

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,

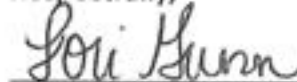
Action: Approve,

Moved by Alderman Friedmann,

Seconded by Alderman Daues,

Motion passed unanimously.

Respectfully,



Lori Gunn

Administrative Assistant