MEETING OF THE
ADMINISTRATION/PUBLIC WORKS COMMITTEE

6:00 P.M.
Tuesday, May 3, 2016
Community Room -- 16860 Main Street

I. Roll Call

II. Selection Of Committee Chair

Documents: ELECTION OF COMMITTEE CHAIRPERSON.PDF

III. Approval Of Minutes (April 12, 2016 Meeting)

Documents: DRAFT MINUTES OF APRIL MEETING.PDF

IV. Public Participation

V. Administration

A. For Information

1. Public Inspection Of Proposed Ordinances (Wards – All)

Documents: PUBLIC INSPECTION OF PROPOSED ORDINANCES.PDF

2. For Action

2.1. Review Of Municipal Code Sections 110.120 And 110.250 Relating To The Selection Of Standing Committee Chairs And The Selection Of Mayor Pro Tempore (Wards – All)

Documents: REVIEW OF MUNICIPAL CODE SECTIONS 110.120 AND 110.250.PDF

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

Documents: PHASE 2 CITY HALL ACOUSTICAL IMPROVEMENTS.PDF

2.3. Report From Marketing And Public Relations Subcommittee (Wards – All)

VI. Public Works

A. For Information

1. Lower Meramec Floodplain Mapping Tool - Potential Cost Share Agreement (Ward Six)

   Documents: LOWER MERAMEC FLOOD INUNDATION MAPPING TOOL.PDF

2. FEMA – Hazard Mitigation Grant Application For Flood Property Buyouts (Ward Six)

   Documents: FEMA - FLOOD MITIGATION ASSISTANCE.PDF

B. For Action

1. Old State Road Concept Study – Cost Share Agreement (Wards Seven And Eight)

   Documents: OLD STATE ROAD CONCEPT DESIGN.PDF

VII. Items Not Ready For Action

A. Financial Update (Wards – All)

B. Senior Programming Update (Wards – All)

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

VIII. Other

IX. Next Meeting: Tuesday, June 7, 2016

X. 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.

WILDWOOD

MEMORANDUM

To: Administration/Public Works Committee Members

From: Ryan S. Thomas, City Administrator

Date: April 29, 2016

Re: Election of Committee Chairperson

A meeting of the Administration and Public Works Committee is scheduled for May 3, 2016 at 6:00 pm. in the Community Room. Immediately following Call to Order and Roll Call, Committee Members will be invited to elect a new Chairperson to serve until replaced.

Attached for you information is a copy of the **Council Standing Committee Chair Selection Process**, which is part of the City Council Policies. This sets out the procedure that is to be followed for this purpose.

RST

October 11, 2010 **Council Standing Committee Chair Selection Process**

City Council adopted a policy for a procedure for the required election of a Council Member to Council Committee at the first Committee Meeting following the installation of newly elected City council Members as follows:

1. Council Committee Members desiring to be considered for election to be Chair may express their interest at the beginning of that portion of the meeting when election of Chair is to be considered.

2. The Committee Staff Member, or Mayor, if present, shall entertain nominations for Committee Chair.

3. A roll call vote of all Council Committee Members in attendance will then be conducted from the list of nominees. Each Committee Member will cast one (1) vote by name of person desired.

4. The nominee receiving affirmative votes from a majority of the Committee Members in attendance shall be elected Chair.

Administrative/Public Works Committee

Record of Proceedings

Tuesday, April 12, 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 6:05 pm. A voice roll call was taken with the following results:

Committee Members in Attendance:	Council Member Jim Bowlin, Chair
	Council Member Dave Bertolino
	Council Member Sue Cullinane
	Council Member Katie Dodwell
	Council Member Joe Garritano
	Council Member Larry McGowen
	Council Member Greg Stine
	Council Member Dave Bertolino
Committee Members Absent:	Council Member Ed Marshall
Staff Members in Attendance:	Mayor Tim Woerther
	City Administrator Ryan Thomas
	Director of Planning and Parks Joe Vujnich
	Director of Public Works Rick Brown
	Meeting Recorder Carla Patrick

II. Approval of Meeting Minutes from March 8, 2016

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

III. Administration

A. For Information

1. Financial Update (Wards – All)

City Administrator Thomas reported that the monthly chart of sales tax trends will be forwarded to all members by email. He noted that the overall trend was up.

B. For Action

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

Chair Bowlin introduced the recommendation of City Administrator Thomas to move forward with the proposed upgrade to the City accounting software package, which now included all final costs.

Council Member McGowen questioned the $17,000 cost of the payroll module as the most efficient method of payroll processing. He suggested the consideration of the popular alternative of third party payroll processing. Discussion ensued with members supporting the consideration of this option due to efficiency and time saving benefits. Mayor Woerther suggested the assistance of City Treasurer Cross in this pursuit. Members offered several companies to consider including ADP, Paychex and Payroll 1.

Chair Bowlin then asked if the upgrade approval should be rendered for the remaining modules, during further consideration of the payroll module. City Administrator Thomas recommended exploring all options first in order to place one order with InCode for all requisite modules. Chair Bowlin noted the consensus for research into third party payroll processing options, which would be reported at the next meeting.

2. Review of Statements of Qualification (Wards – All)

City Administrator Thomas reported that thirteen responses were received from Marketing and Public Relations firms.

Chair Bowlin and Council Member Cullinane disclosed varying prior relationships with some of the companies. Chair Bowlin inquired as to whether any of the proposals should be removed from consideration at this time. It was decided that the goal would be selection of the top three candidates, who would be invited for interviews. Council Member Cullinane suggested that this process work in conjunction with consideration of a new economic development team member for the City, as they are related.

