



MEETING OF THE  
ADMINISTRATION/PUBLIC WORKS COMMITTEE

6:00 P.M.

04/12/16

If you would like to submit a comment regarding an item on this meeting agenda, please visit the [Form Center](#).

I. Roll Call

II. Approval Of Minutes (March 8, 2016 Meeting)

Documents: [DRAFT MINUTES OF MARCH MEETING.PDF](#)

III. Public Participation

IV. Administration

A. For Information

1. Financial Update (Wards – All)

B. For Action

1. Purchase Of Accounting Software Upgrade (Wards – All)

Documents: [PURCHASE OF ACCOUNTING SOFTWARE UPGRADE.PDF](#)

2. Review Of Statements Of Qualifications – Marketing And Public Relations (Wards – All)

Documents: [REVIEW OF SOQS MARKETING AND PUBLIC RELATIONS.PDF](#)

3. Phase 2 City Hall Acoustical Improvements (Ward 8)

Documents: [PHASE 2 CITY HALL ACOUSTICAL IMPROVEMENTS.PDF](#)

V. Public Works

A. For Information

1. None

B. For Action

1. Review Of Asphalt Resurfacing Bids (Wards One, Three And Six)

Documents: [2016 ASPHALT RESURFACING BIDS.PDF](#)

VI. Items Not Ready For Action

A. Senior Programming Update (Wards – All)

B. Old State Road Conceptual Design – Cost-Share Agreement (Wards Seven And Eight)

VII. Other

VIII. Next Meeting: Tuesday, May 3 , 2016

IX. Adjournment

**If you would like to submit a comment regarding an item on this meeting agenda, please visit the [Form Center](#).**

The Council Administration/Public Works Committee Will Consider and Act upon the Matters Listed above and Such Others as May Be Presented at the Meeting and Determined to Be Appropriate for Discussion at That Time.

Notice Is Hereby Given That the Council Administration/Public Works Committee May Also Hold A Closed Meeting for the Purpose of Dealing with Matters Relating to One or More of the Following: Legal Actions, Causes of Action, Litigation or Privileged Communications Between the City's Representatives and its Attorneys [RSMO 610.021(1)1994]; Lease, Purchase or Sale of Real Estate [RSMO 610.021(2)1994]; Hiring, Firing, Disciplining or Promoting Employees by a Public Governmental Body [RSMO 610.021(3)1994]; Bidding Specification [RSMO 610.021(11)1994]; And/or Proprietary Technological Materials [RSMO 61-.021(15)1994].

The City of Wildwood Is Working to Comply with the Americans with Disabilities Act Mandates. Individuals Who Require an Accommodation to Attend a Meeting Should Contact City Hall, 458-0440 at Least 48 Hours in Advance.



## **Administrative/Public Works Committee**

### **Record of Proceedings**

**Tuesday, March 8, 2016 at 6:00 pm**

**City Hall Community Room at 16860 Main Street**

#### **I. Welcome and Roll Call**

The meeting was called to order at 6:04 pm. Chair Bowlin requested a voice roll call of members, which was taken with the following results:

Committee Members in Attendance: Council Member Jim Bowlin, Chair  
Council Member Sue Cullinane  
Council Member Katie Dodwell  
Council Member Joe Garritano  
Council Member Greg Stine

Committee Members Absent: Council Member Dave Bertolino  
Council Member Ed Marshall  
Council Member Larry McGowen

Staff Members in Attendance: Mayor Tim Woerther  
City Administrator Ryan Thomas  
Director of Public Works Rick Brown  
Meeting Recorder, Carla Patrick

#### **II. Approval of Meeting Minutes from February 2, 2016**

Chair Bowlin inquired as to any proposed changes to the minutes and without such, Council Member Dodwell made a motion for approval and Council Member Stine seconded such motion. All agreed in favor and MOTION APPROVED.

