

The Highway Division is comprised of approximately 90 County employees who are assigned to operate a variety of equipment and maintain Jefferson County's approximately 668 miles of roads and 167 bridges.

Employees of the Highway
Division perform various maintenance
and construction activities that
include pavement repair, maintaining
traffic signs and signals, snow removal,
and maintaining pavement markings.



Jefferson County Missouri Public Works Highway Division PO BOX 100 Hillsboro MO 63050-0100

Jefferson County

Department of Public Works





Subdivision Street Resident Guide to the Highway Division

pworks@jeffcomo.org (636)-797-5340 Maple Street Annex 725 Maple Street, Room 104 Hillsboro, MO 63050 Welcome to the subdivision street maintenance program! The streets within your community will now be maintained and improved by the Highway Division of the Jefferson County Public Works Department. There are many activities that this maintenance will include, and many others that it does not. This brochure will help educate you on what is included now under public maintenance and what is still left up to the community and individual lot owners to continue maintaining.

It is important to understand that your streets, easements, storm drainage, bridges/culverts, traffic signs, etc. are still owned by your community. The County does not own your community improvements or easements; instead, you have just put your trust in us to maintain them for you. The County works within your community under a street maintenance agreement. We will strive to meet and exceed your expectations



Our county maintenance crews will review, inspect and maintain your streets on a routine basis: However, we cannot catch every problem as they occur. Should you discover an issue with any of the maintenance areas that the county is now responsible for, Please feel free to submit a customer service request by any of the following methods:

- Visit <u>www.jeffcomo.org</u>; then select Road Maintenance Issues under 'Hot Topics', then click on the 'Online Service Center' link at bottom of the page
- Call our customer service hotline at (636)797-5340
- Mail in your service request to:
 Jefferson County Public Works
 PO Box 100
 Hillsboro, MO 63050



The following is a list of maintenance and improvement services that we will provide along the streets of your community:

- Winter weather response for snow and ice removal
- Pavement repairs such as pothole patching, crack sealing, curbs, etc.
- Concrete slab replacements or asphalt overlays
- Maintenance of all traffic control signs and pavement markings
- Maintenance and future replacement of all major culverts or bridges
- Closed drainage system repairs and replacements

The following is a list of responsibilities that are not offered under the service agreement with the County and will remain with the community:

- Pedestrian sidewalks and curb ramps
- Community street lighting
- Street-side trash or litter removal
- Dead animal removal
- Storm drainage that is outside of the street easements
- Development amenities and common grounds
- Landscaping, tree trimming, brush clearing, mowing, etc.

COMMON QUESTIONS ABOUT THE PETITION PROCESS:

Is there a timeline/deadline to return the completed petition to the County?

There is no timeline/deadline. Take your time to give all lot owners a chance to understand what you are requesting. It is highly recommended that you approach each lot owner, so that they have a chance to understand what is going on. Please do not get a minimum simple majority to sign and then stop. You run the risk of your community getting frustrated with the Trustees.

In the cases where multiple people are on the deed/mortgage such as husband and wife, do we need to have both sign for each lot or will one signature be sufficient for the petition?

One signature per lot will do, just as long as the one who signs is actually on the recorded deed.

Will husband and wife signatures for the same lot count as one or two signatures toward the total count in what is needed toward the simple majority?

We count lots in the simple majority, not total signatures. Again, just have one owner per lot sign the petition.

Is it acceptable to the County for us to make copies of the petition so multiple people can canvas the subdivision for lot owner signatures at once?

Yes, that would be fine. I would only ask that you don't go crazy with it. Several would be okay for us to piece back together as one complete petition, but a dozen or more will be too much.

Besides the County website and your Preliminary Review Memo, is there a brochure or other description material that we can share with homeowners during the signature signing to answer their general questions about the programs?

I would suggest that everyone reads the policy on the website. It clearly states what is involved and what is excluded. If they have other questions, then I would suggest gathering them up as you get them, then send them to me. I'll answer them and perhaps you could go back and get the signature when they are satisfied. Please do not send folks my way directly with questions. You are the point of contact that I am working with in this subdivision.

Would you or your team be available to respond to questions from homeowners as needed should they come up during the signature signing that we can't answer?

See above. Please do not send them directly my way. I cannot field that many questions from all the individual lot owners of each applicant we are receiving. Your process will take a long time if you do.

Would you be willing to attend our meeting to explain any reservations our residence have?

