



**CITY OF WELDON SPRING
BOARD OF ALDERMEN REGULAR MEETING
ON TUESDAY, SEPTEMBER 8, 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/83751864183?pwd=YVQ1VnNYbE1hMURubk0yb1ZuUlhnQT09>

Meeting ID: 837 5186 4183

Password: BOA200908

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

Meeting ID: 837 5186 4183

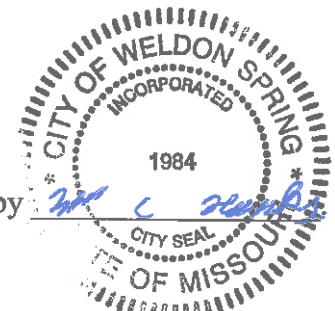
Password: 473824702

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 9-4-20 at 10:30am by [Signature]



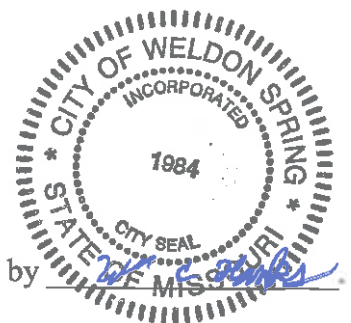
****AGENDA****

1. **CALL TO ORDER**
2. **PLEDGE OF ALLEGIANCE**
3. **ROLL CALL and DETERMINATION OF A QUORUM**
4. **CITIZENS COMMENTS:**
5. **APPROVAL OF MINUTES**
 - A. August 27, 2020 – Regular Board Meeting Minutes
6. **CITY TREASURER**
 - A. Paid Bills (8-18-20 – 9-1-20) & Unpaid Bills (8-28-20 & 9-8-20)
7. **UNFINISHED BUSINESS**
 - A. Bill #1153 - An Ordinance Adopting the Budget for the Fiscal Year 2021 for the City of Weldon Spring, Missouri, and Matters Relating Thereto – **Alderman Clutter**
8. **NEW BUSINESS**
 - A. St. Charles County Economic Development Council 2020 Agreement – **City Administrator**
 - B. 4905 Sammelman Road Escrow Release (**Motion Needed**)
 - C. 104 Ehlmann Farms Drive Escrow Release (**Motion Needed**)
 - D. 1088 Whitmoor Drive Escrow Release (**Motion Needed**)
9. **REPORTS & COMMITTEES**
 - A. City Administrator
 - B. Finance Committee
 - C. Parks & Recreation Advisory Committee
10. **RECEIPTS & COMMUNICATIONS**
11. **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 9-4-20 at 10:30am by [Signature]



CITY OF WELDON SPRING
REGULAR MEETING OF THE BOARD OF ALDERMEN
August 27, 2020

CALL TO ORDER: The regular meeting of the Board of Aldermen of the City of Weldon Spring was held on Thursday, August 27, 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 Baker	Alderman Martiszus

A quorum was declared.

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

MINUTES: August 11, 2020, Board Minutes - Alderman Clutter moved to approve the minutes from the August 11, 2020, regular meeting with one typographical correction, seconded by Alderman Martiszus. **Motion carried** with 6 ayes.

Note: In the first line under the Finance Report on page 2, the word Clutter should be added after the word "*Alderman*" and before the word "*stated*".

TREASURER'S REPORT: Alderman Schwaab made a motion to accept the Treasurer's packet of paid bills from August 5, 2020 to August 18, 2020, and unpaid bills from August 18, 2020 to August 27, 2020. Alderman Baker asked about the invoice submitted by HR Green. Michael Padella (City Administration) stated the invoice was associated with pending litigation. A brief discussion took place. The motion was seconded by Alderman Martiszus. **The motion carried** with 6 ayes.

NEW BUSINESS:

An Ordinance Adopting the Budget for the Fiscal Year 2021 for the City of Weldon Spring, Missouri, and Matters Relating Thereto: Alderman Clutter moved to introduce Bill # 1153 for its first reading by title only. Alderman Martiszus seconded the motion and the **motion carried**.

Bill # 1153 was tabled in accordance with City Code.

City of Weldon Spring PR Plan Discussion: Alderman Kolb asked if it was necessary to include \$20,000 in the FY 2021 Budget for a PR/Marketing Plan. Alderman Clutter stated that the \$20,000 was put in the FY 2021 Budget as a placeholder for a potential project, but that does not mean the City is totally committed to this project. He added the goal for the PR/Marketing Plan is to promote the City better and to serve as an economic development tool in attracting new businesses and potential residents. A brief discussion took place.

Pittman Hill Road Curb Repair Discussion: Alderman Clutter wanted to have a discussion about curb replacement in 2 or 3 spots on Pittman Hill Road and 1 spot on the round-about (by Highway 40/61). Alderman Kolb stated the City should concentrate on the maintenance needs on streets that is the city responsibility. Alderman Baker added the section of Pittman Hill Road (mentioned by Alderman Clutter) is a county-maintained road and the round-about is maintained by MoDOT. A brief discussion took place. It was decided that the City Administrator will contact St. Charles County and asked them if they could include the curb repairs with the trail project on Pittman Hill Road.

Asphalt Trail Maintenance Project #082020-02 – Bid Results: Alderman Baker moved to accept the low bid from PLM-Parking Lot Maintenance in the amount of \$17,195.00 for asphalt trail maintenance, seconded by Alderman Kolb. **Motion carried** with 6 ayes.

REPORTS AND COMMITTEES:

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

Finance: Alderman Clutter made a motion to authorize the City Administrator and City Treasurer to transfer “emergency fund reserves” into five (5) evenly distributed and separate Certificates of Deposits (CD’s) to a banking institution that will maximize the return on investment for the City. The motion was seconded by Alderman Kolb. **Motion carried** with 6 ayes.

Note: The CD’s would be “laddered” or staggered in 12-month maturity increments starting at 12-month and all the way up to 60-months.

PRAC Committee: Nick Baldecchi, the Chairman for the Parks & Recreation Advisory Committee, stated that the temporary trail by the playground in Weldon Spring City Park has been completed and the new playground equipment is expected to be delivered on September 14, 2020. He added that the Committee is scheduling a Work Session in early September to discuss the FY 2021 capital projects.

RECEIPTS & COMMUNICATIONS:

Alderman Baker asked if City’s Staff could rake the debris out of the sewer grates along Independence Road.

ADJOURNMENT:

Alderman Kolb moved to adjourn the meeting at 8:29 PM, seconded by Alderman Martiszus. **Motion carried** with 6 ayes.

