WILDWOOD

CITY COUNCIL WORK SESSION

COUNCIL CHAMBERS

MONDAY, JULY 25, 2016

6:30 to 7:20 P.M.

WORK SESSION AGENDA

I. CALL TO ORDER

II. ROLL CALL

III. MAYOR'S COMMENTS AND ANNOUNCEMENTS

A. EPA Meeting Representation

IV. FOR INFORMATION

A. Planning/Economic Development/Parks Committee

1. Ongoing And Long-Term Maintenance Costs For Parks And Trail Facilities (Wards – All)

Documents:

WS - ONGOING AND LONG-TERM MAINTENANCE COSTS FOR PARK AND TRAILS.PDF

2. Parks And Recreation Facilities/Event Reservation And Registration Update (Wards – All)

Documents:

WS - PARKS AND REC FACILITIES-EVENT RESERVATION AND REG UPDATE.PDF

B. Rural Internet Access Committee Update (Wards – All)

Documents:

WS - RURAL INTERNET ACCESS COMMITTEE UPDATE.PDF

C. Construction Project Update (Wards – All)

Documents:

WS - CONSTRUCTION PROJECT UPDATE 7-25-2016.PDF

V. FOR ACTION

A. Planning/Economic Development/Parks Committee

1. Economic Development Position (Wards – All)

Documents:

WS - ECONOMIC DEVELOPMENT POSITION.PDF

2. City Council Standing Committee For Economic Development (Wards – All)

Documents:

WS - STANDING COMMITTEE FOR ECONOMIC DEVELOPMENT.PDF

VI. OTHER

VII. ADJOURNMENT

City Council 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 City Council 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]; sealed bids and related documents, until the bids are opened' and

WILDWOOD

July 19, 2016

The Honorable City Council
City of Wildwood, Missouri
16860 Main Street
Wildwood, Missouri 63040

Re: **On-Going and Long-Term Maintenance Costs for Parks and Trail Facilities**

Council Members:

Annual Allocations/Expenditures ♦♦♦

The City Council, during its Strategic Planning Process in March 2015, identified the need to ensure that, as facilities are added to the City's system of parks and trails, the costs associated with their maintenance and upkeep are addressed and managed as well. To this end, the Council Planning/Economic Development/Parks Committee has requested that each month an update of expenditures on parks and trail maintenance be provided by City staff, along with any unusual allocations in this regard as well. Therefore, as part of this reporting of monthly expenses and expenditures, the City Council will be provided the summary of annual expenditures by the Department of Planning and Parks, in the City's maintenance of facilities since 2006, which is identified below:

Year	Original Budget Allocation ($)	Amended Budget Allocation ($)	Actual Amount ($)
2006	15,000	64,000	68,454
2007	62,500	58,486	57,880
2008	67,000	67,000	65,176
2009	68,000	120,000	112,608
2010	120,000	110,000	103,275
2011	125,000	135,000	127,995
2012	135,000	164,000	173,980
2013	175,000	160,000	129,788
2014	175,000	161,200	133,033
2015	160,000	160,000	172,679*
2016	**170,000**	TBD	TBD

*As of December 31, 2015 (Final)

Current Allocations/Expenditures ♦♦♦

The Department, in calculating the expenditures for Fiscal Year 2016, did so upon the date the work was completed, not necessarily the month in which the invoice was paid. Since the City Council's last meeting on June 27, 2016, all of the invoices for the month of May, and a portion of June, that have been paid thus far have been totaled and identified. These expenditures include the following items:

- ✓ Trash removal in park properties and trail locations
- ✓ Grass cutting
- ✓ Dead tree removal
- ✓ Trash can repairs and repainting

The spending for the year to date, on a per month basis of when the work was completed, is provided below:

2016 Expenditures	
January	$7,555.14
February	$8,188.90
March	$32,293.32
April	$18,570.14
May	$19,983.80
June (incomplete)	$14,994.28
Year to Date Total	$104,751.08

Additionally, the spending for the year, to date, is identified by each park, on the attached spreadsheet.

If any of the City Council Members should have questions or comments before tonight's meeting about this information, please feel free to contact the Department of Planning and Parks at (636) 458-0440. The Department of Planning will be available at the July 25, 2016 City Council meeting to respond to any questions or comments in this regard. Thank you for your review of this information.

Respectfully submitted,
CITY OF WILDWOOD

Jim Baugus, Chair*
Planning/Economic Development/Parks Committee

Cc: The Honorable James R. Bowlin, Mayor
Ryan S. Thomas, P.E., City Administrator
John A. Young, City Attorney
Kathy Arnett, Assistant Director of Planning and Parks
Gary Crews, Superintendent of Parks and Recreation

* The Department of Planning and Parks developed this report, in conjunction with the Planning/Economic Development/Parks Committee. Content reflects the Committee's consideration of this subject, and not necessarily an individual's position or opinion.

