

**CITY OF OLIVETTE
CITY COUNCIL MEETING MINUTES
October 25, 2016**

The Olivette City Council met on October 25, 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.

Mayor Springer noted that she and Police Chief Knox attended the funeral of St. Louis County Police Officer Blake Snyder, on October 13th. She stated that attending the funeral was a heart wrenching occasion for her. She stated that Officer Snyder was dedicated to his faith, his wife and young son, his profession as a Police Officer, and the community he served. Thousands attended his funeral. She stated that this is not the first funeral she has attended, but hopes it will be the last. Mayor Springer asked for a moment of silence for Officer Snyder, to remember him and to offer prayers to his family for the days ahead.

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, Council Member Missy Waldman and Council Member Suzanne Sewell.

Also in attendance were City Manager Barbara Sondag, City Attorney Paul Martin, Police Chief Rick Knox, Lieutenant Dave Wolf, Assistant Fire Chief Ron Johnson, Finance Director Darren Mann, Planning & Community Development Director Carlos Trejo, Human Resources Administrator Denise Mandle, and City Clerk Myra Bennett.

Item #2 – Communications

City Clerk Bennett noted that no written communications were submitted for the October 25, 2016 City Council meeting.

Police Chief Knox introduced newly hired Police Officer, Justin Dertinger. Mayor Springer conducted a swearing-in ceremony for Officer Dertinger.

Item #3 – City Manager's Report

City Manager Sondag reported the following:

- The contractor is scheduled to finish the paving of Old Bonhomme Road either today or tomorrow. Work has begun at the intersection of Old Bonhomme Road and Olive Boulevard, and two-way traffic should open on November 1st, depending upon the status of the utility work.
- Construction of the new City Center continues. Framing of the reception area has begun, and the dry wall work on the second floor is almost completed. A second "low voltage" meeting was held last week. The masonry work on the exterior of the building is almost complete, and most of the window frames are in. It was noted that "move in" is still scheduled for March 2017, and the project remains well within budget.
- "Boo Bash" was held last weekend, with approximately 100 children in attendance.
- The Public Works Department has taken possession of the new Bob Cat. Concrete replacement on Warson Pines is completed.

- The 3rd Annual "Turkey Trot", 5K run/walk, will be held on Thanksgiving Day at 8:00 AM at Stacy Park. Urban Chestnut has donated beer for after the run, for anyone participating in the event who is 21 years of age or older.
- A "Coffee with the Mayor" event will be held tomorrow morning at 8:45 AM at City Hall.
- Citywide leaf collection will begin on November 2nd. A complete schedule for the pickup is available on the City website.

Item #4 – City Council Reports

Council Member Waldman noted that the next Planning and Community Design Commission meeting will be held on Thursday, October 27, 2016, at the Community Center.

Council Member Sewell stated that she attended the Parks and Recreation Commission meeting on October 19, 2016. She noted that the Commission recapped some of the information from the National Parks and Recreation Conference. She also noted that Parks & Recreation Director Tucker-Knight will be asking some of the vendors from the convention to meet with the Parks and Recreation Commission. The upcoming schedule of special events was reviewed with the Commission, including "Bulb-a-palooza", Women's Tea, and Photography Exhibit. The possibility of offering COCA (Center of Creative Arts) Summercamp programs was also discussed. Council Member Sewell stated that the proposed layout for the activity guide was presented to the Commission.

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

Chairman Pro-tem Carl reported that he attended an "Olivette One" meeting. He noted that this group is planning to initiate a tutoring program for middle school students, beginning in January.

Chairman Pro-tem Carl also reported that he attended a meeting of the Economic Development Commission last night. He stated that discussion was held regarding the assessed value of property along Olive Boulevard. It was also noted that the North Price Industrial Park and Dielman Industrial park are occupied in excess of 98%.

Mayor Springer stated that she attended a meeting of the Executive Board of the St. Louis County Municipal League last Thursday, and they discussed the legislative agenda that they wish to pursue in Jefferson City.

Item #5 – September Financial Report

Finance Director Mann gave a summary of revenues and expenditures for all funds. He noted that revenues are below expectations; however, they are higher than last year. He reported that all revenue sources are reporting above prior year except parks and recreation revenues and court revenues. Mr. Mann stated that Parks and Recreation revenues continue to struggle at the community center rental line and youth soccer lines, despite lower budgets; he noted that permits income continues to outperform expectations at 31% of budget, and \$16,251 higher than last year to date. He noted that expenditures ended September at 24.92% of budget, and \$134,076 higher than last September to date. Mr. Mann also noted that sales tax revenues remain strong, at approximately 27%, which is above the expected 25%.

Council Member Waldman asked if the Parks and Recreation revenues have improved over the past two years. Finance Director Mann stated that it is difficult to say, due to changes in programming in that Department.

Item #6 – Quarterly Investment Report

Finance Director Mann noted that a summary statement has been distributed to the City Council, which was provided by FTN Financial who facilitates the purchase of investments for the City's operational funds. He stated that, since the last report in July, there have been 3 CD maturities in the general fund holdings and 1 CD maturity with the sewer lateral fund. Finance Director Mann reported that the last maturity, at the end of September, was reinvested for another year in the general fund activities with a .05% yield improvement to .75%. He stated that major projects led to uncertainty of timing of cash needs and no reinvestment until recently. He noted that, since much of the uncertainty has been alleviated, and property tax collection will begin soon, reinvestments are resuming.

