

## **City of Arnold, Missouri**

**Work Session  
Council Chamber**

**July 9, 2020  
7:00 p.m.**

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### **Agenda**

1. Legislative Report – State Representative Mary Elizabeth Coleman
2. Target Industry Analysis – City Administrator
3. Landscaping Projects – City Administrator
4. Mowing Contract – City Administrator, Parks and Recreation Director, Public Works Director
5. Complete Streets Policy – Public Works Director
6. Adjournment



# CITY COUNCIL AGENDA ITEM STAFF REPORT

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<b>MEETING DATE:</b>	July 9, 2020
<b>TITLE:</b>	Target Industry Analysis
<b>DEPARTMENT:</b>	Administration & Community Development
<b>PROJECT MANAGER:</b>	David Bookless
<b>REQUESTED ACTION:</b>	Affirmation and direction
<b>ATTACHMENTS:</b>	<i>None</i>

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## **EXECUTIVE SUMMARY:**

Even before the COVID-19 pandemic that has affected worldwide supply chains, Staff and the Mayor have been discussing the potential need for a target industry analysis in order to identify business clusters being targeted by AllianceSTL, and the State of Missouri that would likely benefit from locating in Arnold.

Such an analysis would form the foundation of the City's business attraction activities by providing focus in its approach to conducting outreach and external marketing activities, in order to appeal more directly to corporate decision-makers in the identified target industries.

The purpose of the analysis would be to produce strategic recommendations that support economic diversification, job creation, capital investment, and workforce development in a post-COVID environment. The project would include an asset inventory, workforce analysis, recommended target industry sectors, target industry supply chain analysis, and *Arnold-specific* strategic initiatives to increase competitiveness, including, but not limited to the identification of developable sites within the City of Arnold or within proximity of its corporate limits for potential annexation, and necessary infrastructure improvements, etc.

The goal is to develop economic development programs, initiatives, and policies to support business, grow the City of Arnold's real estate and sales tax base, retain businesses and jobs, grow the workforce, and strategically grow targeted business sectors. The final product would contain a list of achievable and measurable goals, and the steps necessary for implementing activities that have the greatest potential for creating and retaining jobs, as well as strengthening the local tax base in the City of Arnold.

## **RECOMMENDATION:**

Staff requests the Council affirm its support for the project and provide additional direction as appropriate.

## Memorandum

Date: July 1, 2020  
To: Mayor and City Council  
From: Bryan Richison, City Administrator  
Subject: Beautification Committee Landscaping Projects

In the current budget there is \$50,000 for beautification. The Beautification Committee indicated that they wanted to pursue landscaping projects at City Hall and the entrance sign across from Arnold Park on Jeffco Boulevard. Part of those projects would be the installation of an irrigation system at City Hall and an irrigation system and electrical service for the entrance sign.

I asked Cochran Engineering to develop a preliminary design and cost estimate for both projects. They have completed that task and have provided the attached information. The estimate for City Hall is \$28,620. For the entrance sign it is \$64,500. If we were to proceed the next step would be for Cochran to finish the design and develop bid specifications. We would then bid the project, select a contractor and construct the project. The Beautification Committee would then work with landscaping contractors to develop a landscaping plan and then we would pay to have the new landscaping installed.

Given the preliminary cost estimates I would like the Council's input before we proceed any further with these projects.



Architecture  
Civil Engineering  
Land Surveying  
Site Development

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**PROBABLE COST ESTIMATE**

City Hall Irrigation System

Arnold, MO

03/12/2020

**Irrigation System 'A'**

ITEM	UNIT	QUANTITY	UNIT COST	TOTAL
Mobilization, Demobilization, Start Up, Permits, Insurance, and Bonds	LS	1	\$2,500.00	\$2,500.00
Excavator	LS	1	\$750.00	\$750.00
Tap 6" main	LS	1	\$1,000.00	\$1,000.00
Backflow Pit Assembly	LS	1	\$3,500.00	\$3,500.00
3/4" PE tubing	LF	325	\$2.00	\$650.00
Remote control valve	each	3	\$100.00	\$300.00
control wire	LF	100	\$15.00	\$1,500.00
Sprinkler Controller	LS	1	\$1,000.00	\$1,000.00
Power for sprinkler controller	LS	1	\$1,500.00	\$1,500.00
Sprinkler Head	EA	11	\$50.00	\$550.00
Calibrate System	LS	1	\$800.00	\$800.00
<b>Total</b>				<b>\$14,050.00</b>

