

**CITY OF OLIVETTE
CITY COUNCIL MEETING MINUTES
July 26, 2016**

The Olivette City Council met on July 26, 2016 at 7:00 PM in the Council Chambers at Olivette City Hall located at 9473 Olive Boulevard, Olivette, Missouri. Mayor Ruth Springer called the meeting to order.

Item #1 – Roll call

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

Also in attendance were City Manager Barbara Sondag, City Attorney Paul Martin, Fire Chief Scott Avery, Finance Director Darren Mann, Planning & Community Development Director Carlos Trejo, Parks and Recreation Director Beverly Tucker Knight, and Human Resources Administrator Denise Mandle. City Clerk Myra Bennett was absent with excuse.

Item #2 – Communications

Human Resources Administrator Mandle noted that no written communications were submitted for the July 26, 2016 City Council meeting.

Mayor Springer performed a swearing in ceremony for Firefighter/Paramedic Nicole Meyer.

Item #3 – City Manager's Report

City Manager Sondag reported the following:

- New Facility: provided an update on the construction at the new City Center.
- Old Bonhomme Road – work will be shifting to the southwest side between Lynn and Olive. Traffic will continue to be westbound only.
- Commercial activity includes:
- **Olive Blvd.**
 - Bentley's Pet Stuff, 9200 Olive Blvd., Ste. 112 – a building permit for interior finishes; Bentley's offers "natural pet food, a variety of treats, toys and more", including delivery service
 - Taco Bell, 9339 Olive Blvd. – a building permit for interior finishes worth up to \$100,000
 - NAACP Regional Office, 9666 Olive Blvd., Olivette Corporate Center, Ste. 204 – Regional offices are being relocated to Olivette.
 - Easter Seals Midwest Adult Day Center, 1143 Olivette Executive Parkway – occupancy has been issued for a 7,000 sf., adult day center.
 - **Dielman Industrial Park and North Price Road Industrial Park:**
 - Auto Beauty Specialist, 1223 North Price Road – occupancy has been issued. The facility is up and running.
 - St. Louis Bridge Club, 1270 North Price Road, Ste. B – a building permit is under review for a 328 seat bridge (playing card) facility.
 - Charter Communications, 9334 Dielman Industrial Dr. – A building permit for tenant finishes worth \$1.7 million is under review.
 - Couture Floral, 9335 Dielman Industrial Dr. – A building permit is under review. Couture is a floral designer and provider for weddings and special events.

- **Dielman Rock Island Industrial Park:**
- EV Trading, LLC., 9611 DRII – occupancy has been issued for the car electronics warehouse. The tenant space is 1,000 sf.
- Rahmani Upholstery, 9601 DRII – A building permit has been issued for tenant finishes. Rahmani is a re-upholster and storage. Tenant space is 1,000 sf.
- Hawx, LLC, 9635 DRII – occupancy has been issued to operate offices and facilities for pest control services. The tenant space is 1,000 sf.
- **Baur/Warson Industrial Park:**
- Ready Readers, 10403 Baur Blvd,, Ste. H – occupancy has been issued for the nonprofit facility assisting in literacy reading for preschool aged children. The tenant space is 5,579 sf.
- MedNet, Inc., 10405 Baur Blvd, Ste. A – a building permit has been issued for tenant finishes to operate a medical and billing consultant office . The tenant space is 3,460 sf.
- Next Project Studio, 10405 Baur Blvd, Ste. H – a building permit has been issued for tenant finishes for offices of a design build firm. The tenant space is 5,373 sf.
- **Upcoming events include:**
- Coffee with the Mayor, July 27th at 8:45 at City Hall
- Seussical the Musical, July 29-31 and August 5-7
- Party in the Park, September 23rd

City Manager Sondag reported on the Plant Science and Technology Master plan and how the City is looking at ways to partner with this plan. Additional information can be found at <http://plantsciencemasterplan.com>.

City Manager Sondag also reported that the Dielman Road grant application is in the final stretch and is looking at approval in August.

Item #4 – City Council Reports

Council Member Sewell reported that the Parks and Recreation meeting had been canceled for lack of a quorum.

Council Member Weil did not attend any meetings.

Council Member Waldman attended the July 21st Planning & Community Design Commission (PCDC) meeting. Council Member Waldman deferred discussion of Chapter 520 to City Attorney Martin.

Chairman Pro-tem Carl attended the Economic Development Commission (EDC) meetings regarding the Request for Proposals (RFP) for the current City Hall property and the City's five year plan. The next EDC meeting is August 29th and there will be two meetings in September on the 19th and the 26th.

Mayor Springer attended the Housing Authority meeting on July 26th. The Mayor reported on the Housing Authority's finances which are good and on the summer reading program that the Authority provides to children in addition to meals. The Housing Authority is looking to start an after school program in the future. The Mayor also reported that she has been asked to sit on the Legislative Committee of the St. Louis County Municipal League. The committee's next meeting is in August.

