



**CITY OF WELDON SPRING
BOARD OF ALDERMEN REGULAR MEETING
ON TUESDAY, OCTOBER 13, 2020, AT 7:30 P.M.
WELDON SPRING CITY HALL
5401 INDEPENDENCE ROAD
WELDON SPRING, MISSOURI 63304**

******TENTATIVE AGENDA******

As a precautionary measure to help prevent the exposure and the spread of the Coronavirus (COVID-19) pandemic, A NOTICE IS HEREBY GIVEN that the Regular Board of Aldermen Meeting will be in person at 5401 Independence Road Weldon Spring, Missouri, 63304; however, the public is strongly encourage to attend virtually by video-conference and/or audio-conference call, you may attend the meeting on a desktop, laptop, mobile device, or telephone by following the highlighted instructions below.

Link to join Zoom Video-Conference Meeting:

<https://us02web.zoom.us/j/88994502209?pwd=cGp5VGFHSHp3RHdMNGdhdUxuZ2ZhZz09>

Meeting ID: 889 9450 2209

Password: BOA201013

Or by telephone dial: 1-312-626-6799

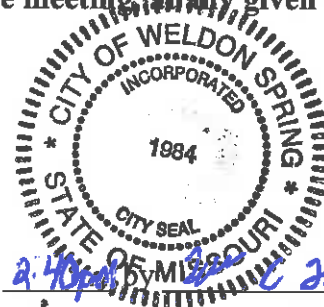
Meeting ID: 889 9450 2209

Password: 024429975

Anyone that attends the meeting must understand the follow rules with be strictly enforced:

- Any person attending the Meeting at the City Hall or Parks building must wear a mask. If you do not have a mask; one will be provided.
- Your temperature will be taken before entering the building.
- You will be asked screening questions used by St. Charles County Health Department
- You will be required to provide contact information for tracing purposes in the event of exposure to the virus.
- Maintain six feet between you and the next person in the meeting, at any given time

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This notice was posted at 5401 Independence Road on 10/9/20 at 2:40pm by [Signature]

****AMENDED AGENDA****

10/9/20

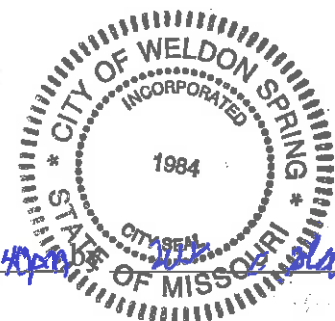
1. **CALL TO ORDER**
2. **PLEDGE OF ALLEGIANCE**
3. **ROLL CALL and DETERMINATION OF A QUORUM**
4. **CITIZENS**
5. **APPROVAL OF MINUTES**
 - A. September 24, 2020 – Regular Board Meeting Minutes
6. **CITY TREASURER**
 - A. Paid Bills (8-23-20 & 9-23-20 – 10-2-20) & Unpaid Bills (9-23-20 & 10-13-20)
7. **UNFINISHED BUSINESS**
 - A. Bill #1154 - An Ordinance Approving the Final Plat for Holt Subdivision – **Alderman Schwaab**
8. **NEW BUSINESS**
 - A. An Ordinance Establishing the Procedure, Requirements, and Time Period for the Office of Mayor & Alderman for the City of Weldon Spring, Missouri in the April 6th, 2021 Municipal Election – **Alderman Kolb**
 - B. An Ordinance Amending Section 420.020(C) & Section 420.030(C)(1) of the Municipal Code for the City of Weldon Spring, Missouri, Regarding Method Used to Analyze Flood Hazards – **Alderman Clutter**
 - C. City Park & Wolfrum Road Extension Walking Trails Bid Results – **City Administrator**
 - D. Community Wide Survey RFP Results – **City Administrator**
 - E. Mountain Farm Community Improvement District (CID) Reappointments (**City Clerk**)
9. **REPORTS & COMMITTEES**
 - A. City Administrator
 - B. Parks & Recreation Advisory Committee
10. **RECEIPTS & COMMUNICATIONS**
11. **CLOSED SESSION**

In Accordance with **RSMo Section 610.021**, the Board of Aldermen will go into Closed Session during this meeting for the purpose of discussing Paragraph (1) - legal actions, cause of action or litigation involving a public governmental body and any confidential or privileged communications between a public governmental body and its representatives and its attorneys.
12. **ADJOURNMENT**

Copies of all ordinances proposed to be introduced for consideration by the Board of Alderpersons meeting and any other items included in the Board of Aldermen's Board Packet are available for public inspection on the City of Weldon Spring's website or at the Office of the City Clerk. The City Clerk can be contacted at bhanks@weldonspring.org or 636-441-2110.

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This notice was posted at 5401 Independence Road on 10/9/20 at 2:47 PM



CITY OF WELDON SPRING
REGULAR MEETING OF THE BOARD OF ALDERMEN
SEPTEMBER 24, 2020

CALL TO ORDER: The regular meeting of the Board of Aldermen of the City of Weldon Spring was held on Thursday, September 24, 2020 at approximately 7:30 PM. The meeting was held at the Weldon Spring City Hall, which is located at 5401 Independence Road. Mayor Licklider called the meeting to order.

PLEDGE OF ALLEGIANCE: The Pledge of Allegiance was recited.

ROLL CALL AND DETERMINATION OF QUORUM: On a roll call, the following members were present:

Ward 1:	Alderman Clutter	Alderman Yeager
Ward 2:	Alderman Schwaab	Alderman Kolb
Ward 3:	Alderman Martiszus	Alderman Baker

A quorum was declared.

PUBLIC COMMENTS: There were no public comments at this time.

PRESENTATIONS:

MRCC Certificate of Recognition: Nancy Sulin, the Deputy City Clerk from City of Wentzville, and Stacey Mann, City Clerk from the City of Des Peres, presented Bill Hanks, City Clerk, with a certificate of recognition for his recent achievement on earning his Missouri Registered City Clerk (MRCC) Certification.

St. Charles County Economic Development Council Presentation: Scott Drachnik, President of the St. Charles County Economic Development Council, gave a brief presentation about the St. Charles County Economic Development Council and list the advantages of being a member of the organization.

MINUTES: September 8, 2020, Board Minutes - Alderman Baker moved to approve the minutes from the September 8, 2020, regular meeting as written, seconded by Alderman Schwaab. **Motion carried** with 4 ayes. Alderman Clutter and Alderman Martiszus abstained from voting.

TREASURER'S REPORT: Alderman Schwaab made a motion to accept the Treasurer's packet of paid bills from September 2, 2020 to September 17, 2020, and unpaid bills from September 9, 2020 to September 24, 2020. The motion was seconded by Alderman Baker. **The motion carried** with 6 ayes.

OLD BUSINESS:

St. Charles County Economic Development Council 2020: Alderman Baker moved to authorize the City to pay \$3,250 to the St. Charles County Economic Development Council for 2020, seconded by Alderman Schwaab. **Motion carried** with 6 ayes.

NEW BUSINESS:

An Ordinance Approving the Final Plat for Holt Subdivision: Alderman Schwaab moved to introduce Bill # 1154 for its first reading by title only. Alderman Kolb seconded the motion and the **motion carried**.

Alderman Baker made a motion to make an amendment to Bill #1154:

- Alderman Baker wanted Section 5, which is the emergency clause, omitted from Bill #1154 because he felt that there is no emergency to pass this Bill without a discussion.

Alderman Kolb seconded the motion. On a roll call vote, the **motion passed** as followed:

AYES: 6 – Baker, Clutter, Kolb, Martiszus, Schwaab, and Yeager
NOES: 0
ABSENT: 0

There were no questions asked or discussion at this time.

Bill # 1154 was tabled in accordance with City Code.

Sammelman Rd. 90° Curve Improvement Project: Alderman Baker made a motion to approve of Engineering Preliminary Design for the Sammelman Rd. 90° Curve Improvement Project, seconded by Alderman Martiszus. **Motion carried** with 6 ayes.

REPORTS AND COMMITTEES:

City Administrator Report: Mr. Padella (City Administrator) summarize his report.

Board of Adjustment Appointments: Alderman Kolb made a motion to approve Mayor Licklider's reappointments of Margaret Culver and Helen Ragan to the Board of Adjustments, seconded by Alderman Martiszus. **Motion carried** with 6 ayes

PRAC Committee: Nick Baldecchi, the Chairman for the Parks & Recreation Advisory Committee, gave an update on the playground expansion. Also, he stated that the Committee has a Work Session scheduled next week to walk the Brock Addition of Weldon Spring City Park and told everyone that the regular PRAC meeting was rescheduled for October 5 due to Columbus Day being on the second Monday in October.

ADJOURNMENT:

Alderman Kolb moved to adjourn the meeting at 8:23 PM, seconded by Alderman Schwaab. **Motion carried** with 6 ayes.

Respectfully submitted,

William C. Hanks
City Clerk

**PAID BILLS TO BE APPROVED
SEPTEMBER 18, 2020 -- OCTOBER 6, 2020**

CHECKS DATED: AUGUST 23, 2020 & SEPTEMBER 21, 2020 TO OCTOBER 2, 2020

EXCEPT FOR THE ITEMS NOTED, THE ATTACHED LIST IS APPROVED BY THE BOARD OF ALDERMAN FOR PAYMENT. APPROVED THIS
13th DAY OF OCTOBER, 2020 _____ MAYOR

9/18/2020 -- 10/6/2020

CLAIMS REPORT

VENDOR	REFERENCE	AMOUNT	CHECK #	CHECK DATE
ABCREATIVE	PLAYGROUND PHASE II	\$ 64,994.40	16284	9/24/2020
BANKCARD SVCS - CENTRAL BANK	CREDIT CARD EXPENSES <i>SEPT</i>	\$ 1,304.75	11290741	9/23/2020
BANKCARD SVCS - CENTRAL BANK	CREDIT CARD EXPENSES <i>AUG</i>	\$ 890.45	11290716	8/23/2020
COCHRAN	WALKING TRAIL PROJECT	\$ 191.25	9098	9/21/2020
CUIVRE RIVER ELECTRIC	MONTHLY ELECTRIC	\$ 439.52	11290736	10/2/2020
CUIVRE RIVER ELECTRIC	MONTHLY ELECTRIC	\$ 200.11	11290737	10/2/2020
CUIVRE RIVER ELECTRIC	MONTHLY ELECTRIC	\$ 22.00	11290738	10/2/2020
DELTA DENTAL OF MISSOURI	EMPLOYEE DENTAL INSURANCE	\$ 298.12	9102	9/23/2020
DIMENSIONAL SECURITY SYSTEMS	QUARTERLY ALARM MONITORING	\$ 48.00	9108	10/2/2020
DIV OF EMPLOYMENT SECURITY	QTR PAYROLL TAX	\$ 30.74	11290744	9/28/2020
ELLIOTT DATA SYSTEMS INC	SECURITY DOOR	\$ 4,770.29	16285	9/30/2020
EVANS FACILITY CONSULTANT	WORKSTATION CHAIRS (2)	\$ 521.00	16286	9/30/2020
FASTSIGNS	SIGNAGE	\$ 642.76	9103	9/23/2020
FRISELLA NURSERY	8 TREES/WSP ROW	\$ 1,049.00	9107	9/29/2020
GENERAL CODE LLC	SUPP #2 15 COPIES	\$ 3,110.00	9104	9/24/2020
INCREDIBLE ENGRAVINGS	PA NAME PLATE	\$ 22.38	9099	9/23/2020
KEVIN CARROLL	BRUSH HOGGING FIELD LOT C	\$ 250.00	9100	9/23/2020
LOUIS J BASSO, P.C.	PSL vs CITY OF WELDON SPRING	\$ 5,296.40	9101	9/23/2020
METROPARK COMMUNICATIONS	TELEPHONE/INTERNET	\$ 395.12	11290735	10/1/2020
MIDLAND STATES BANK	SETUP CD ACCOUNTS	\$ 835,000.00	16288	10/2/2020
MISSOURI LAWYERS MEDIA	PUBLIC NOTICES	\$ 39.10	9097	9/21/2020
MOCCFOA EASTERN DIVISION	ANNUAL DUES	\$ 20.00	16283	9/18/2020
MUNIWEB	WEBSITE REDESIGN	\$ 2,595.00	9105	9/24/2020
PURITAN SPRING WATER	BOTTLE WATER	\$ 24.77	11290733	9/29/2020
ROBERT WOHLER	LEGAL FEES	\$ 525.00	9110	9/30/2020
ST CHARLES COUNTY GOVERNMENT	ANNUAL CONTRACT FY2020	\$ 1,032.84	16289	9/30/2020
SUE STEIGER	PETTY CASH REPLENISHING	\$ 98.48	16287	9/30/2020
UNITED HEALTHCARE	EMPLOYEE HEALTH INS EMP	\$ 2,937.47	9106	9/29/2020
VERIZON WIRELESS	MONTHLY CELL	\$ 196.92	11290739	9/30/2020
VERIZON WIRELESS	CELL PHONE PARKS DEPT	\$ 4.16	11290732	9/29/2020
WHEELHOUSE SOLUTIONS	MANAGED IT SVCS	\$ 735.34	9109	10/2/2020
Accounts Payable Total				\$ 927,685.37