**Irrigation System 'B'**

ITEM	UNIT	QUANTITY	UNIT COST	TOTAL
Mobilization, Demobilization, Start Up, Permits, Insurance, and Bonds	LS	1	\$750.00	\$750.00
Tap existing irrigation line with valves	LS	1	\$250.00	\$250.00
Core drill landscape beds	each	3	\$750.00	\$2,250.00
Dissassemble/reassemble pavers	LS	1	\$1,500.00	\$1,500.00
Hand trench 3/4" PE tubing	LF	40	\$6.00	\$240.00
Remote control valve	each	1	\$100.00	\$100.00
control wire	LF	10	\$15.00	\$150.00
Sprinkler Controller	LS	1	\$1,000.00	\$1,000.00
Power for sprinkler controller	LS	1	\$1,500.00	\$1,500.00
Sprinkler Head	EA	3	\$50.00	\$150.00
Calibrate System	LS	1	\$250.00	\$250.00
<b>Total</b>				<b>\$8,140.00</b>

**Irrigation System 'C'**

ITEM	UNIT	QUANTITY	UNIT COST	TOTAL
Mobilization, Demobilization, Start Up, Permits, Insurance, and Bonds	LS	1	\$750.00	\$750.00
Tap existing irrigation line with valves	LS	1	\$250.00	\$250.00
Dissassemble/reassemble pavers	LS	1	\$3,000.00	\$3,000.00
Hand trench 3/4" PE tubing	LF	80	\$6.00	\$480.00
Remote control valve	each	1	\$100.00	\$100.00
control wire	LF	90	\$15.00	\$1,350.00
Sprinkler Controller (using System 'B' controller)				\$0.00
Sprinkler Head	EA	4	\$50.00	\$200.00
Calibrate System	LS	1	\$300.00	\$300.00
<b>Total</b>				<b>\$6,430.00</b>



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**PROBABLE COST ESTIMATE**

**City Sign Irrigation System**

**Arnold, MO**

**03/12/2020**

<b>IRRIGATION SYSTEM</b>				
<b>ITEM</b>	<b>UNIT</b>	<b>QUANTITY</b>	<b>UNIT COST</b>	<b>TOTAL</b>
Mobilization, Demobilization, Start Up, Permits, Insurance, and Bonds	LS	1	\$2,500.00	\$2,500.00
Tap Fee and Meter	LS	1	\$900.00	\$900.00
Excavator	LS	1	\$750.00	\$750.00
Meter Pit Assembly	LS	1	\$3,500.00	\$3,500.00
Backflow Pit Assembly	LS	1	\$3,500.00	\$3,500.00
Remote control valve	each	1	\$100.00	\$100.00
Water Line	LF	800	\$15.00	\$12,000.00
control wire	LF	10	\$15.00	\$150.00
Sprinkler Head	EA	2	\$50.00	\$100.00
Calibrate System	LS	1	\$500.00	\$500.00
<b>Total</b>				<b>\$24,000.00</b>
<b>Solar and Battery Power Option</b>				
Solar powered lights	ls	1	\$750.00	\$750.00
Battery powered sprinkler controller	LS	1	\$500.00	\$500.00
<b>TOTAL</b>				<b>\$1,250.00</b>
<b>ELECTRIC SERVICE</b>				
Trench/Conduit/Service Feeders	LF	360	\$100.00	\$36,000.00
Meter Base / Panel Board	LS	1	\$1,750.00	\$1,750.00
Sprinkler Controller	LS	1	\$750.00	\$750.00
Landscape lights	LS	1	\$750.00	\$750.00
<b>Total</b>				<b>\$39,250.00</b>





## Memorandum

Date: July 1, 2020  
To: Mayor and City Council  
From: Bryan Richison, City Administrator  
Subject: Mowing Contract

Attached is the list of properties that the City contracts mowing and that we mow in-house. There are reasons that we continue to mow some properties ourselves. It may be possible to use a contractor for all our mowing, but it would most likely require that we find a new contractor. At the work session the staff will review our current situation and discuss the tradeoff's involved in mowing in-house versus using a contractor.