Item #5 – Financial Reports for the Year Ending 06-30-2016

Finance Director Darren Mann addressed the City Council. Mr. Mann reviewed the fiscal reports and stated that with the full year complete (100%), our total revenues are just shy of

expectations at 96.63% and \$184,246 below last year. Expenditures ended the year at 94.02% of budget despite an increase of \$65,166 this year. Underperforming revenues have played in nicely with turn backs to provide pre-audit contribution to the fund balance of \$192,136.

Item #6 - Quarterly Investment Report – Operational Funds

Finance Director Mann addressed the City Council. Mr. Mann reported that since the last report in April we have reinvested one CD in April and gained .15% yield, reinvested the FHLB bond and gained .25% yield. Anticipation of potential cash needs in the next 6 months has led us to suspend reinvestment activities until late 2016 when major projects have been completed.

Item #7 – Hearing from Citizens (Part I) – Three (3) Minutes Per Person, Ending Approximately at 8:00 PM

Ayele Kenou-Hangbe, 9 Branford Drive, addressed the City Council regarding a matter with St. Louis County Family Court.

OLD BUSINESS

Item #8 – Bill #2813 – An Ordinance to approve a Final Subdivision Plat titled “Olivette Heights-Orchard Drive Boundary Adjustment Plat” – Second Reading

Human Resources Administrator Mandle read Bill #2813 – An Ordinance to approve a Final Subdivision Plat titled “Olivette Heights-Orchard Drive Boundary Adjustment Plat”, for the second time, by title only.

Planning and Community Development Director Trejo stated that this ordinance clarifies ownership and title issues for three properties: 9180 Edward, 9111 Edward and 1100 Orchard St.

Chairman Pro-tem Carl made a motion to approve Bill #2813 – An Ordinance to approve a Final Subdivision Plat titled “Olivette Heights-Orchard Drive Boundary Adjustment Plat”. 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	Yea
Mayor Springer	Yea

Motion passed. By action of the City Council, Bill #2813 becomes Ordinance # 2587 .

Item #9 – Bill #2814 – An Ordinance to approve a Final Subdivision Plat titled “Sleepy Hollow Addition” – Second Reading

Human Resources Administrator Mandle read Bill #2814 – An Ordinance to approve a Final Subdivision Plat titled “Sleepy Hollow Addition”, for the second time, by title only.

Planning and Community Development Director Trejo stated that this property was located at the northwest corner of Old Bonhomme Road and Sleepy Hollow and that the petitioner, Robert Munsch was present. He further stated that the proposed ordinance would authorize approval to record a 3-lot subdivision of the property currently addressed as 9335 Old Bonhomme Road. The property is zoned SR Single Family Residential District, and the proposed three lots would

conform to the minimum lot dimensions of the SR District, under Section 400.235. The name of the new 3-lot subdivision would be known as "Sleepy Hollow Addition"

Council Member Sewell made a motion to approve Bill #2814 – An Ordinance to approve a Final Subdivision Plat titled "Sleepy Hollow Addition". Motion seconded by Council Member Weil.

POLL OF THE COUNCIL:

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

Motion passed. By action of the City Council, Bill #2814 becomes Ordinance # 2588 .

Item #10 - Bill #2815 – An Ordinance to Repeal a Certain Section of Personnel Ordinances and Regulations – Second Reading

Human Resources Administrator Mandle read Bill #2815 – An Ordinance to Repeal a Certain Section of Personnel Ordinances and Regulations, for the second time, by title only.

City Manager Sondag stated that this ordinance would repeal longevity pay from the personnel ordinances and regulations.

Council Member Waldman made a motion to approve Bill #2815 – An Ordinance to Repeal a Certain Section of Personnel Ordinances and Regulations. Motion seconded by Chairman Pro-tem Carl.

POLL OF THE COUNCIL:

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

Motion passed. By action of the City Council, Bill #2815 becomes Ordinance # 2589 .

NEW BUSINESS

Item #11 – Bill #2816 - An Ordinance Repealing Chapter 240 Section 240.070 of the City of Olivette Municipal Code and enacting a new chapter in lieu thereof relating to Community Center Rental Fees - First Reading

Human Resources Administrator Mandle read Bill #2816 - An Ordinance Repealing Chapter 240 Section 240.070 of the City of Olivette Municipal Code and enacting a new chapter in lieu thereof relating to Community Center Rental Fees, for the first time, by title only.

Parks and Recreation Director Tucker Knight addressed the City Council regarding a proposed new fee structure for Community Center fees. She stated that currently, ongoing renters receive a substantial discount on the hourly rates and are permitted to book the Community Center for a year at a time and pay for use monthly. Ongoing renters are not currently required to pay a damage deposit.

