



Weekly Management Report

January 12, 2018

TO: The Honorable Mayor and City Council Members

FROM: City Administrator's Office

DATE: January 12, 2018

INFORMATION AND UPCOMING EVENTS:

- **O'Fallon's holiday schedule on Martin Luther King, Jr. Day (1/15)** - On Monday, January 15th, the O'Fallon Municipal Centre (City Hall) will be closed in observance of Martin Luther King, Jr., Day. In addition:
 - The O'Fallon Justice Center's Court and Records departments will be closed.
 - The Renaud Spirit Center (RSC) recreation complex will be open with regular business hours of 5:15 a.m. – 10 p.m. www.renaudspiritcenter.com.
 - City of O'Fallon volunteers who have registered for "MLK Day of Service" projects will meet at 10 a.m.
 - O'Fallon's Parks and Recreation Administration office at 400 Civic Park Drive will be closed.
 - O'Fallon's trash and recycling collection schedule through the week will not change due to the holiday
- **Serve your community through MLK, Jr., Day of Service projects:** Inspired by Rev. Dr. Martin Luther King, Jr.'s, life and teachings, O'Fallon's Volunteer Services has community projects lined up for all ages on Monday, January 15th. Come join the fun from 10 a.m. till noon and create colorful paper carnations and Valentine cards to brighten the lives of O'Fallon's senior care residents on Random Acts of Kindness Day. Pre-registration is required so there will be enough supplies on hand for everyone. Just contact Volunteer Services at 636-379-5417 or volunteer@ofallon.mo.us.
- **I-70 Outer Roads Phase 2 Open House to be held at City Hall:** An Open House meeting will be held at O'Fallon City Hall on Tuesday, January 16, to discuss the future of the Outer Roads along I-70 between Highway K/Main Street and Woodlawn Avenue. The public is invited to attend anytime between 4 and 7 p.m. to discuss the project with staff, ask questions, leave comments and view exhibits showcasing the project. This project (Phase 2) will add a new eastbound, one-way south outer road between Highway K/ Main Street and Woodlawn. The project involves converting the existing north outer road, West Terra Lane, from a two-way to a one-way westbound outer road, constructing a new, one-way south

outer road, and revising “on” and “off” ramps between Highway K and Woodlawn, as an expansion of the original I-70 Outer Road (Phase 1) project. For more details about the project, please visit our website at www.ofallon.mo.us/i70.

- **Post-holiday recycling options:** After the holidays, drop off your live evergreen tree, free. If you are an O’Fallon resident, you are welcome to drop off your live Christmas tree, free, now through January 21st at parking lots in Ozzie Smith Sports Complex and Sports Park. The parks will be open dawn to dusk. Before bringing your tree, be sure to remove all ornaments, tinsel, lights, string or wire. Only live evergreen trees without decorations can be dropped off. No wreaths, garland, artificial trees, shrubs, plastic bags or yard waste will be accepted.
 - For a fee of \$10 per tree, if you are an O’Fallon trash customer you can request to have your holiday tree picked up at the curb by calling 636-272-0477. The cost will be added to your next bill. Pick-ups will be scheduled on Wednesdays through January 24th.
 - Recycle unwanted light strands: If you have light strands that do not work anymore, you can recycle them free of charge through January 21st. Simply drop the light strands off at one of four locations: Sports Park and Ozzie Smith Sports Complex parking lots, the Renaud Spirit Center and City Hall. Miniature and LED light strands can be put into recycling receptacles “as is.”
- **City Hall Interior Repairs:** The painters have moved into the Council Chambers and are working on the walls in there. Tile installation is underway.
- **Removal of the old 4” water line thru City Hall has been completed:** The new 6” water line is being installed. Interior work is expected to be complete in two weeks. Water service is expected to be transferred over to the new water main in 3-4 weeks.

Check out the City’s events calendar: www.ofallon.mo.us/Events-Calendar

COUNCIL AND BOARD/COMMITTEE DATES:

- You can find agendas for all City meetings on the City’s website at www.ofallon.mo.us/meeting-agendas.

DEPARTMENT/DIVISION NEWS:

Administration:

Economic Development

- Conducted 8 business retention visits (**Objective #1**), contacted five real estate brokers, two business attraction projects, had one Open in the 'O' meeting, responded to one Request for Information and attended a ribbon cutting at Total Access Urgent Care North, located at 507 S Main St.

