

PUBLIC WORKS COMMITTEE

CITY OF SUNSET HILLS

A G E N D A

January 8, 2026 at 4:00 P.M.

**THIS MEETING HAS BEEN CANCELLED**

1. Call To Order

2. Meeting Minute Approval

Documents:

[NOVEMBER 6, 2025 MINUTES.PDF](#)

3. Staff Memorandum

Documents:

[STAFF MEMORANDUM.PDF](#)

4. Citizen Comments

5. MoDOT Intersection Maintenance

Documents:

[RIGHT-OF-WAY LOCATIONS AND MAINTENANCE COST.PDF](#)

6. Year End Building Permit Totals

7. Project Updates

- **Stormwater Master Plan**
- **W Watson STP Surface Improvement Project – Phase 2**
- **W Watson STP Surface Improvement Project – Phase 3**

8. Other Items Deemed Appropriate

9. Adjourn

MINUTES OF THE CITY OF SUNSET HILLS

PUBLIC WORKS COMMITTEE

NOVEMBER 6, 2025

The Sunset Hills Public Works Committee met Thursday, November 6, 2025, at 4:02 PM via Zoom.

**Roll Call.**

**Present:**

Cathy Friedmann - Chairman – Alderman Ward III,  
Ann McMunn – Alderman Ward I,  
Casey Wong – Alderman Ward II,  
Fred Daues- Alderman Ward IV,  
Mike Knight – Director of Planning and Public Works,  
Cate Axon- Municipal Engineer

1. Approval of Minutes from August 7, 2025

**Motion:** Minutes,

**Action:** Approve,

**Moved by** Alderman Daues,

**Seconded by** Alderman McMunn,

Motion passed unanimously.

2. Citizen Comments

Jeanine Rainey, of 9529 Country Club Green, was present and stated she is concerned that if their street becomes a public street, other neighborhoods will want to do the same. Each street needs to be considered on their own merit. They have taken good care of their street over the years, and they have completed repairs to the street, bringing it within City requirements. The residents that wanted to keep the street private no longer live there and the rest of the community wants to make it a public street. The fire department has determined that the cul-de-sac is of adequate size to accommodate firetrucks.

3. Acceptance of Country Club Green for Public Maintenance

Mr. Knight stated that on July 16, 2025, the Country Club Green Neighborhood Association formally requested that the City of Sunset Hills accept the private street known as Country Club Green for public maintenance. Section 6.1.4 of the City's Unified Development Ordinance (UDO) outlines the process for considering such requests, which requires both a Non-Compliance Report, identifying any deficiencies relative to City Street standards and Codes, and a report estimating the annual maintenance costs the City would incur if the

street were accepted. In response, the Department of Planning and Public Works reviewed the site, associated legal documents and field measurements, identified the existing deficiencies relative to City standards, and calculated the projected annual maintenance costs should the roadway be incorporated into the City's public street system.

On October 2, 2025, the Public Works Committee reviewed the application along with the City's Non-Compliance Report and Annual Maintenance Cost Report.

On October 23, 2025, the applicant submitted the required documentation responding to the Non-Compliance Report, detailing proposed improvements to address identified deficiencies and bring the street into full compliance with City standards and Codes.

The Public Works Committee shall review the application, receive staff and applicant input, and collaborate in resolving any remaining issues related to compliance with City Street standards. The Public Works Committee will provide a recommendation to the Planning and Zoning Commission, which will in turn provide a recommendation to the Board of Aldermen for final action.

**Motion:** For Country Club Green to convey the necessary minimum 40 feet wide right-of-way for the roadway, make a payment of \$27,000.00 to the City for maintenance and repair of the street, the City should exclude retaining walls and monuments from the acceptance and those responsibilities remain with the subdivision, and the City shall not accept public maintenance until both the right-of-way and payment have been received.

**Action:** Approve,

**Moved by** Alderman Daues,

**Seconded by** Alderman McMunn,

With two ayes votes and one nay, the motion passed.

