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Inter-office Memo

TO: City Council

FROM: Carol Rhodes and Sheila Amin

DATE: May 26, 2009

RE: Protocol for Communication between Boards and Commissions; and, Protocol for Council Requests

Staff proposes the following modifications/enhancements to the existing tracker system to accommodate Council's interest in making the project tracker accessible to the Council and the general public.

The project tracker will include the following types of requests:

- a. Council Directives – requires motion at Council meeting
- b. Council Requests – inquiry received via e-mail

*The Council and the general public will be provided view only access to the tracking system for those projects entered in the tracker as a Council motion or Council agenda.

We are adding a category to track formal communication from Board/Commissions. The process would include:

- a. Report received in the City Manager's office and logged in the project tracker and assigned to: Council agenda; tracker number assigned.
- b. Report, along with tracker number, placed on the Council agenda as a report for formal Council action.
- c. Following Council action at the Council meeting, the Council action, along with excerpts from the Council meeting minutes, will be logged in the tracker and reassigned, as needed. Council action includes:
 - i. Refer to a work session.
 - ii. Refer back to a Board/Commission
 - iii. Refer back to staff
 - iv. No action taken

The attached memo outlines the responsibilities of the staff liaison to their respective Board/Commission. Staff has also attached information regarding the Sunshine Law Requirements for various City Boards, Commissions, Committees and Task Forces.

Council/Constituent inquiry - What is a Council/constituent inquiry?

- No motion required.
- Weed ordinance violations, nuisance violations (unlicensed/inoperable vehicles), potholes, missing or tilting street signs, status of a previously assigned request, etc.
- Send an email to Carol Rhodes, City Manager's Office, at car@gocolumbiamo.com and/or cityman@gocolumbiamo.com (email sent to cityman address is received by Carol and her backup, so if Carol is out of the office the inquiry can be handled without delay)
- Upon receipt of the Council e-mail, a City Manager tracker number is assigned **within one business day** and an acknowledgement e-mail, including the tracker number, is returned to the Council member making the request.
- Within **2-3 business days**, the department head receiving the assignment will send an e-mail to Carol Rhodes advising what action is/will be taken. That e-mail will then be forwarded to Council. Council will be e-mailed regular updates until the tracker item has been resolved resulting in a "closed" status of the tracker item.
- Note: unless specifically requested by a Council member, communication with the constituent will be handled by the Council member. Staff's role is to provide Council information so they can respond directly to their constituent.

Requests for general information

- No motion required.
- What is a request for general information? Inquiries, such as:
 - What are the eligibility requirements for the Cash/Help program or any other established city program?
 - What are the current bus routes and fee schedule?
 - What is the status of a previously assigned request?
- Follow the same procedure as council/constituent inquiry described above.

Requests for staff report

- Motion required at formal Council meeting.
 - Sec. 2-47.1. Agenda Preparation (excerpt from code of ordinances)
 - (b) In the event that any matter requested by any council person to be presented to the council in the form of a report, ordinance or resolution requires the expenditures of significant staff time or of public monies over and above those costs inherent in the administration of city government, the city manager shall inform the council person. The council person shall present such request to the council in the form of a motion to instruct the city manager and staff to prepare such report, ordinance or resolution.

For example:

Requests for changes to existing ordinance, resolution or city program, policy or procedure.

- Request to remove parking along a street.
- Request to evaluate traffic calming opportunities
- Request to evaluate intersection for 4-way stop.
- Request a review of the street light policy

Requests made, by motion, at a Council meeting will also be assigned a city manager tracker number and reported back to Council in the form of a report on a future Council agenda.

Protocol for Board/Commissions Communication with Council

- Sec. 2-47.1 Agenda Preparation (excerpt from code of ordinances)
 - (c) Suggestions from city boards and commissions for staff reports, ordinances or resolutions shall be presented to the council in the form of a report. Neither staff time nor public monies shall be expended in the preparation of any staff report, ordinance or resolution until the council has by motion instructed the city manager and staff to prepare such document or, in the instance of an ordinance or resolution which does not require significant staff time, until a council person has requested such preparation. Any action which may be initiated by any board or commission pursuant to authority granted by the charter, ordinance or statute is specifically exempted from this requirement.