Council Member Bertolino proposed a subcommittee to more thoroughly review the thirteen proposals and make final selections for further interviews. Discussion ensued regarding this concept including establishing the core competencies desired, partnership with Economic Development Committee and public relations training for the City team members. Council Member McGowen requested the key elements of consideration be presented in spreadsheet format for efficient comparison

Chair Bowlin proposed Council Members Bertolino, Cullinane, Dodwell and McGowen for this subcommittee. He requested that they report their recommendations at the next meeting. Council Member Stine motioned for this selection method and such motion was seconded by Council Member McGowen. All members were in agreement. MOTION APPROVED

3. Phase 2 City Hall Acoustical Improvement (Wards – All)

City Administrator Thomas recommended entering into Phase Two of the City Hall acoustical improvements by entering into an agreement with Golterman & Sabo Architectural Products for work outlined in their proposal.

DRAFT

Council Member McGowen opened the discussion of the specific areas remaining problematic and the approach proposed for resolution. City Administrator Thomas reported that traditional panels will be used in the lower lobby area (including Council Chambers hallway) and second floor work areas. Council Member Dodwell motioned for approval of the Golterman & Sabo agreement. Council Member Garritano seconded the motion and all members agreed to such. MOTION APPROVED.

Council Member Cullinane presented the idea of silk screening City images on the panels. Discussion included the City team selecting images for consideration now in order to be prepared, wherein Director of Planning & Parks Vujnich suggested that image simplicity would be important due to their permanency. Council Member Cullinane motioned to obtain costs for this concept to report at next meeting. Motion was seconded by Council Member Dodwell. All members agreed. MOTION APPROVED.

IV. Public Works

A. For Information

B. For Action

1. Review of Asphalt Resurfacing Bids (Wards One, Three and Six)

Director of Public Works Brown reported on the sealed bid results for the 2016 Asphalt Resurfacing Project, wherein L. Krupp Construction was the low bid. The roads included in this project are Allenton, Alt, Eatherton and Hardt. Considering outstanding past performance with this contractor, he is requesting to proceed with an Ordinance request authorizing a contract with L. Krupp for the proposed work. A motion was made to approve the recommendation by Council Member McGowen and seconded by Council Member Garritano. With no objections, MOTION APPROVED.

V. Items Not Ready for Action

A. Senior Programming Update (Wards – All)

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

VI. Other

Council Member Bertolino inquired as to salt storage status. Director of Public Works Brown responded that he will be visiting Fenton's structure, which is a longer narrow structure with bays. Our original design consideration was more of a barn stall concept. Current stage for this project is design selection.

VII. Next Meeting: Tuesday, May 3, 2016

VIII. Adjournment

Motion to adjourn was made by Council Member Cullinane and seconded by Council Member Garritano. All were in agreement, so meeting adjourned at 6:45 pm.

DRAFT

WILDWOOD

MEMORANDUM

To: Administration/Public Works Committee Members

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

From: Ryan S. Thomas, City Administrator

Date: April 29, 2016

Re: Public Inspection of Proposed Ordinances

Background
In reviewing the legislative proceedings section of the City Charter, Mayor Bowlin has inquired how the following provision in the Charter is being applied:

> "After placement on the agenda, and at least twenty-four (24) hours prior to consideration, copies of all proposed ordinances to be considered in a public meeting of the Council shall be posted for public inspection in an area at City Hall accessible to the public during regular business hours."

In the early years of the City, the public would commonly visit City Hall to review hard copies of proposed ordinances; however, with the more prevalent use of the internet now, most now view proposed ordinances online, and rarely visit City Hall for this purpose. In the rare occasion that the public does wish to review a proposed ordinance at City Hall, they can still visit during regular business hours, and request a printed copy at the information desk.

Recommendation
Since this is a Charter provision, any change would require voter approval; therefore, with the 10-year Charter Review scheduled to commence later this year, it is recommended that this item be considered as part of that overall review.

RST

WILDWOOD

MEMORANDUM

To: Administration/Public Works Committee Members

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

From: Ryan S. Thomas, City Administrator

Date: April 29, 2016

Re: Review of Municipal Code Sections 110.120 and 110.250

Background

In reviewing the sections of the Municipal Code pertaining to City Council procedures, Mayor Bowlin has brought to my attention that two (2) sections are not consistent with what has been the normal practice of the City, and has requested that the Administration/Public Works Committee review these sections for possible amendments (please see the highlighted sections below):

Section 110.120 Mayor Pro Tempore.

[Ord. No. 6 §5, 9-1-1995; Ord. No. 726 §3, 6-25-2001]

At the first (1st) regular meeting of the Council after the election in each year, which meeting shall occur at the time fixed by ordinance but shall not be later than the third (3rd) Tuesday in April, the Council shall elect from its members a Mayor Pro Tempore who shall hold office for the term of one (1) year and who shall preside at Council meetings not attended by the Mayor. The Mayor Pro Tempore acting as Mayor by authority of this Section shall have no power of veto, nor power to break a tie vote, and shall retain the office and duties of Council Member. In the absence of the Mayor and the Mayor Pro Tempore, the Council may select one (1) of its members present to preside at such meetings, who shall be styled "Acting Mayor Pro Tempore".

Section 110.250 Standing Committees.

[Ord. No. 6 §18, 9-1-1995; Ord. No. 188 §1, 12-26-1995; Ord. No. 333 §1, 4-28-1997; Ord. No. 526 §1, 4-26-1999]

B.

Membership—Appointment. Each of the two (2) Council standing committees shall have two (2) co-chairpersons, appointed by the committees; shall consist of no less than eight (8) members of City Council and shall meet no less than once per month. The Mayor and Council Members not on the Administration and Public Works Committee will be considered ad hoc, non-voting members of the committee and are welcome to attend and comment. The Mayor and Council Members not on the Council Planning, Parks and Economic Development Committee will be considered ad hoc, non-voting members of the committee and are welcome to attend and comment.