My schedule is extremely busy with many night meetings for county business already. I would suggest that maybe you hold an initial meeting to discuss the results of the preliminary review. There are many details in there that your community will want to know about. Gather up any questions/concerns they have about agreeing to the program and send them to me collectively.

The Jefferson County Snow Removal document indicates that parking is not allowed on any County road or on County right-of-way. Does this include subdivisions taken over by Jefferson County?

Jefferson County does not consider parking regulations within subdivisions to be impacted under this Policy. Therefore, whatever parking regulations that currently exist in the subdivision will not be affected. It should be noted that vehicles parked in a street greatly impact our ability to effectively clear snow. We would highly recommend that, when inclement winter weather is forecasted, the Trustees encourage the homeowners to park their vehicles in the driveway and keep the street clear for our snow-clearing crews.

If Jefferson County were to take over maintenance of our streets, would repairs consist of replacing the concrete, or is an asphalt overlay a possibility?

Jefferson County strives to spend the taxpayer's dollars in a cost-effective manner. However, with that in mind, we also understand that residents would be dismayed to see concrete slabs replaced with an asphalt patch, simply because it was a cheaper option.

It is our intention to replace existing pavement with like materials (concrete with concrete; asphalt with asphalt). Over time, if we believe that the best maintenance treatment for a concrete road is an asphalt overlay, we will contact the trustees to obtain their input prior to proceeding with an overlay.

Does this maintenance agreement include all storm water sewers?

Jefferson County will only maintain the storm sewers that lie within the roadway easement. We will not maintain any sewers that lie outside the roadway easement (for example, between houses, within common ground, etc.).

If, for some reason, the subdivision would choose to resume maintenance on its own, what would be the procedure?

The maintenance agreement will provide an "opt-out" option for both parties, which will define how each party can void the agreement.

If Jefferson County assumes the responsibility for the roads, how are needed repairs submitted? Are their work orders? A phone number? Or is the condition automatically monitored by the county?

Our maintenance forces will keep an eye on the subdivision streets and determine if any maintenance activity needs to be implemented...whether these needs are immediate (potholes) or longer-term (slab replacement). You are also always welcome to call in to our office and place a work order.

How swiftly would snow be removed? We do have a fairly steep hill. The reason we felt it was necessary to ask is because the company that we currently employ takes care of our subdivision very quickly. Should we or can we keep their service?

When it comes to snow removal, our first priority will be the major County roads, then we will move on to our minor roads, which will include subdivision streets. You are welcome to retain your snow-removal contract with your current provider. The decision to do so will be stipulated in our agreement, if this is the direction you decide to go.

Once the required signatures are collected is there a waiting period or does that finalize the process?

We will verify the signatures on the petition. If all look good, we will send you an agreement for the trustees to execute. Then the agreement will go through the County's legislative process.

SUNNY BROOK FARM

PLAT ONE

Located in Section 5, Township 42 North, Range 6 East, Jefferson County, Missouri

OFNER'S CERTIFICATE

The undersigned owners of the tract of land herein platted and further described in the foregoing surveyor's certificate have caused the same to be surveyed and subdivided in the manner shown on this plat, which subdivision shall hereinafter be known as SUMMYBROOK FARM FLAT ONE.

All easements and roadways on this plat, unless designated for other specific purposes, are hereby dedicated to PUBLIC WITE SUPLY DISTRICT 10, ROCK CREEK STEER DISTRICT, RIDUELD MISSOURI MATURAL GAS COMPANY, WHICH ELECTRIC COMPANY, SOUTHWEISTERN ERLL TELEPHONE COMPANY, their successors and assigns as their interest may appear for the purposes of constructing, maintaining and repairing public utilities with the right of temporary use of adjacent ground not occupied by improvements for the excavation and storage of materials during installation, repair or replacement of said utilities. All easements and roadways on this plat, unless designated

All streets are hereby dedicated to and shall be maintained by all present and future lot owners of ALL SUMMYSROOK FARK DEVELOPRENTS, their successors and/or assigns, and shall have unlimited access for emergency vehicles.

All lots in this subdivision shall-be-subject to a five foot [5'] wide easement adjoining and parallel with all lot lines, a fifteen foot [15'] wide easement adjoining and parallel with all roadways, and a ten foot [10'] wide easement adjoining and parallel with the subdivision boundary.

All common ground areas, sidewalks and storm water detention basins to remain with and be maintained by all present and future lot owners of ALL SUMMYBROOK FARM DEVELOPMENTS.