FY-2016 Parks and Trails Maintenance Costs

	Park/Trail			AL FOSTER TRAILHEAD	ANNIVERSARY PARK	BELLEVIEW FARM PARK	BLUFF VIEW PARK	COMMUNITY PARK	GLENCOE PARK	KOHN PARK	OLD POND SCHOOL	ROCK HOLLOW TRAIL	PEDESTRIAN BRIDGES	TAYLOR/100 TRAIL	EVENTS	GENERAL TRAILS	GENERAL WORK		
	INVOICE #	DATE	WORK COMPLETED															INVOICE TOTAL	SPECIFIC LOCATION
JANUARY	37517	12/1/2015	Fire Extinguisher Inspection														$ 40.00	$ 40.00	City Hall - Work done in 2015, but paid in 2016
	9716	1/4/2016	Clean out Trash Containers		$ 40.00		$ 40.00	$ 60.00	$ 40.00		$ 40.00	$ 40.00	$ 40.00	$ 40.00				$ 340.00	
	9722	1/5/2016	Remove Christmas Tree														$ 368.25	$ 368.25	
	9723	1/5/2016	Reinstall Pipe Bollard										$ 127.00					$ 127.00	109 & Windsor Meadow
	9743	1/15/2016	Clean out Trash Containers		$ 40.00			$ 60.00	$ 80.00									$ 180.00	
	9743	1/15/2016	Pick up sticks									$ 180.00						$ 180.00	
	9745	1/15/2016	Trim Honeysuckle										$ 460.00					$ 460.00	Cambury Trail & North Ped Bridge
	9745	1/15/2016	Pick up Trash													$ 300.00		$ 300.00	
	9746	1/15/2016	Clean out Trash Containers													$ 40.00		$ 40.00	Eatherton Trail
	9750	1/19/2016	Clear Snow												$ 1,203.00			$ 1,203.00	Al Foster and Duck Loop (Frozen Feet Run)
	9753	1/19/2016	Plow Snow					$ 195.00										$ 195.00	
	9117355	2/8/2016	Pest Control								$ 52.00							$ 52.00	
	9754	1/21/2016	Clear Snow												$ 2,372.39			$ 2,372.39	Glencoe Pkg Lot; Rock Hollow Trail (Frozen Feet Run)
	9755	1/22/2016	Spread Ice Melt												$ 317.50			$ 317.50	Rock Hollow Trail (Frozen Feet Run)
	9756	1/22/2016	Sign Drop Off & Pickup												$ 97.50			$ 97.50	Frozen Feet Run
	9765	1/27/2016	Clean out Trash Containers		$ 40.00		$ 40.00		$ 80.00			$ 40.00	$ 40.00	$ 40.00				$ 280.00	
	9769	1/28/2016	Install Chains on Trash Cans				$ 175.50											$ 175.50	
	9770	1/28/2016	Install 2 Dog Stations				$ 234.00											$ 234.00	
	9773	1/29/2016	Clean out Trash Containers					$ 60.00			$ 40.00							$ 100.00	
	9776	1/29/2016	Repair Gates					$ 493.00										$ 493.00	
			JANUARY TOTALS	$ -	$ 120.00	$ -	$ 489.50	$ 868.00	$ 200.00	$ -	$ 132.00	$ 260.00	$ 667.00	$ 80.00	$ 3,990.39	$ 340.00	$ 408.25	$ 7,555.14	**JANUARY TOTAL**
FEBRUARY	INVOICE #	DATE	WORK COMPLETED															INVOICE TOTAL	SPECIFIC LOCATION
	9779	2/2/2016	Chip Brush Piles					$ 505.00										$ 505.00	
	9785	2/4/2016	Clean Picnic Table Pads						$ 591.50									$ 591.50	
	9787	2/5/2016	Clean out Trash Containers		$ 40.00		$ 40.00	$ 45.00	$ 80.00		$ 40.00	$ 40.00	$ 40.00					$ 325.00	
	9787	2/5/2016	Trash Pickup													$ 480.00		$ 480.00	
	9802	2/15/2016	Clean out Trash Containers					$ 60.00										$ 60.00	
	9806	2/17/2016	Clean out Trash Containers		$ 40.00		$ 40.00	$ 60.00	$ 80.00		$ 40.00	$ 40.00	$ 40.00	$ 40.00				$ 380.00	
	9811	2/18/2016	Clean up beds & cut back plants		$ 620.00													$ 620.00	
	9820	2/19/2016	cut grass plants & empty trash					$ 60.00								$ 625.00		$ 685.00	La Salle Trail
	9823	2/23/2016	Clean out Trash Containers		$ 40.00		$ 40.00	$ 60.00	$ 80.00		$ 40.00		$ 40.00	$ 40.00				$ 340.00	
	9828	2/24/2016	Snow plow					$ 195.00										$ 195.00	
	9833	2/26/2016	Install rock					$ 1,670.40										$ 1,670.40	
	9837	2/26/2016	Tent Install												$ 546.00			$ 546.00	Cabin Fever Hike
	9838	2/26/2016	Clear trees				$ 303.00											$ 303.00	
	9840	2/29/2016	Clear trail debris									$ 889.00						$ 889.00	
	9841	2/29/2016	Install new dog station									$ 130.00						$ 130.00	
	9843	2/29/2016	Pick up lumber/rake mulch					$ 253.50										$ 253.50	
	9845	2/29/2016	Clean out Trash Containers		$ 40.00		$ 40.00	$ 60.00	$ 75.50									$ 215.50	
			FEBRUARY TOTALS	$ -	$ 780.00	$ -	$ 463.00	$ 2,968.90	$ 907.00	$ -	$ 120.00	$ 1,099.00	$ 120.00	$ 80.00	$ 546.00	$ 1,105.00	$ -	$ 8,188.90	**FEBRUARY TOTAL**
MARCH	INVOICE #	DATE	WORK COMPLETED															INVOICE TOTAL	SPECIFIC LOCATION
	9848	3/2/2016	Clean and mulch beds								$ 1,362.50							$ 1,362.50	
	9849	3/2/2016	Install playground chips		$ 1,000.00						$ 2,588.52							$ 3,588.52	
	9851	3/4/2016	Install playground chips		$ 1,056.00				$ 1,000.00									$ 2,056.00	
	9853	3/4/2016	Clean out Trash Containers					$ 60.00					$ 40.00	$ 40.00		$ 40.00		$ 180.00	
	9855	3/7/2016	Clean out Trash Containers		$ 40.00		$ 40.00	$ 60.00	$ 80.00									$ 220.00	
	9856	3/8/2016	Clean out Trash Containers										$ 45.00					$ 45.00	
	9857	3/7/2016	Install Playground chips					$ 1,158.00										$ 1,158.00	
	9861	3/8/2016	Clean up down tree limbs						$ 305.00									$ 305.00	
	9862	3/9/2016	Mulch					$ 4,812.50										$ 4,812.50	
	9864	3/11/2016	Mulch		$ 1,765.00													$ 1,765.00	
	9865	3/11/2016	Clean out Trash Containers					$ 60.00										$ 60.00	
	9869	3/11/2016	Install Dog Signs					$ 194.00										$ 194.00	
	9871	3/14/2016	Downed tree removal									$ 1,270.00						$ 1,270.00	
	9877	3/16/2016	Mulch										$ 1,785.00					$ 1,785.00	
	9878	3/15/2016	Mulch						$ 2,100.00									$ 2,100.00	
	9879	3/16/2016	Mulch													$ 2,760.00		$ 2,760.00	Lafayette High to P-G Loop
	9883	3/17/2016	Clean out Trash Containers					$ 60.00									$ 15.00	$ 75.00	Town Center Trash Containers
	9887	3/18/2016	Mulch						$ 390.00									$ 390.00	

