



**CITY OF WELDON SPRING
BOARD OF ALDERMEN REGULAR MEETING
ON THUESDAY, OCTOBER 22, 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/85085605017?pwd=NWxWclZoUDNpQ1N4MVdaMVF2SkNvQT09>

**Meeting ID: 850 8560 5017
Password: BOA201020**

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

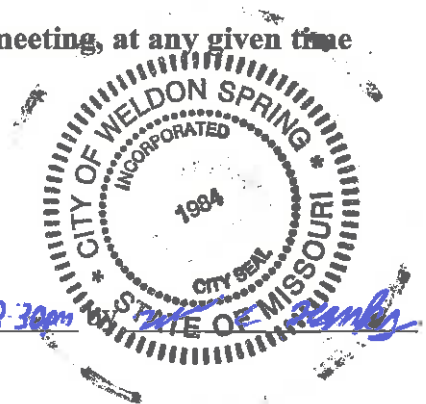
**Meeting ID: 850 8560 5017
Password: 766432789**

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

PAGE 1 OF 2

This notice was posted at 5401 Independence Road on 10-19-20 at 4:30pm at 7:30pm



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This notice was posted at 5401 Independence Road on _____ at _____ by _____.

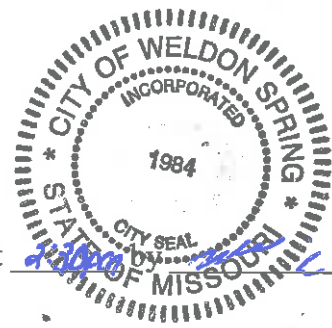
****AGENDA****

1. CALL TO ORDER
2. PLEDGE OF ALLEGIANCE
3. ROLL CALL and DETERMINATION OF A QUORUM
4. CITIZENS
5. APPROVAL OF MINUTES
 - A. October 13, 2020 – Regular Board Meeting Minutes
6. CITY TREASURER
 - A. Paid Bills (10-7-20 – 10-15-20)
7. UNFINISHED BUSINESS
 - A. Community Wide Survey RFP Results – **City Administrator**
 - B. Bill #1155 - 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**
 - C. Bill #1156 - 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 Schwaab**
8. NEW BUSINESS
 - A. Unaudited Receipts & Disbursements for the Year End of Fiscal Year 2020 – **City Administrator**
 - B. 840 Nancy Lane Escrow Release (**Motion Needed**)
 - C. An Ordinance of the City of Weldon Spring, Missouri, Authorizing the Mayor to Execute A Deed Dedication for Sanitary Sewers – **Alderman Kolb**
9. REPORTS & COMMITTEES
 - A. City Administrator
 - B. 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.

PAGE 2 OF 2

This notice was posted at 5401 Independence Road on 10-19-20 at 2:00pm



L. Hanks

CITY OF WELDON SPRING
REGULAR MEETING OF THE BOARD OF ALDERMEN
OCTOBER 13, 2020

CALL TO ORDER: The regular meeting of the Board of Aldermen of the City of Weldon Spring was held on Tuesday, October 13, 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:

Bill Hanks (City Clerk) read a letter, which was submitted on October 9, 2020, by Mr. & Mrs. Irv & Marilyn Graff of 5409 Independence Road. The entire letter is attached to the official minutes of the meeting for public record purposes

MINUTES: September 24, 2020, Board Minutes - Alderman Clutter moved to approve the minutes from the September 24, 2020, regular meeting as written, seconded by Alderman Martiszus. **Motion carried** with 6 ayes.

TREASURER'S REPORT: Alderman Schwaab made a motion to accept the Treasurer's packet of paid bills from August 23, 2020, & September 23, 2020 to October 2, 2020, and unpaid bills from September 23, 2020 to October 13, 2020. The motion was seconded by Alderman Clutter. The **motion carried** with 6 ayes.

Note: Alderman Clutter requested that the City Treasurer provide the Board the total amount the City of Weldon Spring has paid to Attorney Lou J. Basso for pending litigation.

OLD BUSINESS:

Bill #1154 - An Ordinance Approving the Final Plat for Holt Subdivision: Alderman Schwaab made a motion to approve Bill #1154 for its second and final reading by title only. Alderman Clutter seconded the motion. On a roll call vote, the Bill #1154 was placed as Ordinance 20-20 as followed:

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

NEW BUSINESS:

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 moved to introduce Bill # 1155 for its first reading by title only. Alderman Clutter seconded the motion and the **motion carried**.

Bill # 1155 was tabled in accordance with City Code.

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 Schwaab moved to introduce Bill # 1156 for its first reading by title only. Alderman Kolb seconded the motion and the **motion carried**.

Bill # 1156 was tabled in accordance with City Code.

City Park & Wolfrum Road Extension Walking Trails Bid Results: After a lengthy discussion, there was not enough support to approve the recommendation of option 1 by the Parks & Recreation Advisory Committee, which was \$340,232.97 bid by Build Pro STL for the City Park trails and the Wolfrum Road trail Extension with the \$2,000 alternate 2 for the removal of the white vinyl fence along Nancy Lane.