DAVID GUTHREL - PRESIDENT

STATE OF MISSOURI : COUNTY OF JEFFERSING

On this Add day of Currency, 1991, before me appeared DAVID GETRREL, to me personally known, who, being by me duly sworn, did say that he is the PRESIDENT of GOTEREL BUILDING COMPANY, INC., a corporation of the State of Kissouri and that the seal affixed to the foregoing instrument is the corporate seal of said corporation, and that said instrument was signed and sealed in behalf of said corporation, by authority of its partners; and said PRESIDENT acknowledged said instrument to be the free act and deed of said corporation.

IN TESTIMONY WHEREOF, I have become set my hand and affixed my official seal in the Court and state aforesaid, the day and year first above written.

MOTARY PLEASE STATE OF PERSONAL AFFECON COUNTY MY CORRESPONDED. DEC. 1,1992

Name Printed

Notary Public Hoga

My Term Expires:

PLANNING AND ZONING COMMISSION CERTIFICATE This is to certify that the plat of SUMMYBROOK FARK PLAT ONE, as shown hereon, has been approved by the Jefferson County Planning and Zoning Commission on the 26+4 day of , 1991.

Michael Turley Chairman FP91-8

Please be advised that after researching our records, we find that there are no outstanding delinquent taxes on parcel number of 50 050 00000 1 025. , last assessed in the name(s) of Golden Edit (b. , dior the years of , dior the years of

1988, 1989, or 1990.

BETH MAHN, COMBOOM Beth Mahn, Collector of Revenue

PRINTINGS CERTIFICATE
This is to certify to the best of my belief, knowledge, and ability that GOVERO LAND SERVICES, INC., at the request of GOVERAL BUILDING COMPANY, INC, during the month of June, 1991, prepared a plat, based on field information obtained from field personnel under my direction, of a tract of land located in THE MORTHERE GUARTHE OF FRACTIONAL SECTION 5, TOWNSHIP 42 MORTE, RANGE 5 EAST, AND BEING PART OF THAT TRACT AS RECORDED IN DEED MOON 457, PAGE 2308 of the Land Records of Jefferson County, Nissouri.

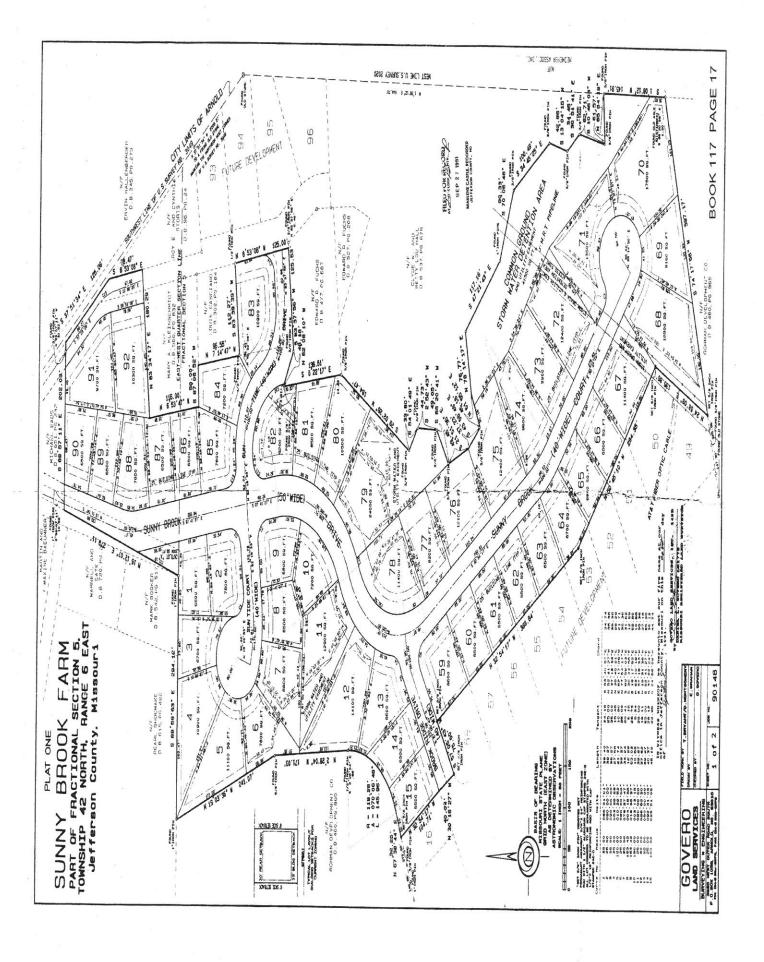
I also declare that under my supervision and to the best of my ability and professional judgmeent that the results shown hereon are made in accordance with the current MININUM STANDARDS FOR PROFERRY BOUNDARY SURVEYS as set forth by the MISSOURI DEPARTMENT OF NATURAL RESOURCES, DIVISION OF GEOLOGY AND LAND SURVEY.