**UNPAID BILLS TO BE APPROVED
SEPTEMBER 25, 2020 -- OCTOBER 13, 2020**

EXCEPT FOR THE ITEMS NOTED, THE ATTACHED LIST IS APPROVED BY THE BOARD OF ALDERMAN FOR PAYMENT. APPROVED THIS
13th DAY OF OCTOBER, 2020 _____, MAYOR

CLAIMS REPORT

Check Range: 9/25/2020-10/13/2020

VENDOR NAME	REFERENCE	AMOUNT	VENDOR TOTAL	CHECK#	CHECK DATE
ST CHARLES ENGINEERING	VANGUARD APTS		1,100.00	16293	10/13/20
	Accounts Payable Total		<u>1,100.00</u>		

BUDGET REPORT
CALENDAR 9/2020, FISCAL 12/2020

PCT OF FISCAL YTD 100.0%

ACCOUNT NUMBER	ACCOUNT TITLE	TOTAL BUDGET	MTD BALANCE	YTD BALANCE	PERCENT DIFFERENCE	DIFFERENCE
GENERAL FUND						
GENERAL DEPARTMENT DEPARTMENT						
10-10-4801	FRANCHISE FEES - CHARTER	56,180.00	.00	57,926.60	103.11	1,746.60-
10-10-4802	FRANCHISE FEES - CUIVRE RIVER	250,000.00	23,056.30	247,801.41	99.12	2,198.59
10-10-4803	FRANCHISE FEES - SPIRE GAS	78,540.00	3,722.35	78,941.39	100.51	401.39-
10-10-4804	FRANCHISE FEES - AMERENUE	13,000.00	7,991.13	83,215.77	640.12	70,215.77-
10-10-4805	FRANCHISE FEES - CNP ENERGY SV	840.00	91.83	833.15	99.18	6.85
10-10-4806	FRANCHISE FEES - AT&T	24,000.00	.00	23,923.74	99.68	76.26
10-10-4814	PERMITS - GRADING	.00	.00	900.00	.00	900.00-
10-10-4815	PERMITS - LAND USE	10,200.00	1,750.00	16,232.25	159.14	6,032.25-
10-10-4816	PERMITS - FIREWORKS	20,000.00	.00	20,000.00	100.00	.00
10-10-4817	PERMITS - PLANNING & ZONING	10,500.00	5,650.00	6,319.00	60.18	4,181.00
10-10-4818	PERMITS - SIGNS	250.00	.00	393.92	157.57	143.92-
10-10-4819	PERMITS - SOLICITORS	250.00	.00	425.00	170.00	175.00-
10-10-4831	LICENSES - BUSINESS	6,720.00	2,860.00	6,005.00	89.36	715.00
10-10-4832	LICENSES - LIQUOR	7,500.00	.00	7,762.50	103.50	262.50-
10-10-4901	INTEREST - GENERAL	9,000.00	144.70	9,517.09	105.75	517.09-
10-10-4920	COVID-19 - REIMB INCOME	.00	.00	9,144.98	.00	9,144.98-
10-10-4925	Eng/Project Invoice Payments	.00	.00	34,083.12	.00	34,083.12-
10-10-4950	TRANSFER IN	.00	1,060.00	14,292.00	.00	14,292.00-
10-10-4951	RECORDS/PLAN REQUEST	450.00	.00	460.00	102.22	10.00-
10-10-4952	MISC -GENERAL-REVENUE	1,010.00	.00	49.31	4.88	960.69
10-10-4960	TRANSFER OUT TO STATE REV FUND	.00	.00	.00	.00	.00
	GENERAL DEPARTMENT TOTAL	488,440.00	46,326.31	618,226.23	126.57	129,786.23-
CODE ENFORCEMENT/COURT DEPARTMENT						
10-16-4952	MISCELLANEOUS	303.00	.00	.00	.00	303.00
10-16-4991	COURT COSTS	5,600.00	204.00	5,721.45	102.17	121.45-
10-16-4992	COURT FINES	52,750.00	3,146.50	58,361.10	110.64	5,611.10-
10-16-4997	BOND FORFEITURE	.00	.00	.00	.00	.00
	CODE ENFORCEMENT/COURT TOTAL	58,653.00	3,350.50	64,082.55	109.26	5,429.55-
	TOTAL REVENUE	547,093.00	49,676.81	682,308.78	124.72	135,215.78-
PLANNING & ZONING DEPARTMENT						
10-08-5122	IRA RETIREMENT	.00	.00	.00	.00	.00
	PLANNING & ZONING TOTAL	.00	.00	.00	.00	.00
GENERAL DEPARTMENT DEPARTMENT						
10-10-5101	GOVERNMENT SALARIES	7,800.00	1,950.00	7,800.00	100.00	.00
10-10-5103	ADMIN. STAFF SALARIES	253,486.00	19,502.04	224,385.34	88.52	29,100.66
10-10-5104	COURT ADMIN STAFF SALARIES	.00	3,053.62	36,639.76	.00	36,639.76-

BUDGET REPORT
CALENDAR 9/2020, FISCAL 12/2020

PCT OF FISCAL YTD 100.0%

ACCOUNT NUMBER	ACCOUNT TITLE	TOTAL BUDGET	MTD BALANCE	YTD BALANCE	PERCENT DIFFERENCE	DIFFERENCE
10-10-5110	TEMPORARY SERVICES	.00	.00	.00	.00	.00
10-10-5111	OVERTIME	.00	.00	.00	.00	.00
10-10-5122	IRA RETIREMENT	7,821.00	.00	7,820.09	99.99	.91
10-10-5123	FICA	20,539.00	1,650.66	18,055.42	87.91	2,483.58
10-10-5124	COURT FICA	.00	233.59	2,802.98	.00	2,802.98
10-10-5126	UNEMPLOYMENT TAXES	270.00	24.59	207.00	76.67	63.00
10-10-5127	LAGERS BENEFIT	.00	1,540.95	87,906.25	.00	87,906.25
10-10-5130	DENTAL INSURANCE BENFITS	4,452.00	249.23	2,558.74	57.47	1,893.26
10-10-5131	LIFE INSURANCE EMP BENEFIT	.00	175.36	1,441.44	.00	1,441.44
10-10-5132	HEALTH INS BENEFIT(GROUP PLAN)	43,140.00	191.67	29,188.84	67.66	13,951.16
10-10-5134	MEDICARE STIPEND	.00	125.00	125.00	.00	125.00
10-10-5135	CITY OFFICIAL APPRECIATION	.00	.00	.00	.00	.00
10-10-5201	MEALS & TRAVEL	1,650.00	150.62	2,011.13	121.89	361.13
10-10-5202	CAR ALLOWANCE (MILEAGE)	3,038.00	145.49	2,085.42	68.64	952.58
10-10-5203	TRAINING & EDUCATION	2,800.00	55.00	1,327.20	47.40	1,472.80
10-10-5204	DUES & SUBSCRIPTIONS	3,232.00	20.00	2,692.38	83.30	539.62
10-10-5205	MAYOR'S DISCRETIONARY	.00	23.00	47.16	.00	47.16
10-10-5206	INSURANCE - PROPERTY	5,136.00	.00	5,136.00	100.00	.00
10-10-5207	INSURANCE - LIABILITY	12,075.00	.00	10,660.00	88.28	1,415.00
10-10-5208	INSURANCE - BONDING	560.00	.00	936.00	167.14	376.00
10-10-5209	ECONOMIC DEVELOPMENT	3,250.00	.00	.00	.00	3,250.00
10-10-5210	WEBSITE	14,500.00	5,705.00	7,900.00	54.48	6,600.00
10-10-5211	NEWSLETTER	6,650.00	.00	4,339.09	65.25	2,310.91
10-10-5212	PRINTING	1,000.00	.00	.00	.00	1,000.00
10-10-5213	POSTAGE	1,250.00	15.70	1,632.64	130.61	382.64
10-10-5214	PUBLIC NOTICES	1,600.00	39.10	1,477.20	92.33	122.80
10-10-5215	ELECTIONS	2,800.00	561.81	2,934.83	104.82	134.83
10-10-5216	Bank Service Fees	4,800.00	544.68	5,331.18	111.07	531.18
10-10-5220	COPIER/POSTAGE MACHINE EXPENSE	650.00	146.97	2,047.88	315.06	1,397.88
10-10-5223	ADVERTISEMENTS/MARKETING	750.00	.00	730.75	97.43	19.25
10-10-5243	CITY HALL - OFFICE SUPPLIES	4,700.00	305.63	3,938.84	83.81	761.16
10-10-5264	ROW LANDSCAPING/MAINT/SIGNS	.00	.00	.00	.00	.00
10-10-5275	ANIMAL CONTROL CONTRACT	7,350.00	.00	7,345.76	99.94	4.24
10-10-5280	MOSQUITO CONTROL	2,500.00	56.44	609.50	24.38	1,890.50
10-10-5282	ORTHO IMAGERY CONTRACT	.00	1,032.84	1,032.84	.00	1,032.84
10-10-5301	CITY ATTORNEY	10,000.00	525.00	8,851.17	88.51	1,148.83
10-10-5302	OUTSIDE ATTORNEY	2,500.00	.00	.00	.00	2,500.00
10-10-5303	JUDGE	3,600.00	600.00	2,400.00	66.67	1,200.00
10-10-5304	PROSECUTING ATTORNEY -COURT	7,500.00	1,600.00	7,235.00	96.47	265.00
10-10-5305	COURT REPORTING SERVICES	.00	.00	.00	.00	.00
10-10-5311	CITY ENGINEER	20,000.00	3,488.75	25,831.65	129.16	5,831.65
10-10-5312	BACKUP CITY ENGINEER	3,800.00	800.00	5,900.00	155.26	2,100.00
10-10-5313	CITY PLANNER	3,200.00	.00	2,880.00	90.00	320.00
10-10-5321	AUDITOR	10,344.00	.00	10,343.75	100.00	.25
10-10-5324	CONSULTANT - SOFTWARE	12,000.00	52.99	8,483.12	70.69	3,516.88
10-10-5325	CONSULTANT - NETWORK	11,825.00	735.34	9,024.66	76.32	2,800.34
10-10-5326	CONSULTANT - RECODIFICATION	4,000.00	.00	.00	.00	4,000.00
10-10-5327	CONSULTANT - MISC	12,500.00	.00	190.00	1.52	12,310.00
10-10-5450	FENCE/RETAIN WALL UPGRADES	.00	.00	.00	.00	.00
10-10-5460	CAPITAL EQUIP - CITY HALL	.00	.00	4,744.70	.00	4,744.70
10-10-5560	NON-CAPITAL EQUIP -CITY HALL	8,750.00	521.00	2,203.78	25.19	6,546.22