#### **III. Administration**

##### **A. For Information**

- 1. Financial Update (Wards – All)**
- 2. Alternative Community Service Program – Six Month Review (Wards – All)**

##### **B. For Action**

**1. Adoption of 2016 Salary Plan (Wards – All)**

Chair Bowlin introduced the recommendation of City Administrator Thomas. Council Member Dodwell inquired as to difference in grade between Director of Public Works and Director of Planning and Parks. City Administrator Thomas responded that Planning and Parks is a dual department. Council Member Cullinane inquired as to comparisons with other municipalities, wherein City Administrator Thomas reported that the City was in line with others, and exceeded in a few categories. Council Member Cullinane motioned for approval to adopt the Salary Plan. Motion was seconded by Council Member Garritano, and with no objections, MOTION APPROVED.

**2. Employee Retirement Plan Management (Wards – All)**

Chair Bowlin referenced the recommendation of City Administrator Thomas, noting this is a follow-up, which includes issues brought forth at the last meeting. Chair Bowlin and Council Member Cullinane reiterated the necessity for periodical meetings with employees, and spouses if they wish. City Administrator Thomas offered that a commitment for such had been ensured, adding also the commitment for personal consultations upon request. Council Member Stine motioned for approval to move forward with recommendation to the Council and Council Member Cullinane seconded such motion. All members were in agreement. MOTION APPROVED.

**3. Alternatives to Sewer Lateral Repair Tax (Wards – All)**

The details of an optional program were discussed at the last meeting. City Administrator Thomas advised that the purpose of this recommendation is to promote the Missouri American Water program as a voluntary option for residents. It was brought forth that in such promotion, a disclaimer must be utilized that the program is not affiliated with the City. Suggestions were offered for maximizing awareness to include the Gazette and the website with a link to the program website included. All members agreed to proceeding.

**4. RFQ – Marketing and Public Relations Consultant (Wards – All)**

This request is for approval to send out the Request for Qualifications, so that responses may be reviewed by this Committee. Chair Bowlin advised that the City Council be made aware of this initiative, as this issue has often been a point of conversation. Council Member Dodwell motioned for approval, with a second by Council Member Garritano. All members were in agreement, MOTION APPROVED.

**IV. Public Works**

**A. For Information**

**1. Snow Removal Contractor Review (Wards – All)**

Council Member Garritano relayed his observation of delayed snow removal in a January occurrence. Streets had not been cleared in his subdivision that Sunday morning. Upon further exploration, he found that some main streets had been cleared, yet most auxiliary streets had not been cleared at noon. Town Center had been cleared. He contacted City Administrator Thomas to request the contractor to return to complete the snow removal. He was concerned that this may not have been an isolated incident. Chair Bowlin inquired as to the length of time the City has worked with this contractor (T. Hill). It was noted that the City has worked with them for fifteen years. Director Brown reported that they are instructed to clear main streets first and then return to complete the job. He also noted that the contractor had advised him that the driver in this instance was new to this area and did not have a map of the secondary streets. Council Member Garritano then noted that in the next snow, which arrived that same week, the streets were cleared early in the morning. Therefore, he concludes that this is no longer a problem at this time.

**B. For Action – None**

**V. Items Not Ready for Action**

**A. Senior Programming Update (Wards – All)**

**B. Purchase of Accounting Software Upgrade (Wards – All)**

**C. Old State Road Conceptual Design – Cost Share Agreement (Wards Seven and Eight)**

**VI. Other**

Chair Bowlin congratulated City Administrator Thomas on twenty years of service to the City of Wildwood and expressed his appreciation for such. All members joined in the congratulations.

**VII. Next Meeting:** April 12, 2016

**VIII. Adjournment**

Meeting was adjourned at 6:31 pm.



## MEMORANDUM

To: Administration/Public Works Committee Members

Cc: Mayor Woerther and Planning/Economic Development/Parks Committee Members

From: Ryan S. Thomas, City Administrator

Date: April 8, 2016

Re: Purchase of Accounting Software Upgrade

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### Background

At the February 2, 2016 Meeting of the Administration/Public Works Committee, the Committee recommended moving forward with an upgrade to the City accounting software package, Incode 10, subject to a final review of costs, including necessary hardware upgrades. A summary of the final costs is shown on the attached page, which includes hardware, initial license fees, implementation, migration, data conversion, and other expenses related to get the upgraded package up and running. Annual license fees are listed separately.