Director Tucker Knight recommended the following policy changes:

- Establish priority booking.
- Eliminate the special rate schedule for ongoing users and replace it with a discount incentive tied to paying in advance.
- Retain 30 day advance booking for rentals.
- Recommend that the City Council be notified of the current free users and approve the list.
- Damage deposit.

Director Tucker Knight also recommended that the new fees be introduced in two phases:

1. One time user Fees on September 1, 2016.
2. Ongoing User Discount Program on January 1, 2017.

Item #12 – Resolution 2016-16 – A Resolution Approving a Procurement Policy for the City of Olivette

Human Resources Administrator Mandle read Resolution #2016-16 – A Resolution Approving a Procurement Policy for the City of Olivette, by title only.

Finance Director Mann stated the procurement policy was last updated in 2008. He further stated that a formal purchasing policy is viewed as a best practice to document the procurement process. The proposed Procurement Policy increases thresholds for procurement of items below the \$10,000 amount that requires Council approval. It also expands the policy to formally document bidding procedures, selection criteria, and other information to standardize the process.

Chairman Pro-tem Carl made a motion to approve Resolution #2016-16 – A Resolution Approving a Procurement Policy for the City of Olivette. Motion seconded by Council Member Waldman.

POLL OF THE COUNCIL:

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

Motion passed.

Item #13 – Approval of Contract with Gilmore Bell for Special Counsel and Bond Counsel Services

City Manager Sondag asked the City Council to approve a contract with Gilmore Bell for Special Counsel and Bond Counsel Services in conjunction with the City Center redevelopment project.

Chairman Pro-tem Carl made a motion to authorize the City Manager to enter into a contract with Gilmore Bell for Special Counsel and Bond Counsel services related to the City Center redevelopment project. 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 Yea
Mayor Springer Yea

Motion passed.

Item #14 – Resolution 2016-17 – A resolution authorizing the publication of a Request for Proposal for the City Center Redevelopment Project

Human Resources Administrator Mandle read Resolution # 2016-17 – A resolution authorizing the publication of a Request for Proposal for the City Center Redevelopment Project, by title only.

City Manager Sondag asked the Council to approve a resolution authorizing the publication of a Request for Proposals (RFP) for the proposed City Center Redevelopment Project. The resolution would also establish certain policies and procedures relating to proposals for tax increment financing redevelopment projects.

The proposals for redevelopment will include the area of the current City Hall and the two parcels to the west of City Hall. Following approval of the Resolution, the RFP for City Center Redevelopment Project will be released to developers. Proposals will be due in August. The proposals will be reviewed by the Economic Development Commission, with assistance from Development Strategies and Gilmore & Bell.

Chairman Pro-tem Carl made a motion to approve Resolution # 2016-17 – A resolution authorizing the publication of a Request for Proposal for the City Center Redevelopment Project. 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.

Mayor Springer then read a press release that will be issued regarding the Requests for Proposal for the City Center Redevelopment (see attached Exhibit A).

Item #15 - Review and Approval of the Minutes of the July 12, 2016 City Council Meeting

Mayor Springer asked if there were any corrections to be made to the minutes of the July 12, 2016 City Council meeting.

Council Member Waldman noted that in Item #11, Robert LeVan should be corrected to read Robin LeVan.

Council Member Sewell made a motion to approve the July 12, 2016 City Council meeting as amended. Motion seconded by Council Member Waldman.

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.

Item #16 – Hearing from Citizens (Part 2)

No speaker cards were submitted.

Item #17 – City Attorney’s Report

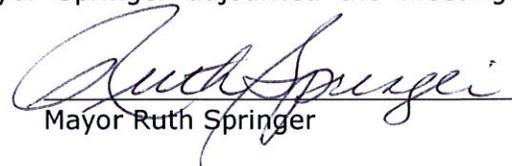
City Attorney Martin stated that he has attended the Planning and Community Design Commission (PCDC) meeting to discuss updating Right of Way (ROW) management and a request from ExteNet Systems, Inc.

City Attorney Martin stated that the Supreme Court decision, Reed v. Gilbert, regarding content based signs, stated that barring them was unconstitutional. He suggested that it was a good time to start looking at the City’s sign code for the future.

Mayor Springer inquired about trac phone revenues. City Attorney Martin stated that there are a few class actions still remaining, however, if there is revenue it isn’t much.

Item #18 – Adjournment

Being no further business, Council Member Waldman made a motion to adjourn the meeting. Motion seconded by Chairman Pro-tem Carl. Mayor Springer adjourned the meeting at approximately 9:01 PM.


Mayor Ruth Springer

ATTEST:



Denise M. Mandle
HR Administrator
City of Olivette