Formal communication

Board and Commission correspondence/reports, wherein formal **Council action is being requested**, should be sent to the City Manager through the department head/city staff liaison. If the Board or Commission wishes to request Council action on a particular matter, the City Manager will place the Board/Commission report on the Council agenda. This is typically the way Council's Board and Commissions have been communicating with the Council and insures compliance with open records laws.

Once the report has been placed on the Council's agenda, the item will be entered into the City Manager project tracker along with Council action taken at the meeting – excerpts from the minutes will be posted to project description section of the tracker.

Informal communication

Board and Commission correspondence/reports wherein **no Council action is being requested**; information only.

Communication related to Board and Commission business matters should be sent by the Board/Commission chair to the Mayor/Council with a copy to the City Clerk at cityclerk@gocolumbiamo.com , the City Manager at cityman@gocolumbiamo.com and the staff liaison/department head.

*See attached – Board and Commission Communication and Department Head/Staff Liaison Involvement

Board and Commission Communication and Department Head/Staff Liaison Involvement

Attached is a spreadsheet, which lists the boards, commissions, committees and task forces, the department responsible for the board or commission, the department head and the staff liaison the City Clerk's Office has on record.

Appointment, resignation, removal, etc. of members:

- The staff liaison needs to provide notice to the City Clerk's Office at cityclerk@gocolumbiamo.com of any resignation or removal (due to lack of attendance per Code) of board or commission member. The City Clerk's Office will then add that vacancy to list on the web and published in the newspaper.
- The City Clerk's Office will notify the staff liaison of the appointment of any new member or the reappointment of any current member. The City Clerk's Office will provide the staff liaison with a copy of the letter sent to the member notifying him/her of the appointment and the application submitted by that person so they have current contact information. The City Clerk's Office will also copy the staff liaison on other formal correspondence associated with boards and commissions, such as letters reminding members to reapply when their term is up and letters sent to those not appointed.
- The staff liaison will notify the board and commission of the new member. It is up to the board chair and the staff liaison to decide who contacts the new member, but someone needs to contact the new member to let them know when and where the next meeting will be held.
- If there are members on the board that are not appointed by the Council, the staff liaison needs to provide information regarding changes to those members to the City Clerk's Office, so the particular board webpage accessible from <http://www.gocolumbiamo.com/Council/Commissions/index.php> can be updated.

Agendas and meeting minutes:

- The staff liaison needs to provide all meeting agendas and minutes to Carol Rhodes at car@gocolumbiamo.com. Ms. Rhodes will then forward to the Council.
- The staff liaison needs to post meeting notices as required by the Sunshine Law. **Please see attached e-mail** sent earlier this year. The staff liaison must also keep a copy of the notice/agenda and meeting minutes. These records must be kept permanently.
- The staff liaison needs to post the meeting notice/agenda to the on-line calendar.

Tracker items:

- The City Managers Office will enter a Council motion relating to a board or commission in the tracker. That tracker item will be e-mailed to the department head. The department head must notify the board or commission chair. It is up to the department head as to whether he/she will involve the staff liaison.
- When a board or commission is responding to a tracker item, the chair should provide the correspondence/report to the City Manager through the department head/staff liaison and refer to the tracker number in the report.

Other communication:

- Formal communication - board and commission correspondence/reports, wherein formal Council action is being requested on a particular matter, should be sent to the City Manager through the city staff liaison/department head. The City Manager will place the Board/Commission report on the Council agenda. Once the report has been placed on the Council agenda, the item will be entered into the City Manager project tracker along with Council action taken at the meeting.
- Informal communication - board and commission correspondence/reports wherein no Council action is being requested, should be sent by the board or commission chair to the Mayor/Council with a copy to the City Clerk at cityclerk@gocolumbiamo.com, the City Manager at cityman@gocolumbiamo.com and the staff liaison/department head.