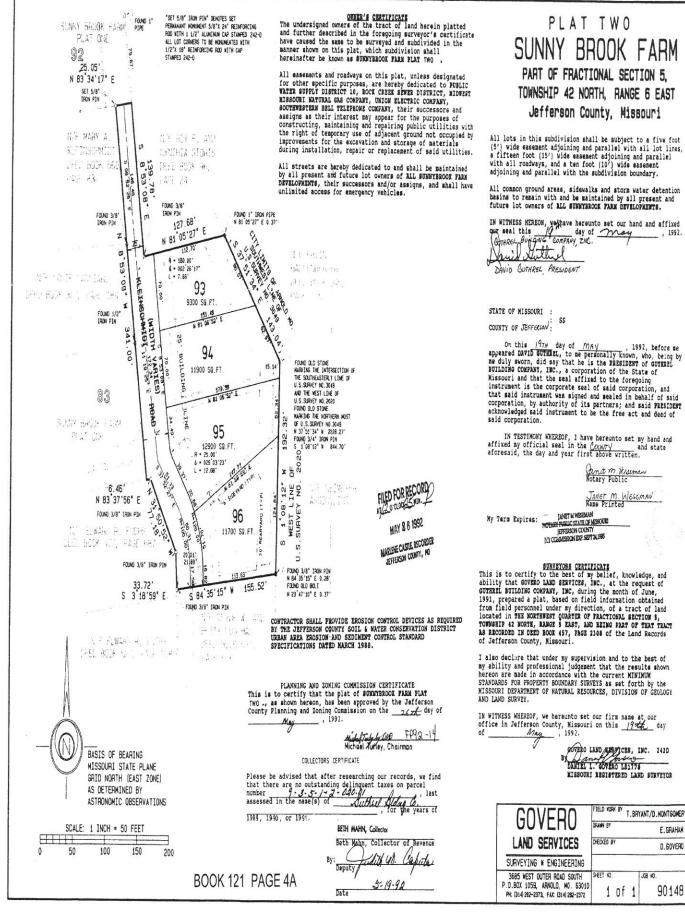
IN WITNESS WHEREOF, we hereunto set our firm name at our office in Jefferson County, Missouri on this 263 day of ________, 1991.

GOVERO DAND SERVICES, INC. 2420 DANIEL L. GOVERO L81778 KISBOURI REGISTERED LAND SURVEYOR

| COVEDO | FIELD WORK BY TMB LS#2269 | REVISED |
|---------------------------------------------------------------|------------------------------|------------------|
| GOVEHO | DRAWN BY EEG LS#2262 | AEVISED . |
| LAND SERVICES | CHECKED BY DLG LS#1778 | REVISED |
| SURVEYING * ENGINEERING | DATE | REVISED |
| 3685 WEST DUTER ROAD SOUTH P.O.BOX 1059, ARNOLD, NO. 63010 | 1 | J08 NO. 90148 |
| PH (314) 282-2373, FAX: (314) 282-2372 | SHEET 2 OF 2 | |