<b>Parks Department Maintained Properties</b>	
Arnold Recreation Center	
Outdoor Pool	
Roundabout	
Pomme Creek Park(100 acres)	
Welcome to Arnold & Arnold City Park Signs (Along Jeffco Blvd)	

<b>Parks Department Contracted Properties</b>	
<b>Location</b>	<b>Rate</b>
Melody Lane 1727-1910	\$160
Key West 1884-1940	\$90
Big Bill Rd 1665	\$13
Keller Dr	\$40
Oye Dr	\$40
Convair Dr	\$300
Cessna Dr	\$40
Behind Cessna Dr	\$13
Behind Piper	\$13
Mabel Dr	\$26
Kathrn Dr	\$65
June Dr	\$60
Julia Dr	\$45
Nancy Dr	\$100
Peerview Dr	\$30
Carol Dr	\$125
Between Maple and A St	\$40
Douglas Dr	\$70
Rinne Ct	\$7
Bayshore Island	\$15
Arnold Tenbrook & Fox Ridge	\$25
Elm Ct	\$20
Pine Ct	\$40
Oak Ct	\$30
Causeway & Bayvue	\$40
Pleasant Valley Ter	\$120
Arnold City Park	\$730
Ozark Dog Park	\$135
Dixon Property	\$35
City Hall	\$300
JCYA Practice Field	\$140
Strawberry Creek Nature Area	\$50
Teszars Woods Conservation Area	\$35
Archery Park	\$90
Ferd B Lang Park	\$410
Boeing 2320	\$50
Boeing 2338	\$50
Convair Dr 2231	\$50

Kathryn 383 & neighboring lot	\$55
Spruce 478	\$50
Convair Dr 2250	\$50
	<b>\$3,797</b>

**Public Works Maintained Properties**

PW site
Areas where Contractor misses or does not get to because of rain(complaints)
Miscellaneous areas along Jeffco when complaints are recieved
Sight Distance mowing at various locations upon request

**Public Works Contracted Properties**

Location	Rate
Manufactouer's Drive near Starling Airport Rd	\$25.00
800 Edgewood(field across Street)	\$15.00
2619 Arnold Tenbrook (1 cut per month)	
Arnold Tenbrook at Tony	\$10.00
Arnold Tenbrook at Willow	\$10.00
Arnold Tenbrook at Sidewalk (Willow to Fox Ridge)	\$25.00
2536 Willow (Wedge area across street)	\$20.00
2519 NewHaven	\$10.00
Arnold Tenbrook at New Haven (In front)	\$15.00
Arnold Tenbrook from Fox Ridge to Willow Dr	\$25.00
Arnold Tenbrook from Fox Ridge to Jeffco Blvd	\$30.00
Michigan Ave from Church Rd to Best Auto gravel lot	\$30.00
Ozark Rd to Stardust Ct off Church Rd	\$20.00
Church Rd at Old Lemay Ferry (Across from Church)	\$15.00
Stardust Ct off Church Rd (Wedge area)	\$15.00
Astra Way at 141	\$35.00
Friar Tuck Dr to Lonedell Road along Astra Way	\$15.00
Missouri State Rd to Lonedell Rd	\$20.00
Missouri State Rd from Roundabout to Lonedell Rd	\$20.00
Old Lemay Ferry by Pomme Bridge	\$10.00
Richardson Rd at Old Lemay Ferry Rd	\$15.00
RichardsonRd at Ems Glen(90 degree turn)	\$10.00
3265 Richardson Rd	\$10.00
Arnold Tenbrook to Pomme Bridge	\$30.00
Arnold Tenbrook at Telegraph	\$30.00
Lemay Ferry Rd. at Strawberry Ridge	\$35.00
	<b>\$495.00</b>

<b>Public Works Brush Hog Locations( 2 weeks to complete a round)</b>	
Flamm City Entrance	Ozark
Rivershore	Missouri State Road
Arnold Tenbrook Road	Anthony Ct.
Lakeview	Astraway
Tenbrook Road	Lonedell Rd. (behind Kozeny Wagner)
Fannie	Arlene (Bridge)
Haag	Lonedell Rd. (Pomme to Old MO State)
Bradley Beach	Engle
Hollywood Beach	Glatt
Melody Lane	Pomme Rd.
Edgewood	Valmont
Sun Valley	Grimm
Lonedell Rd. (behind Fox)	Grant
Starlight	Morris
Aquarius	Grace
Willow	Fawn
Tony	Mary
Wayne	Betty
Tommy	Industrial Dr.
Timmy	Pleasant Valley
St. John's Church Rd.	Wicks Rd.
E. Elm	Elm (off Outer Rd.)
Richardson Rd.	Old Richardson Rd.