Board and Commission Contact Information

Department Head	Staff Liaison	Board or Commission
S. Amin	S. Amin	Adjustment, Board of
J. Glascock	K. Frerking	Airport Advisory Board
T. Teddy	M. Skov (D. Clark - asst)*	Bicycle/Pedestrian Commission
J. Glascock	J. Sudduth	Building Construction Codes Commission
M. Hood	T. Miller/K. Parthey**	CARE Advisory Board
B. Watkins	P. Herwig-Hopkins	Citizen Oversight Committee
B. Watkins	Paula Herwig-Hopkins	Columbia Vision Commission
T. Teddy	T. Lata (K. Sides - asst)*	Community Development Commission
S. Browning	S. Hollis	Community Services Advisory Commission
L. Steiner	L. Steiner	Convention & Visitors Advisory Board
M. Hunter	M. Hunter	Cultural Affairs Commission
M. Hunter	M. Hunter	Cultural Affairs Standing Committee on Art
M. Buckler	M. Buckler	Disabilities Commission
B. Watkins	T. St. Romaine	Downtown Columbia Leadership Council
J. Glascock	N. Davis	Electrical Examiners. Board of
K. Kahler	K. Kahler (S. Brown & M. Thorpe - asst)*	Environment & Energy Commission
L. Fleming	L. Fleming	Finance Advisory Audit Committee
L. Fleming	L. Fleming	Firefighters' Retirement Board
J. Glascock	J. Glascock (J. Stedem - asst)*	GetAbout Columbia: Non-Motorized Transportation Pilot Project Advisory Committee
S. Browning	S. Browning	Health, Board of
M. Buckler	M. Buckler	Health Insurance Appeals Board
T. Teddy	Rachel Bacon (D. Clark - asst)*	Historic Preservation Commission
N/A	Phil Steinhaus****	Housing Authority Board
S. Browning	S. Hollis	Human Rights Commission
T. Messina	S. Shelby	Internet Citizens Advisory Group
N/A	Melissa Carr****	Library District Board
L. Fleming	L. Fleming	Liquor License Review Board
M. Hood	T. Miller/B. Higginbotham**	Mayor's Committee on Physical Fitness
J. Glascock	D. Hargis	Mechanical Examiners. Board of
L. Britt	L. Britt	New Century Fund Board
M. Hood	T. Miller	Parks & Recreation Commission
M. Buckler	M. Buckler	Personnel Advisory Board
T. Teddy	P. Zenner (D. Clark - asst)*	Planning & Zoning Commission
J. Glascock	J. Simon	Plumbing Examiners. Board of
L. Fleming	L. Fleming	Police Retirement Board
B. Watkins	P. Herwig-Hopkins	Public Communications Resource Advisory Committee
K. Kahler	K. Kahler (S. Brown & M. Thorpe - asst)*	Railroad Advisory Board
B. Watkins	Carrie Gartner***/P. Herwig-Hopkins	Special Business District Board
S. Browning	S. Hollis	Substance Abuse Advisory Commission
N/A	Dan Kuebler****	Sustainable Farms & Communities Inc. Board
B. Watkins	T. St. Romaine	Tax Increment Financing Commission
N/A	Frankie Anderson****	University of Missouri Extension Council of Boone County
K. Kahler	K. Kahler (S. Brown & M. Thorpe - asst)*	Water & Light Advisory Board

From: Sheela Amin
To: Agenda; Board and Commission General Information; Department Heads
CC: Boeckmann, Fred; Carden, Shirley; Clemons, Billye; Rhodes, Carol
Date: 2/19/2009 10:43 AM
Subject: Board and Commission Meetings - Sunshine Law Requirements; City Requirements
Attachments: Law_2004.pdf; CityManager_2008.pdf

Hi all!

Due to a number of questions lately, I wanted to send this e-mail as a reminder of the Sunshine Law requirements for board and commission meetings.

Attached is a memo from the Law Department dated August 4, 2004, which is still applicable. I would recommend you review it and provide it to your board and commission members as well.