Respectfully submitted,

William C. Hanks
City Clerk

**PAID BILLS TO BE APPROVED
AUGUST 18, 2020 -- SEPTEMBER 1, 2020**

EXCEPT FOR THE ITEMS NOTED, THE ATTACHED LIST IS APPROVED BY THE BOARD OF ALDERMAN FOR PAYMENT. APPROVED THIS
8TH DAY OF SEPTEMBER, 2020 _____, MAYOR

CLAIMS REPORT
 Check Range: 8/18/2020-9/01/2020

VENDOR NAME	REFERENCE	AMOUNT	VENDOR TOTAL	CHECK#	CHECK DATE
AZAR PRINTING INC	NEWSLETTER MAILING/PRINTING		593.86	9080	8/18/20
DELTA DENTAL OF MISSOURI	EMPLOYER COST SHARE		298.12	9076	8/18/20
DIMENSIONAL SECURITY SYSTEMS	QUARTERLY ALARM MONITORING		48.00	9081	8/18/20
INSTANT IMPRINTS-OFALLON	EMBROIDERED POLOS		762.50	9079	8/18/20
MISSOURI LAGERS	GENERAL FUND LUMP SUM		111,298.00	16266	8/31/20
MISSOURI DEPT OF REVENUE	CRIME VICTIM		349.37	16262	8/19/20
MISSOURI LAWYERS MEDIA	PUBLIC NOTICES		187.00	9077	8/18/20
MO DEPT OF PUBLIC SAFETY	PO STANDARD & TRAIN FUND		49.00	16263	8/19/20
SALLY MOORE	REFUND OF LAND USE PERMIT FEE		150.00	16265	8/20/20
SHERIFF'S RETIREMENT SYSTEM	COURT FEES		147.00	16264	8/19/20
UNITED HEALTHCARE	EMPLOYEE HEALTH INS LB		4,050.29	9078	8/18/20
	Accounts Payable Total		<u>117,933.14</u>		

**UNPAID BILLS TO BE APPROVED
AUGUST 28, 2020 -- SEPTEMBER 8, 2020**

EXCEPT FOR THE ITEMS NOTED, THE ATTACHED LIST IS APPROVED BY THE BOARD OF ALDERMAN FOR PAYMENT. APPROVED THIS
8th DAY OF SEPTEMBER, 2020 _____, MAYOR

CLAIMS REPORT
 Check Range: 8/28/2020- 9/08/2020

VENDOR NAME	REFERENCE	AMOUNT	VENDOR TOTAL	CHECK#	CHECK DATE
FISCHER & FRICHTEL	19-0060 4905 SAMMELMAN RD	5,000.00		1018	9/08/20
FISCHER & FRICHTEL	19-0038 104 EHLMANN FARMS DR	5,000.00	10,000.00	1019	9/08/20
HRCGREEN	INDEP RD 3 SCC		2,115.00	16267	9/08/20
ST CHARLES ENGINEERING	STREET MAINT/REVIEW&UPDT SCC		4,826.25	16268	9/08/20
STEVE GIANCOLA CONSTRUCTION IN	10-0086 1088 WHITMOOR DR		5,000.00	1020	9/08/20
Accounts Payable Total			<u>21,941.25</u>		

BILL NO. _____

ORDINANCE NO. _____

AN ORDINANCE ADOPTING THE BUDGET FOR FISCAL YEAR 2021 FOR THE CITY OF WELDON SPRING, MISSOURI, AND MATTERS RELATING THERETO

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

SECTION 1: That the budget for the fiscal year 2021, beginning October 1, 2020 and ending September 30, 2021 for the City of Weldon Spring, Missouri which is attached as Exhibit "A" hereto, is hereby adopted..

SECTION 2: 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	_____	_____	_____
Lickliger	_____	_____	_____

Absent: _____

Proposed Fiscal Year 2021 Budget Preface

One of the City of Weldon Spring's core values is to provide quality municipal services in a fiscally responsible manner while preserving the public's trust in their local government. This budget reflects the City's goal to provide essential municipal services that the residents and businesses rely on daily while maintaining a high quality of life standard for the community. Please review this Executive Summary of the FY 2021 Budget and accompanying Budget trend details on the following attached pages.

FY 2020 Recap:

The FY 2020 Budget which began on October 1, 2019 and concludes on September 30, 2020 was relatively productive especially considering the global COVID-19 Pandemic. The COVID-19 event was a major disruption to the normal operations and priorities of the City. A Mid-Year Budget Adjustment was prepared, reviewed and adopted by the Board of Aldermen. This revised budget reflected concerns for reduced revenues and scaled back capital and special projects identified at the beginning of the fiscal year. Fortunately, as of the 10th month of the fiscal year most revenues have remained on target and some have even seen significant increases year over last. Additionally, the City Clerk initiated and completed several audits of lines of revenue for franchise fees and sales taxes. The results of these audit finds discovered numerous businesses and some residences that had not been properly coded to the City of Weldon Spring and therefore a subject to correction and billing two years back.

From a financial standpoint the City's General and Road & Bridge Funds are expected to experience positive fund balances. The Parks and State Revenue Sharing Funds are expected to operate a deficit in FY 2020. The City's Sewer NID debt was retired in FY 2019 and paid in-full by drawing from fund reserves and the administration is taking steps to convey the infrastructure to Duckett Creek Sanitary Sewer District and coordinate final collections for any delinquent accounts through St. Charles County Collector's Office. Here are year-end projected net balances by fund below:

- General Fund: positive \$52,765
- Parks/Facilities Fund: negative (\$28,783)
- State Revenue Sharing Fund: negative (\$195,644)
- Road & Bridge Fund: positive \$4,912
- Sewer Funds: negative (\$6,038)
- Independence Rd. Phase IV and Phase III (Special Funds): positive \$1,212,894 (Note: due to timing of reimbursements from federal and county road board funding sources)

Of the capital/special projects identified at the start of the fiscal year fourteen out of eighteen (14/18) were substantially completed. The completed projects or initiatives are as follows:

1. Creation and hiring of a new Parks & Facilities Manager full-time staff position.
2. Asphalt trail & parking lot maintenance which included: Patriotic Trail, Ind. Rd Phase 2, Summit Ridge Place Trails & side parking lot at City Hall/Park.
3. Weldon Spring City Park Playground Improvement/Expansion Project Phase 2.

4. Independence Rd. Phase IV Construction - final punch list and additional change order work was completed and accepted.
5. City website complete redesign and updating with new provider and hosting services.
6. Laserfiche archiving software/system for city records.
7. Four new laptops with remote access features purchased and deployed.
8. Design and installation of new Weldon Spring City Park monument signage.
9. Keyless smart access point for Board Room side entry to City Hall.
10. Awarded bid for fertilization, aeration and over seeding of city right-of-ways.
11. Expanded areas and frequency of mowing along city right-of-ways.
12. Awarded bid to remove and replace certain concrete slabs and curbs throughout City.
13. Engineering design for walking trail improvements in WS City Park and along a portion of Wolfrum Rd.
14. Funded engineering design for safety improvements to Sammelman Rd.

