Missouri Department of Transportation and managed by East West Gateway. (Dielman Road north of Olive Blvd is also a Major Collector but it is the responsibility of St. Louis County.). While there are several types of Federal road grants, this project is only eligible for funds through the STP program.

On September 8, 2015, the City Council began discussions with Cochran Engineering to provide grant application services. The Council had many question regarding lane widths, the possibility of bicycle lanes and other possible improvements. Cochran Engineering retuned to the Council on October 6 to answer these and other questions. On October 13 the Council approved a contract with Cochran. If the grant is successful Cochran will then provide engineering services. The STP grant application and implementation process is very rigorous and defined. The attached [flowchart](#) illustrates the process.

The work involved in the project will include road repaving and lane widening, stormwater improvements, sidewalk improvements on one side of the street, share the road signage, and the replacement of one culvert near Hill and Dale. The engineering estimate to perform the entire stretch of road is approximately \$1.3M.

While the STP grants do not restrict the amount of funds the City can request, Cochran Engineering recommends that applicants stay close to \$500,000. The opinion is that with less federal funds being available there is an attempt to spread the grant dollars out to fund more projects. Cochran believes that we improve our chances for success if we split the project into two separate grant applications in two separate grant cycles.

The northern end of the project will go from Olive to Fairwinds. The City has been monitoring the culvert in this section of road for several years, and in 2015 hired an engineering firm to perform additional studies. The four foot sidewalks on the eastern side of Dielman will be removed and replaced with five foot sidewalks.

The southern end of the project area runs from Fairwinds to Tamarack. Again, travel lanes will be repaved and widened to meet transportation requirements, storm water improvements will be completed, existing sidewalks will be removed and replaced with five foot sidewalks, and where no sidewalks exist new sidewalks will be added. (At this time the engineer recommends placing the new sidewalks (south of Old Bonhomme Road) on the western side of Dielman.)

Splitting the project as described results in costs of between \$625,000 and \$660,000 for each section. In addition, as currently envisioned, the City will not need to purchase any permanent right of way along the entire route. All work will be done within the City's currently held ROW.

*Please note we are in conceptual design at this time. Preliminary and final design will occur after a grant is awarded. Public input will be sought during preliminary design.*

The question before the Council tonight is which section of the total project should be applied for first. The goal has been to apply for a grant in 2016 and a subsequent grant in 2017. If success, we hope to construct both project in one construction cycle. However, there are many variables that could disrupt this schedule, so Council should be prepared that the two grants would be implemented separately from one another, no matter the order of application.

The Mayor received a petition signed by approximately sixty citizens demanding that the southern section of Dielman be applied for in 2016. The reason being that the current lack of sidewalks along Dielman south of Old Bonhomme Road makes it dangerous for persons traveling by foot along that section of road.

Staff had originally requested that the northern section be applied for first. Our reason being that the this existing culvert is in need of repairs – it should be re resized and guardrails and pedestrian railings cannot be added to the current structure.

Upon receipt of the citizen petition, staff met again with Cochran Engineering. They agreed to send an engineer out to review the culvert condition.

At the Council worksession on January 5, the engineer reported back that the culvert does not conform to today's standards and would need to be replaced in order to achieve compliance. The engineer concluded that the culvert is not at risk for failure. However any work beyond simple maintenance, would trigger compliance with existing standards and thus would require the culvert be replaced.

All of Dielman Road needs to be improved. The question is in what order to apply for the funding. Of the approximately 49 miles of road maintained by the City, only four miles of road is eligible for STP funding. It makes sense to utilize grant funds (which will cover 80% of costs) for any improvements on Dielman. Both sections present safety concerns and staff is hesitant to place one safety concern over another.

The Council is asked to either re-affirm the initial decision to submit a grant application for the north section of Dielman Road in 2016, or amend the initial decision by submitting a grant application for the south section of Dielman road in 2016.

# **AGENDA ITEM REPORT**

## **ITEM NO. 12**

### **ITEM:**

Review and Approval of the Minutes of the  
December 15, 2015 City Council Meeting

### **SUMMARY:**

The City Council is being requested to review and approve the minutes of the  
December 15, 2015 City Council Meeting.

