



WILDWOOD

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

Tuesday, June 6, 2023, at 5:30 p.m.  
Record of Proceedings – **DRAFT**  
Council Chambers at City Hall

**I. Roll Call**

Chair Garritano called the meeting to order at 5:30 pm. An attendance roll call resulted as follows.

Council Members in Attendance

Chair Garritano  
Council Member Clark  
Council Member Farmer  
Council Member Jakcsy  
Council Member Hopper (via Zoom)  
Council Member Nyhan

Council Members Absent

Council Member Edens  
Council Member McCutchen

City Staff Members in Attendance

Interim City Administrator Thomas Lee (via Zoom)  
Director of Public Works Rick Brown  
Meeting Recorder Michelle Scherer

**II. Election of Chair/Vice Chair**

Council Member Farmer nominated Council Member Garritano to serve as Committee Chair. Council Member Nyhan seconded the motion. A voice vote was taken with unanimous favorable support. Therefore, Council Member Garritano declared the motion passed and will serve as Committee Chair.

**III. Approval of Minutes**

The minutes of the May 2, 2023, meeting were submitted for approval.

**MOTION:** Council Member Clark motioned for approval of the minutes, and Council Member Jakcsy seconded the motion. A voice vote was taken and all present voted Aye. Chair Garritano declared the motion passed and the minutes were approved.

**IV. Public Participation**

James Van Nest of the Windsor Crest Subdivision spoke about the public dedication of the Windsor Crest Alleys.

Vicky Wroblewski, Trustee of the Windsor Crest Subdivision, spoke about the public dedication of the Windsor Crest Alleys.

**V. Adjustment of Agenda**

Chair Garritano asked for a Motion to rearrange the order of the agenda to accommodate the Public Participation speakers. The item on Policy on the Public Dedication of Private Streets was moved to the first item of discussion.

**MOTION:** Council Member Jakcsy made the motion and Council Member Farmer seconded. The group voted in support and the motion passed.

**VI. Policy on the Public Dedication of Private Streets (Wards – All)**

Rick Brown, Director of Public Works referred to the explanation of the topic in the memo. The group briefly discussed recent developments on the language of this policy and the need for signage denoting the transfer of the alleys to the city.

**MOTION:** Council Member Farmer put a motion on the floor to recommend sending the amended resolution with changes to amend the policy to incorporate the language from the memorandum and modify the sign requirement to be placed by the department of public works and not the HOA. Council Member Jakcsy seconded the motion. The group voted in unanimous support to the motion and the motion passed.

## **VII. Administration**

### **A. For Information**

1. No items

### **B. For Action**

1. Review of City's Bi-Annual Gazette Publication (Wards – All)

Interim City Administrator Thomas Lee covered the costs of the Gazette and is seeking input from the committee about possible alternatives for citywide communication. The group discussed costs, percentage of readership, materials, and alternatives. Chair Garritano suggested looking into options for reducing the publication costs.

**MOTION:** Council Member Farmer made a motion for the city to explore ways to reduce the cost of the publication as well as explore alternative means of communication. Council Member Clark seconded the motion. All voted Aye and none opposed. Chair Garritano declared the motion passed.

2. Adjustment of Agenda

**MOTION:** Council Member Farmer made a motion to move the review of the City's Investment Policy item to the next item. Council Member Nyhan seconded the motion and all voted Aye. The motion passed.

3. Review of City's Investment Policy (Wards – All)

Finance Officer Dawn Keiser spoke on behalf of this item. She prepared an RFP for the City to hire a financial advisor should the committee recommend it. Council Member Brost joined the meeting via Zoom. Details of the Investment Policy, restrictions, fees, neighboring cities, and options for changes were discussed.

**MOTION:** Council Member Clark made a motion to move the RFP forward but to hold any changes to the City's investment policy until after advisement. Council Member Jakcsy seconded the motion. Chair Garritano abstained and all others voted Aye, and the motion carried.

4. Objectives for Legislative Consultant (Wards – All)

Interim City Administrator Thomas Lee explained the status of Wildwood items advocated for by legislative consultants including goals, timelines, and funding. The floor opened to discussion. Council Member Clark asked for a scorecard from the consultant. Chair Garritano asked if the consultant could come to a meeting to discuss items that can have a measurable effect.

**MOTION:** Council Member Farmer made a motion to put together a list of established goals and develop a scorecard to follow progress and connect with the consultant in a future meeting to discuss actions that would be impactful to the city. Council Member Clark seconded the motion and the group voted unanimously in support, and the motion passed.

5. Review of Elevator Repair RFP Submissions (Wards – All)

Interim City Administrator Thomas Lee explained problems with our elevator, possibilities of filing an insurance claim, and the nature of the RFP and awarding the bidder.

**MOTION:** Council Member Farmer made a motion to move forward with the proposal made by TK Elevator for the City Hall elevator repair. Council Member Nyhan seconded the motion, and all voted in favor. With no discussion all voted in favor and the motion carried.