Business Attraction, Expansion and Retention Activities:

- Explored options on building expansion with management team of firm located in High Tech Corridor.
- Attended January 4th Planning & Zoning Meeting in support of McAllister's Deli application.
- Participated in pre-development meeting for restaurant considering a new location on Highway K near Mexico Road.
- Conducted follow up with developer working with a daycare considering O'Fallon for expansion.
- Met with developer of Missouri Rush Sports Park on plans and timing for Phase II buildings.
- Participated in pre-development meeting for café/coffee shop considering a new location on North Main.
- Met with Economic Development representatives from Spire Energy regarding business attraction projects and development site activities.
- Participated in meeting with Planning and Engineering staffs to discuss February 1st P&Z agenda items.
- Met with Tami Martens from PACESAGE Capital about PACE Program funding for small business investing in energy efficiencies.
- Attended O'Fallon Chamber's monthly New Member briefing to connect with new businesses in the community.

Relationship and Place-Building Activities:

- Held discussion with representative from Target Marketing about producing and distributing a new O'Fallon City Street Map.
- Attended the January O'Fallon Chamber of Commerce & Industries "Business After Hours" event and networked with existing O'Fallon business owners. (**Objective #2**)
- Prepared remarks, proclamations and gifts of appreciation for the Mayor's presentation to the O'Fallon Chamber award winners and assisted at event.
- Organized and held the January O'Fallon Grow in the 'O' Group meeting.
- Met with O'Fallon Chamber president about social media campaign to promote O'Fallon as a desirable location for shopping.

- Finalized the department’s 2018 Marketing Plan.

Police Department:

- The Chief received a phone call from an O’Fallon resident who wished to compliment Police Officer Lisa Sutter. He indicated that he and his family were the victims of a fraud and P.O. Sutter investigated the case. He stated that Officer Sutter was very professional, but what impressed him the most was her caring attitude and her willingness to help them. He ended the conversation by stating that Officer Sutter represented the O.P.D. very well – “Good Job” Lisa!”

Parks and Recreation:

- **FORT ZUMWALT PARK WILL RE-OPEN TO THE PUBLIC ON SATURDAY, JANUARY 13.**

- **Civic Park Renovation Project:**

- The pavilion alternate was added to the project.
- We will recommend to add the alternate to improve all existing parking lots.

- **O’Day Park Construction:**

- Park construction began the week before Christmas.
- Crews are almost finished clearing the property.
- Staff is working to finalize a few details regarding utilities and removal of the pipeline.



Parks and Recreation:

- **Recreation/RSC**

- *Recreation:*

- New sessions of children’s programming and RSC dance started this week.
- A new session of licensed preschool started January 8; there are 11 children enrolled.
- Field rentals are now available for requests March-July in Sports Park.
- Registration continues for adult softball, spring youth soccer, t-ball and coach pitch.

- *Fitness/Aquatics:*

- Fitness

- Did you know magnesium plays an important role in exercise performance and mitochondrial function?
 - On January 17th at 6:30 p.m., the Renaud Spirit Center will host a free lecture by pharmacist Kim Hoff which will address the consequences of magnesium deficiency and how to prevent it.
 - Registration is encouraged, but not required.
 - For more information, call Fitness Specialist, Ty Joyce, at 636.474.8122.

- Aquatics

- There are 252 participants registered for January swim lessons.

- *Birthday Parties:*

RSC Birthday Party	4
RSC Birthday Bash Party	1

- **Parks Division**

- *All Parks:*

- Daily routine and maintenance of restrooms, playgrounds and pavilions continues in each park.

- *Athletic Parks:*

- Continued to chip Christmas trees at Ozzie Smith Sports Complex and Sports Park as part of the City's Christmas tree recycling program.



- *Passive Parks:*

- Continued to take down lights in Fort Zumwalt Park.

- *Winter Projects:*

- Repaired and maintained trash cans, picnic tables, benches and soccer goals.
 - Removed holiday lights at City Hall.

- *Special Projects:*
 - **Bobby Meyers Jr.** started his new role as Small Engine Technician for Parks Division. Congratulations, Bobby!
 - Playground parts were delivered this week. Over the next month, all playgrounds will be repaired so they are ready for the spring!

- **Landscape Division**
 - Landscape staff is sodding areas at city hall and the stadium.

- **Festivals & Tourism**
 - *Celebration of Lights – Fort Zumwalt Park – November 24 through December 30*
 - Congrats to staff on a job well done! 2017 was our best year ever for vehicular traffic through the Celebration of Lights display:

COL	2017	2016
Cars	12,615	10,565
Stroll Patrons	8,789	8,459
Stoll Revenue	\$23,009.70	\$22,627.92
Gate Revenue	\$128,958.88	\$101,764.56
 - Parks and Seasonal workers removed lights and scenes so the park can reopen to the public as scheduled.
 - Submitted the purchase order for the 2018 light order.
 - Updated guidelines and operations manual for the new year.
 - Researched carriage rides.
 - Inventoried fixed assets at Celebration of Lights shed.