<b>Public Works Mowing Equipment</b>
2006 John Deere 5425 P/R Tractor w/armed brush hog
2006 Ferris 52" walk behind mower
<b>Parks Mowing Equipment</b>
2007 Ferris 52" walk behind mower
2017 Ferris 52" walk behind mower
2018 Ferris 52" walk behind mower
2012 Snapper 60" zero turn mower
2017 Spartan 60" zero turn mower
2020 Ferris 72" zero turn mower



# CITY COUNCIL AGENDA ITEM STAFF REPORT

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<b>MEETING DATE:</b>	July 9, 2020
<b>TITLE:</b>	Complete Streets Policy
<b>DEPARTMENT:</b>	Community Development & Public Works
<b>PROJECT MANAGER:</b>	David Bookless & Judy Wagner
<b>REQUESTED ACTION:</b>	Approval
<b>ATTACHMENTS:</b>	(1) Resolution

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**EXECUTIVE SUMMARY:**

The Mayor and Council has previously shown support for initiatives that address the transportation needs of residents of all ages and abilities, such as the “Age-Friendly Community 3-Year Action Plan” produced by the City of Arnold Commission on Aging & Disabilities.

The purpose of this policy is to set forth guiding principles and practices for use in all transportation projects, *where practicable, economically feasible, and otherwise in accordance with applicable law*, so as to *encourage* walking, bicycling, and other non-motorized forms of transit, in addition to normal motorized transit, including personal, freight, and public transit vehicles. All uses must be designed to allow safe operations for all users regardless of age or ability. The ultimate goal of this policy is the creation of an interconnected network of Complete Streets that balances the needs of all users in pleasant and appealing ways in order to achieve maximum functionality and use.

Additionally, by having a formally adopted policy in place, the City become eligible to receive additional points in the scoring of streets or parks grant proposals that put value on the elements of complete streets.

**RECOMMENDATION:**

Staff requests the Council approval of the resolution.

**RESOLUTION NO. 20-24**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ARNOLD, MISSOURI;  
ESTABLISHING A “COMPLETE STREETS” POLICY, AS DESCRIBED IN  
ATTACHED EXHIBIT “A” AND FULLY INCORPORATED HEREIN; AND  
ESTABLISHING AN EFFECTIVE DATE.**

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**WHEREAS**, the City of Arnold is committed to creating street corridors that accommodate all road users of all ages and abilities for all trips; and

**WHEREAS**, "Complete Streets" refers to a balanced approach to transportation solutions that takes into account the needs of all roadway users, such as pedestrians, bicyclists and motorists; and

**WHEREAS**, “Complete Streets” helps to create livable communities for various types of users, including children, people with disabilities and older adults; and

**WHEREAS**, “Complete Streets” improve equity, safety and public health while reducing transportation costs and traffic woes; and

**WHEREAS**, the dramatic increase in the population of older and very old adults that will be seen by 2020 and 2030, requires that changes be made now to street design and transportation planning; and

**WHEREAS**, the Mayor and Council has previously shown support for initiatives that address the transportation needs of residents of all ages and abilities, such as the “Age-Friendly Community 3-Year Action Plan”; and

**WHEREAS**, the Mayor and Common Council fully support such initiatives and wish to reinforce their commitment to creating a comprehensive, integrated, connected street network that accommodates all road users of all abilities and for all trips;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF ARNOLD, MISSOURI, as follows:

SECTION I. That the City Council of the City of Arnold does hereby establish a “Complete Streets” policy.

SECTION II. That the “Complete Streets” policy is attached Exhibit “A” and is incorporated as if fully set out herein.

SECTION III. This Resolution shall be in full force and effect from and after the date of its passage by the City Council and the approval of the Mayor.

\_\_\_\_\_  
Presiding Officer of the City Council

ATTEST:

\_\_\_\_\_  
Mayor Ron Counts

\_\_\_\_\_  
City Clerk, Tammi Casey

Date: \_\_\_\_\_

**EXHIBIT "A"**  
**Resolution No. 20-24**

**CITY OF ARNOLD**  
**COMPLETE STREETS POLICY**

**A. Purpose.** The purpose of this policy is to set forth guiding principles and practices for use in all transportation projects, where practicable, economically feasible, and otherwise in accordance with applicable law, so as to encourage walking, bicycling, and other non-motorized forms of transit, in addition to normal motorized transit, including personal, freight, and public transit vehicles. All uses must be designed to allow safe operations for all users regardless of age or ability. The ultimate goal of this policy is the creation of an interconnected network of Complete Streets that balances the needs of all users in pleasant and appealing ways in order to achieve maximum functionality and use.

**B. Application and scope.**

- 1) This policy requires the City Engineer to include complete street elements in the design, construction and maintenance of public transportation projects, improvements and facilities. The City Administrator or city council may exempt a project from this policy provided one or more of the following conditions are met:
  - (a) Non-motorized use of the roadway under consideration is prohibited by law. In this case a greater effort may be necessary to accommodate bicyclists and pedestrians elsewhere within the right of way or within the same transportation corridor.
  - (b) The cost of inclusion would be excessively disproportionate to the need or probable use. Excessively disproportionate is defined as exceeding twenty percent of the cost of the larger transportation project. This twenty percent figure should be used in an advisory rather than an absolute sense.
  - (c) The street has severe topographic or natural resource constraints.