FY-2016 Parks and Trails Maintenance Costs

	Park/Trail			AL FOSTER TRAILHEAD	ANNIVERSARY PARK	BELLEVIEW FARM PARK	BLUFF VIEW PARK	COMMUNITY PARK	GLENCOE PARK	KOHN PARK	OLD POND SCHOOL	ROCK HOLLOW TRAIL	PEDESTRIAN BRIDGES	TAYLOR/100 TRAIL	EVENTS	GENERAL TRAILS	GENERAL WORK		
	9892	3/18/2016	Install weed prevention					$ 180.00										$ 180.00	
	9893	3/25/2016	Clean out Trash Containers		$ 40.00		$ 40.00	$ 60.00					$ 40.00	$ 40.00		$ 40.00		$ 260.00	
	9896	3/25/2016	Mulch													$ 3,795.00		$ 3,795.00	Hamilton-Carr/tunnel/Wildwood Greenway
	9897	3/25/2016	Grass cutting & trimming		$ 75.00				$ 660.00				$ 420.00			$ 520.00		$ 1,675.00	
	9897	3/25/2016	Clean out Trash Containers					$ 120.00										$ 120.00	
	9907	3/18/2016	Clean pavilion area					$ 396.00										$ 396.00	
	9908	3/18/2016	Put up and take down Tent												$ 546.00			$ 546.00	WBA Balloon Glow
	9919	3/25/2016	Clean inlets and paint					$ 684.92										$ 684.92	
	9926	3/31/2016	Replace 6 signs with new poles													$ 509.88		$ 509.88	Pond-Grover Loop Area
			MARCH TOTALS	$ -	$ 3,976.00	$ -	$ 80.00	$ 7,845.42	$ 4,535.00	$ -	$ 3,951.02	$ 1,270.00	$ 2,330.00	$ 80.00	$ 546.00	$ 7,664.88	$ 15.00	$ 32,293.32	**MARCH TOTAL**
	INVOICE #	DATE	WORK COMPLETED															INVOICE TOTAL	SPECIFIC LOCATION
	9899	4/1/2016	Clean out Trash Containers					$ 60.00										$ 60.00	
	9899	4/1/2016	Grass cutting & trimming		$ 75.00		$ 320.00	$ 200.00	$ 560.00		$ 75.00	$ 40.00				$ 380.00		$ 1,650.00	
	9927	4/1/2016	Board up buildings & paint			$ 254.50												$ 254.50	
	9938	4/4/2016	Pick up broken light		$ 234.00													$ 234.00	
	9941	4/5/2016	Check light poles		$ 65.00													$ 65.00	
	9943	4/6/2016	Clean & wash down Trash Containers					$ 708.50										$ 708.50	
	9947	4/7/2016	Install signs and clean debris					$ 312.50										$ 312.50	
	9127748	4/7/2016	Pest control								$ 52.00							$ 52.00	
	9930	4/8/2016	Clean out Trash Containers		$ 40.00		$ 45.00	$ 100.00	$ 40.00									$ 225.00	
	9930	4/8/2016	Grass cutting & trimming				$ 75.00		$ 660.00		$ 75.00		$ 420.00			$ 470.00		$ 1,700.00	
	9951	4/8/2016	Delivery of memorial bench													$ 104.00		$ 104.00	
	9952	4/10/2016	Clean for rental								$ 75.00							$ 75.00	
	9956	4/12/2016	Bench assemply & plaque install													$ 332.67		$ 332.67	
	9959	4/14/2016	Grade entrance					$ 606.85										$ 606.85	
	9960	4/14/2016	Remove trash								$ 75.00							$ 75.00	
	9961	4/15/2016	Set up & take down tent for event												$ 693.00			$ 693.00	WBA Balloon Glow
	9963	4/15/2016	Clean out Trash Containers		$ 40.00			$ 60.00										$ 100.00	
	9963	4/15/2016	Grass cutting & trimming		$ 75.00		$ 200.00	$ 200.00	$ 660.00			$ 45.00						$ 1,180.00	
APRIL	9965	4/15/2016	Grass cutting & trimming												$ 80.00			$ 80.00	WBA Balloon Glow (Town Center fields)
	9966	4/15/2016	Grass cutting & trimming					$ 125.00										$ 125.00	
	9969	4/18/2016	Seal bathroom floors					$ 1,370.90										$ 1,370.90	
	32668	4/21/2016	Lock Installation					$ 483.00										$ 483.00	
	1355	4/23/2016	Dewinterize bathroom		$ 382.00													$ 382.00	
	9970	4/22/2016	Clean out Trash Containers		$ 75.00			$ 60.00										$ 135.00	
	9970	4/22/2016	Grass cutting & trimming		$ 75.00				$ 660.00	$ 90.00	$ 75.00		$ 420.00			$ 965.00		$ 2,285.00	
	9974	4/29/2016	Clean out Trash Containers		$ 40.00													$ 40.00	
	9974	4/29/2016	Grass cutting & trimming		$ 75.00		$ 200.00	$ 485.00	$ 660.00		$ 75.00							$ 1,495.00	
	9976	4/29/2016	Grass cutting & trimming														$ 40.00	$ 40.00	Town Center near Garden
	9979	4/20/2016	Clean out Trash Containers														$ 40.00	$ 40.00	Town Center
	9979	4/20/2016	Grass cutting & trimming		$ 75.00			$ 360.00	$ 400.00	$ 140.00	$ 95.00	$ 45.00					$ 1,250.00	$ 2,365.00	
	9989	4/20/2016	Install signs														$ 760.50	$ 760.50	
	9991	4/21/2016	Aerate, overseed, fertilize					$ 571.14										$ 571.14	
	9994	4/21/2016	Adjust doors & install shelf					$ 260.00										$ 260.00	
	9997	4/22/2016	Work at park					$ 390.00										$ 390.00	
	9998	4/23/2016	Clean Park & trash containers					$ 320.00										$ 320.00	
	10004	4/27/2016	Power wash walk, repair bldg, clean					$ 520.00										$ 520.00	
	10007	4/28/2016	Seal sidewalk, fix lights					$ 1,106.08										$ 1,106.08	
	10009	4/29/2016	Remove tree from trail													$ 244.00		$ 244.00	Glencoe Area
	10011	4/30/2016	Clean Park & trash containers		$ 135.00			$ 160.00										$ 295.00	
			APRIL TOTALS	$ -	$ 1,386.00	$ 254.50	$ 840.00	$ 8,458.97	$ 3,640.00	$ 230.00	$ 597.00	$ 130.00	$ 840.00	$ -	$ 773.00	$ 2,495.67	$ 2,090.50	$ 21,735.64	**APRIL TOTAL**
	INVOICE #	DATE	WORK COMPLETED															INVOICE TOTAL	SPECIFIC LOCATION
	10017	5/3/2016	Backfill sidewalk					$ 184.00										$ 184.00	
	10020	5/2/2016	Work on drinking fntn and irrigation		$ 372.27													$ 372.27	
	10021	5/2/2016	Repair drinking fountain								$ 175.50							$ 175.50	
	10022	5/2/2016	Clean out trash containers		$ 40.00			$ 60.00										$ 100.00	
	10023	5/3/2016	Install motion sensors					$ 195.00										$ 195.00	
	10024	5/4/2016	Brush hog			$ 1,002.50												$ 1,002.50	
	10025	5/4/2016	Trim back trees and bushes	$ 1,527.00														$ 1,527.00	
	10027	5/5/2016	Clean up brush & branches							$ 808.00								$ 808.00	
	10034	5/6/2016	Clean park & trash containers		$ 135.00			$ 160.00										$ 295.00	