BUDGET REPORT
CALENDAR 9/2020, FISCAL 12/2020

PCT OF FISCAL YTD 100.0%

ACCOUNT NUMBER	ACCOUNT TITLE	TOTAL BUDGET	MTD BALANCE	YTD BALANCE	PERCENT DIFFERENCE	DIFFERENCE
10-10-5950	TRANSFER OUT	.00	.00	.00	.00	.00
10-10-5952	MISC - GENERAL FUND	500.00	32.20-	969.11	193.82	469.11-
	GENERAL DEPARTMENT TOTAL	528,318.00	45,789.87	572,203.60	108.31	43,885.60-
CODE ENFORCEMENT/COURT DEPARTMENT						
10-16-5103	CODE/CRT ADMIN STAFF SALARIES	.00	.00	.00	.00	.00
10-16-5104	COURT ADMIN STAFF SALARIES	.00	.00	.00	.00	.00
10-16-5111	COURT - OVERTIME	.00	.00	.00	.00	.00
10-16-5122	COURT IRA RETIREMENT	.00	.00	.00	.00	.00
10-16-5123	COURT - FICA	.00	.00	.00	.00	.00
10-16-5243	OFFICE SUPPLIES - COURT	.00	.00	83.00	.00	83.00-
10-16-5305	COURT REPORTING SERVICES	550.00	.00	.00	.00	550.00
10-16-5952	COURT/CODE ENFORCEMENT - MISC	5,550.00	.00	5,443.00	98.07	107.00
	CODE ENFORCEMENT/COURT TOTAL	6,100.00	.00	5,526.00	90.59	574.00
EMERGENCY MANAGEMENT DEPARTMENT						
10-18-5216	COVID-19 BANK SVC FEES	.00	.00	.00	.00	.00
10-18-5231	COVID-19 SIGNAGE	.00	.00	339.50	.00	339.50-
10-18-5243	COVID-19 GENERAL SUPPLIES	.00	68.26	439.21	.00	439.21-
10-18-5245	EMERGENCY MANAGEMENT SUPPLIES	.00	.00	.00	.00	.00
10-18-5251	COVID-19 TELEPHONE CALL PATHS	.00	725.10	1,144.50	.00	1,144.50-
10-18-5301	COVID-19 LEGAL FEES	.00	.00	130.00	.00	130.00-
10-18-5324	COVID-19 CONSULTANT SOFTWARE	.00	.00	171.00	.00	171.00-
10-18-5325	COVID-19 NETWORK/SUPPORT	.00	.00	6,274.90	.00	6,274.90-
10-18-5560	COVID-19 NON-CAPITAL EQUIPMENT	.00	151.16	1,337.24	.00	1,337.24-
10-18-5952	MISCELLANEOUS	.00	.00	.00	.00	.00
	EMERGENCY MANAGEMENT TOTAL	.00	944.52	9,836.35	.00	9,836.35-
	TOTAL EXPENSES	534,418.00	46,734.39	587,565.95	109.95	53,147.95-
	GENERAL TOTAL	12,675.00	2,942.42	94,742.83	747.48	82,067.83-
COURT BOND FUND						
COURT BOND DEPARTMENT						
12-12-4952	MISCELLANEOUS	.00	.00	.00	.00	.00
	COURT BOND TOTAL	.00	.00	.00	.00	.00
	TOTAL REVENUE	.00	.00	.00	.00	.00

BUDGET REPORT
CALENDAR 9/2020, FISCAL 12/2020

PCT OF FISCAL YTD 100.0%

ACCOUNT NUMBER	ACCOUNT TITLE	TOTAL BUDGET	MTD BALANCE	YTD BALANCE	PERCENT DIFFERENCE	DIFFERENCE
12-12-5950	TRANSFER OUT	.00	1,060.00	14,292.00	.00	14,292.00-
12-12-5952	COURT BOND MISC EXPENSE	.00	.00	.00	.00	.00
	COURT BOND TOTAL	.00	1,060.00	14,292.00	.00	14,292.00-
	TOTAL EXPENSES	.00	1,060.00	14,292.00	.00	14,292.00-
	COURT BOND TOTAL	.00	1,060.00-	14,292.00-	.00	14,292.00

MUNICIPAL BUILDING & PARK FUND

MUNICIPAL BUILDING & PARK DEPARTMENT

20-20-4701	LOCAL SALES TAX	250,000.00	40,826.46	363,039.68	145.22	113,039.68-
20-20-4702	METRO PARK DISTRICT TAX	15,200.00	5,790.66	21,402.12	140.80	6,202.12-
20-20-4800	PYMT-IN LIEU-PARK LAND DONATIO	.00	.00	.00	.00	.00
20-20-4901	INTEREST -MUNIC BLDG & PARK	9,000.00	92.51	8,874.28	98.60	125.72
20-20-4952	MISCELLANEOUS-PARKS	500.00	.00	338.61	67.72	161.39
20-20-4970	SPONSORSHIPS/PARK DONATIONS	250.00	.00	250.00	100.00	.00
20-20-4971	PARK FACILITY RENTALS	1,200.00	50.00	2,877.00	239.75	1,677.00-
	MUNICIPAL BUILDING & PARK TOTA	276,150.00	46,759.63	396,781.69	143.68	120,631.69-
	TOTAL REVENUE	276,150.00	46,759.63	396,781.69	143.68	120,631.69-
20205950	TRANSFER OYT	.00	.00	.00	.00	.00
	TOTAL	.00	.00	.00	.00	.00
20-20-5102	STAFF SALARIES	.00	.00	.00	.00	.00
20-20-5103	PARK ADMIN STAFF SPLIT PAY	51,305.00	4,825.40	55,034.70	107.27	3,729.70-
20-20-5104	PARK STAFF SALARIES	61,663.00	5,063.93	62,045.97	100.62	382.97-
20-20-5105	SEASONAL EMPLOYEES	.00	.00	.00	.00	.00
20-20-5122	IRA RETIREMENT BENEFIT	3,783.00	.00	52.80	1.40	3,730.20
20-20-5123	FICA EMPLOYER COST	9,646.00	756.55	8,653.85	89.71	992.15
20-20-5126	UNEMPLOYMENT TAXES	71.00	6.15	51.75	72.89	19.25
20-20-5127	LAGERS BENEFIT	.00	271.04	27,288.99	.00	27,288.99-
20-20-5134	MEDICARE STIPEND	.00	.00	.00	.00	.00
20-20-5203	TRAINING & EDUCATION	500.00	.00	.00	.00	500.00
20-20-5216	EVENTS IN THE PARK	117.00	.00	117.30	100.26	.30-
20-20-5217	FOURTH OF JULY	2,850.00	.00	2,775.98	97.40	74.02
20-20-5218	SENIOR CITIZENS DAY	288.00	.00	288.25	100.09	.25-
20-20-5219	SANTA CLAUS	522.00	.00	522.43	100.08	.43-
20-20-5220	FISHING DERBY	150.00	.00	.00	.00	150.00
20-20-5231	SIGNS	23,000.00	642.76	20,579.78	89.48	2,420.22
20-20-5232	PARK - UNIFORMS	375.00	.00	324.97	86.66	50.03
20-20-5233	BLDG - REPAIRS & MAINT	1,000.00	.00	28.69	2.87	971.31

ALID ACCOUNT BREAK EXCEPTION REPC
CALENDAR 9/2020, FISCAL 12/2020

PCT OF FISCAL YTD 100.0%

ACCOUNT NUMBER	ACCOUNT TITLE	TOTAL BUDGET	MTD BALANCE	YTD BALANCE	PERCENT DIFFERENCE	DIFFERENCE
20-20-5236	PARK - REPAIRS	17,050.00	17,579.02	22,091.26	129.57	5,041.26-
20-20-5237	PARK EQUIPMENT-REPAIRS/MAINT	7,500.00	156.69	10,334.24	137.79	2,834.24-
20-20-5239	PARK RESTROOM SERVICES	.00	.00	.00	.00	.00
20-20-5241	CITY HALL - REPAIRS/MAINT	2,500.00	.00	363.00	14.52	2,137.00
20-20-5244	CITY HALL - HOUSEKEEPING	2,900.00	240.00	2,880.00	99.31	20.00
20-20-5250	UTILITIES - SEWER	269.00	.00	261.00	97.03	8.00
20-20-5251	TELEPHONE-INTERNET-EMAIL HOST	5,650.00	552.20	5,028.24	89.00	621.76
20-20-5253	ELECTRIC	6,500.00	.00	5,524.27	84.99	975.73
20-20-5254	TRASH	1,093.00	96.40	1,222.53	111.85	129.53-
20-20-5255	BOTTLED WATER	270.00	30.75	354.73	131.38	84.73-
20-20-5256	UTILITIES-OTHER-ALARM	202.00	.00	192.00	95.05	10.00
20-20-5257	CELL PHONE - PARKS	1,900.00	151.85	1,735.51	91.34	164.49
20-20-5260	SEWER - ANNUAL ASSESSMENT	.00	.00	.00	.00	.00
20-20-5314	PROFESSIONAL SVCS-CONSULTANT	.00	.00	520.00	.00	520.00-
20-20-5325	CONSULTANT - NETWORK	.00	.00	.00	.00	.00
20-20-5450	LANDSCAPING	.00	.00	.00	.00	.00
20-20-5460	CAP EQUIPMENT - CITY HALL	8,500.00	.00	.00	.00	8,500.00
20-20-5461	CAP EQUIPMENT - MAINT BUILD	.00	.00	.00	.00	.00
20-20-5463	CAP EQUIPMENT - PARK	3,490.00	.00	.00	.00	3,490.00
20-20-5464	CAP EQUIPMENT - PLAYGROUND	140,000.00	64,994.40	129,854.22	92.75	10,145.78
20-20-5470	CAPITAL IMPROVEMENT - TRAILS	33,500.00	191.25	32,629.75	97.40	870.25
20-20-5480	CAPITL-MUSIC STAGE/WALKING TRL	.00	.00	.00	.00	.00
20-20-5481	CAPITAL - LOG CABIN	.00	.00	.00	.00	.00
20-20-5482	CAPL-PARKS BLDG-IMP FACILITIES	.00	.00	.00	.00	.00
20-20-5490	CAP-REAL PROPERTY IMPROVEMENTS	.00	.00	.00	.00	.00
20-20-5550	LANDSCAPING	5,150.00	.00	2,447.79	47.53	2,702.21
20-20-5560	EQUIPMENT-CITY HALL:NON-CAPITA	5,400.00	4,770.29	4,770.29	88.34	629.71
20-20-5563	EQUIPMENT-PARK: NON-CAPITAL	4,635.00	.00	3,355.65	72.40	1,279.35
20-20-5564	EQUIPMENT - PLAYGROUND	.00	.00	.00	.00	.00
20-20-5570	TRAIL MAINT / REPAIRS	18,499.00	1,584.02	1,584.02	8.56	16,914.98
20-20-5575	PARKS PLANNING/ENGINEERING	.00	.00	.00	.00	.00
20-20-5950	TRANSFER OUT	.00	.00	.00	.00	.00
20-20-5952	MISC -MUNI BLDG & PARK	505.00	18.97	63.58	12.59	441.42
	MUNICIPAL BUILDING & PARK TOTA	420,783.00	101,931.67	402,977.54	95.77	17,805.46
	TOTAL EXPENSES	420,783.00	101,931.67	402,977.54	95.77	17,805.46
	MUNICIPAL BUILDING & PARK TOTA	144,633.00-	55,172.04-	6,195.85-	4.28	138,437.15-

STATE REVENUE SHARING FUND

STATE REVENUE SHARING DEPARTMENT

22-22-4711	MOTOR FUEL TAX	121,354.00	12,427.07	139,986.88	115.35	18,632.88-
22-22-4712	MOTOR VEHICLE SALES TAX	43,639.00	5,095.38	49,828.95	114.18	6,189.95-
22-22-4713	MOTOR VEHICLE FEE INCREASE	21,759.00	2,243.36	24,312.52	111.74	2,553.52-
22-22-4901	INTEREST - STATE REV SHARING	.00	.00	.00	.00	.00