Recommendations

1. In reference to Section 110.120, it is recommended that the highlighted section be deleted or modified, as the selection of Mayor Pro Tempore has always occurred on the same night as the swearing in of new Council Members following the certification of the election results. This always occurs on a date after the third Tuesday in April.
2. In reference to Section 110.250, it is recommended that the highlighted section be modified to reference only one (1) Chairperson to the Council Standing Committees, which has been the past practice of the Committees.

I will be available for any comments or questions at the May 3, 2016 Meeting of the Administration/Public Works Committee.

RST

WILDWOOD

MEMORANDUM

To: Administration/Public Works Committee Members

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

From: Ryan S. Thomas, City Administrator

Date: April 29, 2016

Re: Phase 2 City Hall Acoustical Improvements

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 2nd final phase of work in 2016 for other problematic areas in the building. The remaining areas planned in 2016 include the 2nd 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.

Additionally, at the April 12, 2016 Meeting of the Administration/Public Works Committee, optional costs were requested for placing custom printed image fabric over the lower level lobby panels, which have been provided as follows:

- *Custom printed image fabric on each side of corridor: $3,361/side*
- *Large custom printed image fabric on 20' w x 10' back wall of lobby: $2,154*

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 for the base cost of $33,062, but to consider the printed image fabric options at the May 3, 2016 Committee Meeting (including an in-person review of the areas to consider).

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.

An updated quote from Golterman & Sabo and a brochure on the printed image fabric product are attached. I will be available for any questions or comments at the May 3, 2016 Administration/Public Works Committee Meeting.

RST

ARCHITECTURAL PRODUCTS
Golterman & Sabo

Acoustical Products: Section

Proposal Contract

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
Core: 1-1/2", Fiberglass
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

****N.R.C.:** .95 **Edges:** Square
Mounting: Snap-On Rotofast & Impaling Clips/Adhesive

Product: AP1 Wall Panel
Core: 1", Fiberglass
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
Add $3361.00 for custom printed image fabric on one side of corridor. Image by others
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
Add $2154.00 for custom printed image fabric on 20' w x 10' area of panels. Image by others

****N.R.C.:** .85 **Edges:** Square
Mounting: Impaling Clip, Adhesive

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

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

Acousti-Images (AI)

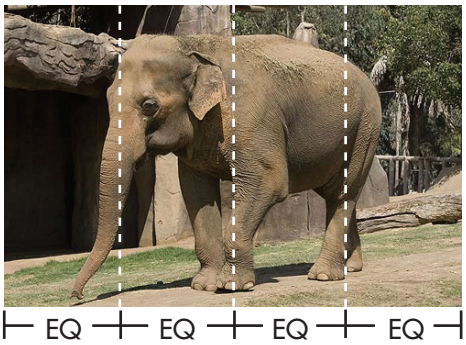
G&S ACOUSTICS
Golterman & Sabo

Acousti-Images (AI) combine sound absorption with unlimited design potential. Using your digital picture, G&S Acoustics can transform a normal Acousti-Panel into a work of art, a corporate logo, a message board or advertisement either as an individual panel or full wall and ceiling mural panels.

Acousti-Images can be wall mounted, ceiling mounted, hung as Baffles and even as Clouds. All the acoustical cores and sizes offered by G&S Acoustics can be used with custom printed Acousti-Image fabric.

Acousti-Images can be made using your digital artwork or purchased stock images from select websites (see Image Sources). Consult G&S Acoustics' Image Guidelines sheet for further details.

Mural Panels



Individual Panel

Your High-Resolution Image

Sound Absorption

Hz	125	250	500	1000	2000	4000	N.R.C.
AI-AP1	.18	.37	.94	1.16	1.20	1.09	.90
AI-AP2	.42	.89	1.12	1.07	1.10	1.09	1.05
AI-Baffle	.00	.55	1.73	2.76	2.90	2.86	2.00
AI-Cloud1	.27	.61	.98	.98	.93	.94	.90
AI-Cloud2	.56	.92	1.17	1.12	1.11	1.07	1.10

Core
6-7 pcf fiberglass,
1/2"-4" thick

Sizes
Custom sizes and shapes up to
4'x12' and 5'x10'
Full Wall Murals also available

Mounting
Adhesive, impaling clips,
two-part Z-clips

Finish
Custom Printed Image on Fabric

Edges
Square,
Chemically hardened

Flammability
All components have a Class "A" rating per ASTM E84

Image Sources
www.gettyimages.com
www.istockphoto.com
www.corbisimages.com

Controlling Sound Beautifully

800-737-0307 • 636-225-8800 • fax 636-225-2966 • www.gsacoustics.com

Acousti-Image Print Requirements

Sizing and DPI:

Images should be sent to us no less than 150 dpi (dots per inch) to scale.* Anything smaller will not give you a clear resolution (see resolution example).

Printable Sides and Wrap Around Fabric:

Panels are available in a multitude of thicknesses. It is recommended to account for 1½ times the panel thickness on all sides. This will allow adequate fabric to cover the printed sides, which will result in a clean, smooth look (see example at right).

Format:

Software: Adobe Illustrator CS4, Adobe Photoshop CS4 and Adobe InDesign CS4 are preferred. If you are using software other than these listed, the files need to be in PDF using PDF/X-1:2001 standard settings. Other usable files are: Quark, Tiff, Jpeg, PSD or PDF.

Fonts: When submitting files, convert all fonts to outlines or curves. If your file has not been converted, please include original font files.

PMS Color Matches: The most commonly-used color reference for digital printing is the PMS System (Pantone Matching System). When building files, please declare all required PMS colors to be matched. Depending on the printing device and material specified, up to 80% of PMS colors can be matched accurately.

Panel Sizes:

Individual panels up to 5′x10′ and 4′x12′.