FY-2016 Parks and Trails Maintenance Costs

	Park/Trail			AL FOSTER TRAILHEAD	ANNIVERSARY PARK	BELLEVIEW FARM PARK	BLUFF VIEW PARK	COMMUNITY PARK	GLENCOE PARK	KOHN PARK	OLD POND SCHOOL	ROCK HOLLOW TRAIL	PEDESTRIAN BRIDGES	TAYLOR/100 TRAIL	EVENTS	GENERAL TRAILS	GENERAL WORK		
MAY	10035	5/7/2016	Clean park & trash containers		$ 135.00			$ 160.00										$ 295.00	
	10038	5/9/2016	Clean out trash containers		$ 40.00			$ 60.00										$ 100.00	
	10084	5/12/2016	Repair wash out area and clean park					$ 174.00										$ 174.00	
	10049	5/14/2016	Grass cutting & trimming		$ 75.00		$ 200.00	$ 325.00	$ 660.00	$ 80.00	$ 75.00					$ 410.00		$ 1,825.00	
	10088	5/16/2016	Clean out trash containers		$ 40.00			$ 60.00										$ 100.00	
	10089	5/17/2016	Repair locks on bathroom stalls					$ 130.00										$ 130.00	
	10092	5/18/2016	Clean park & trash containers					$ 160.00										$ 160.00	
	10094	5/19/2016	Clean park & trash containers					$ 160.00										$ 160.00	
	10054	5/20/2016	Grass cutting & trimming					$ 200.00	$ 730.00		$ 75.00	$ 45.00				$ 650.00		$ 1,700.00	
	8253	5/20/2016	Tree work														$ 5,185.00	$ 5,185.00	
	10099	5/21/2016	Clean park & trash containers		$ 405.00			$ 480.00										$ 885.00	
	10102	5/24/2016	Fix Potholes				$ 609.53											$ 609.53	
	10103	5/24/2016	Repair drinking fountain & misc. work		$ 227.50													$ 227.50	
	10108	5/26/2016	Clean out trash containers					$ 60.00										$ 60.00	
	10112	5/27/2016	Clean up park						$ 1,068.00									$ 1,068.00	
	10115	5/27/2016	Clean up property														$ 175.50	$ 175.50	338 Highway 109
	10116	5/27/2016	Clean park & trash containers					$ 160.00										$ 160.00	
	10059	5/27/2016	Grass cutting & trimming		$ 75.00			$ 120.00	$ 660.00	$ 80.00	$ 75.00					$ 650.00		$ 1,660.00	
	10118	5/28/2016	Clean park & trash containers		$ 270.00			$ 320.00										$ 590.00	
	10120	5/31/2016	Clean out trash containers					$ 60.00										$ 60.00	
			MAY TOTALS	$ 1,527.00	$ 1,814.77	$ 1,002.50	$ 809.53	$ 3,228.00	$ 3,118.00	$ 968.00	$ 400.50	$ 45.00	$ -	$ -	$ -	$ 1,710.00	$ 5,360.50	$ 19,983.80	**MAY TOTAL**
	INVOICE #	DATE	WORK COMPLETED															INVOICE TOTAL	SPECIFIC LOCATION
JUNE	10124	6/3/2016	Brush hog													$ 213.00		$ 213.00	
	10127	6/3/2016	Clean up park		$ 135.00			$ 480.00			$ 97.50							$ 712.50	
	10069	6/3/2016	Grass cutting & trimming		$ 150.00		$ 200.00	$ 505.00	$ 80.00	$ 80.00	$ 75.00	$ 105.00				$ 1,230.00		$ 2,425.00	
	9141807	6/3/2016	Pest Control								$ 52.00							$ 52.00	
	10130	6/6/2016	Clean up park					$ 160.00										$ 160.00	
	6159095	6/7/2016	Annual Termite Treatment								$ 621.86							$ 621.86	
	10136	6/7/2016	Install message board boxes					$ 175.39										$ 175.39	
	10138	6/8/2016	Install new dog station													$ 130.00		$ 130.00	
	10139	6/8/2016	Clean out trash containers					$ 60.00										$ 60.00	
	10142	6/9/2016	Trimming													$ 375.00		$ 375.00	
	10144	6/9/2016	Clean out trash containers					$ 60.00										$ 60.00	
	10145	6/10/2016	Remove dead trees in dog park					$ 1,270.00										$ 1,270.00	
	10146	6/10/2016	Clean up park		$ 270.00			$ 320.00										$ 590.00	