ALID ACCOUNT BREAK EXCEPTION REPC
CALENDAR 9/2020, FISCAL 12/2020

PCT OF FISCAL YTD 100.0%

ACCOUNT NUMBER	ACCOUNT TITLE	TOTAL BUDGET	MTD BALANCE	YTD BALANCE	PERCENT DIFFERENCE	DIFFERENCE
22-22-4950	TRANSFERS IN	.00	.00	.00	.00	.00
22-22-4952	STATE REV SHARING MISC	.00	.00	.00	.00	.00
22-22-4960	TRANSFER IN FROM GENERAL FUND	.00	.00	.00	.00	.00
22-22-4994	CRIME VICTIM CITY - COURTS	155.00	6.29	176.89	114.12	21.89-
22-22-4995	TRAINING FUND CITY - COURT	750.00	34.00	958.00	127.73	208.00-
	STATE REVENUE SHARING TOTAL	187,657.00	19,806.10	215,263.24	114.71	27,606.24-
	TOTAL REVENUE	187,657.00	19,806.10	215,263.24	114.71	27,606.24-
22-22-5103	STATE REV ADMIN STAFF SALARIES	.00	.00	.00	.00	.00
22-22-5122	IRA RETIREMENT	.00	.00	.00	.00	.00
22-22-5123	FICA	.00	.00	.00	.00	.00
22-22-5127	LAGERS BENEFIT	.00	.00	.00	.00	.00
22-22-5134	MEDICARE STIPEND	.00	.00	.00	.00	.00
22-22-5231	SIGNS	1,538.00	.00	1,538.00	100.00	.00
22-22-5264	RIGHT OF WAY LANDSCAPING/MAINT	6,250.00	5,983.00	6,944.00	111.10	694.00-
22-22-5265	RIGHT-OF-WAY MOWING	13,500.00	3,315.00	11,087.36	82.13	2,412.64
22-22-5301	CITY ATTORNEY	300.00	.00	570.00	190.00	270.00-
22-22-5302	OUTSIDE ATTORNEY	20,000.00	5,296.40	14,545.00	72.73	5,455.00
22-22-5304	LAW ENFORCEMENT	235,420.00	.00	235,420.00	100.00	.00
22-22-5311	CITY ENGINEER	17,000.00	4,338.75	32,512.50	191.25	15,512.50-
22-22-5312	BACKUP CITY ENGINEER	2,000.00	.00	750.00	37.50	1,250.00
22-22-5314	PROFESSIONAL SVCS-CONSULTANT	9,500.00	.00	.00	.00	9,500.00
22-22-5440	CITY STREETS	38,440.00	.00	80,522.83	209.48	42,082.83-
22-22-5441	ROAD CONSTRUCTION - YOUNG 10%	.00	.00	.00	.00	.00
22-22-5445	CITY STREETS - REPAIRS	.00	.00	.00	.00	.00
22-22-5447	CITY STREETS - PHASE 2 INDEP	.00	.00	.00	.00	.00
22-22-5448	CITY STREETS - PHASE 3 INDEP	7,500.00	153.00	5,688.00	75.84	1,812.00
22-22-5451	CITY STREETS - WSP PHASE 2	.00	.00	.00	.00	.00
22-22-5452	CITY STREETS - PHASE 4 INDEP	35,803.00	.00	11,299.18	31.56	24,503.82
22-22-5453	CITY ENG-SAMMELMAN CURVE	14,500.00	.00	11,600.00	80.00	2,900.00
22-22-5454	CITY STREETS-ST REV TO R&B FND	.00	.00	.00	.00	.00
22-22-5470	TRAILS	.00	.00	.00	.00	.00
22-22-5475	SIDEWALK	400.00	.00	2,336.41-	584.10-	2,736.41
	STATE REVENUE SHARING TOTAL	402,151.00	19,086.15	410,140.46	101.99	7,989.46-
	TOTAL EXPENSES	402,151.00	19,086.15	410,140.46	101.99	7,989.46-
	STATE REVENUE SHARING TOTAL	214,494.00-	719.95	194,877.22-	90.85	19,616.78-

ROAD & BRIDGE FUND FUND

ROADS & BRIDGES DEPARTMENT

23-23-4714	ROAD & BRIDGE PROPERTY TAXES	213,362.00	.00	.00	.00	213,362.00
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ALID ACCOUNT BREAK EXCEPTION REPC
CALENDAR 9/2020, FISCAL 12/2020

PCT OF FISCAL YTD 100.0%

ACCOUNT NUMBER	ACCOUNT TITLE	TOTAL BUDGET	MTD BALANCE	YTD BALANCE	PERCENT DIFFERENCE	DIFFERENCE
23-23-4750	Funds Received Held by County	.00	.00	.00	.00	.00
23-23-4790	ROAD AND BRIDGE TAX	.00	.00	.00	.00	.00
23-23-4950	TRANSFERS IN	.00	.00	.00	.00	.00
	ROADS & BRIDGES TOTAL	213,362.00	.00	.00	.00	213,362.00
	TOTAL REVENUE	213,362.00	.00	.00	.00	213,362.00
23-23-5440	COUNTY FUNDED PROJECTS	.00	.00	.00	.00	.00
23-23-5445	CITY STREETS REPAIRS & MAINT	241,799.00	.00	.00	.00	241,799.00
23-23-5550	Road Expenses Paid by County	.00	.00	.00	.00	.00
	ROADS & BRIDGES TOTAL	241,799.00	.00	.00	.00	241,799.00
	TOTAL EXPENSES	241,799.00	.00	.00	.00	241,799.00
	ROAD & BRIDGE FUND TOTAL	28,437.00-	.00	.00	.00	28,437.00-

INDEPENDENCE ROAD PHASE 3 FUND

INDEPENDENCE ROAD DEPARTMENT

24-24-4875	ST CHAR CNTY RD GRANT/IND 3	.00	.00	.00	.00	.00
24-24-4876	FEDERAL ROAD GRANT IND 3	27,551.00	.00	27,551.29	100.00	.29-
24-24-4950	TANSFERS IN	.00	.00	.00	.00	.00
	INDEPENDENCE ROAD TOTAL	27,551.00	.00	27,551.29	100.00	.29-
	TOTAL REVENUE	27,551.00	.00	27,551.29	100.00	.29-
24-24-5440	CITY STREETS-IND RD 3	.00	1,962.00	1,962.00	.00	1,962.00-
24-24-5448	INDEP RD PHASE 3 CITY STREETS	.00	.00	.00	.00	.00
	INDEPENDENCE ROAD TOTAL	.00	1,962.00	1,962.00	.00	1,962.00-
	TOTAL EXPENSES	.00	1,962.00	1,962.00	.00	1,962.00-
	INDEPENDENCE ROAD PHASE 3 TOTA	27,551.00	1,962.00-	25,589.29	92.88	1,961.71

SEWER - ESCROW FUND

SEWER DEPARTMENT

30-30-4851	ANNUAL SEWER ASSESSMENT FEE	251.00	.00	6,349.88	2,529.83	6,098.88-
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ALID ACCOUNT BREAK EXCEPTION REPC
CALENDAR 9/2020, FISCAL 12/2020

PCT OF FISCAL YTD 100.0%

ACCOUNT NUMBER	ACCOUNT TITLE	TOTAL BUDGET	MTD BALANCE	YTD BALANCE	PERCENT DIFFERENCE	DIFFERENCE
30-30-4854	MISC SEWER FEES	.00	.00	.00	.00	.00
30-30-4901	INTEREST - SEWER ESCROW	375.00-	.00	.00	.00	375.00-
30-30-4952	MISCELLANEOUS INCOME	.00	.00	.00	.00	.00
	SEWER TOTAL	124.00-	.00	6,349.88	5,120.87-	6,473.88-
	TOTAL REVENUE	124.00-	.00	6,349.88	5,120.87-	6,473.88-
30-30-5270	BOND DEBT REDUCTION - SEWER	.00	.00	.00	.00	.00
30-30-5271	TRUSTEE FEES - SEWER	.00	.00	.00	.00	.00
30-30-5272	BOND ADMINISTRATIVE FEES	.00	.00	.00	.00	.00
30-30-5952	MISC -SEWER ESCROW	.00	.00	.00	.00	.00
	SEWER TOTAL	.00	.00	.00	.00	.00
	TOTAL EXPENSES	.00	.00	.00	.00	.00
	SEWER - ESCROW TOTAL	124.00-	.00	6,349.88	5,120.87-	6,473.88-

SEWER - REPLACEMENT FUND

SEWER REPLACEMENT DEPARTMENT

31-31-4853	SEWER REPLACEMENT FEE	19.00	18.53	295.81	1,556.89	276.81-
31-31-4901	INTEREST-SEWER REPLACEMENT	125.00-	.00	.00	.00	125.00-
	SEWER REPLACEMENT TOTAL	106.00-	18.53	295.81	279.07-	401.81-
	TOTAL REVENUE	106.00-	18.53	295.81	279.07-	401.81-
31-31-5566	EQUIPMENT - SEWER	2,106.00	.00	2,105.59	99.98	.41
31-31-5952	MISCELLANEOUS	3,714.00	14.22	3,728.53	100.39	14.53-
	SEWER REPLACEMENT TOTAL	5,820.00	14.22	5,834.12	100.24	14.12-
	TOTAL EXPENSES	5,820.00	14.22	5,834.12	100.24	14.12-
	SEWER - REPLACEMENT TOTAL	5,926.00-	4.31	5,538.31-	93.46	387.69-

SEWER - OPERTNS & MAINT FUND

SEWER OPS/MAINT DEPARTMENT

33-33-4852	OPERATION & MAINTENANCE FEE	16.00	15.79	251.99	1,574.94	235.99-
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ALID ACCOUNT BREAK EXCEPTION REPC
CALENDAR 9/2020, FISCAL 12/2020

PCT OF FISCAL YTD 100.0%

ACCOUNT NUMBER	ACCOUNT TITLE	TOTAL BUDGET	MTD BALANCE	YTD BALANCE	PERCENT DIFFERENCE	DIFFERENCE
33-33-4901	INTEREST - SEWER OP & MAINT	57.00-	.00	.00	.00	57.00-
	SEWER OPS/MAINT TOTAL	41.00-	15.79	251.99	614.61-	292.99-
	TOTAL REVENUE	41.00-	15.79	251.99	614.61-	292.99-
33-33-5249	OPERATIONS & MAINT - SEWER	.00	.00	.00	.00	.00
33-33-5952	MISCELLANEOUS	4,351.00	14.22	4,365.49	100.33	14.49-
	SEWER OPS/MAINT TOTAL	4,351.00	14.22	4,365.49	100.33	14.49-
	TOTAL EXPENSES	4,351.00	14.22	4,365.49	100.33	14.49-
	SEWER - OPERTNS & MAINT TOTAL	4,392.00-	1.57	4,113.50-	93.66	278.50-

INDEPENDENCE ROAD PHASE 4 FUND

INDEPENDENCE ROAD DEPARTMENT

36-36-4875	ST CHAR CNTY RD GRNT IND 4	1,132,480.00	.00	1,075,848.85	95.00	56,631.15
36-36-4876	FEDERAL ROAD GRANT IND 4	409,915.00	.00	540,707.62	131.91	130,792.62-
36-36-4950	TRANSFERS IN	.00	.00	.00	.00	.00
	INDEPENDENCE ROAD TOTAL	1,542,395.00	.00	1,616,556.47	104.81	74,161.47-
	TOTAL REVENUE	1,542,395.00	.00	1,616,556.47	104.81	74,161.47-
36-36-5440	CITY STREETS-IND 4	322,230.00	.00	357,051.95	110.81	34,821.95-
	INDEPENDENCE ROAD TOTAL	322,230.00	.00	357,051.95	110.81	34,821.95-
	TOTAL EXPENSES	322,230.00	.00	357,051.95	110.81	34,821.95-
	INDEPENDENCE ROAD PHASE 4 TOTA	1,220,165.00	.00	1,259,504.52	103.22	39,339.52-
	Report Total	862,385.00	54,525.79-	1,161,169.64	134.65	298,784.64-

AN ORDINANCE APPROVING THE FINAL PLAT
FOR HOLT SUBDIVISION

WHEREAS, George R. & Juanita L. Holt’s property is located within the Weldon Spring Neighborhood Improvement District (NID); and

WHEREAS, the City of Weldon Spring needed to obtain an original signed sanitary sewer easement from George R. & Juanita L. Holt to record with the St Charles County Recorder of Deeds.

WHEREAS, the originally signed sanitary sewer easement document was needed to formally turn over maintenance responsibility for the sanitary sewer system to Duckett Creek Sanitary District; and

WHEREAS, the City has negotiated in good faith to obtain the needed sanitary sewer easement from George R. & Juanita L. Holt, which was formally recorded on August 25, 2020, in Book 7380 Page 1312; and

WHEREAS, the original sanitary sewer easement as recorded in Book 2288 Page 1625 in the Report of Condemnation Commissioners was not used for the sanitary sewer line and needs to be vacated; and.

WHEREAS, the legal description for the sanitary sewer easement on Exhibit “A” - sanitary sewer easement for Holt - recorded in Book 2288 Page 1625, and that portion of the easement which does not overlap the sanitary sewer easement recorded in Book 7380 Page 1312 needs to be vacated; and

WHEREAS, in return, the City agreed to subdivide the property owned by George R. & Juanita L. Holt into two separate lots; and

WHEREAS, the City directed St. Charles Engineering & Surveying, Inc., on the behalf of George R. & Juanita L. Holt, to prepare the final plat to be submitted to the City of Weldon Spring for approval; and

WHEREAS, the City Planner and City Engineer have reviewed the documents and recommend approval of the final plat of Holt Subdivision.

BE IT ORDAINED BY THE BOARD OF ALDERMEN OF THE CITY OF WELDON SPRING, MISSOURI, AS FOLLOWS:

Section 1: That George R. & Juanita L. Holt owner of a certain property, which is zoned Single Family Residential (RS-2) has provided the City of Weldon Spring with the proper plans and documentation.

Section 2: The final plat for Holt Subdivision that is set out in Exhibit "A" which is attached hereto and incorporated by reference herein.

Section 3: The Report of Condemnation Commissioners as recorded in Book 2288 Page 1625 that is set out in Exhibit "B" which is attached hereto and incorporated by reference herein

Section 4: The City of Weldon Spring by this instrument does hereby remise and release that portion of the 15 foot wide sanitary sewer easement, specifically as shown hachured /// on attached Exhibit "A", which is titled Holt Subdivision.