### **PRESENTED BY:**

Myra Bennett, City Clerk  
Mayor & City Council Members

**CITY OF OLIVETTE  
CITY COUNCIL MEETING MINUTES  
December 15, 2015**

The Olivette City Council met on December 15, 2015 in the Council Chambers at Olivette City Hall located at 9473 Olive Boulevard, Olivette, Missouri. Mayor Ruth Springer called the meeting to order at approximately 7:07 PM.

**Item #1 – Roll call**

On roll call, the following persons were present: Mayor Ruth Springer, Chairman Pro-tem J. Gregory Carl, Council Member Missy Waldman and Council Member Suzanne Sewell. Council Member Maxine Weil was absent with excuse.

Also in attendance were City Manager Barbara Sondag, Police Chief Rick Knox, Finance Director Darren Mann, Planning & Community Development Director Carlos Trejo, GIS Coordinator Jonathan Roper, Public Works Director Bruce McGregor, Parks and Recreation Director Beverly Tucker-Knight, and City Clerk Myra Bennett.

**Item #2 – Communications**

City Clerk Bennett noted that no written communications were submitted for the December 15, 2015 City Council meeting.

**Item #3 – City Manager’s Report**

City Manager Sondag reported the following:

- There was a pre-bid meeting held today regarding the new municipal facility. Fourteen contractors have downloaded the bid documents and an additional seven contractors came in today.
- The request for proposals (RFP) for the I-170/Olive area redevelopment was placed on the city’s website, and four developers have responded. The proposals are currently being reviewed by the Economic Development Commission (EDC), and the Commission will be making a recommendation to the City Council.
- The city has not received cost estimates regarding the issues at the Community Center that were discussed at the last City Council meeting, but those numbers should be coming in soon. The Public Works Department has made additional temporary repairs to the roof this week.
- The Parks & Recreation Director has put a maintenance program into place, whereby the Community Center will close twice per year for routine maintenance. The first closure will begin next Monday, and the Center will be closed through the end of the year. (The Adult Daycare program will continue to operate during the “closures”.)
- The first gathering of the “Olivette Weed Warriors” was held on December 5<sup>th</sup>. Volunteers worked to clear invasive honeysuckle from the parks. The City Manager thanked the volunteers for their work.
- A reminder regarding business license renewals was included in the December newsletter. Renewal letters were mailed on December 11<sup>th</sup>.
- Youth Basketball registration is now complete. Participation is up from the last several seasons.
- The City has attempted to hire an “Assistant Engineer” for the Public Works Department, to assist the Director; however, the City was having difficulty doing so. The City has decided to work with Oates & Associates, on an “as needed” basis, for these services. Mr. Benjamin Neissen will begin working with Public Works Director McGregor shortly.

- MoDOT and East-West Gateway offered training on right of way acquisition, and the City Manager and Public Works Director attended. The trainings are offered in conjunction with state and federal grant programs.
- Upcoming events include the following:
  - Social Hour with the Mayor, tomorrow night, 5:30 PM at City Hall
  - Employee office party, December 18<sup>th</sup>. It was noted that City Hall offices would be closed from 11:00 AM – 1:00 PM.
  - December 22<sup>nd</sup> City Council meeting will not be held.
  - The next regular City Council meeting will be held on January 12<sup>th</sup>, at 7:00 PM, at City Hall.

#### **Item #4 – City Council Reports**

Council Member Waldman noted that the next Planning and Community Design Commission meeting will be held next Thursday, December 17<sup>th</sup>.

Council Member Sewell stated that she has nothing to report at this time.

Chairman Pro-tem Carl noted that he attended last night's Economic Development Commission (EDC) meeting. He stated that the EDC adjourned to a closed session to begin review of the RFP responses for the I-170/Olive Boulevard area.

Mayor Springer noted that there will be a "Social Hour with the Mayor" event tomorrow night, Wednesday, December 16<sup>th</sup>, at 5:30 PM at City Hall.