#### 4. Mutual Aid Agreement

Mr. Knight stated the Public Works Emergency Response Mutual Aid Agreement establishes a cooperative framework among participating municipalities for sharing personnel, equipment, and resources during emergencies or disasters. The agreement, authorized under Section 44.090 RSMo, allows each jurisdiction to request or provide aid as available, outlines procedures for reimbursement, defines liability and immunity protections, and requires biennial review and renewal. This agreement provides a formal structure for coordination and support among participating municipalities during emergency events, allowing for the sharing of personnel, equipment, and resources when available. While it establishes the framework for mutual assistance, it does not obligate any party to provide aid, personnel, or equipment as participation remains entirely voluntary and based on each jurisdiction's capacity at the time of the request.

**Motion:** That the mutual aid agreement be brought before the Board of Alderman.

**Action:** Approve,

**Moved by** Alderman Friedman,

**Seconded by** Alderman McMunn,

Motion passed unanimously.

5. MoDOT Intersection Maintenance

At the September 23, 2025, Board of Aldermen and Finance Committee Budget Work Session, direction was provided to contact the Missouri Department of Transportation (MoDOT) to determine whether the City of Sunset Hills could perform maintenance at a MoDOT owned and operated intersection and be reimbursed for associated costs. MoDOT has since confirmed that no reimbursement program currently exists for this type of maintenance arrangement.

6. Project Updates

- Stormwater Master Plan- Mr. Knight stated HR Green has completed the primary outreach and field review for the Needs Assessment phase. To date, 75 public survey responses have been logged, and approximately 100 residents attended the two open houses. Since the open houses approximately 30 site visits were completed with follow-ups ongoing. The next milestone is the Needs Assessment Summary, which will be presented to the Public Works Committee in early December.
- West Watson Road STP Surface Improvement Project – Phase 2 – Mr. Knight stated OR Colan is currently working on right-of-way acquisition for the project and the environmental review has been cleared. Plans were submitted to MoDOT for review.
- West Watson Road STP Surface Improvement Project – Phase 3- Mr. Knight stated the project has been assigned a federal project number and a draft Request for Qualification has been submitted to MoDOT for review to move forward in engineering consultant selection.

7. Other Matters Deemed Appropriate

8. Adjournment

**Motion:** To adjourn at 5:30 pm,

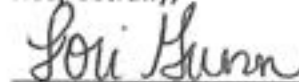
**Action:** Approve,

**Moved by** Alderman Friedmann,

**Seconded by** Alderman Daues,

Motion passed unanimously.

Respectfully,



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Lori Gunn

Administrative Assistant

## **City of Sunset Hills Public Works Committee Staff Memorandum**

**Meeting Date:** January 8, 2026  
**To:** Public Works Committee  
**From:** Mike Knight – Director of Planning and Public Works  
**Subject:** Public Works Committee (PWC) memo.

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The following will provide information for the various items that are scheduled to be on the agenda for the January 8, 2026, meeting of the Public Works Committee.

**1) Call to Order**

**2) Meeting Minute Approval**

Approval of the meeting minutes from November 6<sup>th</sup>, 2025, meeting of the Public Works Committee.

**3) Citizen Comments**

- Two minutes per citizen.

**4) MoDOT Intersection Maintenance**

Over the course of several municipal committee and Board of Aldermen meetings, the topic of City maintenance of state-owned roadway right-of-way has been raised on multiple occasions. These discussions have not focused on a single intersection or location, but rather on multiple locations citywide, with recurring questions regarding the potential scope and cost implications of City involvement in maintaining MoDOT-owned facilities. To help inform future conversations, the Department of Planning and Public Works solicited cost estimates for several locations within the City, including areas that are currently maintained under contract.

Using estimates sourced from Bluegrass, the attached PDF provides a cost breakdown for mowing, trimming, fertilization, and weed control at potential maintenance sites, as well as the current cost of maintenance for the Watson & Lindbergh intersection. This information is provided for informational purposes only and does not represent a recommendation from the Department of Planning and Public Works. The attached PDF are images of the various locations and costs to assist the meeting's discussion.