	10062	6/10/2016	Clean out flower beds					$ 160.00			$ 180.00							$ 340.00	
	10071	6/10/2016	Grass cutting & trimming		$ 75.00			$ 300.00	$ 735.00		$ 95.00					$ 320.00		$ 1,525.00	
	10147	6/11/2016	Remove height bar at parking garage														$ 65.00	$ 65.00	
	10149	6/12/2016	Water leak		$ 97.50													$ 97.50	
	10150	6/13/2016	Repair of trash cans														$ 1,401.92	$ 1,401.92	
	10151	6/13/2016	Install new GFI and clean park								$ 353.53							$ 353.53	
	10153	6/15/2016	Clean out park					$ 160.00										$ 160.00	
	10155	6/16/2016	Deliver and pick up trash cans														$ 276.00	$ 276.00	
	10157	6/16/2016	Pick up gates														$ 58.50	$ 58.50	
	10160	6/17/2016	Clean out park		$ 135.00			$ 320.00			$ 97.50							$ 552.50	
	10065	6/17/2016	Clean out flower beds		$ 120.00				$ 280.00									$ 400.00	
	10075	6/17/2016	Clean out trash containers		$ 97.50			$ 60.00	$ 100.00									$ 257.50	
	10075	6/17/2016	Grass cutting & trimming		$ 75.00		$ 200.00	$ 125.00	$ 820.00	$ 80.00	$ 75.00	$ 50.00			$ 100.00	$ 735.00		$ 2,260.00	June Concert
	10077	6/17/2016	Grass cutting & trimming														$ 60.00	$ 60.00	
	2016-7322	6/23/2016	Sprinkler System seasonal start-up								$ 160.00							$ 160.00	
	2016-7510	6/23/2016	Service sprinkler system								$ 32.08							$ 32.08	
	2016-7328	6/23/2016	Sprinkler System seasonal start-up		$ 150.00													$ 150.00	
			JUNE TOTALS	$ -	$ 1,305.00	$ -	$ 400.00	$ 4,155.39	$ 2,015.00	$ 160.00	$ 1,839.47	$ 155.00	$ -	$ -	$ 100.00	$ 3,003.00	$ 1,861.42	$ 14,994.28	**JUNE TOTAL**
			YEAR TO DATE TOTALS	**$1,527.00**	**$9,381.77**	**$1,257.00**	**$3,082.03**	**$27,524.68**	**$14,415.00**	**$1,358.00**	**$7,039.99**	**$2,959.00**	**$3,957.00**	**$240.00**	**$5,955.39**	**$16,318.55**	**$9,735.67**	**$104,751.08**	**YEAR TO DATE TOTAL**

WILDWOOD

July 19, 2016

The Honorable City Council
City of Wildwood, Missouri
16860 Main Street
Wildwood, Missouri 63040

Re: **Reservation and Registration Update – Parks and Recreation**

Council Members:

Monthly Accounting for Parks & Recreation ♦♦♦

At the direction of the City Council from its 2015 Strategic Planning Session, the Planning/Economic Development/Parks Committee has been providing the costs associated with the maintenance and upkeep of the City's parks and trails facilities since the beginning of this year. This information has been provided in the form of an annual accounting from the year 2006 through 2015, and, again, beginning in 2016, a monthly accounting on a per park basis. In conjunction with this maintenance report, the Committee is now providing an accounting of the fees collected from pavilion rentals and program registrations.

Current Registration/Reservation Status ♦♦♦

The fees collected for the year to date, again on a per month basis of when the event was completed, are provided below:

2016 Fees Collected	
January	$11,585
February	$750
March	$1,660
April	$6,610
May	$2,840
June	$810
Year to Date Total	$24,255

The quantities of registrations and reservations for the year, in addition to the fees collected to date, is identified by each month, on the attached spreadsheet.