#### **Item #5 – Financial Reports for the period ending 11/30/2015**

Finance Director Mann gave a summary of revenues and expenditures for all funds for the period July 1, 2015 through November 20, 2015. He noted that revenues continue to struggle.

#### **Item #6 – Hearing from Citizens (Part I) – Three (3) Minutes Per Person, Ending Approximately at 8:00 PM**

Walter Beisheim, 9 High Acres Drive, addressed the City Council regarding issues with his neighbors' dog. He requested that the City Council consider modifying the City's ordinances, to allow for impoundment of nuisance dogs.

#### **OLD BUSINESS**

#### **Item #7 – Bill #2794 – An Ordinance to Rezone 3.0 acres of property known as Olivette City Center, consisting of six consolidated properties currently addressed as 1126, 1134, 1138, 1142, 1150, and 1160 Dielman Road, from "SR" Single Family Residential District to "PA" Public Activity District and approve Site Plan and Community Design Reviews to improve said properties for new municipal facilities – Second Reading & Public Hearing**

City Clerk Bennett read Bill #2794 – An Ordinance to Rezone 3.0 acres of property known as Olivette City Center, consisting of six consolidated properties currently addressed as 1126, 1134, 1138, 1142, 1150, and 1160 Dielman Road, from "SR" Single Family Residential District to "PA" Public Activity District and approve Site Plan and Community Design Reviews to improve said properties for new municipal facilities, for the second time, by title only.

Mayor Springer closed the regular meeting at approximately 7:34 PM and opened the floor for a public hearing.

Planning and Community Development Director Trejo gave a PowerPoint presentation regarding this issue, which included the site location, site plan petition, evaluation process, improvements to be made, review procedures, strategic plan evaluation and PCDC (Planning and Community Development Commission) findings. He entered the following items into the public record: petition for review with attachments, tonight's presentation, public hearing notice, affidavit of publication, agenda submission, zoning map, strategic plan, and Bill #2794, including attachments.

City Council discussion held regarding the exterior lighting exception for the property. It was noted that the issues included cost and placement concerns.

Mayor Springer asked if anyone from the audience would like to address the City Council regarding this matter. Being none, Mayor Springer closed the public hearing at approximately 7:53 PM and reconvened to the regular meeting.

Chairman Pro-tem Carl made a motion to approve Bill #2794 – An Ordinance to Rezone 3.0 acres of property known as Olivette City Center, consisting of six consolidated properties currently addressed as 1126, 1134, 1138, 1142, 1150, and 1160 Dielman Road, from “SR” Single Family Residential District to “PA” Public Activity District and approve Site Plan and Community Design Reviews to improve said properties for new municipal facilities. Motion seconded by Council Member Sewell.

POLL OF THE COUNCIL:

Chairman Pro-tem Carl	Yea
Council Member Sewell	Yea
Council Member Waldman	Yea
Council Member Weil	Absent
Mayor Springer	Yea

Motion passed. By action of the City Council, Bill #2794 becomes Ordinance #2568.

**Item #8 – Bill #2795 – An Ordinance amending certain provisions of the Olivette Municipal Code relating to Nuisances – Second Reading**

City Clerk Bennett read Bill #2795 – An Ordinance amending certain provisions of the Olivette Municipal Code relating to Nuisances, for the second time, by title only.

Planning and Community Development Director Trejo gave an overview of this item, noting that this bill was read for the first time at the December 8, 2015, City Council meeting. He stated that, during first reading, it was noted that a correction was needed under Section Two, (Sec. 220.020.B.1.). He stated that this correction, along with formatting changes, have been incorporated into the Bill. Mr. Trejo noted that the proposed ordinance would amend Chapter 220 of the Olivette Municipal Code. He stated that the primary amendments can be summarized as follows:

- 1) Recodification of the Chapter sections.
- 2) Adding the failure to maintain private streets as nuisance.
- 3) Revisions as to how a notice of a nuisance is issued. This is the initial notice to the owner, providing a set time as to correct.
- 4) Provisions to conduct a Nuisance Hearing and Determination. This is a new section for when an owner fails to abate a nuisance. The City shall hold a hearing declaring a nuisance exist, order abatement, and set a time to abate. If the nuisance is not abated, the City may abate the nuisance.