Section 5: That the City Clerk is hereby authorized to attach his certificate under the City of Weldon Spring, Missouri, upon the original of said final plat showing the approval of the Board of Aldermen.

Section 6: That this ordinance shall be in full force and effect upon its enactment and approval.

READ TWO TIMES AND PASSED BY THE BOARD OF ALDERMEN OF THE CITY OF WELDON SPRING, MISSOURI, THIS _____ DAY OF _____ 2020.

Donald D. Lickliger, Mayor

Attest:

William C. Hanks, City Clerk

To approve Bill #

Motioned: _____

Seconded: _____

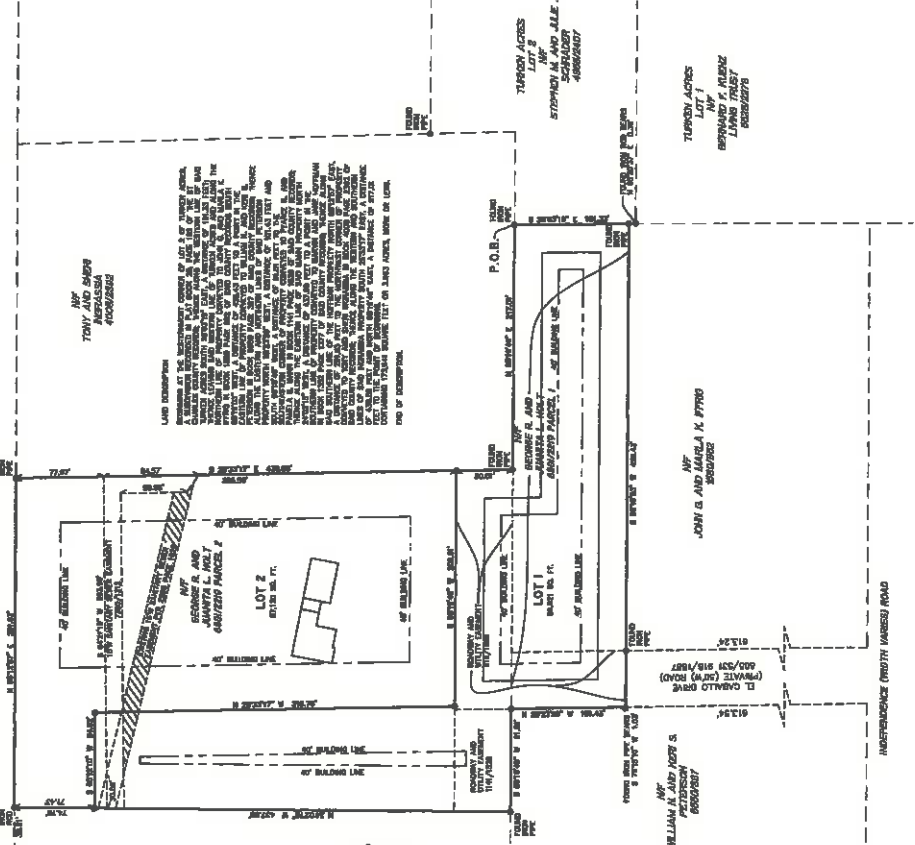
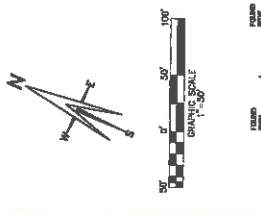
	<u>Aye</u>	<u>Nay</u>	<u>Abstention</u>
Baker	—	—	—
Clutter	—	—	—
Kolb	—	—	—
Martiszus	—	—	—
Schwaab	—	—	—
Yeager	—	—	—
Licklider	—	—	—

Absent: _____



HOLT SUBDIVISION

A TRACT OF LAND BEING PART OF U.S. SURVEY 1787,
TOWNSHIP 46 NORTH, RANGE 3 EAST,
ST. CHARLES COUNTY, MISSOURI



OWNERS CERTIFICATE

WE, THE UNDERSIGNED, OWNERS OF THE TRACT OF LAND HEREIN REFERRED TO AND INTERESTS THEREIN, HAVE CAUSED THE SAME TO BE SURVEYED AND PLatted IN ACCORDANCE WITH THE ACTS OF THE LEGISLATURE OF THE STATE OF MISSOURI, AND HAVE CAUSED THE SAME TO BE RECORDED IN THE PUBLIC RECORDS OF THE CITY OF ST. CHARLES, MISSOURI, IN ACCORDANCE WITH THE ACTS OF THE LEGISLATURE OF THE STATE OF MISSOURI.

IT IS HEREBY CERTIFIED THAT ALL INTERESTS CLAIMED ARE SHOWN ON THIS PLAT AS OF THE DATE AND DATE OF RECORDING THIS PLAT.

ALL INTERESTS WHICH ARE NOT SHOWN AS INTERESTS CLAIMED ON THIS PLAT ARE HEREBY WAIVED AND RELEASED TO THE UNDERSIGNED AND TO THEIR HEIRS AND ASSIGNS.

IN WITNESS WHEREOF, THE UNDERSIGNED HAVE SET THEIR HANDS AND SIGNS AT ST. CHARLES, MISSOURI, THIS _____ DAY OF _____, 20__.

BY _____

OWNER'S CERTIFICATE

STATE OF MISSOURI
COUNTY OF ST. CHARLES

NOTARY PUBLIC
BY _____

OWNER'S CERTIFICATE

STATE OF MISSOURI
COUNTY OF ST. CHARLES

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STATE OF MISSOURI
COUNTY OF ST. CHARLES

NOTARY PUBLIC
BY _____

HOLT SUBDIVISION
A TRACT OF LAND BEING PART OF U.S. SURVEY 1787,
TOWNSHIP 46 NORTH, RANGE 3 EAST,
ST. CHARLES COUNTY, MISSOURI

S.T.C.
ST. CHARLES ENGINEERING & SURVEYING, INC.
801 S. FIFTH STREET, SUITE 308
ST. CHARLES, MISSOURI 63301
PH: 636-733-1111 FAX: 636-733-1112
WWW.STCHARLESENGINEERING.COM

ORDER NO. _____
DATE _____
BY _____

CITY CERTIFICATE

CITY OF ST. CHARLES, MISSOURI

PLAT NO. _____

DATE OF RECORDING _____

BY _____

GENERAL NOTES

- PROPERTY OWNERS: _____
- TOTAL AREA OF TRACT: 12.34 AC. (84,324 SQ. FT.)
- THIS PROPERTY IS LOCATED IN ZONE 1, AGRICULTURE OF THE CITY OF ST. CHARLES, MISSOURI, AND IS SUBJECT TO THE CITY OF ST. CHARLES, MISSOURI, ZONING ORDINANCE.
- ALL COVELED DIMENSIONS & SURVEYING ARE SHOWN ON THIS PLAT.
- OWNER'S CERTIFICATE - 7% - 2% SINGLE-FAMILY RESIDENTIAL DISTRICT
- FRONT YARD - 10 FT.
- REAR YARD - 10 FT.
- THIRD SIDE OR PROPERTY HAVING MORE THAN ONE SIDE SHALL BE 10 FT.
- SPACES OF 10 FEET BETWEEN BUILDING PLANS, FIRST SIDE, AND OTHER.

OWNER'S CERTIFICATE

STATE OF MISSOURI
COUNTY OF ST. CHARLES

NOTARY PUBLIC
BY _____

OWNER'S CERTIFICATE

STATE OF MISSOURI
COUNTY OF ST. CHARLES

NOTARY PUBLIC
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COUNTY OF ST. CHARLES

NOTARY PUBLIC
BY _____

OWNER'S CERTIFICATE

STATE OF MISSOURI
COUNTY OF ST. CHARLES

NOTARY PUBLIC
BY _____

PLAT NO. _____

DATE _____

BY _____

BILL NO. _____

ORDINANCE NO. _____

**AN ORDINANCE ESTABLISHING THE PROCEDURE, REQUIREMENTS AND
TIME PERIOD FOR FILING AS A CANDIDATE FOR THE OFFICE OF MAYOR AND
ALDERMAN FOR THE CITY OF WELDON SPRING, MISSOURI IN
THE APRIL 6th, 2021 MUNICIPAL ELECTION**

WHEREAS, a general municipal election is to be held in the City of Weldon Spring, Missouri, on Tuesday, April 6, 2021; and

WHEREAS, at this election, the offices to be filled are Mayor and one (1) Alderman for each of the City's three (3) wards.

NOW THEREFORE, BE IT ORDAINED BY THE BOARD OF ALDERMEN OF THE CITY OF WELDON SPRING, MISSOURI IN ACCORDANCE WITH THE REVISED STATUTES OF MISSOURI AS FOLLOWS:

SECTION 1: There will be Mayor and three Aldermen, one (1) from each ward elected at the municipal election to be held on Tuesday, April 6th, 2021. The Mayoral candidate receiving the highest number of votes shall hold his or her office for a period of two (2) years. Also, the Aldermanic candidate receiving the highest number of votes in each ward shall hold his or her office for a period of two (2) years.

SECTION 2: Procedure for filing as a candidate for Alderman is as follows:

- A. *Filing as a candidate for the office of Mayor or Alderman must be made in person, or in writing as provided in Section 115.355.2, RSMo. to the City Clerk, William C. Hanks, at 5401 Independence Road, Weldon Spring, Missouri 63304, Monday through Friday between the hours of 9:00 A.M. and 4:00 P.M.*

- B. *Such filing shall open at 8:00 A.M. on Tuesday, December 15, 2020 and close at 5:00 P.M. on Tuesday, January 19, 2021.*

SECTION 3: Any person who is not qualified for office as provided by state law or City Ordinances shall not be entitled to have his/her name printed on the ballot. No person shall be elected or appointed and sworn into office who is not qualified for such office as provided by state law or City Ordinances.

SECTION 4: The general municipal election of April 6, 2021, shall be conducted as described and set forth in the Comprehensive Election Act of 1977, Section 115.001, RSMo., as amended.

SECTION 5: The City Clerk is hereby directed to cause public notice to be given of the general municipal election in accordance with the requirements of Section 115.127,

RSMo. The notice of the opening and closing of filing to be published shall be as set forth in Exhibit A, attached hereto and made a part hereof.

SECTION 6: The City Clerk shall notify the St. Charles County Director of Elections, as the designated election authority, in writing, that the City is calling the general municipal election, specifying the purpose of the election, and the date of the election, the legal notice to be published and the sample ballot. The Director of Elections shall conduct in the City the general municipal election in accordance with State laws.

SECTION 7: The City Clerk shall keep a permanent record of the names of the candidates, the offices for which they seek election, and the date of their filing, and the names shall appear on the ballots in that order.

SECTION 8: This Ordinance shall be in full force and take effect from and after its final passage and approval.

READ TWO TIMES AND PASSED BY THE BOARD OF ALDERMEN OF THE CITY OF WELDON SPRING, MISSOURI, THIS _____ DAY OF _____ 2020.

Donald D. Lickliger, Mayor

Attest:

William C. Hanks, City Clerk

To approve Bill #

Motioned: _____

Seconded: _____

	<u>Aye</u>	<u>Nay</u>	<u>Abstention</u>
Baker	—	—	—
Clutter	—	—	—
Kolb	—	—	—
Martiszus	—	—	—
Schwaab	—	—	—
Yeager	—	—	—
Lickliders	—	—	—

Absent: _____

EXHIBIT A

NOTICE OF FILING DATE FOR GENERAL ELECTION

Pursuant to § 115.127, RSMo, the City of Weldon Spring, Missouri gives notice that the opening filing date for the general municipal election to be held on the 6th day of April 2021 shall be on December 15, 2020. The offices to be filled are Mayor and one (1) Alderman for each of the three (3) wards. Filings shall be received by the City Clerk, during regular office hours, at City Hall 5401 Independence Road in the City of Weldon Spring commencing at 8:00 a.m. on Tuesday, December 15, 2020. The closing date and time for filing shall be 5:00 p.m. on Tuesday, January 19, 2021.

William C. Hanks, City Clerk
City of Weldon Spring, Missouri

BILL NO. _____

ORDINANCE NO. _____

AN ORDINANCE AMENDING SECTION 420.020(C) & SECTION 420.030 (C)(1) OF THE MUNICIPAL CODE FOR THE CITY OF WELDON SPRING, MISSOURI, REGARDING METHOD USED TO ANALYZE FLOOD HAZARDS

WHEREAS, on March 26, 1992, the City of Weldon Spring adopted Ordinance No. 92-05 for flood plain management and flood damage prevention; and

WHEREAS, That Missouri cities are required by Federal and State law to adopt a Floodplain Management Ordinance consistent with the most current Federal Flood maps.