Full wall murals also available.**

*Full scale image (at actual size, i.e., 2′x2′ = 24″x24″) to be provided to G&S Acoustics.

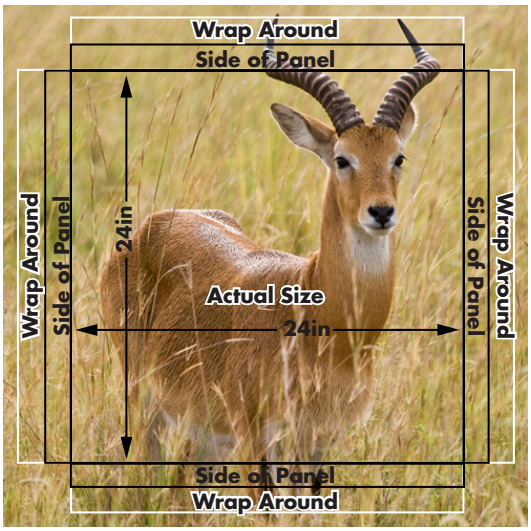
**G&S Acoustics will make appropriate breaks in image to fit panel size (see example at right).

Resolution Example:

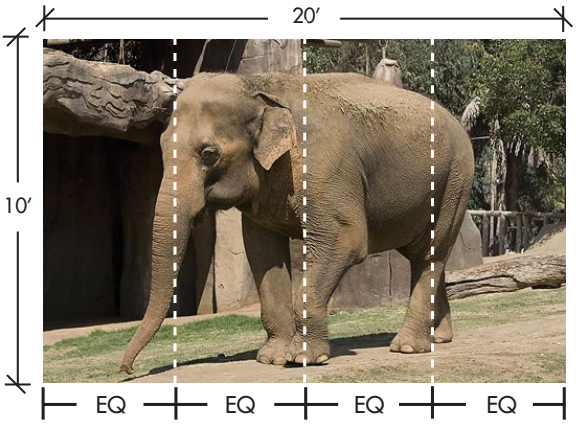
Saved at 72 dpi

Saved at 150 dpi

Individual Panel



Full Wall Mural Panels



Controlling Sound Beautifully

800-737-0307 • 636-225-8800 • fax 636-225-2966 • www.gsacoustics.com

WILDWOOD

Department of Public Works

MEMORANDUM

To: Administration/Public Works Committee Members

From: Rick C. Brown, Director of Public Works

Date: April 29, 2016

Re: Lower Meramec Flood Inundation Mapping Tool

Background:
As you know, the St. Louis region experienced record flooding on the Lower Meramec River during the last week of December 2015 after a previous record rainfall event. For the City of Wildwood, the impact of the flooding was significant however from a property damage standpoint; it was much less severe than neighboring communities both up and downstream. In the Glencoe area, near Route 109 and Old State Road, a total of seventeen (17) structures were flooded including four (4) homes that suffered substantial damage. (Substantial damage is defined as damages that exceed 50% of the fair market value of the structure, excluding the land. If a structure is considered substantially damaged, it may NOT be occupied, unless the home is elevated above or relocated outside the floodplain.)

Emergency Response to Flood Crest
During the emergency response to the flood by both City and emergency responders, there was a lack of accurate information available with regard to the expected flood elevation and areas to be flooded. During a flood event, the information available (for both the public and emergency responders) consists of forecast river stages (elevations) at the five existing river gages along the Meramec River. For the City of Wildwood, the nearest river gage is located upstream in Eureka. Unfortunately the forecast river stage (which is developed by the National Weather Service (NWS)) does not provide any direct data with regard to the expected flood depth or areas to be flooded. As a result, we were left to determine our own estimate of expected flood areas and depths based on our limited knowledge of previous flood events combined with the forecast flood stage upstream in Eureka. This information was critical for Emergency responders and residents alike. For example, during the flood there were about 425 homes that we cut off or marooned due to floodwaters overtopping Route 109 or other roads. These property owners, along with emergency responders, and utility companies had a critical need to know if or when Route 109 (or other roads) would be flooded and for how long.

Flood Inundation Mapping Tool
To address this need, the United States Geological Survey (USGS) has the ability to develop a Flood Inundation Mapping tool. This tool is an internet based application, which provides river basin mapping that directly indicates areas that will be flooded based on the forecast NWS river stage. From the forecast river stage, water surface profiles are generated which are linked to high-resolution topographic data and aerial maps. On these maps, the areas forecast to be flooded are shown graphically, providing a clear understanding of the potential impacts and timing of a forecast flood event. The Flood Inundation Mapping tool has been created for other rivers in the United States, but has not yet been developed for St. Louis area rivers, including the Meramec.

Recently, I attended a meeting with representatives of the USGS, other government agencies, utility providers, and municipal representatives, where the USGS proposed completing the work necessary to develop a Floodplain Inundation Mapping Tool for the Lower Meramec River. The USGS stated that the work would cost their agency $317,000 to complete; however, their

policy is to complete this work under a cost share agreement with other agencies. The USGS typically picks up 20% of the cost, and for this project they are committing to funding $65,000. Thus, the USGS is requesting that the remaining $252,000 would potentially be split among others agencies such as the following:

- MSD
- MoDOT
- St. Louis County / Franklin County
- Missouri American Water Company
- Missouri Department of Conservation
- Fire Districts (Eureka, Metro West or others?)
- Municipalities (Fenton, Arnold, Valley Park, Eureka, Wildwood, Pacific)
- East-West Gateway Council of Governments

At this time, the USGS has not proposed a specific cost share arrangement for this work but they are requesting feedback and concerns from potential sponsors. They are available to make a presentation with regard to the benefits and cost of the proposed project to interested agencies. I appreciate the Committee's feedback and input regarding our potential financial participation in this project as a sponsor.

