

Administrative Committee

Wednesday, August 11, 2021

The Administrative Committee was held on Wednesday, August 11, 2021 at 9:00 a.m. at the Government Center, 300 Hoven Drive, Pacific, MO 63069.

I. Call to Order

The meeting was called to order by Alderman Nemeth.

II. Roll Call

Present at Roll Call: Alderman Adams, Alderman Nemeth. Absent: Alderman Stotler.

Others present: Donna Graham, President of Meramec Valley Historical Museum, Sue Reed, Administrator Roth, City Clerk Barfield.

III. Public Participation

Donna Graham, President of the Meramec Valley Historical Society stated she was asked to put together a list of needed items. They have put together these needs: Safe, a better copier for photos, a de-humidifier for part of the building as the humidity is really bad, shelving (this is ordered) a wall built separating our things from the park items and possible different lighting after the wall is built.

There was further discussion to develop guidelines on what items they would accept going forward. This would include what happens to the items once they feel like their life is up, including to what happens to the items they have now that they may not need. President Graham agreed and stated in the past they have contacted other museums. Alderman Adams thought once the City hired a director for this, they would also have input. He continued that in the next week he hoped to have a meeting with all the chairs of the committees to discuss goals and procedures. Chairman Graham stated someone may want to reach out to the Washington Historical Society to see if we could obtain the resumes of the people that were interested in that position. Administrator Roth stated they were a 501C3 and not part of the City, he didn't think the City should do that but if she wanted to, he did not see any harm. Alderman Nemeth also thought it might be more beneficial to have the air conditioning looked at on that other side of the building rather than dealing with a de-humidifier. Alderman Adams agreed and stated he hoped to be meeting with the Chair of the Administrative Committee and the Operations Committee to discuss projects. He thought that was something one of those committee could do. The whole complex is a priority for him. President Graham also thought signage was needed on the Wintec building, as now it just reads "Parks". She continued they are in the office on Thursdays from 9 to noon.

V. Old Business

Red Cedar Update – Navigate was unable to attend today. Administrator Roth stated she will be attending as time allows. A structural evaluation was done recently and we are waiting on the report. There is a real need for a Director of Community Development person, as they would be involved in the project with construction and operation. He has collected information on options of operating but is not ready to discuss today. Discussion followed and the committee feels like they would select a firm to negotiate with if they went with the direction of a firm. He would like to have a list of firms that would be able to do this by the next meeting. Administrator Roth stated the timeframe is important. He felt like a firm would need to be under contract by December, but there is a fair amount of work to do before then. This is a specialty field and he will work on this. **Motion made by Alderman Adams to put before this Board of Alderman at the first meeting in November and final approval before Thanksgiving., motion seconded by Alderman Nemeth. A voice vote was taken with an affirmative result.**

Recap of assisting Meramec Valley Historical Group at the building – This was discussed

Management company options – This was discussed

Property construction signage – Administrator Roth stated there was a design discussed but this was not completed yet. He would like to meet with the Acting President of the Board to finalize this.

Update on MoDot right-of-way – Administrator Roth stated there has been no updated. He did not follow up with them, but has not heard back. Navigate is aware of this problem, but they have not been involved yet, and this is not part of their contract. This would need Commission approval. October is a deadline to have these documents finalized by. Discussion followed. **Motion made by Alderman Nemeth, seconded by Alderman Adams to give Administrator Roth the ability to task Navigate with the MoDot right-of-way issue. A voice vote was taken with an affirmative result.**

Removal and storage of Red Cedar Sign – Administrator Roth was not sure who was taking this down, but they are aware of it.

Update on change order that was approved at Board meeting – Administrator Roth stated it is helpful to have the Building Inspector involved with the changes at Red Cedar. Alderman Nemeth asked if the basement was water tight? Administrator Roth was unsure, but was also not aware of any issue with the basement. He can follow-up with Navigate. There is concern on the drainage on the west side of the building. There needs to be a swale and he believes it is in the contract. He will have Navigate review it.

There was further discussion on the Administration Committee having authority for the rest of the complex and this has not gone to the Board of Aldermen. Alderman Adams stated he would like to hold off on this right now, as he wants to meet with the chairs of the Operations Committee and Administration about projects.

VI. Adjourn

Motion made by Alderman Adams, seconded by Alderman Nemeth to adjourn. A voice vote was taken with an affirmative result.

The meeting adjourned at 9:43 a.m.