If any of the City Council Members should have questions or comments before tonight's meeting about this information, please feel free to contact the Department of Planning and Parks at (636) 458-0440. The Department of Planning will be available at the July 25, 2016 City Council meeting to respond to any questions or comments in this regard. Thank you for your review of this information.

Respectfully submitted,
CITY OF WILDWOOD

Jim Baugus, Chair*
Planning/Economic Development/Parks Committee

Cc: The Honorable James R. Bowlin, Mayor
Ryan S. Thomas, P.E., City Administrator
John A. Young, City Attorney
Kathy Arnett, Assistant Director of Planning and Parks
Gary Crews, Superintendent of Parks and Recreation

* The Department of Planning and Parks developed this report, in conjunction with the Planning/Economic Development/Parks Committee. Content reflects the Committee's consideration of this subject, and not necessarily an individual's position or opinion.

Registration and Reservation Results and Fees

	2015		January 2016			February 2016			March 2016			April 2016			May 2016			June 2016					
	Registrations Completed	Fees Collected	Reservations Made	Registrations Completed	Fees Collected	Reservations Made	Registrations Completed	Fees Collected	Reservations Made	Registrations Completed	Fees Collected	Reservations Made	Registrations Completed	Fees Collected	Reservations Made	Registrations Completed	Fees Collected	Reservations Made	Registrations Completed	Fees Collected	Total Reservations	Total Registrations	Total Fees Collected
Dog Park Households *	131	$ 7,248.50		20	$ 1,000.00		15	$ 750.00		32	$ 1,600.00		20	$ 1,000.00		16	$ 800.00		5	$ 250.00		239	$ 12,648.50
Dog Park Dogs *	174			31			19			40			25			22			7			318	
Anniversary Park Pavilion **									2		$ 60.00	5		$ 170.00	8		$ 230.00	2		$ 60.00	17		$ 520.00
Community Park Pavilion **												21		$ 2,100.00	17		$ 1,750.00	5		$ 500.00	43		$ 4,350.00
Old Pond School Pavilion **												1		$ 30.00	2		$ 60.00	0		$ -	3		$ 90.00
Event Registration *				331	$ 11,585.00		479			100			243	$ 3,310.00		84			225	$ -		1462	$ 14,895.00
Event Breakdown ***			Frozen Feet 1/2 Marathon (331@$35) = $11,585			ECRP (95@Free) = $0.00 Cabin Fever Hike (240@Free) = $0.00 Family Snow Day at Hidden Valley (144@Free) = $0.00			ECRP (100@Free) = $0.00			ECRP (83@Free) = $0.00 Spring Crop (11@$30) = $330 Tree Hugger 5K Run (149@$20) = $2980			ECRP (84@Free) = $0.00			GreenRock Trail Hike (183@Free) = $0.00 Plein Air Event (17@Free) = $0.00 Home Alone Class (25@Free) = $0.00					
2015 Totals		$ 7,248.50																			2015 Totals	131	$ 7,248.50
																					2016 Totals		
2016 Totals					$ 12,585.00			$ 750.00			$ 1,660.00			$ 6,610.00			$ 2,840.00			$ 810.00	63	1570	$ 25,255.00

- The above calculations have been completed using three (3) main categories of information. These categories include the following:

* Number of Completed Registrations - This number includes Dog Park membership registrations of both households and the number of dogs, as well as event registrations

** Number of Reservations for pavilion rentals in three (3) parks - 1. Community Park; 2. Anniversary Park; and 3. Old Pond School Park

*** Fees Collected - 1. Membership registrations; 2. Event registration; and 3. Pavilion rentals.

- The calculations began in Spring 2016 to provide an accurate count of the dog park area, which now includes the overall number of households registered, as well as how many dogs were enrolled, given the facility opened in late Fall 2015. The number of Dog Park memberships is the only information provided from the previous year (2015). With the addition of the RecDesk Software in March, pavilion reservations are now completed online and payment collected via credit card at the time of reservation. Therefore, pavilion rentals have been calculated beginning in March 2016, when the system was first operational. The pavilion in Community Park was not open and available for reservations until April 2016. The Committee would also note the calculations of event registrations are totaled for each event and listed during the month the event was held, not necessarily when the reservations were made. The final item of note is the accounting provided is not necessarily net income for the City. Expenditures occur for each event, along with maintenance and upkeep within each park and fees to partners, who assist the City in the execution of these tasks.

WILDWOOD

July 25, 2016

The Honorable City Council
City of Wildwood, Missouri
16860 Main Street
Wildwood, Missouri 63040

Re: Update on the City's Rural Internet Access Project

Council Members:

The Department of Planning and the City Attorney attended a meeting with representatives of St. Louis County to discuss the technical drawings needed for it to allow Bays ET and Wisper ISP to utilize the two (2) tower sites at Babler State Park and the Wildwood Campus of St. Louis Community College. This meeting also included the owner of Bays ET. At this meeting, the St. Louis County representatives explained that it has a set of requirements for the use of these towers and the lease area, where they are located, which is a condition of the lease agreement between the City of Wildwood and it. Therefore, these plan sheets are the exhibits that are to be attached to the lease agreement in this regard.

At the conclusion of the meeting, the City agreed to manage this plan process and ensure the information is provided in a format acceptable to St. Louis County, so as the agreement can be completed. terraspec and Doering Engineering are performing the work for the City. Both providers have submitted their information to these two (2) consultants in this past week, so progress is being made. It is the hope of the Department to have the matter resolved in terms of these plan sheets no later than August 23, 2016 (sooner, if at all possible).

The City and the two (2) providers are continuing to complete the long-range plans for the expansion of service from current City-owned poles and St. Louis County towers and received an update from Bays ET, but neither company has provided a final product. As noted in the Department's last update on this matter, the intent is to present this information first to the Rural Internet Access Committee (RIAC), then to the City Council. This presentation to City Council will coincide very closely with the preparation and discussion of mid-year budget adjustments, so if additional funds are agreed to for these improvements, such could be programmed at this time. These long-range plans are intended to begin the service push to those households that are considered the most difficult to serve (the last mile).