I will be available for any questions or comments at the May 3rd, 2016, Admin/Public Works Committee meeting.

RCB

DRAFT PROPOSAL for

Lower Meramec River: Flood Inundation Map Tool

Pilot Project

PROBLEM. The Meramec River flows through east central Missouri and has been a source of flood damage for many years. Flooding in the Meramec River watershed has caused millions of dollars of damage. Despite the known hazards of flooding, U.S Army Corps of Engineers (USACE), Federal Emergency Management Agency (FEMA), City, and State Emergency management mitigation teams typically suffer from a lack of information related to the location, water depth, and water velocities of inundated areas both during and after floods. Industries and residents have to make quick and expensive decisions regarding evacuation and removal of equipment and property. Because of the large number of people and industries along the Meramec River, the National Weather Service (NWS) issues peak stage forecasts at five (5) locations during high water. However, knowing the stage at selected locations does not readily provide information about the areas between gages that may be inundated.

PROPOSAL. The Meramec River flood plain is well suited for estimated flood inundation mapping (FIM) because of the availability of stage and discharge data at five (5) cooperative U.S. Geological Survey (USGS) / USACE streamflow gages along a 50-mile reach from Pacific, to the mouth of the Mississippi (downstream of Arnold). The objectives of this study are to utilize existing hydraulic models developed by/for USACE and FEMA along the 50-mile reach, with a retrofit to analyze flow in two-dimensions from Peerless Park downstream to George Winter Park due to identified hydrodynamic complexities. Using existing high resolution topographic data, flood-inundation maps will be referenced to each of the streamgages and flood-forecast points at 1-foot stage increments starting from the stage corresponding to the NWS Alert stage up to the stage corresponding to the 0.2 percent annual exceedence probability (AEP) flood. Generated water-surface profiles will be combined with high-resolution topographic data to generate flood inundation polygons and water depth information. The high resolution topographic data will be supplemented with precise field surveys of critical points such as the low points of roads, levees, or the first-floor elevations of selected buildings. Field verification of stage elevations (similar to the Winter Flood 2015/16) will be made during any significant high-flow events that occur during the project to ensure accurate stage elevations and water depths. The maps produced will be presented on the Internet through the USGS flood inundation mapper site (http://water.usgs.gov/osw/flood_inundation).

BENEFITS. During periods of flooding, the availability of timely inundation maps (displayed on the world wide web for public use) could help prevent flood damage, assist recovery, and possibly save lives. In addition to displaying corresponding flood inundation maps during periods of flooding, users also will have the ability to view the inundation map nearest to the NWS forecasted flood peak, and selected stages of interest. This information will help rescue crews, road crews, and property owners plan operations as floods rise. The user will be able to choose any stage to analyze many flood scenarios. An inundation map near the peak event will be accessible and useful to mitigation teams after the event as well as prior to the event for planning. The proposed project leverages several agencies resources, builds upon on an existing initiative and complements several ongoing activities not only within the watershed, but also within a state and national context.

SCHEDULE. The estimated time to complete the project is 16 months.

COST / RESOURCES. The total estimated cost to complete this project is $317K.

USGS	$ 65K and other In-Kind	MSD	$??
USACE	$ In-Kind	FEMA	$ In-Kind and other?
NWS	$ In-Kind	MoDOT	$??
MO American Water	$??	City of Pacific	$??
City of Eureka	$??	City of Wildwood	$??
City of Valley Park	$??	City of Fenton	$??
City of Arnold	$??	Other	$??

WILDWOOD

Department of Public Works

MEMORANDUM

To: Administration/Public Works Committee Members

From: Rick C. Brown, Director of Public Works

Date: April 29, 2016

Re: FEMA Flood Mitigation Assistance Application

Background:
As you know, the St. Louis region experienced record flooding on the Lower Meramec River during the last week of December 2015 after a previous record rainfall event. For the City of Wildwood, the impact of the flooding was significant. In the Glencoe area, near Route 109 and Old State Road, a total of seventeen (17) structures were flooded including four homes that suffered substantial damage. The four homes that suffered substantial damage are located in the Glencoe community and are shown on the following **Exhibit 1** and in the table below.

Locator #	Owner	Address	Estimated Cost of Acquisition
26V341111	Ruffino, Joseph	307 Grand Ave	$83,000
26V340570	Cignetti, Angela M. Etal J/T	228 Woolsey Ln	$59,400 *
26V341197	Hampsten, Michael B.	205 Woolsey Ln	$137,700
26U130042	Kelly, Jon K.	212 Valley Dr	$54,100
		Total =	**$334,200**

*May not be eligible, as owner did not have current flood insurance

Substantial Damage
Substantial damage is defined as damages that exceed 50% of the fair market value of the structure, excluding the land. If a structure is considered substantially damaged, it may NOT be occupied, unless the home is elevated above or relocated outside the floodplain. In order for a structure to be in compliance with City codes, three options are typically available for consideration:

1. Relocation of the structure outside the floodplain;
2. Elevation of the structure above the floodplain; or
3. Demolition of the structure.

Unfortunately, the current land use zoning for the four properties in question, limits the feasibility for Options 1 or 2 above, as is explained below.

In the case of the four substantially damaged Glencoe properties, St. Louis County zoned these lots NU Non-Urban District, with a floodplain component as well, in 1965, which required that all properties be three (3) acres or greater in size. With this action in 1965, these lots remained legal, but non-conforming. With the legal, non-conforming status, the lots can be used for their current purposes, but they cannot be expanded, altered, changed, or otherwise increased in its non-conformity, without first

coming into compliance with the current zoning regulations. Therefore, for these structures to be elevated or relocated outside the floodplain, they would require a minimum lot size of three (3) acres or greater.