BE IT ORDAINED BY THE BOARD OF ALDERMEN OF THE CITY OF WELDON SPRING, MISSOURI, AS FOLLOWS:

SECTION 1: That Section 420.020(C) shall be amended to read as follows:

Methods Used To Analyze Flood Hazards. The Flood Insurance Study (FIS) that is the basis of this ordinance use standard engineering method of analyzing flood hazards which consist of a series of interrelated steps.

SECTION 2: That Section 420.020(C)(1) shall be amended to read as follows:

Selection of a base flood that is based upon engineering calculations which permit a consideration of such flood factors as its expected frequency of occurrence, the area inundated, and the depth of inundation. The base flood selected for this ordinance is representative of large floods which are characteristic of what can be expected to occur on the particular streams subject to this ordinance. It is in the general order of a flood which could be expected to have a one percent (1%) chance of occurrence in any one year (1) as delineated on the Federal Insurance Administrator's FIS, and illustrative materials for St. Charles County, Missouri, dated March 9, 2021 as amended, and any future revisions thereto.

SECTION 3: That this ordinance shall be in full force and effect from and after its enactment and approval.

**BE IT ORDAINED BY THE BOARD OF ALDERMEN OF THE CITY OF
WELDON SPRING, MISSOURI, AS FOLLOWS:**

*READ TWO TIMES AND PASSED BY THE BOARD OF ALDERMEN OF THE CITY OF
WELDON SPRING, MISSOURI, THIS _____ DAY OF _____ 2020.*

Donald D. Lickliger, Mayor

Attest:

William C. Hanks, City Clerk

To approve Bill #

Motioned: _____

Seconded: _____

	<u>Aye</u>	<u>Nay</u>	<u>Abstention</u>
Baker	—	—	—
Clutter	—	—	—
Kolb	—	—	—
Martiszus	—	—	—
Schwaab	—	—	—
Yeager	—	—	—
Licklizer	—	—	—

Absent: _____



CITY OF WELDON SPRING

5401 Independence Road
Weldon Spring, MO 63304
phone: (636) 441-2110
fax: (636) 441-8495
www.weldonspring.org

MEMORANDUM

To: PRAC Members Date: 10/05/20

From: Michael Padella, City Administrator

Subject: Bid Results – Trail Improvement Project #092020-03

Cc: Bill Schnell, City Engineer, Mitchell Jordan, Community Relations Coordinator

On Tuesday, September 15, 2020, at 10:00 AM the bids were opened at the City of Weldon Spring City Hall for the Trail Improvement Project. A total of two (2) bids were submitted prior to deadline at 10:00 AM. The City received bids from Plattin Creek Excavation and Build Pro STL, however, over 20 construction contractors were notified about the City's request for proposal (RFP). At the pre-bid meeting on 09/27/20 at 2:00 PM there were four firms in attendance.

All bids appear to be in order and provided the necessary Bid Bond documentation.

Table 1 below, contains the bid results and option details. For Option 1, the bids ranged from a high of \$403,000 (Plattin Creek Excavating) to the low of \$340,232.97 (Build Pro STL).

Project Summary & Budget

This is the second time that the City has sought bids for this project; the first request occurred in May of 2020 and only two bids were received at that time. Only one comprehensive option was requested, and the bid range was \$442,000 to \$455,837.15. After this first RFP all bids were rejected by the Board of Aldermen and staff was directed to rebid and break the scope of the project up into options in late summer of 2020.

The City prioritized and approved funding as part of the FY 2021 Budget for construction of new trail improvements in the Weldon Spring City Park and along a portion of Wolfrum Rd. The total construction budget is \$275,000. In September of 2019 Cochran Engineering was selected and awarded the contract to design, prepare bid specifications/documents and provide construction engineering services for a contractual estimate of \$34,625 plus incidental expenses.

Build Pro STL is the low bidder among all Options, and Options 2 and 3 respectively are below the City's FY 2021 Budget figure. Staff has checked references and met with company representatives from Build Pro STL and is confident in recommending award of the Trail Improvement Project contract to their firm for one of the three options plus the Alt. 2 add

alternate for fence removal. We believe Build Pro STL has the manpower, expertise and capacity to successfully complete the Trail Improvement Project.

Table 1:

RFP – Trail Improvement Project Options/Alternate Summary:	Plattin Creek Excavating	Build Pro STL
OPTION 1 – Both City Park internal trails & Wolfrum Rd. trail extension	\$403,000.00	\$340,232.97
OPTION 2 – Wolfrum Rd. trail extension only	\$123,000.00	\$121,816.30
OPTION 3- City Park internal trails only	\$309,000.00	\$271,399.60
ALT 2 – Removal of white vinyl fence along Nancy Ln.	\$5,620.00	\$2,000.00



CITY OF WELDON SPRING

5401 Independence Road
Weldon Spring, MO 63304
phone: (636) 441-2110
fax: (636) 441-8495
www.weldonspring.org

MEMORANDUM

To: Mayor & Board of Aldermen Date: 10/08/20
From: Michael Padella, City Administrator
Subject: Bid Results – Community Wide Survey Services RFP #01-102021
Cc: Mitchell Jordan, Community Relations Coordinator

On September 30, 2020, at 10:01 AM the bid proposals were opened at the City of Weldon Spring City Hall for the Community Wide Survey project. A total of eight (8) bids were submitted prior to deadline at 10:00 AM; additionally, two (2) bids were received after the deadline and were immediately rejected. The eight (8) bid proposals appeared to be in order and provided the necessary documentation.

Table 1 below, contains the bid results in order of lowest to highest bidder ranging from &10,001.10 to \$31,560.00.

Table 1:

Date: 09/30/20		2021 Community Wide Survey Services RFP Bid Results:	
Organization Name	Low Bid #:	Base Bid:	Contact
ETC Institute	1	\$10,001.10	Robert Heacock
Great Blue Research	2	\$11,000.00	Bardy Lee
Center for Research & Public Policy	3	\$12,000.00	Jerry Lindsley
Creative Entourage, LLC	4	\$17,000.00	Rod Wright
Bakertilly	5	\$19,950.00	Kathleen Aho
Great Lakes Marketing Research	6	\$24,600.00	Lori Dixon
Polco	7	\$28,330.00	Sonya Wytinck
Market Street Research	8	\$31,560.00	Stephanie Gonthier
Denied Bids			
Penn & Associates, INC.		Turned in after deadline	
Probolsky Research		Turned in after deadline	

Project Summary & Budget

The purpose of conducting a Community Wide Survey is to better understand the public's opinion and perception of certain municipal services, activities and initiatives. By obtaining such information this is an additional tool that will allow the elected officials and administration to make decisions and allocate city resources according to the needs and desires of the community.

The Community Wide Survey Project is intended to engage the Weldon Spring residents and businesses by utilizing the expertise of a professional survey/data research firm. By drawing on such a firm's experience, comparative data will be used to better process, understand, and put into context the various standardized question responses received from members of our community.

The tentative project timeline and target deliverables are as follows:

1. The survey content will be developed and finalized by November 13, 2020,
2. The survey will be conducted between November and December of 2020,
3. Data collection will be completed by December 18, 2020,
4. A draft report prepared and submitted to the City by January 22, 2021, and
5. A final report will be presented by February 12, 2021.

The FY 2021 Budget identified and included \$14,000 in funding to complete a Community Wide Survey. The three lowest bids are all below this budget figure.

Staff Recommendation

Staff reviewed and rated the eight (8) bid proposals received using the following scoring criteria: proposal content submitted correctly, residential and business survey experience, available benchmarking data, and firm's ability to meet City's timeline. ETC Institute tied with Polco and Bakertilly came in 2nd. Taking the score ranking and combining with the quoted pricing, ETC Institute is the best value in Staff's opinion. Therefore, Staff does recommend that the BOA authorize the Mayor to enter into an agreement with ETC Institute to provide Community Wide Survey services for the City of Weldon Spring for \$10,001.10.



Proposal to Conduct a Community Wide Survey

September 30, 2020

Submitted by:
ETC Institute

p. 913-829-1215
f. 913-829-1591

725 W. Frontier Lane
Olathe, Kansas 66061

Contents

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Cover Letter

Request for Proposal to Conduct Community Wide Survey Services for Weldon Spring, Missouri

Dear Members of the Selection Committee,

ETC Institute is pleased to submit a proposal to conduct community wide survey services for Weldon Spring, Missouri. In response to your RFP, you will find a proposal from ETC Institute.

ETC Institute is Recognized as a National Leader in the Design and Administration of Market Research for Local Governments. Since 1982, ETC Institute has completed research projects for organizations in 49 states. ETC Institute has designed and administered more than 3,500 statistically valid surveys and our team of professional researchers have moderated more than 1,000 focus groups and 2,000 stakeholder interviews. During the past five years alone, ETC Institute has administered surveys in more than 700 cities and counties throughout the United States.

ETC Institute Has the Ability to Compare Your Results with Other Communities. Our firm maintains national and regional benchmarking data for resident surveys that provide comparative norms for over 80 local governmental services. Unlike some comparative databases that use comparative data from secondary sources, ETC Institute's data is from surveys that were all administered by ETC Institute. This ensures that your results are directly comparable to communities in your region and of a similar size. ETC Institute's benchmarking database only includes data from surveys that have been administered during the past two years. This ensures our comparative norms are truly representative of existing attitudes and expectations regarding the delivery of local governmental services.

ETC Institute Has Developed the Most Innovative Analytical Tools to Help the City Understand and Utilize Survey Data. Today, officials have limited resources which need to be targeted to activities that are of the most benefit to their citizens. Two of the most important criteria for decision making are (1) to target resources toward services of the highest importance to residents and businesses; and (2) to target resources toward those services where residents and businesses are least satisfied. The Importance-Satisfaction (I-S) rating is a unique tool that allows public officials to better understand both of these highly important decision-making criteria for each of the services they are providing. The I-S rating is based on the concept that organizations will maximize overall satisfaction with City services by emphasizing improvements in those service areas where the level of satisfaction is relatively low, and the perceived importance of the service is relatively high. This analysis tool helps our clients identify specific drivers of satisfaction.

ETC Institute also has the capability of generating maps of the survey results. GIS Mapping is used to show how respondents in different areas of a community rate services. By pinpointing problem areas our clients have the ability to directly address issues where they are the biggest concern. This is also how we will guarantee responses are evenly distributed among your three city wards.

ETC Institute Guarantees That We Will be Very Responsive to Your Needs. ETC Institute administered a survey to organizations that had used our services. Among the 150 clients who responded to the survey, 100% were satisfied

with the service they received and 100% indicated they would recommend our firm to other organizations. The reason ETC Institute's customer satisfaction levels are so high is due to our commitment to the needs of our clients.

ETC Institute's Most Senior Professionals Will Be Managing the Project on a Daily Basis. By having experienced, senior personnel lead the day-to-day management of each task, ETC Institute will ensure that your organization receives the highest level of service possible and that high standards of quality control are maintained. The City will receive priority resources from our firm, and we will ensure the project is accomplished according to your schedule. To ensure your success, we have assembled a team of the very best market researchers and experts to assist with the design of surveys, the development of the sampling plans, the administration of the surveys, and the analysis of the data collected. Our team has unparalleled expertise in project management, survey design, sampling, methodology, and survey administration.

ETC Institute has Carefully Read the City's Request for Proposals and Has Prepared Our Proposal Accordingly. The City's RFP indicated that the City would like to survey both residents and businesses in the City. From our extensive experience with resident and business surveys, residents and businesses have vastly different needs and priorities for their communities. Our proposal will call for two separate surveys, one for residents and another for businesses. The scope of work for both surveys is detailed in the following pages and is meant to be fully responsive to the request for proposal released by the City. Although the two surveys will be closely related, will utilize the same methodology, and will include the many of the same questions, it will be important to address the specific needs of businesses in a separate survey.

If ETC Institute is selected for this project we will do everything possible to ensure the survey meets the high expectations you have set for your project. We appreciate your consideration of our proposal and look forward to your decision. If you have any questions, please do not hesitate to call us at (913) 829-1215.

Sincerely,



Robert Heacock
Senior Project Manager, ETC Institute
725 W Frontier Lane, Olathe, Kansas 66061
913-829-1215
Robert.Heacock@etcinstitute.com
www.etcinstitute.com

Mr. Heacock will serve as the City's account manager and can only be removed from the account with written permission by the City of Weldon Spring.