However, Alderman Baker made a motion to approve option 3, which was \$271,399.60 by Build Pro STL for the City Park trails only with the \$2,000 alternate 2 for the removal of the white vinyl fence along Nancy Lane. The motion was seconded by Alderman Kolb. On a roll call vote, the **motion carried** as followed:

AYES: 4 – Baker, Kolb, Martiszus, and Schwaab
NOES: 2 – Clutter, and Yeager
ABSENT: 0

Alderman Clutter stated he was very disappointed in Alderman Kolb & Alderman Schwaab because they were not supportive of spending the extra money to connect the Willow Lake Subdivision to the walking trail network.

Community Wide Survey RFP Results: After a lengthy discussion, this topic was tabled until the next Board meeting.

Mountain Farm Community Improvement District (CID) Reappointments: Alderman Kolb made a motion to confirm reappointments of Joe Wolk, Todd Flowers, Jeff Pardieck, Larry Chapman and Caroline Saunders to serve on the Board of Directors for

the Mountain Farm Community Improvement District, Alderman Martiszus seconded. **Motion carried** with 6 ayes

REPORTS AND COMMITTEES:

City Administrator Report: Mayor Lickliger asked about the timeline for the Sammelman Road Improvement bids. Mr. Padella (City Administrator) stated the City is planning to go through the bid process in the winter.

PRAC Committee: Nick Baldecchi, the Chairman for the Parks & Recreation Advisory Committee, stated he was disappointed that the Board didn't approve the Wolfrum Trail Extension portion of the Trail Improvement Project. Also, he stated the Committee is planning to have discussions about possibly having a City's flag.

CLOSED SESSION:

Alderman Martiszus made a motion to go into closed session according to Missouri State Statute 610.021 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 - at 9:06 PM, seconded by Alderman Baker and the **motion carried** on a roll call vote:

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

Alderman Martiszus made a motion to go into open session at 9:29 PM, seconded by Alderman Kolb and the **motion carried** on a roll call vote:

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

Alderman Yeager made a motion to take back over the problem property case from St. Charles County for prosecution in the Weldon Spring Municipal Court, seconded by Alderman Martiszus. **Motion carried** with 6 ayes

ADJOURNMENT:

Alderman Kolb moved to adjourn the meeting at 9:31 PM, seconded by Alderman Martiszus. **Motion carried** with 6 ayes.

Respectfully submitted,

William C. Hanks, City Clerk

October 9, 2020

Board of Aldermen at Weldon Spring Park:
Re: playground equipment

Dear Board,

Thank you to the PRAC for letting us know of the decision to not put in bushes to provide a sound barrier and sight barrier along the fence line of our property. We were very disappointed.

Their questioning was of safety and visibility. I contacted the landscape architect who recommended the 6' - 7' HT Emerald Green Arborvitae bush and he said they are planted to be a safety barrier and absolutely did not see a problem.

The next reasoning the PRAC gave was that if they put the bushes in they might have to do the same for other properties surrounding the park. I looked and I didn't see any other playground other than the one next to our property in the park. If other property owners were in my situation you would be hearing from them as they would be shocked that the park puts themselves first and with no regards to others.

The next reason for the rejection of the bushes is that the City feels they are not responsible to provide either a sight or sound barrier but yet they created the problem. We tried to tell PRAC that before the swing set was installed there would be a problem but the park was again looking out for themselves with no regard to neighbors. Now we have noise and sight problems with the playground along our property line. The park created the problems and now not taking any responsibility for it is rude and irresponsible.

This past week I was working in my back garage and noticed a little girl looking at me thru the fence, she was in the fence, this happens ever so often, but now I

expect more since the swings are so close to the fence. One of the workers putting in the new addition told me I would need ear muffs and the landscape architect thought in his opinion the park should put in the bushes because of the location. I have been a good neighbor and always looked after the park. Before the decision a city staff member talked to me and stated they wanted to be a good neighbor and do what it takes to make me happy, that was a waste of time. Regarding the removal of gate, please remove it. I also talked to a public official who holds office in this area about how he would feel having the play ground next to his property, he refused to answer.

All we our asking for is a roll of bushes down the fence line that would provide a nice safe, sound and sight barrier for both the park and our property. That maybe the park would not think of themselves first but respect others.