Highlights:

1. Meeting agendas (notices) for all boards, commissions, task forces, committees, etc. (to include subcommittees of those boards and commissions and work sessions) must be posted on the bulletin board in the 4th floor hallway of the Daniel Boone Building. If the meeting is not being held in the Daniel Boone building, the agenda (notice) must be posted on a bulletin board or other prominent place in the building where the meeting will be held in addition to the bulletin board in the 4th floor hallway of the Daniel Boone Building.
2. The meeting agenda (notice) must be posted at least 24 hours, exclusive of weekends and holidays, in advance of the meeting.
3. The meeting agenda (notice) must include the time of the meeting, date of the meeting, place of the meeting and a tentative agenda.
4. The meeting agenda (notice) and minutes of these meetings must be taken and retained. The only meeting minutes the City Clerk's Office keeps is for the City Council meetings and the Board of Adjustment meetings. The staff liaisons and/or department heads of those staff liaisons are responsible for retaining the minutes for the board, commission, task force, committee, etc. they staff.

In addition to the requirements of the Sunshine Law, the City has some of its own requirements:

1. All board, commission, etc. meetings must be included on the City's on-line calendar (see attached policy).
2. Electronic copies of those meeting agendas and minutes must be provided to the Carol Rhodes in the City Manager's Office so she can forward them on to the Mayor and Council.
3. Billye Clemons in the City Manager's Office must be notified of all of these meetings so she can include them on the weekly calendar. The weekly calendar is forwarded to the press and is used as the basis for meetings listed in the newspaper. This applies to those meeting not held in the Daniel Boone Building as well. I understand she gets with most staff liaisons at the beginning of each year to determine when the meetings will be held. If there is a change (i.e. addition or cancellation of a meeting), she needs to be notified. Also, if the board, commission, etc. does not have regular meetings pre-identified, she must be notified when the meeting date, time and location has been finalized.

I hope this clears a few things up for you. Please forward on to staff that might not have received this, but are involved in the process and need to know about this. Also, I apologize if you receive this more than once. I wanted to ensure various groups received it.

If you have any questions, please contact me, Fred Boeckmann or Carol Rhodes.

Thank you,
Sheela

Sheela Amin
City Clerk
573-874-7207 (phone)
skamin@gocolumbiamo.com

CITY OF COLUMBIA, MISSOURI

Law Department

INTER-DEPARTMENTAL MEMO

TO: City Council
City Boards, Commissions, Committees and Task Forces

FROM: Fred Boeckmann, City Counselor

DATE: August 4, 2004

RE: Sunshine Law

The Missouri General Assembly made a number of changes in the Sunshine Law that take effect on August 28, 2004. This memo will discuss some of those changes and review Sunshine Law requirements pertaining to meetings.

APPLICABILITY

The City Council and all City boards, commissions, committees, task forces and similar groups are "public governmental bodies" subject to the Sunshine Law and corresponding City ordinances. So are subcommittees of these groups.

NOTICE OF MEETINGS

Notice of the time, date, place and tentative agenda of each meeting must be given in a manner reasonably calculated to advise the public of the matters to be considered. Notice of a meeting must be posted at least 24 hours, exclusive of weekends and holidays, before the meeting. The notice must be posted on the bulletin board in the 4th floor hallway of the Daniel Boone Building and, if the meeting is not held in the Daniel Boone Building, on a bulletin board or other prominent place which is easily accessible to the public and clearly designated for that purpose in the building in which the meeting is to be held.

The definition of "public meeting" has been amended to specifically include meetings conducted by conference call, video conferences, internet chat and internet message board. The notice of meeting provisions of the Sunshine Law now provide that a meeting conducted by telephone or other electronic means must identify the mode by which the meeting will be conducted and designate a location where the public may observe and attend the meeting. If a public body plans to meet by internet chat, internet message board or other computer link, it must post a notice of the meeting on its website in addition to its principal office and shall notify the public how to access the meeting.

MEETINGS

Public governmental bodies must allow open meetings to be recorded by audio tape, video tape or other electronic means. Public bodies may establish guidelines regarding the manner in which recordings are conducted to minimize disruptions.

Minutes of all meetings must be taken and retained. (Before the recent amendment, only minutes of open meetings were required.) "Meetings" includes work sessions as well as regular meetings. Minutes must include the date, time, place, members present, members absent, and a record of any votes taken. When a roll call vote is taken, the minutes must attribute each affirmative vote, negative vote or abstention to the individual member of the group. The Sunshine Law does not require a summary of discussions.

Minutes should either be given to the City Clerk for retention or kept at some other location in a City building where they are available to the public. The City Clerk should be informed of the location of minutes not kept in the Clerk's office.

