



**MEETING OF THE  
ADMINISTRATION/PUBLIC WORKS COMMITTEE**

**Tuesday, October 11, 2022 at 6:30 pm**

**City Hall Council Chambers**

**16860 Main Street**

**This Meeting will be hybrid, also available via Zoom Webinar Platform:**

**<https://us02web.zoom.us/j/82414140388>**

**Webinar ID 824 1414 0388**

**Dial In Telephone Number 312-626-6799**

**and be Broadcast on the City of Wildwood's YouTube Channel**

**<https://www.youtube.com/channel/UCDrnHWBRdhYZw4KNUPbp1yg>**

- I. Roll Call
- II. Approval Of Minutes (September 6, 2022 Meeting)

Documents:

[9 - SEPTEMBER 6, 2022 DRAFT.PDF](#)

- III. Public Participation
- IV. Administration
  - A. For Information
    - 1. No Items
  - B. For Action
    - 1. Audit Firm RFP And Recommendation

Documents:

[2022 - AUDIT RFP RECOMMENDATION MEMO.PDF](#)

- 2. Review Of 2022 Administration Budget
    - 3. Review Of 2022 City Clerk Budget
    - 4. Review Of 2022 Court Budget
- V. Public Works

- A. For Information
  - 1. Structure 3-107 Update
- B. For Action
  - 1. Review Of 2022 Public Works Budget
  - 2. Review Of 2022 Road And Bridge Fund
  - 3. Review Of 2022 Capital Projects Fund

VI. Topics For Inclusion On Future Agendas – Proposed Timeframe

- A. Review Of Sunshine Request Policy (Wards – All) (October 2022)
- B. Review Of Liquor License Ordinance (Wards – All) (October 2022)
- C. Proposed City-Consultant Agreement With GBA For Citywide Culvert Inspection (Wards – All) (October 2022)
- D. Sewer Lateral Insurance Program (Wards - All) (November 2022)
- E. Develop/Review Social Media Policy (Wards – All) (November 2022)
- F. Policy On The Public Acceptance Of Private Streets (Wards – All) (November 2022)
- G. Electric Vehicle Charging Stations (Ward 8) (December 2022)

VII. Miscellaneous

VIII. Next Meeting: Tuesday, October 25, 2022 At 6:30 Pm

IX. Adjournment

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

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

*Notice is hereby given that the 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]; sealed bids and related documents, until the bids are opened' and sealed proposals and related documents or any documents related to a negotiated contract until a contract is executed, or all proposals are rejected [RSMO 610.021 (12) 1994]; and/or individually identifiable personnel records, performance ratings or records pertaining to employees or applicants for employment [RSMO 610.021 (13) 1994].*

The City of Wildwood will provide reasonable accommodations for persons attending Administration/Public Works Committee Meetings. Requests for reasonable accommodations should be made by contacting Megan Eldridge, City Clerk, at 636-458-0440 or email at [megan@cityofwildwood.com](mailto:megan@cityofwildwood.com) at least 48 hours prior to the start of the meeting.





**MEETING OF THE  
ADMINISTRATION/PUBLIC WORKS COMMITTEE**  
Tuesday, September 6, 2022 at 5:30 p.m.  
Record of Proceedings – **DRAFT**  
Council Chambers at City Hall and Zoom

**I. Roll Call**

Chair Garritano called the meeting to order at 5:33 pm. An attendance roll call resulted as follows.

Council Members in Attendance

Chair Garritano  
Council Member Bertolino  
Council Member Clark  
Council Member Edens  
Council Member Farmer  
Council Member Hopper  
Council Member Jakcsy via Zoom  
Council Member Nyhan

City Staff Members in Attendance

City Administrator Steve Cross  
Director of Public Works Rick Brown  
City Attorney John Young via Zoom  
Meeting Recorder Carla Patrick

**II. Approval of Minutes**

The minutes of the August 2, 2022 meeting were submitted for approval. Council Member Farmer motioned for approval of the minutes, and Council Member Clark seconded the motion. A voice vote was taken with favorable support. Therefore, Chair Garritano declared the motion passed.