In all cases where an exemption has been granted, the City Engineer or other appropriate official shall document the decision and the invoked exemption condition(s) in the project plan.

- 2) This policy requires consideration of complete streets elements by the Planning Commission, or other applicable boards or commissions, in appropriate circumstances. Accordingly, the City strongly encourages all developers and builders to obtain and comply with, as appropriate, these standards.
- 3) This policy is intended to cover all development and redevelopment in the public domain with Arnold. This includes all public transportation projects such as, but not limited to, new road construction, reconstruction retrofits, upgrades, resurfacing, and rehabilitation. This also includes privately built roads intended for public use. As such, compliance with these principles may be factored into decisions related to the City's participation in private projects and whether the City will accept possession of privately built roads constructed after the passage of this resolution. The City Engineer, on a case-by-case basis, may exclude routine maintenance from these requirements.
- 4) The City understands that special considerations and designs are necessary to accommodate older adults and disabled citizens. Accordingly, the City will ensure that all those needs are met in all complete street designs. All public transportation projects involving complete streets elements, where practicable, shall be ADA compliant to help meet those special considerations.

### **C. Guiding principles and practices.**

- 1) “Complete street” defined. A complete street is designed to be a transportation corridor for all users: pedestrians, cyclists, transit users, and motorists. Complete streets are designed and operated to enable safe continuous travel networks for all users. Pedestrians, bicyclists, motorists and bus riders of all ages and abilities are able to safely move from destination to destination along and across a network of complete streets. Transportation improvements, facilities and amenities that may contribute to complete streets and that are considered as elements of a “complete street” include: street and sidewalk lighting; pedestrian and bicycle safety improvements; access improvements, including compliance with the Americans with Disabilities Act; public transit facilities accommodation including, but not limited to, to pedestrian access improvement to transit stops and stations; street trees and landscaping; drainage; and street amenities.
- 2) The City will strive, where practicable and economically feasible, to incorporate “complete streets” elements into all public transportation projects in order to provide appropriate accommodation for bicyclists, pedestrians, transit users and persons of all abilities, while promoting safe operation for all users, in comprehensive and connected networks in a manner consistent with, and supportive of, the surrounding community.
- 3) The City will incorporate complete streets principles into all public strategic plans, upon subsequent updates. The principles, where practicable, shall be incorporated into other public works plans, manuals, rules, regulations, operational standards, and programs as appropriate and directed by the City Administrator. The principles shall be incorporated into appropriate materials and resources.
- 4) It shall be a goal of the City to foster partnerships with the State of Missouri, Jefferson County, and St. Louis County in consideration of functional facilities and accommodations in furtherance of the City’s complete streets policy and the continuation of such facilities and accommodations beyond the City’s borders.
- 5) The City recognizes that complete streets may be achieved through single elements incorporated into a particular project or incrementally through a series of smaller improvements or maintenance activities over time. The City will attempt to draw upon all possible funding sources to plan and implement this policy and shall investigate grants that may be available to make complete streets elements more economically feasible.
- 6) The City recognizes that the elements comprising a complete street are only effective when appealing and pleasant to use and will ensure improvements meet those standards.

### **D. Study/analysis to be undertaken as part of public transportation project.** During the planning phase of any public transportation improvement project, the City Engineer, or their designee, shall conduct a study and analysis relating to the addition and incorporation of complete streets elements into the project.

The study and analysis shall include cost estimates, whether the elements could be incorporated in a safe and legal manner, the degree that such improvements or facilities may be utilized, the benefit of such improvements or facilities to other public transportation improvements, whether additional property is required, physical or area requirements or limitations and any other factors deemed relevant.

Such study and analysis shall be submitted to the City Administrator for consideration in the design and planning of the public transportation project. The City Engineer shall incorporate complete streets elements in each public transportation project to the extent that such is economically and physically feasible.

**E. Administration.**

- 1) The City Engineer shall be responsible for the overall implementation and execution of the complete streets' principles and practices.
- 2) The City Engineer shall collaborate with appropriate staff to adopt a complete streets checklist for use on all public transportation projects. The City encourages all developers and builders to obtain and use this checklist.
- 3) When available, appropriate, and monetarily feasible, the City shall support staff professional development and training on non-motorized transportation issues through attending conferences, classes, seminars, and workshops.