E-MAIL AND LIST SERVERS

The amended Sunshine Law addresses the use of e-mail. Some e-mails are specifically designated as public records. Discussions carried on in group e-mails by members of a public governmental body are meetings.

The amended Sunshine Law provides that if a member of a public governmental body e-mails two or more members of the body so that a majority of the body, counting the sender, are copied, the member must also copy the custodian of records or the member's public office computer. The message becomes a public record subject to the Sunshine Law.

The amended definition of "public meeting" is "any meeting of a public governmental body...at which any public business is discussed, decided or public policy formulated, whether such meeting is conducted in person or by means of communications equipment, including, but not limited to, conference call, video conference, internet chat, or internet message board..." A discussion of public business by a majority of a public governmental body by means of group e-mail or a list server falls within this definition.

The new notice provisions of the Sunshine Law provide that if a public governmental body plans to meet by internet message board "or other computer link," it must post a notice of the meeting on its website and notify the public how to access the meeting.

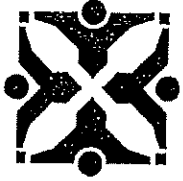
The City currently has no practical way to provide the public with reasonable access to messages sent using group e-mail or list servers. Accordingly, the City Council and City boards and commissions should not use group e-mail or list servers to carry on discussions of City business.

PENALTIES

The penalties for violating the Sunshine Law have been increased. A person who "knowingly" violates the law is subject to a fine of up to \$1,000. A person who "purposely" violates the law is subject to a fine of up to \$5,000.

MORE INFORMATION

Questions regarding the Sunshine Law may be directed to the City's Law Department at 874-7223. The Sunshine Law is contained in Chapter 610 of the Revised Statutes of Missouri (Secs. 610.010 through 610.035). The Sunshine Law and information on the law can be found on the Missouri Attorney General's website www.moago.org. The City's policies complying with the Sunshine Law are contained in Chapter 2 of the City Code (Secs. 2-23 through 2-25.6). The ordinances are on the City's website www.gocolumbiamo.com.



INTER-OFFICE MEMORANDUM

To: All Department Directors
From: Bill Watkins, City Manager
Date: June 23, 2008
Subject: Online Events Calendar

The purpose of this policy is to launch and provide guidance for using and maintaining the City of Columbia's Online Events Calendar. Goals of the policy and calendar include:

- Decreased likelihood that critical City events and meetings will overlap on the same day;
- Increased likelihood that citizens, City officials and staff can attend critical meetings without scheduling conflicts; and
- Greater ease for citizens, City officials and staff to see scheduled events and make plans accordingly.

Policy

Effective July 1, 2008, all City departments shall use this calendar to schedule City-sponsored events according to the guidelines set forth below. Events that do not fit these definitions shall not be placed on the City of Columbia Online Events Calendar.

"City-sponsored event" -- MUST be posted on the Online Events Calendar

- An open public meeting, public hearing, news conference or other event sponsored or authorized by the City Council, the City Manager or by a City department; and
- An event where a City department is the lead or sole sponsor, organizer and promoter.

"Community event" -- If a City department posts the event online, MUST use the Online Events Calendar

An event that is:

- Open to the public;
- Within a five-mile radius of the city limits of Columbia, Missouri;
- Non-partisan and non-political;
- Non-commercial and not for profit or for profit events registered with an approved special use permit; and
- Does not promote any religion or for-profit group.

Administration and Maintenance

The Online Events Calendar is a scheduling tool for all City departments. Its contents may be viewed internally and by the general public. The E-Government Coordinator shall be responsible for its administration and maintenance.

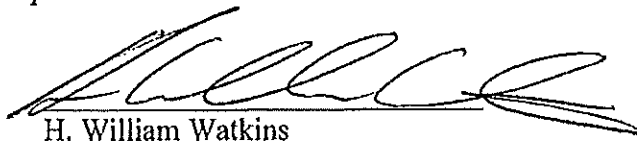
Scheduling Meetings

Interested Party meetings shall not be scheduled on the same night as a City Council or other board or commission meeting. When possible, board and commission meetings should not conflict with other scheduled meetings that would be of interest to a large number of citizens.