**III. Public Participation**

Lou Salamone, 392 Glenmore, spoke to the deer management plan with handouts promoting Suburban Bowhunters. Jason Ochs, 3626 Hawks Point Road, indicated his support of Mr. Salamone's statement. Tim Donze, 3361 Wilderness Trail, spoke to the deer management plan promoting hunter's inclusion.

**IV. Administration**

A. For Information

**1. Update on Accessibility** (Wards – All)

Council Member Clark noted there are no updates pending results of upcoming resident survey.

**2. Review of City Clerk and City Administrator Performance Review Process** (Wards – All)

Chair Garritano emailed Committee a draft evaluation for their review. The Committee herein declared postponement pending hiring of new City Administrator.

**3. City Administrator Search** (Wards – All)

Chair Garritano had provided a timeline and project strategy for the hiring of a new City Administrator. He declared the process will begin at the October meeting.

B. For Action

**1. Resident Survey** (Wards – All)

Chair Garritano reported he was in receipt of feedback questions from Committee members, which he will soon send to members for their review. He noted the goal of the survey was to "go live" at end of September.

**2. Policy for Sunshine Requests by Council Members** (Wards – All)

City Administrator Cross inquired of the Committee if this topic should remain on the agenda.

Council Member Hopper motioned for a policy draft, wherein Council Member standards for sunshine law requests would be the same as those for others, excepting when related to pertinent City business. Council Member Farmer seconded the motion. A voice vote was taken with unanimous support. Therefore, Chair Garritano declared the motion passed.

## **V. Public Works**

A. For Information – none

B. For Action

### **1. Deer Management Plan – White Buffalo Proposal (Wards – All)**

A cost proposal from White Buffalo, Inc. was presented pursuant to past meeting directives for the deer management plan. The total estimated costs presented were \$204,280 (\$680.93 per deer).

Discussion included vast area challenges, other methods, upcoming non-feed ordinance, resident education, and inclusion of bowhunting at maintenance level.

Council Member Clark motioned to recommend acceptance of (1) the White Buffalo draft plan for initial and major deer population reduction services, (2) with further exploration of utilizing robust, capable, and in-control archery for subsequent phases, (3) continuance of the deer management subcommittee to the point of establishing timelines, key processes, major milestones and geographical areas and (4) development and implementation of effective public education. Council Member Bertolino seconded the motion. A voice vote was taken with unanimous support. Therefore, Chair Garritano declared the motion passed.

### **2. Proposed Street Name Change Request (Ward 1)**

Pursuant to Committee request at August meeting, City Administrator Cross provided the feedback of the congregation of the Union Baptist Church on this name change of Old Slave Road, wherein the consensus was support for this change, inclusive of showing respect for the history of the current name.

Council Member Clark motioned to recommend additions to the previously passed motion for the name change of Old Slave Road to Madison Valley with an historical marker commemorating Elijah Madison, the roadway and cemetery to include a ceremony at the unveiling of such with invitation to such extended to Colonel Kenneth Gregory and Lt. Colonel Troy Doyle (St Louis County Police). Council Member Bertolino seconded the motion. A voice vote was taken with unanimous support. Therefore, Chair Garritano declared the motion passed.

### **3. Contractor Bids for Fall 2022 Tree Planting (Wards – All)**

Director of Public Works Brown presented a follow-up request to contract with Gamma Tree Experts for the Fall 2022 Tree Planting in both Town Center and subdivision tree lawn areas (sidewalk to curb). Gamma was the only respondent to the RFP for such.

Discussion included tree durability, guarantees, subdivision outreach for potential upgrade options, pricing inclusions and door hangers provided residents for tree care.

Council Member Farmer motioned to recommend contracting with Gamma Tree Experts for installation of about 200 new trees within Town Center and designated subdivision tree lawn areas. This Fall 2022 Tree Planting contract shall not exceed \$79,000. Council Member Nyhan seconded the motion. A voice vote was taken with unanimous support. Therefore, Chair Garritano declared the motion passed.