BOOK 117 PAGE 18



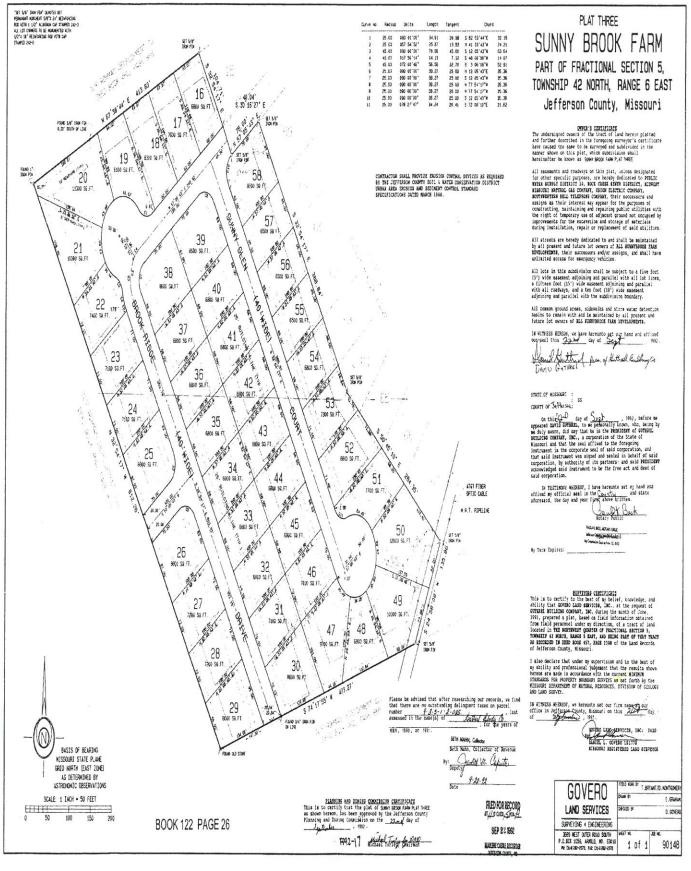


E. GRAHAM

D. GOVERO

90148

Exhibit A



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GRANT OF ROADWAY EASEMENT FOR PUBLIC USE

SUNNY BROOK FARM-PLAT ONE, Jefferson County, Missouri

THE SUNNY BROOK FARM TRUSTEES, Jefferson County, Missouri ("Grantor"), for consideration given, do hereby grant for PUBLIC USE, a permanent right and easement over that portion of Grantor's Premises located in Jefferson County, Missouri and shown as "Brook Ridge Drive"; "Kleinschmidt Drive"; "Sunny Brook Court"; "Sunny Brook Drive"; "Sun Tide Court"; and "Sun Tide Drive" (the "Roadway Easement Area") on the Subdivision Plat entitled "Sunny Brook Farm Plat One" dated September 27, 1991, prepared by Daniel L. Govero, RLS, and recorded at the Jefferson County Recorder of Deeds ("Recorder") in Deed Book 117, Pages 17-18; for the County and the general public for access, travel and use for all other purposes for which ways are used in Jefferson County, Missouri.

| EXECUTED under seal this day of | · |
|---------------------------------|--------------------------------------------------------------------|
| | GRANTOR: |
| | Andrew Helgeson, President Sunny Brook Farm Subdivision |
| | Natalie Ventimiglia, Vice-Presider Sunny Brook Farm Subdivision |
| | Tom Brinkmeyer, Secretary Sunny Brook Farm Subdivision |
| | Jose Ochoa, Member at Large |

| State of Missou Jefferson Coun | | |
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| appeared which were □ 1 affirmation of a | photographic identificatio a credible witness, per | , before me, the undersigned notary public, personally, proved to me through satisfactory evidence of identification, n with signature issued by federal or state governmental agency, □ oath or sonal knowledge of the undersigned, to be the person(s) whose names are ment, and acknowledged to me that he/she/they signed it voluntarily for its |
| | | Notary Public My commission expires: |
| State of Missou Jefferson Coun | | |
| which were \square affirmation of a | photographic identification \square per credible witness, \square per | , before me, the undersigned notary public, personally, proved to me through satisfactory evidence of identification, on with signature issued by federal or state governmental agency, □ oath or sonal knowledge of the undersigned, to be the person(s) whose names are ment, and acknowledged to me that he/she/they signed it voluntarily for its |
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| State of Missou Jefferson Coun | | |
| appeared $_$ which were \square affirmation of a | photographic identification a credible witness, □ per receding or attached docu | , before me, the undersigned notary public, personally, proved to me through satisfactory evidence of identification, on with signature issued by federal or state governmental agency, □ oath or sonal knowledge of the undersigned, to be the person(s) whose names are ument, and acknowledged to me that he/she/they signed it voluntarily for its |
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| State of Missou Jefferson Coun | | |
| appeared $_$ which were \square affirmation of a | photographic identification credible witness, \Box per | , before me, the undersigned notary public, personally, proved to me through satisfactory evidence of identification, on with signature issued by federal or state governmental agency, □ oath or sonal knowledge of the undersigned, to be the person(s) whose names are ament, and acknowledged to me that he/she/they signed it voluntarily for its |
| | | Notary Public My commission expires: |

GRANT OF ROADWAY EASEMENT FOR PUBLIC USE

SUNNY BROOK FARM-PLAT TWO, Jefferson County, Missouri

THE SUNNY BROOK FARM TRUSTEES, Jefferson County, Missouri ("Grantor"), for consideration given, do hereby grant for PUBLIC USE, a permanent right and easement over that portion of Grantor's Premises located in Jefferson County, Missouri and shown as "Kleinschmidt Drive" (the "Roadway Easement Area") on the Subdivision Plat entitled "Sunny Brook Farm Plat Two" dated May 26, 1992, prepared by Daniel L. Govero, RLS, and recorded at the Jefferson County Recorder of Deeds ("Recorder") in Deed Book 121, Page 4A; for the County and the general public for access, travel and use for all other purposes for which ways are used in Jefferson County, Missouri.