Calendar Maintenance

- Each department will designate staff to post events to the Online Events Calendar and provide the names of these individuals to the E-Government Coordinator.
- Departments should avoid using existing calendars and rely exclusively on the Online Events Calendar.
- Staff shall post all City-sponsored events, as defined above, to the Online Events Calendar. All open public meetings, Interested Party meetings and public hearings must be posted on the calendar.
- Agendas should be posted with meeting dates when made available to the public. Hard copy agendas should continue to be posted on the fourth floor bulletin board at City Hall and at the location of the meeting if different than City Hall.
- At its discretion or upon request from the public, a City department may post community events (as defined above) and must use the Online Scheduling Calendar.
- The E-Government Coordinator will create user accounts for designated staff and perform general administration for the calendar.
- Staff should submit user account requests to the E-Government Coordinator via email and include a desired username.
- Staff should contact the E-Government Coordinator if training or new event categories are required.

Approved:


H. William Watkins

6/23/08
Date

Tracker sheet

Council/Constituent Inquiries and requests for general information will be coded in the tracker as "requests". For example,

- Ward 6 – Council request
- Ward 5 - Council request
- Ward 4 - Council request
- Ward 3 – Council request
- Ward 2 – Council request
- Ward 1 – Council request
- Mayor – Council request

And, will be assigned to affected department head:

- Tim Teddy – Planning and Development
- John Glascock – Public Works Department
- Stephanie Browning – Health Department

Council motions will be coded in the tracker as "motions":

- Ward 6 – Council motion
- Ward 5 – Council motion
- Ward 4 – Council motion
- Ward 3 – Council motion
- Ward 2 – Council motion
- Ward 1 – Council motion
- Mayor – Council motion

And, will be assigned to affected department head (same as above)

Board/commission report **action items** will be coded in the tracker as:

Assigned to:

- Tim Teddy – Planning and Zoning Commission
- Tim Teddy – Bike/Pedestrian Commission
- Tim Teddy – Historic Preservation Commission
- Kraig Kahler – W/L Advisory Board
- Kraig Kahler – EEC Commission

Boards and Commissions

<u>Boards and Commissions</u>	<u>Department Head</u>	<u>Staff Liasion</u>
Airport Advisory Board	John Glascock	Kathy Frerking
Bicycle/Pedestrian Commission	Tim Teddy	Mitch Skov
Board of Adjustment	Sheela Amin	Sheela Amin
Board of Health	Stephanie Browning	Stephanie Browning
Building Construction Codes Commission	John Glascock	John Sudduth
Commission on Cultural Affairs	Marie Hunter	Marie Hunter
Commission on Human Rights	Stephanie Browning	Steve Hollis
Community Development Commission	Tim Teddy	Tom Lata
Community Services Advisory Commission	Stephanie Browning	Steve Hollis
Convention and Visitors Advisory Board	Lorah Steiner	Lorah Steiner
Disabilities Commission	Margrace Buckler	Margrace Buckler
Environment and Energy Commission	Kraig Kahler	Kraig Kahler
Historic Preservation Commission	Tim Teddy	Tim Teddy
Mayor's Committee on Physical Fitness	Mike Hood	Tammy Miller
Parks and Recreation Commission	Mike Hood	Tammy Miller
Planning and Zoning Commission	Tim Teddy	Tim Teddy
Special Business District Board	Carrie Gartner	Paula Hertwig Hopkins
Substance Abuse Advisory Commission	Stephanie Browning	Steve Hollis
Water and Light Advisory Board	Kraig Kahler	Kraig Kahler



Project Tracker

Incident Records

Project Number: 2464
Project Name: Worley Street - parking
Assigned To: John Glascock
Secondary1 To:
Secondary2 To:
Type of Request: Council Request - Ward 1
Project Status: Pending
Date Entered: 05/11/2009
Due Date:
Completion Date:

Entered On: 05/11/2009
Entered By: Carol Rhodes
Short Description: Created Project

Project Notes: 5/4/09 Council meeting:
 Mr. Sturtz commented that a couple of bicyclists who were excited about the Worley Street bike path had complained about the number of cars parking illegally on Worley. He was not sure if it was an enforcement issue and asked staff to look into it. Mayor Hindman wondered if it was really illegal. He explained they had some bike lanes that were shared with parked cars. Mr. Watkins replied staff would look into it and provide a report to Mr. Sturtz. Mayor Hindman explained it was decided it would be a hassle to take away parking and would better to share, even though it was not perfect.