Of the total first year costs of \$73,011, \$30,317 was encumbered from the residual 2015 budget, leaving a balance of \$42,694 to complete the purchase.

### Recommendation

It is recommended that the City complete the purchase of the necessary hardware, software and accessory services to migrate to Incode 10, as previously recommended by the Department of Administration, which will require a mid-year budget amendment totaling \$42,694.

### Reasons for Recommendation

To improve data management, reporting capabilities, and reduce staff time required for data entry and data management.

I will be available for any questions or comments at the April 12, 2016 Administration/Public Works Committee Meeting.

RST

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Tyler Tech Software Additions/Upgrades 2016 Amended Quote 4-8-16

04/08/2016

	Hardware	Initial License Fees	Estimated Implementation Services	Migration Services	Data Conversion	Est Travel Exp	Total	Annual License Fees/Charges <sup>(2)</sup>
Incode Financial Management Suite 10 Upgrade		3,960	-	10,000		11,480	25,440	990
Business License		2,200	3,000		7,735	3,122 <sup>(1)</sup>	16,057	550
Personnel Managment (Payroll)		4,000	8,000	5,000			17,000	1,000
Inventory & Fixed Assets			2,000		4,450		6,450	-
Financial Consulting Services		-	1,500				1,500	-
SQL Server	1,024						1,024	-
Hard Drives (3)	1,500						1,500	-
	<u>2,524</u>	<u>10,160</u>	<u>14,500</u>	<u>15,000</u>	<u>12,185</u>	<u>14,602</u>	<u>68,971</u>	
Tyler U								<u>1,500</u>
								<u>4,040</u>

(1)Travel Expense for Both Business License and Inventory

(2) due 90 days after installation

Note: Data Conversion for Incode 10 Migration Services are included at no charge.



## MEMORANDUM

To: Administration/Public Works Committee Members

Cc: Mayor Woerther and Planning/Economic Development/Parks Committee Members

From: Ryan S. Thomas, City Administrator

Date: April 8, 2016

Re: Review of Statements of Qualifications – Marketing and Public Relations

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### Background

The City is in receipt of thirteen (13) responses to the Request for Qualifications for a Marketing and Public Relations consultant, available for review at the following link:

<https://www.dropbox.com/sh/grzqaozj2htf6c/AAAYMnTCdqptd9YPmD2Sle-Ma/Marketing%20and%20PR%20Firms?dl=0>

### Recommendation

It is recommended that a shortlist of approximately three (3) firms be identified for formal interviews, from which a finalist would be selected and an agreement negotiated. If the Committee is prepared to discuss a shortlisting of firms at the April 12, 2016 Administration/Public Works Committee Meeting, interviews could be scheduled within the next couple weeks. Alternatively, a smaller Subcommittee could take on this task separately, and report back to the full Committee.

### Reasons for Recommendation

1. To assist in meeting the Objectives identified for City Council Strategic Goal #4: Develop Marketing Strategies for the City as a Regional Destination
2. To assist in meeting the Objectives identified for City Council Strategic Goal #5: Enhance Citizen Communications and Input

I will be available for any questions or comments at the April 12, 2016 Administration/Public Works Committee Meeting.

RST

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## MEMORANDUM

To: Administration/Public Works Committee Members

Cc: Mayor Woerther and Planning/Economic Development/Parks Committee Members

From: Ryan S. Thomas, City Administrator

Date: April 8, 2016

Re: Phase 2 City Hall Acoustical Improvements

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### Background

During 2015, Golterman & Sabo Architectural Products installed an acoustical treatment to the atrium lobby ceiling, which was very effective in reducing noise in this area. This work was completed at a cost of \$39,831, with the intent of completing a 2<sup>nd</sup> final phase of work in 2016 for other problematic areas in the building. The remaining areas planned in 2016 include the 2<sup>nd</sup> floor office areas, the lower level of the lobby, and the hallway to the Council Chambers. A total of \$40,000 has been allocated in the 2016 City Hall Fund Budget for this remaining work. Golterman & Sabo had provided an estimate for this work last fall, at a cost of \$33,062.