The four projects that were not completed included 1) Community & Business Survey to establish a baseline evaluation of municipal services, 2) Audio/Visual and technology improvements to Board Room, 3) Development of citywide Park & Update Trail Master Plan, and 4) City facilities needs assessment and evaluation. These projects were put on hold during the Mid-Year Budget Adjustment out of concerns that COVID-19 impacts may reduce revenues and staff's available time to pursue said initiatives. Of note, the Walking Trail Improvement Project which did have engineering design completed and was bid out but did not get awarded due to low bidder turnout and the bids exceeding the project budget. However, these projects will be programed and budgeted for in FY 2021.

Additionally, in FY 2020 there were several unplanned initiatives and emergency repairs that were completed. These unforeseen items included:

1. Research and adoption of revised employee fringe benefit offerings and retirement program policies
2. Updating and formal adoption of Private Infrastructure Dedication procedure and policy
3. Double box culvert repair in Wrenwyck Place subdivision
4. Removal and replacement of 36" culvert pipe which failed on Wolfrum Rd.

FY 2021 Budget Summary:

Careful consideration and input have been taken to develop the FY 2021 Budget and another aggressive list of capital/special project funding activity has been identified and programed into the Budget. Between the Finance Committee, Parks & Recreation Advisory Committee, staff and the Board of Aldermen, ideas for projects and priorities have been developed and incorporated into the coming fiscal year's Budget. In FY 2021 greater attention and emphasis is being placed on maintenance and upkeep of municipal assets including property, buildings and streets. The planning and community engagement initiatives identified in FY 2020 that were postponed will be carried forward to FY 2021. Additional technological improvements are planned as well as funding to pursue development of marketing and promotional strategies for the community.

The net revenues minus expenditures in FY 2021 for each of the major funds are estimated below. It is not uncommon for the City to overestimate expenditures and special project expenses but with the additional

staffing levels the administration is confident that continued efficiency and effectiveness to complete the identified priorities will be achieved.

- General Fund: negative (\$11,375)
- Parks/Facilities Fund: negative (\$288,006)
- State Revenue Sharing Fund: negative (\$322,625)
- Road & Bridge Fund: negative (\$164,370)
- Sewer Funds: positive \$22,107
- Independence Rd. Phase IV (Special Fund): positive \$96,053

The above summary of fund balances when combined represents a (\$668,216) deficit, however, the shortfall of revenues vs. planned expenses will be funded with the appropriate fund reserves. For a full view of revenues and expenditures by fund please refer to the attached Exhibit A – “FY 2021 Budget” document. Additionally, past budget trends can be viewed in the Exhibit B – “FY 2021 Budget Trends Report” document.

The capital/special projects for the FY 2021 Budget are summarized below in Table 1.

Table 1: FY 2021				
Capital Projects or Special Funding Activities Summary				
Fund:	Line Item/Category:	Description:	Purpose:	Amount:
General	Advertisement/ Marketing	Professional Services to develop PR/Marketing Plan/Strategy	Intent to promote City to businesses, developers and attract future residents and/or inform voters	\$20,000
General	Consultant - Misc.	Community Surveying - Baseline Establishment for City Services and Performance/Community Expectations	Conduct a city-wide survey through a 3rd party firm specializing in survey work; statistically accurate & comparable to other communities	\$14,000
General	Non-capital equipment - City Hall	Misc. equipment for City Hall, staff and/or elected officials	Replacement of existing equipment & purchase of new	\$8,750
			Subtotal General Fund:	\$42,750

Parks/ Facilities	Signs (Will be a Capital Expenditure)	City Park Main Entrance Sign & Misc.	Main Entrance Monument Sign	\$16,500
Parks/ Facilities	Bldg - Repairs & Maint.	City Hall facility maintenance & repairs - gables carpentry work	Replace rotten wood on gables & misc. maintenance	\$10,000
Parks/ Facilities	Park - Repairs	Nancy Lane Modifications/Improvements	Address: fence, pipe, drainage and access	\$25,000
Parks/ Facilities	Park - Repairs	Major tree removal/trimming in City Park - Brock Addition	Remove unsafe/hazardous trees	\$15,000
Parks/ Facilities	Park - Repairs	City Hall/Park parking lot repairs/replacement and striping	Remove & replace poor sections of pavement and seal/crack fill remainder	\$18,000
Parks/ Facilities	Equipment - Park Bldg. (Non-capital expenditure)	Programable/automatic locking system for Park Bldg. restrooms facilities	Allow staff to program and set default lock/unlock system	\$2,000
Parks/ Facilities	Capital Equipment - City Hall Facility	AV Equipment for Board Room: Additional equip. and technology improvements	Flat Screen Smart TV's	\$5,000
Parks/ Facilities	Capital Improvement - Trails	Trail Additions and Improvements in City Park & Wolfrum Rd. Extension	Construction funding for new trails per Cochran Design parameters	\$275,000
Parks/ Facilities	Real Property Improvements	Park Electrical Improvements	Park Bldg & exterior/parking lot lighting upgrades	\$7,500
Parks/ Facilities	Trial Maint./Repairs	Asphalt walking trail maint. & repairs	Ind. Rd. Phase 3 trail sealing & crack fill	\$15,000
Parks/ Facilities	Park Planning/Professional Services	Secure excess MoDOT ROW to original WS spring.	Future public use access point-trailhead	\$5,000
Parks/ Facilities	Park Planning/Engineering	Develop citywide Park & Update Trail Master Plan	Master planning for parks system.	\$22,500
Parks/ Facilities	Park Planning (Engineering or Professional Services)	City Facilities Needs Assessment	A systematic process of evaluating the physical needs for facilities of the City Gov't	\$12,500
Subtotal Parks Fund:				\$429,000

State Rev. Sharing	Outside Attorney	Dealing w/ ongoing litigation w/ PSL	Legal fees	\$10,000
State Rev. Sharing	Professional Services Consultant	Dealing w/ ongoing litigation w/ PSL	Expert witness in construction contractual law.	\$5,000
State Rev. Sharing	City Streets	Shift some street maintenance to be handled internally through sub-contracts directly.	Improve response time to addressing certain street repairs issues	\$22,500
State Rev. Sharing	City Streets	Emergency Repairs - unforeseen/unplanned	Improve response time to addressing certain street repairs issues	\$75,000
			Subtotal State Rev. Sharing Fund:	\$112,500

**Grand Total of
Capital/Major
Expenditures: \$584,250**

FY 2021 Budget - Final Summary and Management's Opinion

The City continues to budget aggressively having identified many priorities and expansion of funding for various maintenance needs. These initiatives and areas of focus are intended to improve and preserve the quality of life standard for the citizens of Weldon Spring. However, there are several key points which need to be considered as FY 2021 approaches.