Flood Mitigation Assistance Program

In light of the above, the Department would like to apply for federal funds through the Federal Emergency Management Agency (FEMA) which the City could use to purchase the four Glencoe properties for demolition. FEMA is currently accepting applications under the Flood Mitigation Assistance Program (FMA). Under the FMA program, FEMA will provide up to 75% of the cost for the buyout of flooded properties. For a property to be eligible it must have had flood insurance at the time of the flood and all insurance payouts are deducted from the purchase cost for the property. Thus, assuming a cost of $334,200 for all four properties, and not accounting for insurance, the cost to the City would be $83,550.

Therefore, the Department is planning to submit an application to FEMA for federal funding for the buyout of four substantially damaged properties located in the Glencoe community under the Flood Mitigation Assistance Program (FMA). A successful application for FMA program funds would allow Wildwood to take advantage of 75% federal match. Acquisition of the four properties would eliminate them from possible future flooding and address the owner's inability to re-build under current Wildwood municipal code. The acquisition of the four properties in the Glencoe community would be consistent with the City's previous floodplain policy and would increase the open space in the Glencoe area. If the application is approved, it will require approval of an enabling ordinance and execution of agreements by the City.

I will be available for any questions or comments at the May 3rd, 2016, Admin/Public Works Committee meeting.

RCB

Exhibit 1
Glencoe Community
Substantially Damaged Properties

WILDWOOD

Department of Public Works

MEMORANDUM

To: Administration/Public Works Committee Members

From: Rick C. Brown, Director of Public Works

Date: April 29, 2016

Re: Old State Road Conceptual Design

Background:
The St. Louis County Department of Transportation is planning to begin the conceptual design of improvements to Old State Road from south of Pierside Lane to Old State Spur. This section of Old State Road is a 2-lane road lacking shoulders, with partial sidewalks, and inadequate drainage facilities. St. Louis County has for some time planned to continue with improvements to Old State Road in this area, however they have not moved forward due to lack of funding. After prior discussions with both the City of Wildwood and Ellisville, the County is agreeable to proceeding with conceptual design only at this time assuming a cost share agreement can be approved. After the conceptual design has been completed, and there is agreement on the scope of improvements to be constructed, the County plans to apply for federal funding for construction next winter.

Therefore, the County has proposed paying for one half of the budgeted $60,000 cost of the conceptual design effort with the remaining $30,000 to be shared between Wildwood and Ellisville. Wildwood and Ellisville would divide the $30,000 cost based on the length of Old State Road within our respective Cities: 2/3 Wildwood and 1/3 Ellisville. Thus, it has been proposed that the City of Wildwood fund $21,000 and Ellisville the remaining $9,000 of the cost of the conceptual design effort.

The conceptual design of the project will be completed by HR Green, Inc. and will include the development of a conceptual plan, cost estimate, and will include a public meeting. A copy of the proposed scope of work has been attached. The Department expects to be directly involved with the development of the conceptual design for this segment of Old State Road.

The anticipated project schedule is as follows:

Legislation/Execution of Contract:	May/June, 2016
Notice to Proceed:	July, 2016
Draft Conceptual Exhibits Complete:	September, 2016
Public Open House:	Early November, 2016
Identify Preferred Alternative:	December, 2016
TIP Application Process Support:	December, 2016 to March, 2017

I have included a copy of the proposed agreement for your reference.

Recommendation

The Department is recommending that the City enter into a cost share agreement with the St. Louis County Department of Transportation and the City of Ellisville to complete the conceptual design of improvements to Old State Road from south of Pierside Lane to Old State Spur for a cost of $21,000.

Reasons For Recommendation

- Improvements to Old State Road are long anticipated and will provide a safer roadway for residents to use. It is expected that the improvements will provide accommodations for bikes and pedestrians which are currently limited or unavailable.
- By completing the conceptual design process, the scope and cost of improvements will be better defined which will allow St. Louis County to move forward with the submittal of an application for federal funding under the Transportation Improvement Program (TIP) next winter.
- By sharing in the cost, the Department expects to have direct input on the development of the conceptual design for this segment of Old State Road.

It should be noted that participating in the cost of the conceptual design does not obligate us to fund the construction of the project. Following a recommendation by the Committee, an bill will be prepared for the May 6, 2016 City Council Meeting, authorizing the cost share agreement.

I will be available for any questions or comments at the May 3rd , 2016, Admin/Public Works Committee meeting.

RCB

PART B
CONSULTANT SCOPE OF SERVICES

PROJECT SUMMARY AND LIMITS

The objective of the professional services to be provided by CONSULTANT to St. Louis County Department of Transportation (herein referred to as the COUNTY) will be the preparation of a Conceptual Design Study for the following project:

Old State Road, Section B – AR-788(B)
This project consists of the rehabilitation and/or reconstruction of the existing two-lane section of Old State Road between Pierside Lane in Ellisville, MO and the Old State Spur in Wildwood, MO. The conceptual design process will generate and evaluate alternatives and costs which will be presented to the various communities during a public involvement meeting. The ultimate goal of the process will be for the CONSULTANT to provide the COUNTY with the information necessary to make an application for federal funding under the Transportation Improvements Program (TIP) process through East-West Gateway.