## 5) Year End Building Permit Totals

The City of Sunset Hills reviews, approves, and documents all building permit applications submitted to the City. Once approved, the applicant submits the City-approved application and plans to St. Louis County to obtain the building permit and for any required inspection services. As part of each submission to St. Louis County, the total construction cost is identified. City staff will provide a brief presentation summarizing the total construction costs for projects within the City of Sunset Hills in 2025.

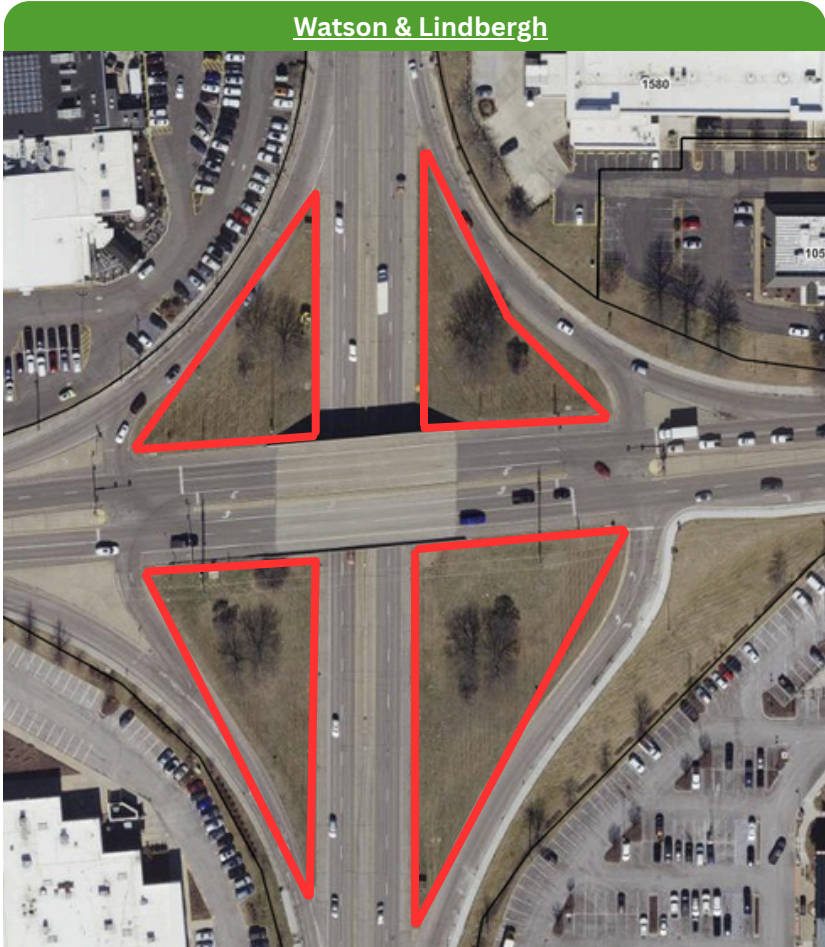
## 6) Project Updates

- **Stormwater Master Plan**
  - HR Green has presented before the Board of Alderman our Needs Assessment Results on December 9<sup>th</sup>, 2025.
  - Conceptual Engineering has begun for a Draft Master Plan to be delivered by February/March 2026.
  - The next project milestone is project prioritization, timeline, and cash flow projection being presented to City Staff.
  
- **W Watson STP Surface Improvement Project – Phase 2**
  - Right-of-way has been acquired for Phase 2.
  - FHWA has obligated federal funds for construction.
  - A bid proposal, final plans, and a draft advertisement are currently being prepared by City staff and GBA and will be submitted to MoDOT for Authority to Advertise for construction.
  - Advertising is estimated to occur in mid-January.
  