1. It is recommended that the City begin looking for new sources of dedicated revenue especially in the area of Public Safety i.e. roads and police protection. The funds that support these activities have in recent years operated deficits and are forecasted to continue to do so in order to meet current service levels and maintenance needs.
 - a. In November of 2018 the City of Weldon Spring along with most of the other St. Charles County cities went to the voters to consider approving a Use Tax on out of state purchases made by residents and businesses of their respective city. At that time no cities in the county were successful in passing the Use Tax initiative; since this time the city of O'Fallon was successful in obtaining voter approval and the cities of St. Charles and Cottleville continue to seek voter approval. Though a Use Tax is estimated to generate only about \$30K/annually in revenue for Weldon Spring, having such a tax on the books sets the groundwork for the collection of internet sales taxes once the State approves policies and procedures for such collections. Internet Sales continues to be a fast-growing segment of the economy as more and more retailers consolidate, merge or close brick and mortar operations; the COVID-19 Pandemic will no doubt fuel this trend and cause substantial shift to the public's purchasing habits.

In closing the continued development and regular review of a rolling Five Year Financial Plan is a high priority of the Finance Committee. The Committee plans to update the Five-Year Financial Plan at the beginning of FY 2021 and has already begun reviewing preliminary figures. It is anticipated that the Five-Year Plan will be a working document that will aid the City's administration and Elected Officials with their prioritization and allocation of municipal resources in the future.

Below is a brief description and explanation of what each fund or fund category is and their characteristics.

General Fund: This is the "multipurpose" fund which can be used for any type of municipal expenditure; it is an "unrestricted fund". Some examples of revenues include franchise fees on gas and electric utilities, licensing and permitting fees and fines/forfeitures from court operations. Examples of some expenditures typical of this fund are wages/benefits, printing, insurance, professional consultant services and travel/training expenses.

Parks/Facilities Fund: This is a "restricted fund" and monies are earmarked for park and municipal building operations and capital projects. Examples of these revenues include the ½% sales tax, parks reservation/user fees and a portion of the Metro Parks Sales tax. Some examples of expenditures include parks related wages/benefits, special events, facility/grounds maintenance, equipment/fixtures as well as real property improvements and purchases.

Roads & Public Safety Funds: This is a culmination of several control funds including: State Revenue Sharing, County Road & Bridge, as well as all road project specific funds. All these funds are "restricted", and monies can only be spent on roads and/or public safety related activities. Some examples of the revenue typical of these funds are Motor Fuel tax, Motor Vehicle Sales tax, County Road & Bridge property tax, County Road Board grants and Federal Highway grants. The expenditures which hit these funds are road improvement capital projects, policing services, and roadway and trail maintenance expenses.

Sewer Funds: This category of funds includes all Neighborhood Improvement District (NID) revenues and expenditures which are "restricted" to the sewer collection system. The City constructed the collection system to serve a portion of the community that did not have access to public sewer. Each property within the district pays an annual assessment and fees to cover the debt service and maintenance for the system.

Fund Reserves/Bank Balances:						
Name	FY 18 Fund Balance (not cash)	FY 19 Fund Balance (not cash)	FY 20 - Oct. 1st -Bank Balance (cash)	FY 20 - June 30th -Bank Balance (cash)		
General Fund 10	\$ 1,817,752	\$ 1,263,542	\$ 321,933	\$ 437,514		
Parks & Facilities Fund 20	\$ 1,652,533	\$ 1,980,972	\$ 1,967,624	\$ 2,045,787		
State Rev. Sharing Fund 22	\$ 189,762	\$ 408,680	\$ 321,212	\$ 712,694		
Road & Bridge Fund 23	\$ -	\$ -	\$ -	\$ -		
Sewer Funds 30, 31 & 33	\$ 117,320	\$ 100,882	\$ 100,882	\$ -		
Net Cash Balance	\$ 3,777,367	\$ 3,754,076	\$ 2,711,651	\$ 3,195,994		
	FY 2020 Target Emergency Reserve Funds: \$ 834,992					
	Fiscal Year 2021 Budget					
Revenues:						
Name	FY 18 Actual	FY 19 Actual	FY 20 Budget Adj.	FY 20 Year-End Est.	% Change	FY 21 Budget
Fund 10 General Fund						
General Operating	\$ 630,097	\$ 603,900	\$ 547,093	\$ 617,397		\$ 598,390
General Capital/Special Projects	\$ -	\$ 25,129	\$ -	\$ 22,728		\$ -
Total General Fund Revenue	\$ 630,097	\$ 629,029	\$ 547,093	\$ 640,126	17.00%	\$ 598,390
Fund 20 Parks Fund						
Parks Operating	\$ 355,183	\$ 347,726	\$ 276,150	\$ 391,934		\$ 356,500
Parks Capital/Special Projects	\$ 7,035	\$ 204,750	\$ -	\$ -		\$ -
Total Parks Fund Revenue	\$ 362,218	\$ 552,476	\$ 276,150	\$ 391,934	41.93%	\$ 356,500
Fund 22 State Revenue Sharing Fund						
State Rev. Sharing Operating	\$ 217,460	\$ 213,488	\$ 187,657	\$ 209,955		\$ 194,925
State Rev. Sharing Capital/Special Projects	\$ 64,459	\$ 169,124	\$ 1,569,946	\$ 1,569,946		\$ 159,013
Total State Rev. Sharing Fund Revenue	\$ 281,920	\$ 382,612	\$ 1,757,603	\$ 1,779,901	1.27%	\$ 353,938
Fund 23 Road and Bridge Fund* Note this fund is shown for the full year of activities.						
Road & Bridge Operating	\$ 200,785	\$ 199,673	\$ 213,362	\$ 211,211		\$ 210,630
Road & Bridge Capital/Special Projects	\$ -	\$ 4,842	\$ -	\$ -		\$ -
Total Road & Bridge Revenue	\$ 200,785	\$ 204,515	\$ 213,362	\$ 211,211	-1.01%	\$ 210,630