[Back](#) | [Main](#)



Project Tracker

Incident Records

Project Number: 2426
Project Name: Maupin Sewer
Assigned To: John Glascock
Secondary1 To:
Secondary2 To:
Type of Request: Council Request - Ward 4
Project Status: Pending
Date Entered: 04/23/2009
Due Date:
Completion Date:

Entered On: 04/23/2009
Entered By: Carol Rhodes
Short Description: Created Project

Carol,
 You were copied this. Would like to know what Steve says on this.
 Thank you.
 Jerry

Dear Jerry,
 Thanks again for coming out to the Maupin/Westwood neighborhood a few weeks ago with Steve Hunt.

Since then, someone (I think from Columbia Curb and Gutter) has been in the neighborhood with some dirt and grass seed. In my yard, he put a little bit where I didn't need it, and didn't address the other issues I outlined for you, items 2a, 2b, and 3 on the list I gave you (and attach here). I didn't expect action on item 1, but thought we might have some attention at least to the landscaping issues.

If they plan to come back, fine. I hope they hurry. If not, we're pretty much where we were before the neighborhood meeting. Would it help for us to work directly with CCG?

David

On 3/16/09 9:36 AM, "Carole Riesenber" wrote:

> Thank you, Mr. Wade, for your prompt reply. I will check with my neighbors > to see when we might be able to meet with you and a city engineer.

> Carole R.
 > Carole L. Riesenber
 > 409 Maupin Road
 > Columbia, MO 65203
 > (573) 875-5179
 > criesenb@centurytel.net

>

>

>

> ----- Original Message -----

> From: "Ward4"

> To: ; ;

> ; ; ;

>

> Cc: "CityMan CityMan"

> Sent: Monday, March 16, 2009 6:35 AM

> Subject: Re: Maupin Road Sewer Project

>

>

Project Notes:

>> Carole,

>> I am available to meet with you in the near future. I am generally not >> available on Monday or Tuesday evening. At this time, after April 1, most

>> of my Wednesday and Thursday evenings are open except for April 9, when I >> will be hosting a Ward 4 Forum on the city budget at Fairview School. I >> hope some of you will be interested in participating in that.

>>

>> I am forwarding this to the city in anticipation that we would want an >> engineer from Public Works to also attend.

>>

>> Jerry

>>

>>

>>>>> "Carole Riesenber" 03/15/09 8:47 PM >>>>>

>> Hello Mr. Wade,

>> As you know, the Maupin, Edgewood, Westwood and Glenwood sewer project >> ended this past fall. I am very happy that I have no worries that the >> sewer lines in my basement will back up. I have had absolutely no

>> problems. >> However, the concrete driveway that replaced my asphalt driveway on the >> city easement is now beginning to break down. There are two holes >> revealing the rock under the surface of the concrete. I had the remainder >> of my driveway redone in concrete at my own expense and it shows no holes, >> cracks or any signs of damage. I would like to know what options the city

>> has for addressing this issue.>> Additionally, the "landscaping" that was done in our entire neighborhood >> was not of the quality that we had been promised. As you know, the >> original contract was discharged because the company never did the work >> and CCG took over. The topsoil and compost that were to be added did not >> materialize in any suitable depth or quality. I was told that my yard >> would be graded to smooth out the various bumps and gouges caused by the >> work. This was not done. It is a completely unsatisfactory job.

Does >> the city have plans to follow through on making certain that our property >> was restored in the manner in which we were promised? >> Those of us who have these issues and worse issues such as back yards >> flooding would be happy to meet with you. Please let me know if you would >> be available for a neighborhood meeting in the near future. Thanks very>> much.

>> Carole R.
>> Carole L. Riesenberg
>> 409 Maupin Road
>> Columbia, MO 65203
>> (573) 875-5179
>> criesenb@centurytel.net
>>
>>
>>

[Back](#) | [Main](#)