### **4. Policy on Public Acceptance of Private Streets (Wards – All)**

This action item was declared postponed to a future meeting.

### **5. Proposed Agreement for Final Design of Structure 3-107 (Ward 1)**

Director of Public Works Brown requested moving forward from the approved preliminary engineering study for a new bridge to replace Structure 3-107 (culvert) on Wildhorse Creek Road just south of Centaur Road. Therein, he requested contracting with Cochran for the final design and engineering of this bridge. Costs for this proposed bridge would be included in the 2023 Budget.

Discussion included structural integrity of the current crossing, stronger barriers to maintain single lane and easement acquisition.

Council Member Edens motioned to recommend contracting with Cochran Engineering for the final design and engineering plan of replacing Structure 3-107 with a newly constructed bridge on Wildhorse Creek Road, with a not to exceed cost of \$33,140. Council Member Farmer seconded the motion. A voice vote was taken with unanimous support. Therefore, Chair Garritano declared the motion passed.

**6. Proposed Agreement for Design of Old State Road Shared Use Path (Ward 7)**

Public Works Director Brown proposed contracting with Intuition and Logic, Inc. to complete engineering and design of a shared use path along the west side of a section of Old State Road. Funds for such are budgeted in the Capital Improvements Fund and federal funds have been secured in the amount of \$1,120,000.

Council Member Hopper motioned to recommend contracting with Intuition and Logic for engineering and design of the Old State Road Shared Use Path project in the amount of \$170,833.40 plus a \$10,000.00 contingency for additional engineering work as identified by the Public Works Department. Council Member Edens seconded the motion. A voice vote was taken with unanimous support. Therefore, Chair Garritano declared the motion passed.

**7. Potential Locations for Additional Route 100 Guardrail (Wards 1 and 8)**

Public Works Director Brown presented a cost study for additional guardrails along sections (3) of the Wildwood Greenway shared use path, where the path is close to the highway. The cost estimate is \$510,000 plus engineering costs, and would be added to the Strategic Plan/5-Year Capital Improvement Plan,

Discussion included efficiency of doing all areas together and safety concerns.

Council Member Edens motioned to recommend inclusion of this initiative in the Strategic Plan and moving forward with submission of a federal funding application to reduce the costs of installation of additional guardrails along three sections of the Wildwood Greenway shared use path that run close to Highway 100 (5 feet). Council Member Farmer seconded the motion. Therefore, Chair Garritano declared the motion passed.

**8. Proposed Agreement for Tree Inventory (Wards – All)**

Public Works Director Brown requested a contract extension with Davey Resource Group to complete the current inventory of City trees. A Missouri Department of Conservation grant will cover 75% of the costs.

Council Member Farmer motioned to recommend contracting with Davey Resource Group for completion of the City's tree inventory for the not to exceed amount of \$21,900. A Missouri Department of Conservation grant will cover 75% of the cost. Therein, the City cost will not exceed \$5,475. Council Member Hopper seconded the motion. A voice vote was taken with unanimous support. Therefore, Chair Garritano declared the motion passed.

**VI. Topics for Future Agenda's**

1. Develop/Review Social Media Policy (October 2022)
2. Sewer Lateral Insurance Program (October 2022)
3. Electric Vehicle Charging Stations (October 2022)
4. Proposed Agreement with GBA for City Culvert Inspections (October 2022)

**VII. Miscellaneous - none**

**VIII. Next Meeting:** Tuesday, October 11, 2022 at 5:30 pm

**IX. Adjournment**

Council Member Farmer motioned for meeting adjournment, and Council Member Clark seconded the motion. A voice vote was taken with unanimous favorable support. Therefore, Chair Garritano declared the motion passed and the meeting adjourned at 7:19 pm.