Expenditures:							
Name	FY 18 Actual	FY 19 Actual	FY 20 Budget Adj.	FY 20 Year-End Est.	% Change	FY 21 Budget	
Fund 10 General Fund							
General Operating	\$ 429,126	\$ 481,426	\$ 534,418	\$ 581,667		\$ 606,765	
General Capital/Special Projects	\$ 7,550	\$ 3,671	\$ -	\$ 5,694		\$ 3,000	
Total General Fund Expenditures	\$ 436,676	\$ 485,097	\$ 534,418	\$ 587,360	9.91%	\$ 609,765	
Fund 20 Parks Fund							
Parks Operating	\$ 127,872	\$ 127,906	\$ 235,293	\$ 222,267		\$ 300,506	
Parks Capital/Special Projects	\$ -	\$ 93,411	\$ 185,490	\$ 198,450		\$ 344,000	
Total Parks Fund Expenditures	\$ 127,872	\$ 221,317	\$ 420,783	\$ 420,717	-0.02%	\$ 644,506	
Fund 22 State Revenue Sharing Fund							
State Rev. Sharing Operating	\$ 251,341	\$ 335,812	\$ 344,348	\$ 371,608		\$ 381,250	
State Rev. Sharing Capital/Special Projects	\$ 45,081	\$ 1,606,630	\$ 57,803	\$ 33,991		\$ 199,260	
Total State Rev. Sharing Fund Expenditures	\$ 296,422	\$ 1,942,442	\$ 402,151	\$ 405,599	0.86%	\$ 580,510	
Fund 23 Road and Bridge Fund* Note this fund is shown for the full year of activities.							
Road & Bridge Operating	\$ 222,292	\$ 206,036	\$ 241,799	\$ 206,299		\$ 375,000	
Road & Bridge Capital/Special Projects	\$ -	\$ -	\$ -	\$ -		\$ -	
Total Road & Bridge Expenditures	\$ 222,292	\$ 206,036	\$ 241,799	\$ 206,299	-14.68%	\$ 375,000	

Net Revenues Less Expenditures:						
Name	FY 18 Actual	FY 19 Actual	FY 20 Budget Adj.	FY 20 Year-End Estimate	% Change	FY 21 Budget
Fund 10 General Fund	193,420	143,932	12,675	52,766		(14,375)
Fund 20 Park Fund	234,347	331,158	(144,633)	(28,783)		(388,006)
Fund 22 State Revenue Sharing Fund	(14,502)	(1,559,830)	1,355,452	1,374,302		(226,572)
Fund 23 Road and Bridge Fund	(21,507)	(1,521)	(28,437)	4,912		(164,370)
Funds 30, 31, 33 Sewer Funds	(13,988)	(15,828)	(10,443)	(6,038)		22,107
Total Net Revenues Less Expenditures	377,770	(1,102,089)	1,184,614	1,397,159	17.94%	(686,216)
NOTE: Any deficit by fund will be supplemented with unrestricted fund reserves to ensure a balanced budget.						
Fund Balances & FY Year-End Forecasted 2020 Bank Balance:						
Name	FY 17 Audited Fund Balance:	FY 18 Audited Fund Balance:	FY 19 Audited Fund Balance:	Forecasted FY 20 Year-End Bank Balance by Fund:		
General Fund 10	\$ 1,984,694	\$ 1,817,752	\$ 1,263,542	\$ 374,699		
Parks & Facilities Fund 20	\$ 1,418,520	\$ 1,652,533	\$ 1,980,972	\$ 1,938,841		
State Rev. Sharing Fund 22	\$ 25,855	\$ 189,762	\$ 408,680	\$ 1,695,514		
Road & Bridge Fund 23	\$ -	\$ -	\$ -	\$ 4,912		
Sewer Funds 30, 31 & 33	\$ 130,841	\$ 117,320	\$ 100,882	\$ 94,845		
Totals:	\$ 3,559,910	\$ 3,777,367	\$ 3,754,076	\$ 4,108,810		
			FY 2020 Target Emergency Reserve Funds:	\$ 834,992		
			Discretionary Reserve Funds Balance:	\$ 3,273,818		

Exhibit B: FY 2021 Budget Trends Report

ALL FUNDS - Revenues & Expenditures

Revenues:	FY 15 Actual	FY 16 Actual	FY 17 Actual	FY 18 Actual	FY 19 Actual	FY 20 Year-End Est.	FY 21 Budget
Fund 10 General Fund	621,782	579,848	577,579	630,097	629,029	640,126	598,390
Fund 20 Parks & Facilities Fund	346,159	417,021	333,099	362,218	552,476	391,934	356,500
Fund 22 State Revenue Sharing Fund	212,252	214,935	222,703	217,460	213,488	209,955	194,925
Fund 23 Road and Bridge Fund	242,015	245,557	216,941	200,785	204,515	211,211	210,630
Fund 24 Ind. Rd. Phase 3	41,807	315,294	1,709,637	368,025	0	27,551	0
Funds 30, 31 & 33 Sewer Funds	62,831	56,878	59,480	58,514	37,240	4,133	29,107
Fund 36 Ind. Rd. Phase 4	0	100,747	10,029	64,459	169,124	1,542,395	159,013
Total Revenues	1,526,846	1,930,280	3,129,467	1,901,559	1,805,872	3,027,305	1,548,565
% Change		26%	62%	-39%	-5%	68%	-49%