If any of the City Council members should have questions or comments in this regard, please feel free to contact the Department of Planning at (636) 458-0440. Thank you for your continued support of this project and the efforts to address the needs of rural Wildwood residents.

Respectfully submitted,
CITY OF WILDWOOD

Joe Vujnich, Director
Department of Planning

Cc: The Honorable James R. Bowlin, Mayor
Ryan S. Thomas, P.E., City Administrator
John A. Young, City Attorney
Kathy Arnett, Assistant Director of Planning and Parks
Chris Bay, Malinda Heuring, and Nathan Stooke, Service Providers – Bays ET and Wisper ISP

WILDWOOD

Memo

To: Mayor Jim Bowlin
Wildwood City Council Members

From: Mike Hartwig, Assistant City Engineer
Joe Vujnich, Director of Planning & Parks

Date: July 22, 2016

Re: Construction Project Updates

Following is an update on all active City construction projects. The Departments of Public Works and Planning/Parks will be available for any questions at the July 25, 2016 City Council Meeting.

Manchester Road Resurfacing & Bike Lanes: This project will resurface Manchester Road from the Route 109 intersection to the western intersection with Route 100. The project will include some shoulder widening to provide two 11' driving lanes and two adjacent 5' shoulder/bike lanes. The contractor has finished placing the asphalt base and overlay and will be installing guardrail and striping over the next few weeks.

Community Park Access Road Extension: The contractor has begun work to extend the Community Park Access Road to connect to the Pond-Grover Loop Road Extension west of Route 109. Several utilities will need to be relocated before the contractor can continue grading of the new extension roadway. The extension roadway is scheduled to be completed later this year, pending completion of the utility relocations.

2016 Asphalt Resurfacing: The contractor has completed placement of the asphalt overlay on Allenton Road, Hardt Road, and Eatherton Road between Route 109 and Wild Horse Creek Road. They plan to stripe these roads over the next few weeks and place the asphalt overlay on Alt Road in early August.

Caulks Creek Trunk Sewer Project by MSD: The contractor for MSD has completed clearing of the sewer line sections along Strecker Road from south of Church Road to McBride Pointe and from south of Woodcliff Heights Drive to Clayton Road and has begun installing the sewer mains on the north end of the project. Clearing and work for the section along Strecker Road between McBride Pointe and south of Woodcliff Heights Drive will not begin until this fall. The contractor and MSD have been notifying affected property owners in the area.

Forby Road and Alt Road Project in Eureka: Utility relocation work began for this City of Eureka project in late January and will continue through June. Road construction work began in June. Alt

Road is currently closed between Thunder Valley Drive and Forby Road. A signed detour route is in place and local traffic is able to access Alt Road from Forby Road via Meramec Boulevard and Wren Meadow Drive. This closure is expected to be in place until the end of July. Forby Road west of the Alt Road intersection will remain open and accessible at all times to at least one lane of traffic. This project is expected to be completed by the end of 2016.

MH and JV

WILDWOOD®

MEMORANDUM

To: Mayor James R. Bowlin and City Council Members

From: Ryan S. Thomas, City Administrator

Date: July 21, 2016

Re: Economic Development Position

Background
In order to fully implement the numerous objectives identified in the City's Economic Development Guide, 2015 City Council Strategic Goals, and 2016 Master Plan Update, it will be necessary to add resources to the City Team, either through the establishment of a new position, with consultant(s), or a combination thereof. At its May 23, 2016 Meeting, the Economic Development Task Force recommended a full-time economic development position, following which a position description was prepared for their review.

Recommendation
At its June 27, 2016 Meeting, the Economic Development Task Force recommended proceeding with the recruitment of an Economic Development Manager, as further described in the attached Position Description. Then, at the July 19, 2016 Planning/Economic Development/Parks Committee Meeting, the recommendation was accepted and is now being forwarded to the full City Council for review and discussion at the July 25, 2016 City Council Work Session.

With the support of the City Council, the City Administrator will initiate the recruitment process, and include the additional costs as part of the Mid-Year Budget Amendment, and the proposed 2017 Municipal Budget that follows.

I will be available for any comments or questions at the July 25, 2016 City Council Meeting.

RST

CITY OF WILDWOOD, MISSOURI
"Planning Tomorrow Today"

ECONOMIC DEVELOPMENT MANAGER

Department of Administration
Supervised by: City Administrator
FLSA: **Exempt**
Full Time
Suggested Salary Range: $65,305 to $97,958

POSITION DESCRIPTION

This position is responsible for managing the city's economic development efforts, under the direction of the City Administrator.

ESSENTIAL DUTIES AND RESPONSIBILITIES, include the following:

1. Implements the recommended items from the City's Economic Development Guide, Master Plan – Economic Development Element, and City Council Strategic Goals & Objectives.
2. Develops annual goals and objectives, including timelines and deliverables, and provides quarterly progress reports.
3. Develops marketing strategies and campaigns to promote the city as a potential location for business development.
4. Oversees the development and implementation of a business retention and expansion program.
5. Oversees and implements business attraction and recruitment efforts.
6. Consults with local employers and businesses to assess the needs and services that the city may provide to be a more viable business climate.
7. Analyzes industrial, economic, and demographic data to better promote the city as a site for potential businesses.
8. Develops successful working partnerships with local businesses, real estate developers and government organizations to coordinate a business development plan for the city.
9. Represents the City to trade shows, business associations, boards, and organizations in order to promote the city to potential employers.
10. Supports entrepreneurship development.
11. Conducts research to develop conceptual frameworks for economic development projects.
12. Oversees the development, revision and editing of City marketing materials, in close cooperation with the City's consultant(s).
13. Answers questions, provides information and assists business owners with areas of concern.
14. Attends meetings, provides reports to and coordinates activities with the City's Economic Development Task Force.
15. Coordinates economic development actions with other City Departments, where applicable.
16. Attends training opportunities.
17. Performs related duties as assigned by the City Administrator.
18. Considering the essential duties and responsibilities of the position, flexible work hours may be required to attend various meetings, trade shows and other events.