### Recommendation

It is recommended that the City continue with Phase 2 of the City Hall Acoustical Improvements, and enter into an agreement with Golterman & Sabo Architectural Products for this work.

### Reasons for Recommendation

1. Golterman & Sabo successfully completed Phase 1 of the project in 2015, and has demonstrated their ability to address interior building noise issues.
2. The areas identified for Phase 2 continue to be in need of addressing noise issues.
3. Funding for the project has been allocated in the 2016 City Hall Project Fund Budget.

I will be available for any questions or comments at the April 12, 2016 Administration/Public Works Committee Meeting.

RST

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# Acoustical Products: Section Proposal Contract

**ARCHITECTURAL PRODUCTS**  
**Golterman & Sabo**

**City of Wildwood**  
Attn: Ryan Thomas  
16860 Main Street  
Wildwood, MO63040  
  
Ph: 636-405-2041  
Fax: 363-458-6969

**Date:** October 15, 2015  
**Project:**  
**Location:**

**Bid Type:**

**Product:** AP1.5 Wall & Ceiling Panels **\*\*N.R.C.:** .95 **Edges:** Square  
**Core:** 1-1/2", Fiberglass **Mounting:** Snap-On Rotofast & Impaling Clips/Adhesive  
**Finish:** Standard Fabric, Guilford 2100  
**Qty & Sizes:** West Area: 30- 4' x 4' Panels mounted direct to ceiling, 10 -4' x 4' panels mounted to walls  
PRICE: \$9937.00 Material & Installation

East Area: 43- 4' x 4' Panels mounted direct to ceiling, 16- 4' x 4' , 2- 2' x 4' panels mounted to walls  
PRICE: \$14,380.00 Material & Installation

**Product:** AP1 Wall Panel **\*\*N.R.C.:** .85 **Edges:** Square  
**Core:** 1", Fiberglass **Mounting:** Impaling Clip, Adhesive  
**Finish:** Guilford Anchorage  
**Qty & Sizes:** Council Corridor- Panels running down both sides of corridor, mounted 6" above handrail to ceiling  
PRICE: \$4920.00 Material & Installation

Lower Lobby/ Balcony Face – Panels for one wall in Lower Lobby 20' w x 10'h running floor to ceiling  
Plus 36" h panels on face of balcony, all four sides  
PRICE: \$3825.00 Material & Installation

**Terms:** Net Thirty Days **Taxes:** Not Included - Tax Exempt Certificate on File  
**Freight:** Allowed to Jobsite **Unloading:** By GS  
**Rubbish:** Placed at one Jobsite Location, Removal by Others

G&S Standard Insurance Limits and Coverage Applies. New wall, primed by others. G&S reserves the right to approve fabric prior to manufacturing. Price based on standard Guilford 2100 fabric unless otherwise noted. To select from manufactures full range of upgrade fabrics and colors please call for revised price. Please call for revised pricing if fabric has a pattern that must match panel to panel. Added cost will apply. \*\*NRC test results based on our standard acoustically transparent fabric. Results may vary with other fabrics. Selection of White and Light colored fabrics may require a white scrim base covering. Added cost will apply.  
Pricing valid thirty (30) days from date of Proposal.