Item #7 – Hearing from Citizens (Part I)

Sue Rich, 8927 Hilltop Manor Drive, thanked the Mayor and City Council for giving the members of the Park and Recreation Committee the opportunity to attend the National Parks Conference.

OLD BUSINESS – None.

NEW BUSINESS

Item #8 – Bill #2822 - An Ordinance to Amend a Certain Section of Personnel Ordinances and Regulations – First Reading.

City Clerk Bennett read Bill #2822 - An Ordinance to Amend a Certain Section of Personnel Ordinances and Regulations, for the first time, by title only.

City Manager Sondag stated that under the Personnel Rules and Regulations, (Travel and Travel Related Reimbursement policy) as currently written, reimbursement for meals during travel is done based solely on the per diem rates established by the U.S. General Services Administration (GSA). The proposed language would reimburse for meals and incidentals based on itemized receipts, up to the maximum allowable per diem meal rates published by the U.S. GSA.

It is anticipated that the second reading of this bill will be held at the November 8, 2016 City Council meeting.

Item #9 – Resolution 2016-120 - A Resolution Authorizing the City Manager to enter into an Agreement with EMS Management & Consultants, Inc. For Ambulance Billing Services and with ESO Solutions, Inc. for an Electronic Patient Care Reporting System

Assistant Fire Chief Johnson gave an overview of this item, noting that a request for proposals for Ambulance Billing Service and electronic Patient Care Reporting (ePCR) software was published on July 29th, and three responses were received from the following vendors: McKesson, Proclaims, and ESO Solutions. He stated that, after review of the proposals, the most economical choice for the City would be EMS Management/ESO Solutions, Inc. Discussion held regarding the language of the agreements and review process.

Chairman Pro-tem Carl made a motion to approve Resolution 2016-120 - A Resolution Authorizing the City Manager to enter into an Agreement with EMS Management & Consultants, Inc. for Ambulance Billing Services and with ESO Solutions, Inc. for an Electronic Patient Care Reporting System. Motion seconded by Council Member Weil.

POLL OF THE COUNCIL:

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

Motion passed.

Item #10 – Resolution #2016-121 - A Resolution Approving a Procurement Policy for the City of Olivette

City Manager Sondag asked that this item be deferred for discussion at the next City Council Work Session. City Council agreed.

Item #11 – Resolution #2016-122 - A Resolution Approving a Contract with PKI for the Installation, Access, and Testing of Two Monitoring Wells in Indian Meadows Park

City Manager Sondag stated that the City received a request from Perkinelmer, Inc (PKI), an environmental consultant, to install and maintain two monitoring wells, near 9615 Huron Drive in Indian Meadows Park, for the purpose of investigating contamination at the Chicago Heights Site in Overland. She stated that it appears that there was a release of contamination at 9979 Page Avenue. Detectable surface contamination at the Overland location has been minimal and is being addressed; however, the EPA requires an investigation into the possibility of groundwater contamination migrating to the south. PKI does not expect to find any contamination at our site; this is simply a precautionary measure required by the EPA. She added that the wells will stay in place for a period of five years, and noted that Park and Recreation Director Beverly Tucker-Knight is in support of the agreement.

Tom Zychinski, representative of PKI, was in attendance to answer questions from the City Council. Discussion held.

Council Member Waldman made a motion to approve Resolution #2016-122 - A Resolution Approving a Contract with PKI for the Installation, Access, and Testing of Two Monitoring Wells in Indian Meadows Park, with the condition that PKI agrees to send letters to the residents in the impacted area, and the understanding that no work will commence without the approval of the City Manager and notification to residents. Motion seconded by Council Member Sewell.

POLL OF THE COUNCIL:

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

Motion passed.

Item #12 - Resolution #2016-123 – A Resolution Authorizing the Execution of Change Orders #25, #32 and #36 of the Contract between the City of Olivette and United Construction for the Construction of the New City Center

City Manager Sondag noted that City policy stated that change orders over \$10,000 require City Council approval. She stated that the City Council is being asked to approve a resolution authorizing execution of three change orders of the contract between the City of Olivette and

United Construction for construction of the new City Center. Change Order #25 in the amount of \$12,982, includes costs of labor and materials associated with internet and networking infrastructure upgrades. Change Order #32, in the amount of \$90,152, includes cost and labor associated with the decision to upgrade sections of the parking area from pervious concrete to permeable pavers. Change Order #36, in the amount of \$40,181, includes costs of labor and materials associated with upgrading the parking area from asphalt to concrete. City Manager Sondag noted that, while change orders #32 and #36 add cost at construction, both change orders will provide a higher quality product and reduce future maintenance costs.

Council Member Weil made a motion to approve Resolution #2016-123 - A Resolution Authorizing the Execution of Change Orders #25, #32 and #36 of the Contract between the City of Olivette and United Construction for the Construction of the New City Center. Motion seconded by Council Member Waldman.