- 5) Revisions to the nuisance abatement and cost recovery when the owner fails to abate, the City may obtain an administrative warrant to enter the property grounds to assess the cost to abate.
- 6) Summary abatement permits the City to immediately abate a nuisance when the nuisance threatens the general health, safety, or welfare.
- 7) Multiple vegetation violations permits the City to initiate abate for owners whom have multiple vegetation violations.

Council Member Waldman made a motion to approve Bill #2795 – An Ordinance amending certain provisions of the Olivette Municipal Code relating to Nuisances. Motion seconded by Council Member Sewell.

POLL OF THE COUNCIL:

Chairman Pro-tem Carl	Yea
Council Member Sewell	Yea
Council Member Waldman	Yea
Council Member Weil	Absent
Mayor Springer	Yea

Motion passed. By action of the City Council, Bill #2795 becomes Ordinance #2569.

**Item #9 – Bill #2796 – An Ordinance Amending Ordinance No. 2545 Authorizing and Directing the Issuance of not to exceed \$1,000,000 Aggregate Principal Amount of Municipal Temporary Notes (North Price Road Improvement Project), Series 2015, of the City of Olivette, Missouri; Prescribing the Terms and Details of said Notes; and Authorizing Certain other Documents and Actions in Connection Therewith – Second Reading**

City Clerk Bennett read Bill #2796 – An Ordinance Amending Ordinance No. 2545 Authorizing and Directing the Issuance of not to exceed \$1,000,000 Aggregate Principal Amount of Municipal Temporary Notes (North Price Road Improvement Project), Series 2015, of the City of Olivette, Missouri; Prescribing the Terms and Details of said Notes; and Authorizing Certain other Documents and Actions in Connection Therewith, for the second time, by title only.

Finance Director Mann gave an overview of this issue, noting that the proposed ordinance would change the deadline for the temporary financing of the North Price NID project from January 1, 2016 to January 1, 2017. Mayor Springer questioned if the interest rate would remain the same, and Finance Director Mann indicated it would.

Chairman Pro-tem Carl made a motion to approve Bill #2796 – An Ordinance Amending Ordinance No. 2545 Authorizing and Directing the Issuance of not to exceed \$1,000,000 Aggregate Principal Amount of Municipal Temporary Notes (North Price Road Improvement Project), Series 2015, of the City of Olivette, Missouri; Prescribing the Terms and Details of said Notes; and Authorizing Certain other Documents and Actions in Connection Therewith. Motion seconded by Council Member Sewell.

POLL OF THE COUNCIL:

Chairman Pro-tem Carl	Yea
Council Member Sewell	Yea
Council Member Waldman	Yea
Council Member Weil	Absent
Mayor Springer	Yea

Motion passed. By action of the City Council, Bill #2796 becomes Ordinance #2570.

**NEW BUSINESS**

**Item #10 – Bill #2797 – An Ordinance to amend Section 240.090 Park Facilities and Activities, A. 1. Pavilions, of the City of Olivette Municipal Code with revised Park Pavilion Rental Capacities, Park Pavilion Rental Schedule, Large Group and Special Event Fees and Refundable Deposit – First Reading**

City Clerk Bennett read Bill #2797 – An Ordinance to amend Section 240.090 Park Facilities and Activities, A. 1. Pavilions, of the City of Olivette Municipal Code with revised Park Pavilion Rental Capacities, Park Pavilion Rental Schedule, Large Group and Special Event Fees and Refundable Deposit, for the first time, by title only.

Parks and Recreation Director Tucker Knight gave a PowerPoint presentation regarding current pavilion rental fees and recommended fee increases. She noted that two of the Parks and Recreation Commission members who have assisted in the fee review process, Ed Kastner and Sue Rich, are in attendance at tonight’s meeting. Ms. Tucker Knight gave a summary of the proposed rental policy changes.