- **W Watson STP Surface Improvement Project – Phase 3**
  - On November 26, 2025, the City requested qualifications from MoDOT's Approved Consultant Prequalification List for consulting engineering services.
  - We received 5 qualified Letters of Interest and Statements of Qualifications on December 12<sup>th</sup>, 2025.
  - The five firms were scored by MoDOT's Consultant Selection Criteria Guidance and rated by several City staff.
  - The City is seeking concurrence from MoDOT to move forward with contract negotiations for consulting engineering services of Phase 3.

## 7) Other Matters Deemed Appropriate

## 8) Adjourn

# Current Contract Example



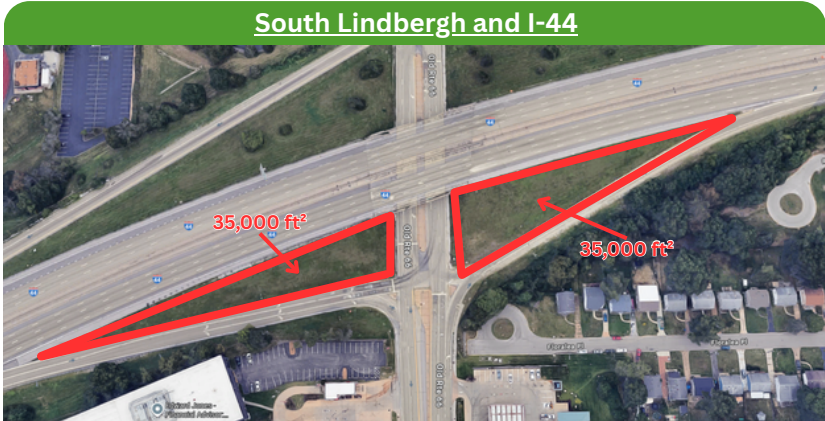
Total Area:  
87,000 ft<sup>2</sup>

## YEARLY COST SUMMARY

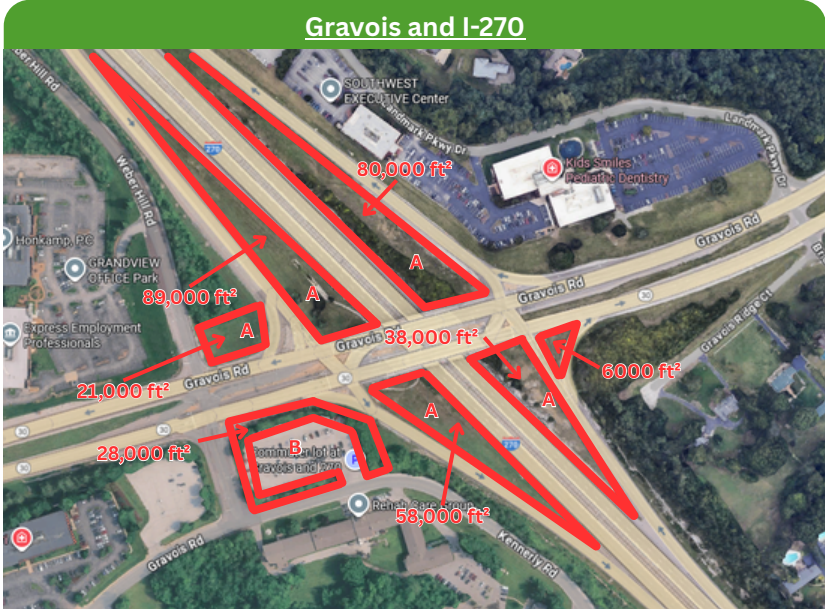
Lawn Mowing & Trimming	\$3,390
Turf & Tree Care	\$1252
Site Clean Up	\$1600
<b>Total</b>	<b>\$6242</b>