DRAFT

QUALIFICATIONS

To perform this job satisfactorily, an individual must be able to perform each essential duty in accordance with the City's performance requirements. The requirements listed herein are representative of the knowledge, skills and abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions under ADA guidelines.

EDUCATION, CERTIFICATION AND/OR EXPERIENCE

1. Bachelor's Degree from an accredited college or university with major course work in economic development, public administration, urban planning, marketing or a related field. Master's Degree preferred.
2. Minimum of five (5) years of current economic development experience, preferably in local government.
3. Certified Economic Developer (CEcD) preferred.

Candidates with an equivalent combination of education, training, and/or experience that provides the required knowledge, skills and abilities required may be considered. Demonstrated development/participation in successful economic development programs preferred.

TECHNICAL QUALIFICATIONS - KNOWLEDGE, SKILLS, AND ABILITIES

1. Knowledge of economic development, planning and marketing principles.
2. Knowledge of community and local geography.
3. Knowledge of city licensing and permitting procedures.
4. Knowledge of city budgeting policies.
5. Knowledge of computers, Microsoft Office, Customer Relationship Management (CRM) software and other job related software programs.
6. Skill in planning, organizing, directing and coordinating the work of personnel.
7. Skill in the analysis of problems and the development and implementation of solutions.
8. Skill in the preparation of clear and precise administrative reports.
9. Skill in oral and written communication.

PHYSICAL DEMANDS

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to sit and use hands to finger, handle or feel objects or controls. The employee is occasionally required to stand, walk, reach with hands and arms, balance, stoop, kneel or crouch. The employee must occasionally lift and/or move up to 50 pounds of general office files and equipment. Employee must have visual acuity to work independently and consistently with legal and financial data.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

DRAFT

WILDWOOD®

MEMORANDUM

To: Mayor James R. Bowlin and City Council Members

From: Ryan S. Thomas, City Administrator

Date: July 21, 2016

Re: City Council Standing Committee for Economic Development

Background
Given the greater emphasis now being given to economic development, it has been suggested in both the Economic Development Guide and the 2016 Master Plan Update that it may be an appropriate time to consider a separate City Council Standing Committee for economic development. Such an action would allow more time to be focused on economic development, and would allow the Committee to report directly to the City Council with its recommendations.

Recommendation
At its June 27, 2016 Meeting, the Economic Development Task Force recommended establishing a separate City Council Standing Committee for Economic Development. Then, at its July 19, 2016 Meeting, the Planning/Economic Development/Parks Committee supported the same, and recommended the resulting three (3) City Council Standing Committees be restructured as follows:

- Administration/Public Works Committee (current members)
- Planning/Parks Committee (current P/E/P members)
- Economic Development Committee (current Economic Development Task Force Members, which ultimate membership to include 4 members from the Administration/Public Works Committee and 4 members from the Planning/Parks Committee

Additionally, with the new City Council Standing Committee structure, the current Economic Development Task Force would disband. Additionally, it was suggested by the Planning/Economic Development/Parks Committee that non-Council representatives from the local business community be encourage to participate in the Economic Development Committee's meetings.

Next Steps
If supported at the July 25, 2016 City Council Work Session, legislation would be prepared for first reading at the August 8, 2016 City Council Meeting, similar to the attached legislation from April 1999 (the last time the Standing Committee structure was changed).

I will be available for any comments or questions at the July 25, 2016 City Council Work Session.

RST

BILL NO. 526 **ORDINANCE NO. 526**

AN ORDINANCE AMENDING CITY OF WILDWOOD CODE SECTION 110.250 RELATING TO "STANDING COMMITTEES" BY MERGING THE FIVE STANDING COMMITTEES OF CITY COUNCIL INTO TWO STANDING COMMITTEES.

WHEREAS, Section 110.250 of the City of Wildwood Code relating to "Standing Committees" currently lists five standing Committees of the City Council;

WHEREAS, the City Council has determined that the ordinance should be amended by merging the Administration and Public Works Committees into one (1) committee and merging the Council Planning, Parks and Economic Development into one (1) committee; and

WHEREAS, the purpose of this ordinance is to provide for two standing committees of City Council, with the same changes and responsibilities as outlined in Section 110.250 of the City of Wildwood Code Book.

NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF WILDWOOD, AS FOLLOWS:

Section One. Sections 110.250 (A) and (B) of the City of Wildwood Code are hereby repealed and replaced with the following new Sections 110.250 (A) and (B):

Section 110.250 (A.) Establishment. There are hereby established as Standing Committees of the City Council the following:

(1) Administration and Public Works
(2) Council Planning, Parks and Economic Development

Section 110.250 (B) Membership-Appointment. Each of the two Council Standing Committees shall have two 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.

Section Two. Except as modified herein, Section 110.250, as amended, shall remain in full force and effect.

Section Three. This ordinance shall be in full force and effect on and after its passage and approval.

This Bill was passed and approved this 26th day of April, 1999, by the Council of the City of Wildwood, Missouri, after having been read by title or in full two times prior to passage.

PRESIDING OFFICER

MAYOR

ATTEST:

Lynne Greene

City Clerk

ATTEST:

Lynne Greene

City Clerk