6. Review of Phone System RFP Submissions (Wards – All)  
Interim City Administrator Thomas Lee described problems with our current phone system and the RFP options. Council Member Clark stated reservations with this phone choice because of the Chinese parts. Security issues and phone components were discussed.  
**MOTION:** Council Member Farmer made a motion to move forward with the IT Voice proposal for the city's phone system with the condition dependent on whether hardware in the proposal is not banned by the federal government.  
Council Member Nyhan seconded the motion, and all voted aye, and the motion passed.
7. Hiring of a Resident Service Representative (Wards – All)  
Interim City Administrator Thomas Lee explained the need to hire a part-time service representative for resident phone inquiries and calls. Details of the position were questioned and discussed.  
**MOTION:** Council Member Farmer made a motion to recommend the hiring of a part time service representative to field questions and concerns from residents, regarding the waste management company transition and the city fiber internet installation project. Council Member Jakcsy seconded the motion, and all voted in favor and the motion passed.
8. Repairs to Wildwood Municipal Building (Wards – All)  
Interim City Administrator Thomas Lee explained the needs for duct cleaning and HVAC maintenance at City Hall.  
**MOTION:** Council Member Jakcsy made a motion to recommend hiring a vendor to carry out the work and Council Member Farmer seconded the motion. The group voted in favor and the motion passed.
9. City Administrator Search (Wards – All)  
**MOTION:** Council Member Farmer made a motion to rearrange this item to end of the Agenda for Executive Closed Session. Council Member Jakcsy seconded the motion, and all voted in unanimous support. The motion passed.

## **VIII. Public Works**

### **A. For Information**

Update on Waste Hauler Agreements (Wards – All)

Interim City Administrator Thomas Lee updated the group on the status of this item. Public Works Director Rick Brown added that the agreement will require two readings at the Monday night Council Meeting.

### **B. For Action**

1. Deer Management – Quote from White Buffalo (Wards – All)  
Director of Public Works Rick Brown explained the general location, timeline and costs associated with the quote. Locations, budget, and property criteria were discussed.  
**MOTION:** Council Member Farmer made a motion to recommend preparing legislation and enabling an agreement with White Buffalo to complete a culling program next winter. Council Member Clark seconded the motion. All voted aye and the motion carried.
2. Federal Funding Agreement for Valley Road Resurfacing Project (Ward 2)  
Director of Public Works Rick Brown explained the Valley Rd project, expenses, the timeline, and project cost matching.  
**MOTION:** Council Member Farmer made a motion to move forward with the recommendation for the city to execute an agreement with MODOT. Council Member Clark seconded the motion and with no discussion, all voted Aye. The motion carried.
3. Sanitary Sewer Lateral Repair Program (Wards – All)  
Director of Public Works Rick Brown explained the conditions of the program and benefits to residents. Dan Rahn answered some technical questions from a previous meeting. Chair Garritano

asked questions and requested that the city provide educational information to residents. Timelines, ballot readings, and finances were discussed and debated. John Young provided input.

**MOTION:** Council Member Jakcsy made a motion for the department to work with the City Attorney and City Clerk to prepare necessary legislation, which if approved by Council, would place the Sewer Lateral Repair Program on the ballot for consideration of voters at the recommended municipal election. Council Member Farmer seconded the motion. All voted in favor and the motion was carried.

4. Proposal from Precision Concrete for Sidewalk Repairs (Ward 2)

Director of Public Works Rick Brown sought a recommendation to authorize the contract with Precision Concrete Cutting for sidewalk repair. In Brentmoor Place Subdivision.

**MOTION:** Council Member Clark made a motion to recommend the Council to authorize a contract with Precision Concrete Cutting in Brentmoor Place Subdivision. Council Member Farmer seconded the motion. All voted in favor and the motion passed.

**IX. Executive Closed Session**

**Executive (Closed) Session pursuant to [RSMo 610.021. 1, 3, 13 (12)]**

A motion was made by Council Member Farmer to enter Executive Session pursuant to RSMo 610.021 (12). Council Member Jakcsy seconded the motion.

A roll call vote to begin Executive Session was taken with the following results:

Ayes – Garritano, Clark, Nyhan, Farmer, Jakcsy, Hopper (via conference call)

Nays – none

Abstentions – none

Absent – none

Therefore, Chair Garritano declared the motion passed. The Executive Closed Session began at 8:16 pm.

Council Member Jakcsy motioned to adjourn the Executive Session. Council Member Nyhan seconded the motion. A roll call vote to adjourn the Executive Session was taken with the following results:

Ayes – Bertolino, Clark, Edens, Farmer, Garritano, Hopper (via conference call), Jakcsy, Nyhan

Nays – none

Abstentions – none

Absent – none

Therefore, Chair Garritano declared the motion passed. The Executive Session adjourned at 8:49 pm, and the regular meeting reconvened immediately thereafter.

**X. Miscellaneous – none**

**XI. Next Meeting** Tuesday, July 11, 2023, at 5:30 pm

**XII. Adjournment**

Council Member Farmer motioned for meeting adjournment, and Council Member Jakcsy seconded the motion. A voice vote was taken with unanimous support. Therefore, Chair Garritano declared the motion passed and the meeting adjourned at 8:50 pm.