# Mowing Example

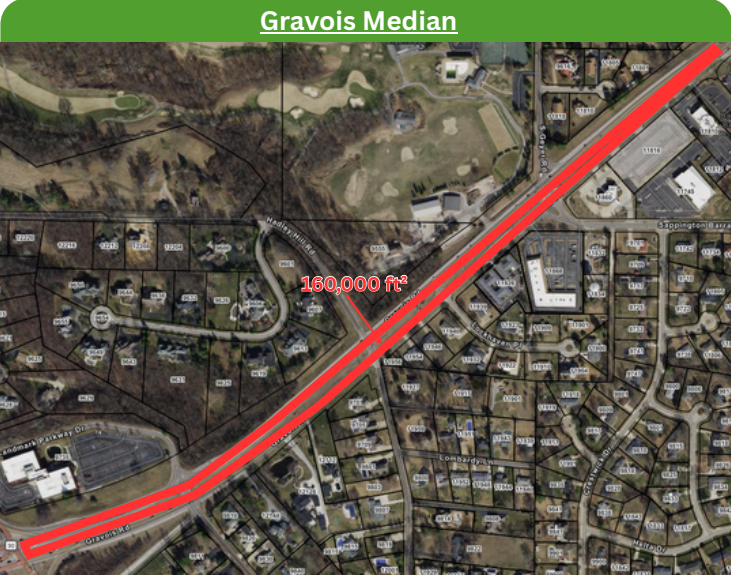
Estimates Include:  
 Lawn Mowing  
 Spring Fertilizer  
 Weed Control  
 Summer Fertilizer  
 Winter Site Cleanup



Total Estimate:  
 \$6,860



Area A Estimate:  
 \$9894  
 Area B Estimate:  
 \$5220



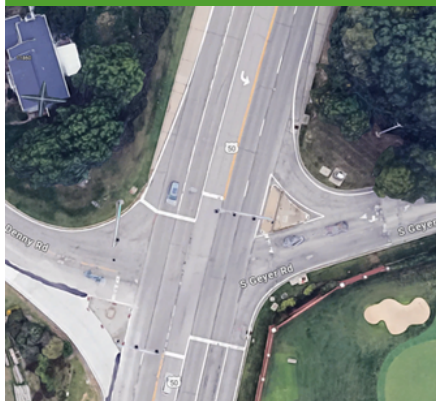
Total Estimate:  
 \$11,226

# Potential Traffic Island Spraying Locations

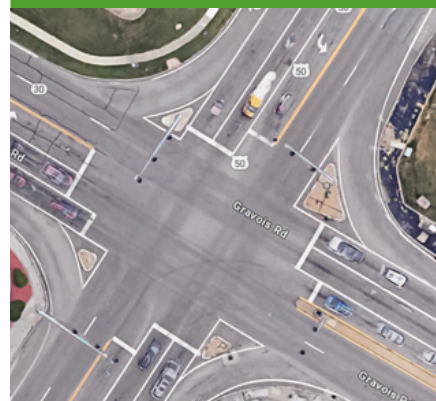
Eddie Park and Lindbergh



Geyer Denny and Lindbergh



Gravois and Lindbergh



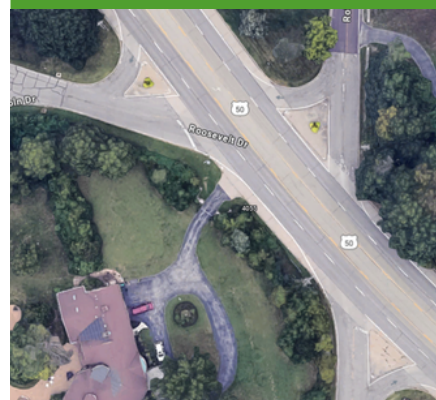
Rott Road and Lindbergh



Sunset Plaza and Lindbergh



Roosevelt Robyn and Lindbergh



Gravois & Lindbergh  
Vegetation  
Control Estimate:  
\$930

## COST SUMMARY

South Lindbergh & I-44	\$6,860
Gravois & I-270 (Area A)	\$9,894
Commuter Lot (Area B)	\$5,220
Gravois Median	\$11,226
Vegetation Control	\$930
<b>Total</b>	<b>\$34,130</b>