| EXECUTED under seal this day of | |
|---------------------------------|--------------------------------------------------------------------|
| | GRANTOR: |
| | Andrew Helgeson, President Sunny Brook Farm Subdivision |
| | Natalie Ventimiglia, Vice-Presiden Sunny Brook Farm Subdivision |
| | Tom Brinkmeyer, Secretary Sunny Brook Farm Subdivision |
| | Jose Ochoa, Member at Large Sunny Brook Farm Subdivision |

| State of Missou Jefferson Count | | |
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| appeared which were ☐ I affirmation of a | photographic identification a credible witness, □ pers | , before me, the undersigned notary public, personally, proved to me through satisfactory evidence of identification, with signature issued by federal or state governmental agency, □ oath or onal knowledge of the undersigned, to be the person(s) whose names are ment, and acknowledged to me that he/she/they signed it voluntarily for its |
| | | Notary Public My commission expires: |
| State of Missou Jefferson Count | | |
| which were \Box affirmation of a | photographic identification a credible witness, \Box pers | , before me, the undersigned notary public, personally, proved to me through satisfactory evidence of identification, n with signature issued by federal or state governmental agency, □ oath or conal knowledge of the undersigned, to be the person(s) whose names are ment, and acknowledged to me that he/she/they signed it voluntarily for its |
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| State of Missou Jefferson Count | | |
| appeared which were \square affirmation of a | photographic identification a credible witness, \square pers | , before me, the undersigned notary public, personally, proved to me through satisfactory evidence of identification, in with signature issued by federal or state governmental agency, □ oath or sonal knowledge of the undersigned, to be the person(s) whose names are ment, and acknowledged to me that he/she/they signed it voluntarily for its |
| | | Notary Public My commission expires: |

GRANT OF ROADWAY EASEMENT FOR PUBLIC USE

SUNNY BROOK FARM-PLAT THREE, Jefferson County, Missouri

THE SUNNY BROOK FARM TRUSTEES, Jefferson County, Missouri ("Grantor"), for consideration given, do hereby grant for PUBLIC USE, a permanent right and easement over that portion of Grantor's Premises located in Jefferson County, Missouri and shown as "Apple Hollow Drive"; Brook Ridge Court"; "Brook Ridge Drive"; and "Sunny Glen Court" (the "Roadway Easement Area") on the Subdivision Plat entitled "Sunny Brook Farm Plat Three" dated September 22, 1992, prepared by Daniel L. Govero, RLS, and recorded at the Jefferson County Recorder of Deeds ("Recorder") in Deed Book 122, Page 26; for the County and the general public for access, travel and use for all other purposes for which ways are used in Jefferson County, Missouri.

| A copy of Sunny Brook Farm Plat Three Subdivision Plat i | is attached hereto as Exhibit A. |
|----------------------------------------------------------|---------------------------------------------------------------------|
| EXECUTED under seal this day of | . |
| | GRANTOR: |
| | Andrew Helgeson, President Sunny Brook Farm Subdivision |
| | Natalie Ventimiglia, Vice-President Sunny Brook Farm Subdivision |
| | Tom Brinkmeyer, Secretary Sunny Brook Farm Subdivision |
| | Jose Ochoa, Member at Large Sunny Brook Farm Subdivision |

| State of Missou Jefferson Coun | | |
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| State of Missou Jefferson Coun | | |
| which were \square affirmation of a | photographic identification \square per credible witness, \square per | , before me, the undersigned notary public, personally, proved to me through satisfactory evidence of identification, on with signature issued by federal or state governmental agency, □ oath or sonal knowledge of the undersigned, to be the person(s) whose names are ment, and acknowledged to me that he/she/they signed it voluntarily for its |
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| State of Missou Jefferson Coun | | |
| appeared $_$ which were \square affirmation of a | photographic identification credible witness, \Box per | , before me, the undersigned notary public, personally, proved to me through satisfactory evidence of identification, on with signature issued by federal or state governmental agency, □ oath or sonal knowledge of the undersigned, to be the person(s) whose names are ament, and acknowledged to me that he/she/they signed it voluntarily for its |
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