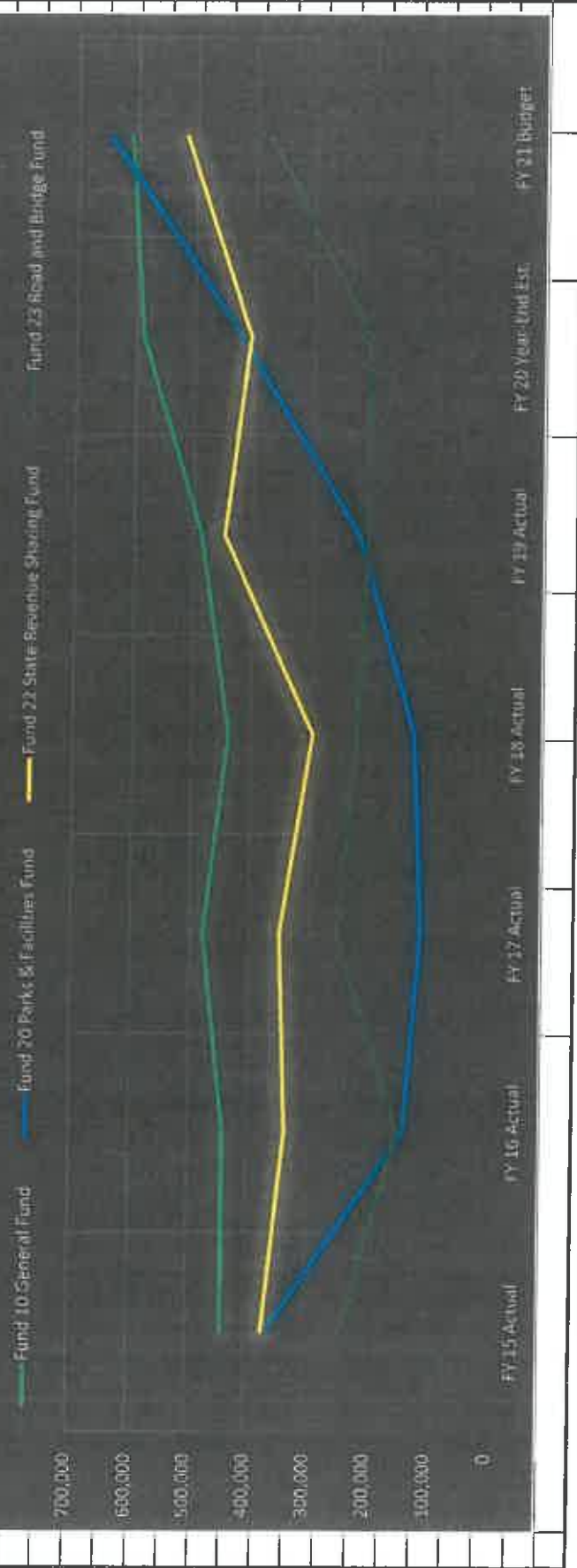
Revenue Trends by Major Fund



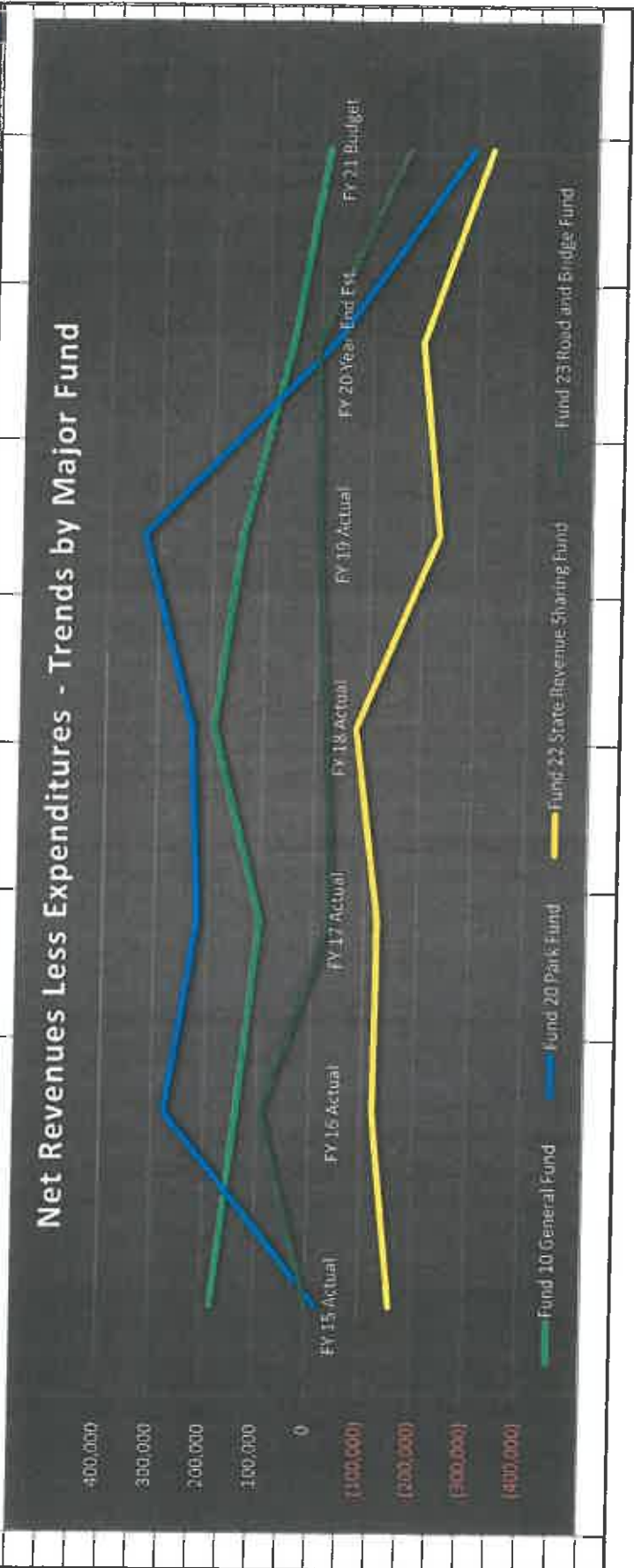
Expenditures:

Name	FY 15 Actual	FY 16 Actual	FY 17 Actual	FY 18 Actual	FY 19 Actual	FY 20 Year-End Est.	FY 21 Budget
Fund 10 General Fund	439,728	439,775	477,016	436,676	485,583	587,360	609,765
Fund 20 Parks & Facilities Fund	364,939	140,386	114,409	127,872	221,767	420,717	644,506
Fund 22 State Revenue Sharing Fund	372,015	336,871	348,093	296,422	446,547	405,599	517,550
Fund 23 Road and Bridge Fund	242,015	151,000	252,855	222,292	206,036	206,299	375,000
Fund 24 Ind. Rd. Phase 3	306,299	803,544	1,511,465	457,388	65,095	0	0
Funds 30, 31 & 33 Sewer Funds	74,019	71,730	81,816	72,502	53,068	10,171	7,000
Fund 36 Ind. Rd. Phase 4	71,475	126,945	60,647	249,480	1,488,375	357,052	62,960
Total Expenditures	1,870,490	2,070,251	2,846,301	1,862,631	2,966,472	1,987,198	2,216,781
% Change		11%	37%	-35%	59%	-33%	12%
Total Revenues Less Expenditures	(343,644)	(139,971)	283,166	38,928	(1,160,600)	1,040,107	(668,218)

Expenditure Trends by Major Fund



Net Revenues Less Expenditures:							
Name	FY 15 Actual	FY 16 Actual	FY 17 Actual	FY 18 Actual	FY 19 Actual	FY 20 Year-End Est.	FY 21 Budget
Fund 10 General Fund	182,054	140,073	100,563	193,420	143,446	52,765	111,575
Fund 20 Park Fund	(18,780)	276,635	218,689	234,347	330,708	(28,783)	280,006
Fund 22 State Revenue Sharing Fund	(159,763)	(121,936)	(125,390)	(78,962)	(233,059)	(196,644)	323,525
Fund 23 Road and Bridge Fund	0	94,557	(35,913)	(21,507)	(1,521)	4,912	(164,375)
Fund 24 Ind. Rd. Phase 3	(264,492)	(488,250)	198,172	(89,362)	(65,095)	27,551	0
Fund 30 Sewer Escrow	(11,188)	(14,852)	(22,336)	(13,988)	(15,828)	(6,033)	22,107
Fund 36 Ind. Rd. Phase 4	(71,475)	(26,198)	(50,618)	(185,021)	(1,319,251)	1,185,343	96,053
Total Net Revenues Less Expenditures	(343,644)	(139,971)	283,166	38,928	(1,160,600)	1,040,107	(888,219)