*City Attorney Paul Martin entered the meeting at approximately 8:15 PM.*

**Item #11 - Review and Approval of the Minutes of the December 8, 2015 City Council Meeting**

Mayor Springer asked if there were any corrections to be made to the minutes of the December 8, 2015 City Council meeting. Being none, Council Member Waldman made a motion to approve the December 8, 2015 City Council meeting as submitted. Motion seconded by Chairman Pro-tem Carl.

**POLL OF THE COUNCIL:**

Council Member Waldman	Yea
Chairman Pro-tem Carl	Yea
Council Member Sewell	Yea
Council Member Weil	Absent
Mayor Springer	Yea

Motion passed.

**Item #12 – Hearing from Citizens (Part 2) – Three (3) Minutes per Person**

No speaker cards were submitted.

**Item #13 – City Attorney’s Report**

City Attorney Martin reported that a law suit has been filed against St. Louis County with regard to their police standards legislation. He stated that he expects additional municipalities to join the lawsuit, and he noted that the St. Louis County Municipal League has agreed to become a plaintiff. Mr. Martin stated that he will file a motion for summary judgment by the end of the year.

City Attorney Martin recommended that the City Council hold an executive session at the end to tonight’s meeting, pursuant to the Revised Statutes of the State of Missouri, Section 610.021.1 and Section 610.021.12 for attorney-client privileged communications and contract negotiations.

**Executive Session**

Council Member Waldman made a motion to move into Executive Session, pursuant to the Revised Statutes of the State of Missouri, Section 610.021.1 and Section 610.021.12 for attorney-client privileged communications and contract negotiations. Motion was seconded by Chairman Pro-tem Carl.

POLL OF THE COUNCIL:

Council Member Waldman	Yea
Chairman Pro-tem Carl	Yea
Council Member Sewell	Yea
Council Member Weil	Absent
Mayor Springer	Yea

Motion passed. City Council moved to Executive session at approximately 8:42 PM.

The City Council reconvened to the regular meeting at approximately 10:06 PM. It was noted that no reportable votes were taken.

**Item #14 – Adjournment**

Being no further business, Chairman Pro-tem Carl made a motion to adjourn the meeting. Motion seconded by Council Member Waldman. Mayor Springer adjourned the meeting at approximately 10:09 PM.

\_\_\_\_\_  
Mayor Ruth Springer

ATTEST:

\_\_\_\_\_  
Myra G. Bennett, CMC/MPCC  
City Clerk  
City of Olivette

# AGENDA ITEM REPORT

## ITEM NO. 13

**ITEM:** Hearing from the Citizens (Part 2) – Three (3) Minutes per Person

### **SUMMARY:**

Olivette citizens and businesses express concerns and issues, and request the City Council's assistance in getting matters resolved.

The Mayor and City Council would like to remind the audience of the following:

1. The purpose is to hear your concerns, issues, and questions
2. Cards submitted after the beginning of 1<sup>st</sup> "Hearing from Citizens" will not be called until the 2<sup>nd</sup> "Hearing from Citizens"
3. The Chair has discretion to allow individuals to speak without previously submitting a card; however, those individuals will also need to complete a card
4. Personal attacks of Council Member, Staff, and/or individuals are not permissible
5. Any question should be directed to the Chair and only the Chair
6. Questions concerning agenda items may be addressed by Council or staff at the time the agenda item is discussed
7. Questions that are not pertaining to agenda items may receive an answer by the method of your choice; indicated at the bottom of the submittal cards
8. Profanity is not allowed
9. Campaigning and electioneering are not permitted

"Hearing from Citizens" is not intended to be an open discussion. It is intended to provide an opportunity for citizens to be heard at official meetings.

When called, please step to the podium; state your name and your address before addressing your subject matter.

Each person has up to three (3) minutes to speak. Should your time elapse, you are welcome to continue at the second hearing from citizen's session again, for up to 3 minutes.

### **PRESENTED BY:**

Residents and/or businesses of the City of Olivette...(from speaker cards)

# **AGENDA ITEM REPORT ITEM NO. 14**

**ITEM:** City Attorney's Report

**SUMMARY:**

A verbal report will be presented at the January 12, 2016 City Council Meeting.

**PRESENTED BY:**

City Attorney Paul Martin