 - *Miscellaneous:*
 - Finalized 2018 Jammin’ Concert schedule.
 - Now accepting food vendor applications for Jammin’ Concert and Food Truck Frenzy events.

Public Works Department:

- **I-70 Outer Roads Phase 2 Open House to be held at City Hall**
An open house meeting will be held at O’Fallon City Hall on Tuesday, January 16th, to discuss the future of the Outer Roads along I-70 between K/Main and Woodlawn Ave. You may visit anytime between 4 and 7 p.m. to discuss the project with staff, ask questions, leave comments, and see exhibits showcasing the project. This project will add a new eastbound one-way south outer road between Route K/Main Street and Woodlawn. The project involves converting the existing north outer road from a two-way to a one-way westbound outer road, constructing a new one-way south outer road,

and revising on and off ramps between Route K and Woodlawn, as an expansion from the original I-70 Outer Road (Phase 1) project.

For more details about the project, please visit our website at www.ofallon.mo.us/i70

This is a Cost Share project with St. Charles County and the City of O'Fallon, Missouri.

The project will involve grading, drainage, bridges, potential sound walls, retaining walls, signals, signing, lighting, and paving.

- **Compliment Received**

Hello Mr. Pratt,

I wanted to take a moment to recognize Steve from the Water and Sewer Department.

My water line froze over the New Year's weekend. I had two plumbers confirm that because the pipe was frozen beneath the slab, there was nothing they could do and I'd just have to wait for it to thaw. After ten days without water and feeling pretty desperate, I called the Water/Sewer Dept. on 1/10 to be absolutely certain that my water hadn't been mistakenly turned off. The kind lady on the phone confirmed my account was active, but she'd send someone to double check. Steve arrived and went above and beyond to help me. He not only confirmed the water was on and checked the meter, but he took several other measures to try to thaw the line. He even left and came back with a huge bucket of hot water to expedite the process. It gave me back some hope. At 3AM today (1/11), my water started flowing. I can't tell you how relieved I was to hear that sound. Steve promised he'd come back today to check on things, and he did. He was happy to know the water was flowing and checked the meter one more time to make sure I didn't have an unseen leak. Steve showed compassion and genuine concern for my situation. I can't thank him enough for helping me. I hope you can make sure he is recognized for his outstanding service to our city. Thank you for your time.

Sincerely,

Shane M

- **Environmental Services Division**

- The next Complimentary Bulk Drop-Off will be on Saturday, February 17, 2018 from 7am to 3pm at the O'Fallon Waste Transfer Station. Please remember that we hold this event every other month. The 2017 schedule for upcoming dates are listed on our website. During the October event 618 resident vehicles dropped off over 98 tons of bulk material.

- The next Electronics and Appliance Event will be on Saturday February 10, 2018 from 8am to noon at Car Shield Field (formerly TR Hughes Ballpark) in the West Parking Lot off Tom Ginnever Ave. For additional date and info please see the city website. At the last event 19,190 pounds of material were dropped off.

- Weekly yard waste service is offered as an additional service to O'Fallon residents. This weekly service stopped on Friday December 8th. Until weekly service begins again in March the city does offer once per month service on an on-call basis in December, January and February. Please contact customer service at 636-272-0477 to schedule these services.

- **Engineering & Project Management**

- Wabash Ave Reconstruction Project – Bids were opened on January 9, 2018. The apparent low bidder is J.M. Marschuetz Construction Co. @ \$1,439,220.00. As this is a federally funded project the City must request concurrence in award from MoDOT and have the funds obligated prior to proceeding.
- Water Main Replacement for Wabash Ave Reconstruction – Bids were opened on January 9, 2018. The apparent low bidder is Kolb Grading @ \$300,156.00. Approval for the construction agreement is expected to be on the January 25, 2018 council agenda.
- City Hall Interior Repairs – The new tile is being installed on the first floor. The installation of tile and carpet is expected to take about 2 weeks to complete.
- The plumbers continue to install the new 6 inch water main through the lower level of City Hall.
- Environmental Services Site Improvements – Bid opening occurs on Tuesday January 16, 2018.
- Sports Park – Dardenne Creek Bank Stabilization and Repair Project – Site preparation began this week. Excavation and installation of the new bank is expected to begin on Monday.



Have a great weekend