GENERAL SCOPE OF ENGINEERING SERVICES

The CONSULTANT agrees to perform the services listed below for the COUNTY, based on the following assumptions:

- The roadway improvements will be achieved using St. Louis County Department of Transportation's Design Criteria for the Preparation of Improvement Plans, online edition.
- Two concepts will be investigated for the reconstruction of Old State. It is expected the two concepts will include:
    - County standard three-lane section with two thru lanes, a two-way left turn lane, curb and gutters (enclosed drainage), and 5-foot shoulders.
    - A creative mix of two and three-lane sections with open drainage and shoulders.
- Each major intersection (the Old State Spur and Ridge Road) will also be investigated for multiple concepts. These are anticipated to include:
    - Ridge Road: a traffic signal option and a roundabout option
    - Old State Spur: a roundabout option and an improved geometric solution with stop conditions (unless traffic analysis reveals a warrant for a traffic signal)
- The transition between the five-lane Old State Road (AR-788A job) and the proposed section at Pierside will be investigated. Generally the COUNTY is opposed to lanes that force users to drop off the alignment (i.e. dropping lanes at an intersection)
- The concepts should address future connectivity to the Waterfront Way stub, as development plans have been submitted in the past and should be planned for in the future.
- CONSULTANT expects to coordinate this project with the Metropolitan St. Louis Sewer District (MSD). The coordination should be sufficient enough for the COUNTY to be comfortable in the approach and solutions to handling project stormwater for the project. No submittals to MSD or the establishing of a P number is expected.
- Conceptual stripmaps will be prepared using St. Louis County Department of Transportation's CADD Standards, prepared by HNTB Corporation in June 2008. The stripmaps will be produced in MicroStation electronic format.
- Existing topographic survey is not expected for this level of conceptual planning. CONSULTANT will utilize existing aerial images from East-West Gateway and GIS contour information to depict existing conditions. Approximate locations of known visible utilities will be shown as part of the

base mapping. Approximate Right-of-Way and property lines will be identified based on COUNTY parcel data. Parcels will show ownership identification (now or formerly).

- Data collection in the form of traffic counts will not be completed by CONSULTANT. Existing traffic count and crash history data will be provided by the COUNTY, which will include peak period traffic.
- Existing Comprehensive Plans for the Cities of Ellisville and Wildwood will be reviewed for land use characteristics and long range planning strategies.

TASK 1 – PROJECT MANAGEMENT AND ADMINISTRATION

1.1 Development of Detailed Work Plan. CONSULTANT will prepare a detailed work plan with specific staff assignments, by task, corresponding to the schedule.

1.2 Coordination with COUNTY. Maintain communications with COUNTY. On a monthly basis meet with COUNTY staff to review progress, discuss specific elements of the project, and determine future needs and activities. Assume meetings will generally occur monthly for the duration of the project; six (6) total meetings are assumed. An average of two (2) CONSULTANT staff will attend each meeting. CONSULTANT will prepare minutes of meetings and keep documentation of other communications as necessary.

1.3 Invoices/Progress Reports. CONSULTANT will maintain a system for monitoring progress and expenditures to allow monthly tracking by task. CONSULTANT will prepare and submit monthly progress reports outlining the following:

- Activities during the reporting period and activities planned for the following month,
- Problems encountered and recommended solutions, and
- Overall status.

1.4 Quality Control. CONSULTANT will establish review and checking procedures for project deliverables and designate responsibility for implementation of the quality control process. CONSULTANT team will independently review design work, including verifying calculations and addressing/incorporating said comments into the submittals.

TASK 2 – TRAFFIC STUDY

2.1 Site Visit. CONSULTANT will conduct a site visit to collect information pertaining to existing traffic conditions including lane configuration and widths, traffic control, signage, posted speeds, traffic queues and entrances and drive locations along the adjacent public roadways. The site visit will be documented with pictures and also determine utilities readily visual to the eye. Prior to execution of this task, CONSULTANT will review information obtained from COUNTY for consistency, accuracy, and comprehensiveness.

2.2 Based on traffic information provided by the COUNTY, the CONSULTANT will prepare traffic volume maps depicting the existing morning and evening peak hour traffic turning movements. Average annual growth rates will be estimated based on historic trends and regional planning models, as necessary, to background traffic growth. St. Louis County has identified the planning horizon to consider a 20-year traffic forecast, with no greater than a 0.5% average annual growth rate. Therefore the CONSULTANT will develop Design Year 2036 traffic volume forecast maps to depict the design year morning and evening peak hour traffic turning movements.

2.3 **Traffic Analysis.** CONSULTANT will complete intersection capacity analysis for the existing and design year volumes utilizing SYNCHRO and/or SIDRA software during the AM and PM peak traffic periods for the following un-signalized intersections:

- Old State Road and Ridge Road
- Old State Road and Old State Spur

Proposed vehicle queues will be reviewed to estimate impacts to adjacent driveways or side streets. Furthermore, signal warrants will be completed at each intersection to evaluate their needs.

2.4 **Recommendations and Report:** Recommendations will identify any necessary intersection traffic control upgrades and lane configurations at the intersection of Old State Road and Ridge Road, and Old State Road and Old State Spur. A technical memorandum will be prepared summarizing the CONSULTANT's findings and conclusions. The report will contain graphics as necessary to illustrate the recommendations included. A copy of the report will be submitted to the Cities of Ellisville and Wildwood for informational purposes with COUNTY direction and approval.

TASK 3 – CONCEPTUAL DESIGN

3.1 **Design Parameters.** The CONSULTANT will develop the basic design criteria and parameters controlling the rehabilitation of the roadway. The design criteria will be shared with and approved by the COUNTY at the first progress meeting after Notice to Proceed. The criteria to be addressed include:

- Functional classification and traffic of Old State Road.
- Design speed.
- Project drainage requirements.
- Provisions for pedestrians and bicycles on the roadway
- Maintenance of traffic during construction, including access requirements, allowable closures, preferred detour routes, and other issues.
- Utility corridor locations.

3.2 The design criteria will be used in the following evaluations:

- Establish centerline geometry and existing right-of-way.
- Establish geometric elements of the proposed improvements.
- Establish alternative typical section dimension requirements including location and dimension of potential sidewalk/shoulder(s).
- Identify constraints such as known utilities, trees, drainage related elements, clear zone, etc. that will govern the design.
- Provide reconstruction strategy that will minimize interference with existing utilities

3.3 The project design criteria will be documented in a Technical Memorandum to the COUNTY and other partners upon completion.