POLL OF THE COUNCIL:

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

Motion passed.

Item #13 - Financial Advisory Agreement

City Manager Sondag gave an overview of this issue noting that, as North Price Road NID construction comes to an end, staff has begun work on the financial reconciliation. She stated that, once all costs are in, the City Council will be asked to authorize the assessment role and associated final financing. She noted that it is anticipated that total costs will be approximately \$1.4 million, which will be financed through the sale of bonds, to be paid by property owners. City Manager Sondag stated that staff recommends that the City enter into a contract with WM Financial Strategies for assistance on structuring and selling the bonds.

Mayor Springer asked if the total cost could theoretically be less than anticipated. City Manager Sondag indicated that it could, but that is not anticipated.

Council Member Sewell made a motion to enter into a Financial Advisory Agreement with WM Financial Strategies as outlined in Exhibit A. Motion seconded by Council Member Waldman.

POLL OF THE COUNCIL:

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

Motion passed.

Item #14 - Approval to Purchase One (1) Replacement Vehicle for the Olivette Police Department to be Utilized by the Patrol Division

Lieutenant Wolf stated that the recently adopted Operating Budget for Fiscal Year 2016-17 included the authorization for replacement of two (2) vehicles for the Olivette Police Department. He noted that the first vehicle was purchased in July 2016, and the Police

Department is now coming before the City Council with the second request. He stated that the Police Department is requesting that the City Council authorize the purchase of one (1) 2017 Ford Police Interceptor Sedan from Lou Fusz Ford, for use by the Patrol Division. Discussion held.

Council Member Waldman made a motion to approve the purchase of one (1) 2017 Ford Police Interceptor Sedan from Lou Fusz Ford, not to exceed \$23,662.00. Motion seconded by Council Member Weil.

POLL OF THE COUNCIL:

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

Motion passed.

Item #15 - Selection of New City Center Telephone System

Finance Director Mann gave an overview of this issue, noting that the current City phone system has been deemed as not cost effective to bring up to date to be moved to the new City Center. He stated that exploration of new phone systems began over 1 year ago with preliminary budgeting, and progressed over the last 3 months with the consideration of many systems to provide the best fit for the City. He reported that two systems were chosen to be reviewed by staff, and after reviewing their input and comments regarding each system, it is recommended that the City Council authorize the purchase of the Mitel 5000HX system, through Tech Electronics, Inc.

Mayor Springer noted that she attended a portion of the most recent staff meeting, where this issue was being discussed. She commended staff on their knowledge of both systems, and their input on this decision.

Council Member Weil made a motion to authorize the City Manager to enter into contract with Tech Electronics, Inc. for purchase of Mitel 5000HX and components along with additional 4 year extended maintenance agreement, in amount not to exceed \$51,250. Motion seconded by Council Member Sewell.

POLL OF THE COUNCIL:

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

Motion passed.

Item #16 - Request for Document Destruction

City Clerk Bennett noted that, last year, the City Council adopted Ordinance 2552, outlining a process for document destruction for the City, based on the State records retention guidelines. She stated that with the move to the new City Center approaching, staff in all departments have been reviewing files, in order to eliminate documents that have exceeded the minimum retention schedule. It was noted that memos from Human Resources Director Mandle and the

City Clerk have been distributed to the City Council, outlining documents that the City is currently maintaining, which have exceeded the retention requirements. The Human Resources Director and City Clerk are requesting authorization for the secure destruction of these documents.

Council Member Sewell made a motion to authorize the destruction of documents as defined in the attached memo from the City Clerk dated October 19, 2016, and in the attached memo from the Human Resources Administrator, dated October 21, 2016. Motion seconded by Council Member Waldman.

POLL OF THE COUNCIL:

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

Motion passed.

Item #17 - Review and Approval of the Minutes of the September 27, 2016 City Council Meeting & October 4, 2016 Work Session Meeting

Mayor Springer asked if there were any corrections to be made to the minutes of the September 27, 2016 City Council Meeting & October 4, 2016 Work Session Meeting. Being none, Council Member Weil made a motion to approve the September 27, 2016 City Council Meeting & October 4, 2016 Work Session Meeting minutes as written. Motion seconded by Council Member Sewell.

POLL OF THE COUNCIL:

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

Motion passed.

Item #18 – Hearing from Citizens (Part 2)

No speaker cards were submitted.

Item #19 – City Attorney’s Report

City Attorney Martin noted that oral arguments in the Police Standards case are scheduled for December 7, 2016.

City Manager Sondag recommended that the City Council hold an Executive Session for attorney-client privileged communications and to discuss real estate matters, pursuant to the Revised Statutes of the State of Missouri, Section 610.021.1 and Section 610.021.2.

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 610.021.2, for

attorney-client privileged communications and real estate matters. 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	Yea
Mayor Springer	Yea

Motion passed. City Council moved to Executive Session at approximately 8:36 PM.

The City Council reconvened to the regular meeting at approximately 10:08 PM. It was noted that no reportable votes were taken.

Item #20 – 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 10:10 PM.



Mayor Ruth Springer

ATTEST:



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