CITY OF WELDON SPRING

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

MEMORANDUM

To: Board of Aldermen Date: 09/03/20

From: Michael Padella, City Administrator

Subject: Economic Development Council of St. Charles County (EDC) 2020
Common Agreement & Services – Delayed due to COVID-19

Cc: Donald Lickliger, Mayor

Most of the St. Charles County governments have delayed their financial commitment pending several key issues related to our regional partnership with the EDC of St. Charles County. The two primary reasons for the delay were:

- Revisions to the 2020 Common Agreement & Services under the leadership of the EDC's new President/CEO, Scott Drachnik
- The unknown impact of COVID-19 on municipal revenues

The first item above has been addressed with the recently updated Annual Service Agreement, attached. This new agreement has been reviewed by each major city's City Administrator. The new agreement emphasizes marketing and promotion of St. Charles County as a whole regionally and nationally.

The second item referring to COVID-19 creating an economic upheaval at all levels of business and government has at least in part begun to settle. Here in Weldon Spring we have actually seen increases to sales taxes and franchise fees. The EDC is now requesting each of the major cities in SCC to consider renewing the Services Agreements and proceeding with their respective annual commitments, which have historically varied based upon a community's size and available resources.

Here is an overview of the services and activities the EDC is providing:

- Marketing and promotion of the County to attract, retain and assist with business expansion plans

- Business lead generation, response to requests for information by prospects and professional project management
- Small Business Loans and Industrial Revenue Bond financing services
- Small Business Incubator and business assistance and development services

Weldon Spring is not an island and is not self-sufficient. As you know the opposite is true. Our City relies on numerous contracts with St. Charles County for all types of municipal services. This allows us to keep overhead, personnel expenses and taxes low, but this is a prime example of how we are part of a larger region. As the region prospers so does Weldon Spring, if the region suffers so too can Weldon Spring. Such changes do not occur over night but happen over the course of decades. All we need do is look to our neighboring communities to the east to find examples of communities that once thrived but have now fallen behind. Weldon Spring to spite our unique nature and composition is not entirely immune to such changes.

Partnering with the EDC is not just about bringing businesses and development to Weldon Spring and marketing our community. More importantly it is about being a team player, an active part of the County and having a seat at the table as new initiatives, trends and developments are discussed and not simply taking the back seat when it comes to proactively shaping the future of our County and region.

The Annual Service Agreement with the EDC will again be \$3,250. This amount has been budgeted and is reflected in the FY 2020 Year-End Estimate. It is my recommendation to the Board to authorize the Mayor to execute said agreement. The support and partnership between the City of Weldon Spring and the EDC will allow the City to leverage countywide economic development resources on a regional basis and further solidify our working relationships with the greater St. Charles County community.



Economic Development Center (EDC) of St. Charles County
5988 Mid Rivers Mall Drive
St. Charles, MO 63304
Ph: 636.441.6880 * www.edcsc.com

July 29, 2020

Honorable Mayor Don Licklider
City of Weldon Spring
5401 Independence Road
Weldon Spring, MO 63304
RE: 2020 Common Agreement & Services Invoice

Dear Mayor Don Licklider:

Thank you for the continued and long-standing partnership between the City of Weldon Spring and the EDC of St. Charles County for business and job attraction, retention and expansion in our community.

Now more than ever, our economic development partnership will help the community recovery and rebuild from the current economic challenges we are all facing because of COVID-19.

For your consideration is the new Common Agreement that County Assistant Director of Administration Jennifer George helped bring to final form for 2020 in consultation with all the City Administrators and the EDC Executive Committee.

Also included is the agreed upon 2020 invoice for annual services the EDC has been and will continue to provide to the City of Weldon Spring.

Please let me know if there are any questions.

Thank you again for your partnership and support.

Sincerely,


Scott J. Drachnik
EDC President & CEO

cc: Michael Padella



**Common Agreement Between Governmental Partners and
The St. Charles County Economic Development Council**

Whereas, the St. Charles County Economic Development Council, a Missouri not-for-profit corporation, serves as a one-stop shop for business development, small and mid-sized business financing, incubation facilities and services, entrepreneurial training and education, counseling and other technical assistance to businesses, and county-wide economic development marketing; and

Whereas, the EDC serves as the countywide economic development organization for business attraction, retention, and expansion in St. Charles County, working in cooperation with the city and county economic development departments, the Missouri Job Center of St. Charles County, chambers of commerce and other regional and statewide partners on significant development and redevelopment projects; and

Whereas, the EDC serves as the clearinghouse and implementer of business financing such as the SBA 504 Loan and Industrial Revenue Bond (IRB) programs on behalf of the Industrial Development Authority of St. Charles County, and provides counseling and other technical assistance to small and mid-sized businesses which result in the creation and retention of private sector jobs in St. Charles County; and

Whereas, the EDC works with all local governments in St. Charles County to provide county-wide marketing to promote St. Charles County as the premier location for business growth;

NOW, THEREFORE, the City of Weldon Spring ("Local Government") and the St. Charles County Economic Development Council ("EDC") agree as follows:

Section 1. Services

1. The EDC shall provide the services listed below including, but not limited to:
 - a. Actively working to promote business attraction and expansion, including generating new business leads and providing professional project management;
 - i. Developing relationships with business leadership in targeted industry sectors with potential for relocation to, or expansion in, St. Charles County whether through industry trade shows or business visits;
 - ii. Providing timely and professional request for information (RFI) responses to regional or state partners or business representatives, in accordance with protocols agreed to between the EDC and all participating local governments;
 - iii. Actively engaging in and representing the EDC and its members in regional and state economic development organizations and committees;
 - b. Providing for programming to support small and mid-sized business financing, incubation facilities and services, entrepreneurial training and education, counseling and other technical assistance to businesses;

- c. Promoting and marketing the benefits of St. Charles County as a premier location for quality businesses; and
 - d. Convening regular meetings of all economic development professionals in St. Charles County.
2. In all efforts set forth in Paragraph 1 above, the EDC shall work in cooperation with city and county economic development staff and other regional and statewide partners, to achieve new business investment and the creation, expansion and retention of private sector jobs in the community.