3.4 **Stormwater Analysis**. A preliminary analysis of stormwater drainage impacts will be completed prior to the Conceptual Alignment preparation. CONSULTANT will perform cursory hydraulic calculations for stormwater runoff, including pre and post imperviousness, the drainage areas, and the overall disturbed area, and compile information into a technical memorandum to be used when talking to MSD.

3.5 **Meeting with MSD.** One (1) meeting between the CONSULTANT, the COUNTY, and MSD will be held to discuss options for the handling of stormwater and the implications of the Clean Water Act on this project. It is not expected that a written agreement will be agreed to, but the purpose of the meeting will be to derive solutions understood by and agreed to by all parties involved so that the

COUNTY can comfortably seek federal funding for the project and not expect to find material changes in the treatment of stormwater handling in the future. The solutions discussed in this meeting will be carried forward as a part of the concept alignment development in Task 3.6 below.

3.6 Conceptual Alternatives. CONSULTANT will use the information and the results above to develop conceptual alternatives to convey the project to the public. The concept plan will contain a stripmap depicting the CONSULTANT's concepts in plan and profile view. Each of the two stripmaps will contain the following requirements:

- Typical Section shown on strip map, including width (lanes, shoulder, C&G, treelawn, sidewalk or trail, slopes, etc.)
- Sheet scale: 1" = 50'; stripmap size likely 3' x 8' but length may vary
- Beginning and ending station for project limits
- Existing contours for project area shown
- Existing property lines, existing Right of Way lines, and easements where known (taken from COUNTY parcel viewer / GIS database)
- Horizontal curve data: PI, PC, PT, Delta, Degree, Length, TL, R, S.E.
- Proposed design elements, including handling of stormwater
- Construction limit lines
- Limits of proposed side street and driveway replacements
- Approximate New ROW limits
- Address and ownership for all properties shown
- Vertical curve data in profile view: VPI, VPC, VPT, Length, SSD, AD, k-value, e
- Existing & proposed grade labels; 50' tangent, 25' in vertical curves
- Intersecting streets with station labels and centerline
- Label or note high points and low points

Two hard copies (bond paper) will be submitted to the COUNTY for review in conjunction with preparation for the public meeting in Task 3.8 below.

3.7 Engineer's Estimate. A cursory engineer's opinion of probable construction cost will be prepared for the concepts developed for comparison against each other. This cursory EOPC will allow the COUNTY to establish budgetary commitments for moving forward with the selected concepts.

3.8 Public Meeting. The CONSULTANT will provide electronic versions of the concepts derived in Task 3.6 suitable for printing and mounting by the COUNTY. The COUNTY will be responsible for securing the location, meeting setup and takedown, and setting the meeting date in consultation with the CONSULTANT, who will attend and staff the meeting with two (2) staff members (one of which shall be the Project Manager), who are sufficiently capable of answering questions from those in attendance.

3.9 The COUNTY will provide a Fact Sheet at the meeting that summarizes the project improvements and findings of the Conceptual Design and Traffic Study. The COUNTY will also generate a Comment Form and Sign-In Sheet for the meeting.

3.10 Revisions to Concept Stripmaps. Upon conducting the public meeting and waiting the prescribed period for comments to be returned, the CONSULTANT will address comments written and verbally at the public meeting, and along with comments from the Cities of Wildwood and Ellisville and the COUNTY, by making revisions to the stripmaps. Additionally, to document actions taken as a result of the public meeting, all comments received will be summarized in a project memo with a specific disposition given for the action taken to address the comment.

3.11 Preferred Concept Selection Review Meeting. The COUNTY and CONSULTANT (along with key partners) will be included in a Preferred Concept Selection Review Meeting to discuss and select the

preferred concept to be carried forward for federal funding assistance. CONSULTANT staff shall facilitate the meeting and explain the developed concepts, public comments and concerns, and opinions of cost. It is anticipated that this meeting will be held in conjunction with a normally-scheduled monthly progress meeting.

3.12 Utility Coordination. The CONSULTANT will provide visual inspection of existing utilities along the corridor from evidence gathered in the site visit identified in Task 2.1 The CONSULTANT will not contact utility companies for basemaps, nor conduct any meetings for potential utility conflicts identified. The sole purpose of this task will be to sufficiently identify utility conflicts that might occur for use in documentation for eventual the TIP application, and to estimate cost to any utilities which appear to be reimbursable from a cursory review standpoint.

3.13 Engineer's Estimate. An engineer's opinion of probable construction cost will be prepared for the preferred alternative. The format of this estimate will be suitable for use in the COUNTY's application for federal funds at the conclusion of the project and should match the template on East West Gateway's website for TIP applications.

DELIVERABLES

The design CONSULTANT will provide the following items in conjunction with this scope of services:

- Detailed work plan
- Progress reports / Monthly invoices
- Minutes of Coordination Meetings and other communication
- Traffic volume and forecast maps
- Traffic capacity analysis, queue analysis, and signal warrants
- Stormwater analysis technical memorandum
- Conceptual alternatives stripmaps in plan and profile view (4 total)
- Engineers opinion of probable construction costs for each concept
- Electronic versions of concepts for printing and mounting by the COUNTY
- Engineers opinion of probable construction costs for preferred alternative in East West Gateway format

DESIGN EXCLUSIONS

The design CONSULTANT scope of services does not include:

- Utility Coordination
- VISSIM analysis or traffic simulation models (i.e. *.avi / video files)
- NEPA documentation or permitting (Section 106 or other)
- MSD submittals or clearances
- Geotechnical Engineering
- Topographic or Right of Way Surveys
- Preparation of Design Plans