**By:** \_\_\_\_\_  
Dennis Voss dennisv@golterman.com

**Accepted By:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**2010, 2011 & 2013 ASA "Outstanding Specialty Subcontractor"  
2013 ASA Safety Award**

3555 Scarlet Oak Blvd. • St. Louis, MO 63122 • 636.225.8800 • Fax 636.225.2020

[www.goltermansabo.com](http://www.goltermansabo.com)

DR\_DENNISVOSS\_LQUOTEAPGMULTI\_10-15-2015093807AM



## Department of Public Works

### MEMORANDUM

To: Administration/Public Works Committee Members

From: Rick C. Brown, Director of Public Works

Date: April 6, 2016

Re: 2016 Asphalt Resurfacing - Review of Construction Bids

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#### Background

On Friday March 25<sup>th</sup>, 2016, sealed bids were opened for the 2016 Asphalt Resurfacing Project. This year's project, which has a budget of \$950,000, will provide a traditional 2" resurfacing of the following streets:

- Alt Road
- Eatherton Road
- Allenton Road
- Hardt Road

This year a total of six (6) contractors submitted bids for the project. The low-bidder was L. Krupp Construction, with a base bid amount of \$831,142.16. (A complete bid tabulation is attached.)

It should be noted that this year the Department included a bid alternate with the project. The bid alternate, if awarded, would upgrade existing street signs by removing and replacing substandard warning and regulatory signs on the streets to be resurfaced.

It should be noted, any remaining budget balance will be used for either shoulder stabilization work or additional street sign replacement throughout the City using our existing maintenance contracts.

#### Recommendation

The Department is recommending award of the 2016 Asphalt Resurfacing project to L. Krupp Construction. This will include all work in the base bid; however, the Department is not recommending award of the bid alternate. Based on the price bid for the bid alternate, we plan to complete this work for less cost by utilizing our existing maintenance contractors.

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**Reasons for Recommendation**

1. Krupp was the low bidder for the project.
2. The Department is satisfied that we received competitive bids for the project.
3. Krupp Construction's past performance has been outstanding, and the Department is confident in their ability to complete the project with minimal difficulty

Following a recommendation by the Committee, an Ordinance will be prepared for the April 25, 2016 City Council Meeting, authorizing a contract with L. Krupp Construction for this work.

I will be available for any questions or comments at the April 12, 2016 Administration/Public Works Committee Meeting.

RCB



**WILDWOOD**

**FY 2016 Asphalt Street Resurfacing**

Bid Item	Units	Qty	L Krupp		N.B. West		Byrne & Jones		Spencer Contracting	
			Unit	Extended	Unit	Extended	Unit	Extended	Unit	Extended
Type "C" Asphalt Surface Mix	Tons	14000	\$53.60	\$750,400.00	\$55.00	\$770,000.00	\$54.85	\$767,900.00	\$60.00	\$840,000.00
Milling	Sq. Yd.	6000	\$10.15	\$60,900.00	\$8.50	\$51,000.00	\$15.50	\$93,000.00	\$6.20	\$37,200.00
striping	Ln. Ft.	152632	\$0.13	\$19,842.16	\$0.11	\$16,789.52	\$0.18	\$27,473.76	\$0.12	\$18,315.84
<b>Total</b>				<b>\$831,142.16</b>		<b>\$837,789.52</b>		<b>\$888,373.76</b>		<b>\$895,515.84</b>
Bid Alternate		200	\$275.00	\$55,000.00	\$255.00	\$51,000.00	\$430.40	\$86,080.00	\$242.00	\$48,400.00
<b>Total plus alternate</b>				<b>\$886,142.16</b>		<b>\$888,789.52</b>		<b>\$974,453.76</b>		<b>\$943,915.84</b>

	Units	Qty	Ford Asphalt, Co.		Gershenson					
			Unit	Extended	Unit					
Type "C" Asphalt Surface Mix	Tons	14000	\$62.00	\$868,000.00	\$66.20	\$926,800.00				
Milling	Sq. Yd.	6000	\$10.50	\$63,000.00	\$9.85	\$59,100.00				
Striping	Ln. Ft.	152632	\$0.12	\$18,315.84	\$0.11	\$16,789.52				
				<b>\$949,315.84</b>		<b>\$1,002,689.52</b>				
Bid Alternate		200	\$280.00	\$56,000.00	\$253.00	\$50,600.00				
<b>Total plus alternate</b>				<b>\$1,005,315.84</b>		<b>\$1,053,289.52</b>				

Bid Opening  
March 25th 2016