Section 2. Reporting

1. At minimum, the EDC shall regularly review and update the Business Attraction and Strategic Plan. The EDC shall annually establish, and provide to the Local Government (in accordance with the notice provisions of Section 3.2 below), an action plan setting forth steps the EDC will take in the coming year to support the outcomes identified in the strategic plan and which shall set forth metrics the EDC will utilize to measure its success. Such metrics shall include but not be limited to, leads generated and businesses serviced by jurisdiction.
2. The EDC shall provide no less than quarterly documentation and an annual presentation to the Local Government indicating the extent and results of the services provided and performance against the annual metrics identified in an annual action plan.

Section 3. Compensation

1. The Local Government shall pay the EDC \$3,250 (three thousand two hundred and fifty dollars) for the services provided by this agreement.
2. The EDC shall invoice the Local Government for services rendered pursuant to this Agreement and the Local Government shall pay the EDC within thirty (30) days of receipt of the invoice.

Section 4. Term, Renewals

1. The term of this Agreement shall end December 31, 2020. The compensation amount set forth in Section 3.1 above shall not be pro-rated; instead said rate shall satisfy the Local Government's funding obligation for the entire calendar year instead of just a portion of it.
2. Anything to the contrary contained in this Agreement notwithstanding, the obligation of the Local Government for the payment of money shall be subject to and dependent upon annual appropriation being made by it for such purpose. If the governing body of the Local Government should not appropriate or otherwise make available funds sufficient to fulfill the Local Government's obligations under this Agreement, the Local Government may unilaterally terminate this Agreement, without financial penalty, upon written notice to the EDC.

Section 5. Miscellaneous Provisions

1. **Governing Law, Jurisdiction and Venue.** Interpretation of this Agreement shall be governed by the laws of the State of Missouri. The parties agree that in any action to enforce the terms of this Agreement, the courts of the State of Missouri will have exclusive jurisdiction and venue is to be limited to the Eleventh Judicial Circuit Court in St. Charles County, Missouri. The parties waive any claim that such forum or jurisdiction is inconvenient or otherwise inappropriate for resolution of any dispute.
2. **Notices.** Any notice provided for or permitted pursuant to the terms of this Agreement shall be served by hand delivery or email to:
 - a. **EDC:**

Scott J. Drachnik, Registered Agent
St. Charles County EDC
5988 Mid Rivers Mall Dr
St. Charles, MO 63304
sdrachnik@edcsc.com
 - b. **Local Government**

Don Licklider, Mayor
City of Weldon Spring
5401 Independence Road
Weldon Spring, MO 63304
DLicklider@weldonspring.org

with a copy to:

Michael Padella, City Administrator
City of Weldon Spring
5401 Independence Road
Weldon Spring, MO 63304
MPadella@weldonspring.org
3. **Amendment.** This Agreement may be amended only by a written document that expressly refers to this Agreement, is approved by the governing body of the Local Government by ordinance pursuant to § 70.230 RSMo, and is signed by the parties.
4. **Assignability.** Neither party shall assign, transfer or delegate any interest in this Agreement without the prior written consent of the other.
5. **Severability.** Should any provision of this Agreement be declared illegal by any court of competent jurisdiction, such provisions shall immediately become null and void, leaving the remainder of the Agreement in full force and effect, and the parties shall, thereupon, seek to negotiate substitute provisions which are in conformity with the applicable laws.
6. This Agreement shall be effective as of the date signed by all parties.

IN WITNESS WHEREOF, the parties have executed this Agreement as of the date last written below.

Executed by the Local Government this ____ day of _____, 20__.

Executed by EDC this ____ day of _____, 20__.

Jurisdiction, MISSOURI

ST. CHARLES COUNTY ECONOMIC
DEVELOPMENT COUNCIL

By: _____

By: 
Scott J. Drachnik, President & CEO

Print Name:

Title:

ATTEST:

City Clerk

St. Charles County EDC

5988 Mid Rivers Mall Drive
 St. Charles, MO 63304

INVOICE

Invoice Number: 3669
 Invoice Date: Aug 1, 2020
 Page: 1
 Duplicate

Voice: 636-441-6880
 Fax: 636-441-6881

Bill To:
 CITY OF WELDON SPRING
 C/O CITY ADMINISTRATOR
 5401 INDEPENDENCE RD
 WELDON SPRING, MO 63304

Ship to:
 CITY OF WELDON SPRING
 C/O CITY ADMINISTRATOR
 5401 INDEPENDENCE RD
 WELDON SPRING, MO 63304

Customer ID	Customer PO	Payment Terms	
WELDON		Net 30 Days	
Sales Rep ID	Shipping Method	Ship Date	Due Date
	Courier		8/31/20

Quantity	Item	Description	Unit Price	Amount
		ANNUAL CONTRACT FOR SERVICES 2020		3,250.00
Subtotal				3,250.00
Sales Tax				
Total Invoice Amount				3,250.00
Payment/Credit Applied				
TOTAL				3,250.00

Check/Credit Memo No:

Release of Escrow

To: Sue Steiger – City Treasurer

CC: Steve Lauer – Zoning Commissioner

CC: Michael Padella – City Administrator

MP *(A)* 9/3/20

CC: Bill Hanks – City Clerk

Re: Land Use Permits A-19-047

Please release \$5,000 of the funds being held in escrow for the house construction at 4905 Sammelman Rd. (receipt #2088), control numbers 19-0060. Construction has been completed and all City codes have been observed and re-inspected 09/03/2020.

The \$5,000 total escrow for the house should be released to:
Fisher&Frichtel- Mike Boehmer

Mark Rockamann
Code Enforcement Officer
Weldon Spring, MO

Release of Escrow

To: Sue Steiger – City Treasurer

CC: Steve Lauer – Zoning Commissioner

CC: Michael Padella – City Administrator

CC: Bill Hanks – City Clerk

rtf
9/13/20
Ⓟ

Re: Land Use Permits A-19-028

Please release \$5,000 of the funds being held in escrow for the house construction at 104 Ehlmann Farms Dr. (receipt #1900), control numbers 19-0038. Construction has been completed and all City codes have been observed and re-inspected 09/03/2020.

The \$5,000 total escrow for the house should be released to:
Fisher&Frichtel- Mike Boehmer

Mark Rockamann
Code Enforcement Officer
Weldon Spring, MO

Release of Escrow

To: Sue Steiger – City Treasurer

CC: Steve Lauer – Zoning Commissioner

CC: Michael Padella – City Administrator

CC: Bill Hanks – City Clerk

MAD
(A) 9/3/20

Re: Land Use Permits A-19-058

Please release \$5,000 of the funds being held in escrow for the house construction at 1088 Whitmoor Dr. (receipt #2149), control numbers 19-
0086 ~~0065~~. Construction has been completed and all City codes have been observed and re-inspected 09/03/2020.

The \$5,000 total escrow for the house should be released to: Steve Giancoca

Mark Rockamann
Code Enforcement Officer
Weldon Spring, MO