Survey Methodology & Approach

Phase 1: Develop the Surveys and Sampling Plans

Task 1.1 Develop the Surveys

Once selected for the project, ETC Institute will meet with the project team via phone or web-based conference to discuss the goals and objectives of the project and to confirm the desired goals and outcomes of the project. ETC Institute will provide sample surveys created for similar projects to help facilitate the design process while utilizing input to develop a survey instrument designed to meet all desired goals and outcomes. Samples will be provided from similar communities who have administered resident and business surveys. ETC Institute will also review any past surveys and discuss with the project team which questions should be benchmarked with past or for future surveys. Based on a thorough discussion with the project team, ETC Institute will develop a first draft for each survey.

ETC Institute will work closely with the project team to ensure that input is utilized to create surveys that best fit the needs of the project. It is anticipated that 3-4 drafts of each survey will be prepared before they are approved by the project team. The project team will be given the opportunity to review each survey instrument before it is administered. Once the survey instruments are approved, ETC Institute will conduct an internal pre-test to ensure they are understood as designed.

ETC Institute will work with staff to ensure that the survey will include questions related to major issues/projects, customer satisfaction with various services, and City Tax initiatives.

Task 1.2 Design the Sampling Plan

As a part of Task 1.2, ETC Institute will develop and finalize two sampling plans based on input from the project team. A project manager from ETC Institute will discuss with the project team which methodology is best to conduct the surveys. ETC Institute will design sampling plans based on completing a minimum of 210 resident and 24 business surveys. The survey samples will be purchased by ETC Institute from one of the largest list brokerage firms in the world who has a list of all residential and business addresses within the City's boundaries. This is how ETC Institute will ensure that each resident or business address in the City has an equal chance of being selected for the random sample. The list brokerage firm used will also provide emails for each of the households and businesses selected as a part of the random samples. ETC Institute will compare the sample purchased for this project to the information provided by the City. ETC Institute will use emails to conduct follow-ups with the households and businesses who were originally selected as a part of the random sample and received a paper version of the survey in the mail. ETC Institute will do everything possible to maximize your investment in our services and will not charge the City any additional fees to provide data entry and verification of responses collected above and beyond the original goals of 210 and 24. Demographic data will be used to monitor the distribution of responses to ensure the responding population of each survey is representative of the universe of the sample. ETC Institute will guarantee that a representative sample of the City's resident and business populations will be surveyed using our suggested sampling methodology.

Task 1 Deliverables

ETC Institute will deliver the approved survey instrument and a description of the finalized sampling plan.

Phase 2: Administer the Survey

Task 2.1 Administer the Survey

Once the final survey instruments and sampling plans are approved by the project team, ETC Institute will administer each of the surveys. ETC Institute recommends using a hybrid methodology consisting of mail and online surveys. Given the negative impact Caller ID has had on phone survey response rates and the need to ensure diverse populations are well represented, we offer the hybrid mail/online methodology to maximize the overall level of response. Even if residents and businesses do not respond by mail, those who receive the mailed version of the survey are significantly more likely to respond to the survey online because they know the survey is legitimate. The mailed survey will include a cover letter (on official letterhead) that will explain the importance and purpose of the survey, encourage participation, and include a link to the online survey for those who prefer that option. If needed, phone calls will be made to collect responses from demographic groups that did not have a robust enough response to our mail/online contact attempts.

The following procedures will take place for our mail/online hybrid methodology. All of the procedures detailed below will be delivered in-house at our main office.

Survey Administration Procedures

ETC Institute will work with the project team to develop a communication plan for the survey. As a part of this task, ETC Institute will provide sample press releases that can be used to notify the public about the survey. Advance publicity can significantly enhance the response rate.

ETC Institute will mail a copy of the survey instrument and a postage-paid return envelope to each of the households and businesses selected for the random sample. The survey will include a letter on Official Letterhead that explains the purpose of the survey and that indicates all survey responses will remain anonymous. ETC Institute will geocode the address of all respondents to the block level when delivering data to the project team. All identifying data will be removed from any open-ended responses, and all efforts will be made to guarantee the anonymity of all responses.

Approximately 10 days after the surveys are mailed, ETC Institute will e-mail a link to the online survey to households who received the survey in the mail. These e-mail follow-ups will significantly increase the response rate which will greatly reduce the probability that the results are affected by non-response bias. ETC Institute will track and only include online survey responses from residents who were randomly selected for the survey.

Additional e-mail follow-ups will be concentrated on demographic and geographic areas where response to the survey is low. This will help ensure the results are representative of the entire City, both demographically and geographically.

Data Management and Quality Control

ETC Institute has an ongoing quality control and assurance program in place. The program has been developed and refined through our experience with hundreds of studies that involved the design and administration of surveys, focus groups, and other data collection services. Our quality assurance program is directly monitored by the company CEO, Christopher Tatham. The program is designed to give clients error free results, and all employees at ETC Institute are directly involved in the program. The quality control and assurance methods used by ETC Institute have been reviewed by the United States Office of Management and Budget.

Following the completion of survey administration, ETC Institute will perform data entry, editing, and verification of all survey responses. The data processing system used by our firm for this study will alert data entry personnel with an audible alarm if entries do not conform to predetermined specifications. Data entry fields will be limited to specific ranges to minimize the probability of error. A supervisor will match at least 10% of the records in the database against the corresponding survey to ensure that all data entry is accurate and complete.

Task 2 Deliverables

ETC Institute will deliver a copy of the overall results to each question on each survey as tables, this deliverable will include any open-ended responses from the surveys.

Phase 3: Survey Analysis and Reporting

Task 3.1 Analyze the Survey Results

The analysis tools that will be included in this project are proved below:

Task 3.1.1 Importance-Satisfaction Analysis

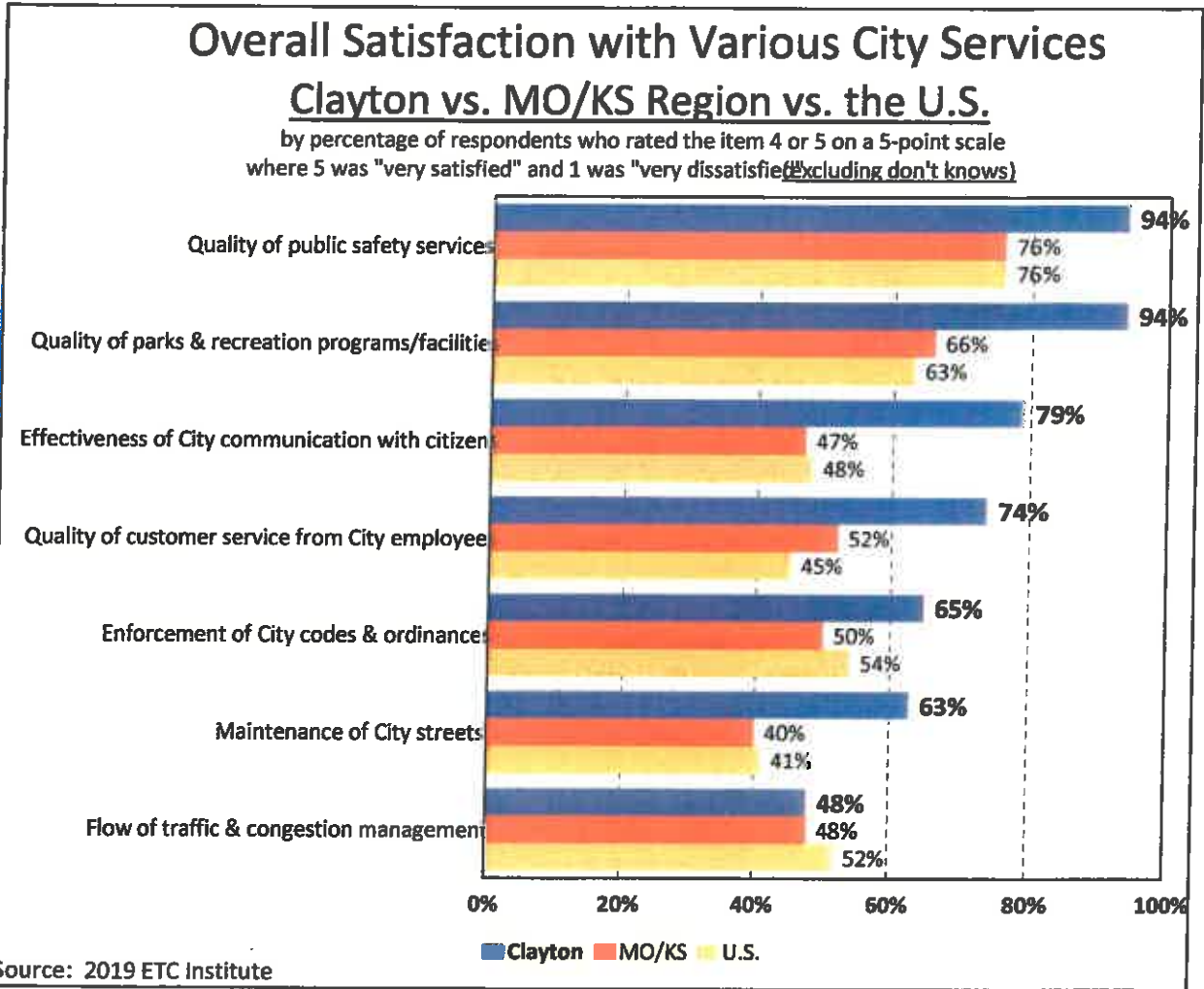
By using specific design features, ETC Institute will utilize the survey data to create an Importance-Satisfaction Rating (I-S Rating). The I-S Rating is based on the concept that public agencies will maximize overall satisfaction by emphasizing improvements in those service categories where the level of satisfaction is relatively low and the perceived importance of the service is relatively high. More than 200 governmental agencies currently use ETC Institute's I-S Ratings. The ratings allow governmental organizations the ability to assess the quality of service delivery. During the past 30 years, ETC Institute has continually refined the analysis to maximize its usefulness as a decision-making tool.

2019 Importance-Satisfaction Rating						
University City, Missouri						
Overall Satisfaction with City Services						
Category of Service	Most Important %	Most Important Rank	Satisfaction %	Satisfaction Rank	Importance-Satisfaction Rating	I-S Rating Rank
Overall maintenance of City streets	61%	1	42%	8	0.3514	1
Overall enforcement of City codes & ordinances for buildings, housing & overall property maintenance	34%	3	46%	7	0.1824	2
Overall quality of public safety services-police & fire	48%	2	85%	1	0.0731	3
Overall flow of traffic & congestion management in City	22%	5	66%	4	0.0727	4
Overall effectiveness of City communication with citizens	20%	6	64%	5	0.0705	5
Overall quality of City parks & recreation programs & facilities	33%	4	79%	2	0.0692	6
Overall maintenance of City buildings/facilities	14%	8	61%	6	0.0540	7
Overall quality of customer service you receive from City employees	16%	7	67%	3	0.0531	8

The table above offers an example of the I-S Rating from the 2019 University City, Missouri survey. The table shows that the City could maximize resident satisfaction with the overall quality of City services by investing in the maintenance of City streets. Investments in the quality of customer service from City employees would have the least impact on the overall satisfaction with the quality of City services.

Task 3.1.2 Normative Comparisons

Benchmarking is a highly effective tool that helps decision-makers interpret the meaning of community survey data. If 59% of residents are satisfied with the overall quality of government services, is that good or bad? Without comparative data, it is difficult to know. ETC Institute maintains national, regional, and population-based benchmarking data for more than 80 types of local governmental services. Benchmarking can help local governments understand how their results compare to similar communities.