To: Administration and Public Works Committee

From: Dawn Kaiser, Finance Officer  
Steve Cross, City Administrator  
Larry McGowen, Treasurer

Date: October 11, 2022

Re: Audit Proposals

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As required by City Charter, the City of Wildwood solicited proposals to audit the City's financial statements for the fiscal year ending on December 31, 2022, with the option for auditing the City's financial statements for up to three (3) additional years. Requests for proposals (RFPs) were emailed to five (5) audit firms (see attached Schedule A) on August 11, 2022. In response, two firms submitted proposals: the City's current auditor RubinBrown, and Schowalter & Jabouri, P.C. The remaining audit firms either did not respond or declined to bid.

All proposals were due by noon on Thursday, September 1, 2022. A summary of proposed fees is attached (see attached Schedule B).

After careful review of each proposal, Finance Officer Dawn Kaiser, City Administrator Steve Cross, and Treasurer Larry McGowen discussed the proposals in preparation of making a recommendation to the Administration and Public Works Committee at their October 11, 2022, meeting.

Criteria used for evaluation included:

- Municipal audit experience
- Estimated hours required for the engagement
- Additional time required by staff to bring a new audit firm up to speed on the City's operations and procedures
- Comprehensive Annual Report (CAFR) preparation history and success
- Audit Schedule
- Cost

Below is a summary of the discussion of audit firms in order of bid proposal (lowest to highest bid):

## **Schowalter & Jabouri, P.C.**

- This firm has relevant audit experience and qualified staff.
- As with any new audit team, additional time will be required to familiarize this firm with City operations. This equates to a substantial number of additional hours for the new firm and for City Staff to explain and document procedures prior to and during the audit.

## **RubinBrown**

- RubinBrown is the current auditor for the City and has performed its audits for the past sixteen (16) years.
- RubinBrown already has a documented history of the City's operations. This will therefore eliminate any excess billable hours required by the audit firm and City staff to learn the City's operations and procedures.
- RubinBrown's proposal includes a new Engagement Manager providing for a new impartial review, allowing for the independence necessary to provide a clean opinion.
- The Engagement Partner and the Quality Control Partner proposed to work on the City's engagement are deeply knowledgeable with regard to Public Sector accounting requirements.
- RubinBrown staff has worked as a team with the City. Questions are answered immediately and relevant forthcoming changes in compliance are discussed well in advance including recommended strategies for implementation.
- RubinBrown produces quality documents and has assisted the City in receiving the Government Finance Officers Association Certificate of Achievement for Excellence in Financial Reporting award since they began auditing the City in 2006.
- Subsequent and additional material prepared by this firm, including Viewpoints and the Public Sector Stats documents, are unique to RubinBrown and are useful tools for City Council and Staff to gauge how the City is performing in comparison to other similar municipalities using a wide variety of comparative statistics.
- RubinBrown's 2018 through 2021 fees increased by only 5.65% over the four-year period. As a result of current economic inflation, a \$9,100 increase was presented for the 2022 audit in comparison to the 2021 audit fee (exclusive of single audit fees if required due to grant revenues exceeding the \$750,000 threshold). Then, for the years 2023-2025, a five percent (5%) increase was quoted for each of the remaining three years.

In conclusion, it is the recommendation of Finance Officer Dawn Kaiser, City Administrator Steve Cross, and Treasurer Larry McGowan that the City retain the services of RubinBrown to audit the City's financial statements for fiscal year end December 31, 2022, with the option for auditing the City's financial statements for up to three (3) additional years. RubinBrown is a recognized leader in municipal audits. Their consistent, professional staff works as a team with City staff ensuring that questions are



answered immediately. RubinBrown is familiar with the City's practices and has already interviewed staff (City-wide) regarding procedures and internal controls. This will eliminate any extra time required by staff to orient a new firm. We strongly believe that any fee savings proposed by Schowalter & Jabori, P.C. would be minimal due to the additional time spent by City staff to bring the new auditors up to speed on all relevant issues. In addition, we believe that RubinBrown goes above-and-beyond the basic audit by producing their Viewpoints and Public Sector Stats documents and by keeping City staff abreast of upcoming changes in accounting practices and reporting requirements.

Respectfully Submitted:

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Dawn Kaiser, Finance Officer

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Larry McGowan, Treasurer

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Steve Cross, City Administrator

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Dated