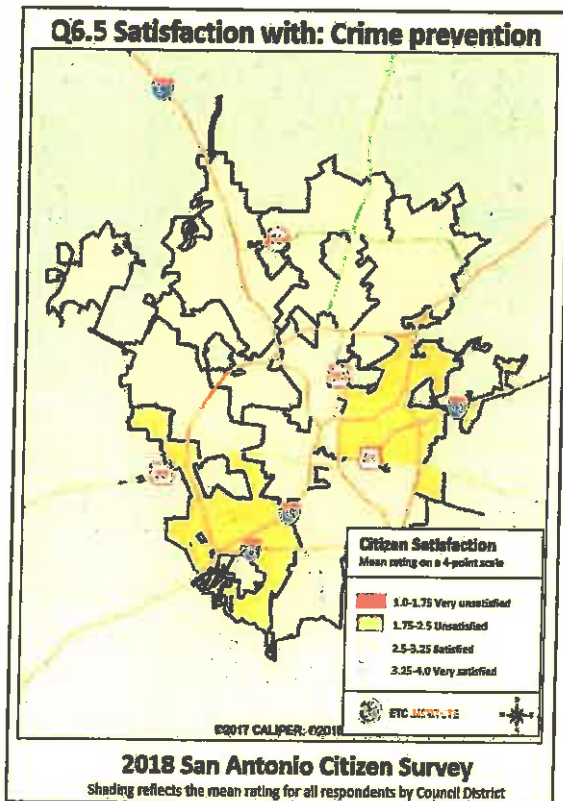
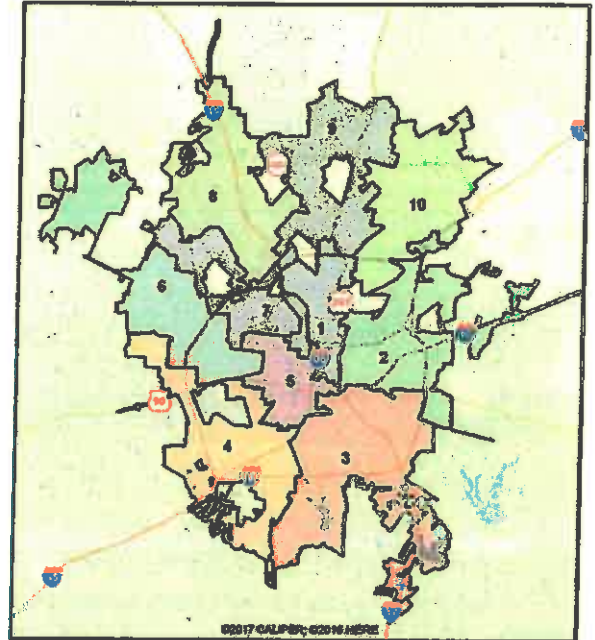
For example, 63% of residents in the City of Clayton, Missouri in 2019 were satisfied with the maintenance of City streets. Without comparative data, City leaders might have wondered whether 63% was an acceptable rating. As the chart above shows, 63% is a relatively good rating for this item among communities in the United States and for the Missouri-Kansas regional average. ETC Institute will work with the project team to determine which national and regional benchmarking comparisons best meet the goals and objectives for the project. Normative comparisons from jurisdictions that issue similar customer surveys will be provided to the City. Without comparative data, it is difficult to know how well an organization is performing.

Task 3.1.3 GIS Mapping

ETC Institute staff has successfully geocoded survey results for over 100 market research projects within the past three years. Our GIS team will bring highly developed and current skills in automated information collection, data cleanup and manipulation, state-of-the-art geocoding, and database development to this assignment. Our planners and technicians routinely support customer satisfaction analysis and other planning and modeling efforts across the country.

The map to the right identifies the 10 council districts in the City of San Antonio that were surveyed. The GIS Maps our team creates provide our clients with a visual representation of the areas of the City that are surveyed and can be used as an extremely useful communication tool with City leaders and elected officials.

Our GIS Maps not only provide our clients with a visual representation of the areas that are surveyed, but they can also show areas where residents have the greatest and least amount of satisfaction with various services. The map below shows levels of satisfaction with the feeling of safety in the City of San Antonio. Areas in blue identify areas with high satisfaction, areas in yellow are neutral, and areas in orange and red indicate high levels of dissatisfaction.



ETC Institute will prepare maps showing the results of specific questions on the survey by ward (or other geographic characteristics decided upon by the City). ETC Institute will geocode the address of all survey respondents to the block latitude and longitude coordinates, this ensures the exact location of a respondent's location is not revealed. This will allow our team to generate maps that visually show how well the City is delivering services to various parts of the City. GIS maps continue to be an effective tool for communicating the results of the survey to elected officials and the public.

Task 3.1.4 Cross-Tabulations

Based on a discussion with the project team, ETC Institute will create cross-tabulations of questions on the survey with key demographic variables (i.e., age, gender, income/revenue, number of years in the City, geographic characteristics, chamber of commerce affiliations, MWBE status, and others). ETC Institute will work with City staff to understand the significant differences found in the cross-tabulations among the key demographic groups.

Task 3.2 Prepare a Final Report

Following a meeting with the project team, ETC Institute will develop written reports utilizing the analysis tools found in Task 3.1. The reports will provide a thorough analysis of the data, including a summary of the results. The reports will describe the methods used in conducting the surveys and the number of respondents surveyed. The full reports will also include the following:

- An executive summary that includes the description of the survey methodology and major findings,
- Charts and graphs for all questions on the survey,
- Importance-Satisfaction Ratings that identify priorities for improvement,
- Benchmarking analysis that shows how the City compares to other communities,
- GIS maps that show select questions on the survey as a map,
- Cross-tabulations that break down the results by key demographic variables (this will include a statistical presentation of all questions by demographics),
- Data tables showing the results for all questions on the survey, and
- A copy of the survey instrument.

Task 3 Deliverables

Prior to completing the final written reports, ETC Institute will meet with the project team to discuss recommendations for the final reports. Once the project team makes their final recommendations, ETC Institute will develop and deliver electronic versions of the draft final reports. ETC Institute will also provide the raw survey data in an Excel spreadsheet that includes the latitude and longitude coordinates, at the block level, for all responses. A project manager from ETC Institute will make an on-site visit to present the final report and will deliver 12 hard copies of the final reports. The presentation will be delivered prior to the on-site visit at a date to be determined by the City.

Schedule

A typical community survey process takes approximately 10-12 weeks to complete. This timeframe includes kick-off meetings, survey design, sample plan development, survey administration, analysis and the delivery of the final reports. Below is our proposed timeline to complete your project (this includes the community and business surveys).

October 2020

- Initial meeting with staff to discuss survey goals and objectives
- ETC Institute provides the project team with sample surveys from similar communities both regionally and nationally
- ETC Institute provides the project team with draft surveys
- The project team reviews the content of the surveys and provides feedback to ETC Institute
- ETC Institute revises the surveys based on staff input
- ETC Institute provides the project team with the final sampling plan specifications
- ETC Institute revises the surveys as necessary until the project team approves the surveys and cover letters
- ETC Institute conducts a pretest of the surveys
- ETC Institute designs and builds online surveys
- ETC Institute delivers sample press releases to the project team for review and dissemination
- Project team approves online surveys
- ETC Institute prints surveys and prepares for initial mailing

November 2020

- Surveys are mailed
- Data collection begins

December 2020

- Data collection completed
- Draft reports submitted electronically

January - February 2021

- Changes to reports are discussed and recommendations from the project team are delivered
- Electronic version of on-site presentation is delivered
- Final reports delivered during on-site presentation

Qualifications of Key Personnel Assigned to the Project

The ETC Institute team was assembled based on a thorough review of the needs of the City. The staff members selected to fill key roles have extensive experience which exceeds the technical requirements for this project. All services will be performed in-house, by ETC Institute staff. ETC Institute has its own mailing department, call center, and web design team. The key members of the project team who will be assigned to the project are listed below.

- **Robert Heacock:** Mr. Heacock will assume the role of Senior Project Manager and will manage and oversee all phases of your project. Mr. Heacock has over three years of experience in survey design, administration, development, supervision, and research analysis. Mr. Heacock also brings a depth of experience and perspective to your project with over 29 years of experience with state and local governments, including the role of City manager. While working at ETC Institute, Mr. Heacock has worked on business and community surveys projects, and has led and assisted in the coordination and facilitations of focus groups and stakeholder interviews. His current role of Senior Project Manager includes survey design, quantitative and qualitative data analysis, the interpretation of results, and the presentation of survey findings. Mr. Heacock is also experienced in the facilitation of organization strategic planning and leadership efforts.
- **Jason Morado:** Mr. Morado will assume the role of Project Manager and will assist the Senior Project Manager as needed throughout the project. Mr. Morado has more than 17 years of experience in the design, administration, and analysis of community market research. In his current role as Director of Community Research he leads community market research projects across the country. He has served as the project manager on community research projects for over 500 local government organizations throughout the United States.
- **Ryan Murray:** Mr. Murray will assume the role of Senior Researcher and will lead the research team as a part of this project. Mr. Murray has over 13 years of experience in the administration, development, supervision, and research analysis of a wide variety of survey topics. He has served as a project manager for over 200 local government projects throughout the United States. Mr. Murray has worked with over a dozen clients in the State of Missouri and most recently completed projects with the City of Clayton and the City of University City.
- **Christopher Tatham:** Mr. Tatham has managed more than 2,500 community surveys for local governmental organizations throughout the United States, including dozens of surveys in the State of Missouri. He has conducted community surveys in nine of the 20 largest U.S. cities and 11 of the 20 largest U.S. counties. He has more experience with the design and interpretation of community survey research than anyone in the nation. He excels in using survey data to facilitate consensus about organization priorities. His understanding of local government issues and his expertise make him ideally suited to help the project team achieve their goals and objectives for this project. Mr. Tatham will serve as a Senior Consultant and will assist the project managers in the review and design of the survey instrument and final report.

Experience and References

ETC Institute has a number of clients who regularly perform both resident and business surveys. Some of these clients perform their surveys on alternating years, while others perform them congruently. The ETC Institute team presented as key personnel assigned to the project have worked on all of the project listed below. We urge you to contact each of our past clients so they can attest to our ability to meet deadlines, the accuracy of our cost estimates, and our consistent ability to produce the highest quality work. All of the references below have contracted with ETC Institute to perform resident and business surveys on a yearly or biannual basis that utilize the same scope of services as those provided in this document.

Village of Pinehurst, North Carolina

Lauren Craig, Performance Management Director

Phone: 910-295-1900 x1104

Email: KLCraig@VoPNC.org

City of Roeland Park, Kansas

Keith Moody, City Manager

Phone: 913-722-2600

Email: kmoody@roelandpark.org

City of North Kansas City, Missouri

Eric Berlin, City Administrator

Phone: 816-274-6000

Email: eberlin@nkc.org

City of Coral Springs, Florida

Ronald Gomez, Financial Business Analyst

Phone: 954-340-4210

Email: rgomez@coralsprings.org

Village of Bensenville, Illinois

Steve Skurski, Community Liaison

Phone: 630-594-1010

Email: sskurski@bensenville.il.us

City of Kansas City, Missouri

Kate Bender, Senior Performance Analyst

Phone: 816-513-6567

Email: Kate.Bender@KCMO.org

City of Plano, Texas

Tammy Korn, Development and Outreach Manager

Phone: 972-769-4473

Email: tammyko@plano.gov

City of Shawnee, Kansas

Julie Breithaupt, Communications Manager

Phone: 913-742-6202

Email: jbreithaupt@shawnee.org

City of Olathe, Kansas

Tim Danneberg, Director Communications and Customer Service

Phone: 913-971-8609

Email: TDanneberg@olatheks.org

City of Clayton, Missouri

Andrea Muskopf, Assistant to the City Manager

Phone: 314-290-8473

Email: amuskopf@claytonmo.gov


Payment Schedule – Exhibit A: BID SHEET

Exhibit A: BID SHEET

The Honorable Mayor, City Administrator and Board of Aldermen
 City of Weldon Spring, Missouri
 5401 Independence Road
 Weldon Spring, MO 63304

Community Wide Survey Services

Item No.	Item Description:	QUANTITY:	UNIT PRICE:	TOTAL PRICE:
1	Residential Community Wide Survey	210	\$40.35	\$8,473.50
2	Commercial/Business Survey Focus	24	\$63.65	\$1,527.60
3				
4				
5				
6				
7				
8				
9				
10	Other			
			Grand Total:	\$10,001.10

Christopher Tatham, CEO
 Print Name: _____

 Signature of Authorized Bidder _____

09/28/2020
 Date

September 25, 2020

VIA EMAIL

bhanks@weldonspring.org

Bill Hanks
5401 Independence Road
Weldon Spring, MO 63304

Re: Mountain Farm Community Improvement District (“CID”) Board of Directors

Mr. Hanks:

We own the property within the CID. It’s our understanding that there are two directors whose term has expired and three directors whose term will expire this year.

We request the reappointment of the following individuals to the Board of Directors to serve the following terms:

- Joe Wolk through 12/7/2022 (term expired 12/7/2019)
- Todd Flowers through 12/7/2022 (term expired 12/7/2019)
- Jeff Pardieck through 12/7/2023 (term expires 12/7/2020)
- Caroline Saunders through 12/7/2023 (term expires 12/7/2020)
- Larry Chapman through 12/7/2023 (term expires 12/7/2020)

Should you have any questions, please do not hesitate to contact me.

Sincerely,

Jonathan Burnham
Director of Corporate Development/Real Estate
Asbury Automotive Group