Sincerely,

Marilyn and Irv Graff
5409 Independence Rd

**PAID BILLS TO BE APPROVED
OCTOBER 7, 2020 -- OCTOBER 15, 2020**

**CHECKS DATED: SEPTEMBER 30, 2020 TO OCTOBER 15, 2020
INCLUDES LATE ARRIVALS FOR FY 2020**

EXCEPT FOR THE ITEMS NOTED, THE ATTACHED LIST IS APPROVED BY THE BOARD OF ALDERMAN FOR PAYMENT. APPROVED THIS
22nd DAY OF OCTOBER, 2020 _____, MAYOR

CLAIMS REPORT
 Check Range: 9/30/2020-10/15/2020

VENDOR NAME	REFERENCE	AMOUNT	VENDOR TOTAL	CHECK#	CHECK DATE
AFLAC	MONTHLY INSURANCE PAID BY EMP		66.40	11290745	10/05/20
ANTHEM LIFE	EMPLOYEE INS GROUP A37265		179.72	11290747	10/14/20
CDS OFFICE TECHNOLOGIES	7 THINK PADS FOR 80A MEMBERS		8,050.00	16303	9/30/20
CLAUDE C KNIGHT	MUNI COURT JUDGE		300.00	16302	10/08/20
DON LICKLIDER	MILEAGE		47.73	16298	9/30/20
ELLIOTT DATA SYSTEMS INC	ACCESS MGR DEVICE LICENSE		50.00	16291	10/07/20
IMAGE EYE CARE	REFUND OF BUS LIC FEE		50.00	16292	10/07/20
LANDMARK CONTRACT MGMT INC	PSL V CITY WELDON SPRING	3,105.00		9115	9/30/20
LANDMARK CONTRACT MGMT INC	PSL V CITY WELDON SPRING	2,565.00		9116	9/30/20
LASHLY & BAER, P.C.	MUNI PROSECUTING ATTY		5,670.00	9114	10/08/20
MICHAEL PADELLA	32" COMPUTER MONITOR		800.00	16306	9/30/20
MOCFFOA EASTERN DIV	LUNCHEON MEETINGS		467.32	16305	10/13/20
PLM	TRAIL/PARKING LOT PROJECT		16.00	16299	9/30/20
QUADIENT LEASING USA, INC	POSTAGE MACHINE LEASE		17,195.00	9113	9/30/20
REPUBLIC SERVICES	TRASH SERVICE		146.97	9111	9/30/20
ST CHARLES CNTY PUBLIC HEALTH	MOSQUITO SPRAYING		96.40	9112	10/07/20
SUE STEIGER	MILEAGE REIMB		314.26	16300	9/30/20
SURECUT SOLUTIONS	ROW MOWING SEPT 2020		17.25	16304	9/30/20
TRUGREEN LIMITED PARTNERSHIP	AERATION AND SEEDING		3,150.00	16290	9/30/20
WILLIAM C HANKS	EXPENSE REIMB		4,934.00	16301	9/30/20
			33.24		
	Accounts Payable Total		<u>41,584.29</u>		



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.



Request for Proposal (RFP)

City of Weldon Spring

5401 Independence Rd.
Weldon Spring, MO 63304
Phone: (636) 441-2110
Fax: (636) 441-2857

Request for Proposal: Community Wide Survey Services

RFP#: 01-102021

Date: September 4, 2020

The City of Weldon Spring has determined it is in its best interest to select a consulting firm to conduct a statistically valid scientific survey of Weldon Spring residents and businesses. The qualifications required of the consultant firm, nature and scope of the services to be provided are explained in this Request for Proposal (RFP) as an aid to potential responders in preparing their written proposal.

1. SUBMISSION OF PROPOSALS

- a. The submitting firm is responsible for all costs associated with preparing and submitting their proposal.
- b. Proposals will be accepted until 10:00 a.m. on September 30, 2020. Proposals received after this date and time will not be considered.
- c. Proposals shall be marked "Community Survey – City of Weldon Spring", with the firm's name and address clearly identified.
- d. Three copies of the proposal shall be submitted. All material submitted becomes the property of the City of Weldon Spring and shall not be returned.
- e. All materials and information returned with this proposal shall become part of any contract which results from this proposal.
- f. All questions or necessary clarifications pertaining to the proposal shall be submitted in writing, either hard or soft copy, no later than September 23, 2020 at 5:00 p.m. to:

Mitchell Jordan

Community Relations Coordinator & Public Information Officer

City of Weldon Spring 5401 Independence Rd.

Weldon Spring, MO 63304

(636) 441-2110 ext. 100

mjordan@weldonspring.org

(Questions from vendors pertaining to the request for proposal along with answers will be provided on the city website.)

- g. The city reserves the right to reject any or all proposals and to waive any technicalities therein. The city reserves the right to amend any portion of the request for proposal via an Addendum. It is the responsibility of the bidder to review the city website: www.weldonspring.org to ensure bidder has all current bid documents.
- h. Consultant finalists selected to proceed to the final evaluation process may be required to make an oral presentation of their proposal to the City of Weldon Spring prior to the contract award. Mitchell Jordan,

Community Relations Coordinator & Public Information Officer, will determine the time and locations for these presentations.

2. ACCOUNT MANAGER

- a. Proposals shall designate an account manager who will serve as the point of contact for the City of Weldon Spring and can only be removed from the account with written permission by the City of Weldon Spring.

3. SELECTION OF THE CONSULTANT

- a. Proposals will be evaluated by Mitchell Jordan of the City of Weldon Spring, assisted by designated city staff. The following will serve as the basic criteria for the selection of the consultant:
 1. Understanding of the scope of work as evidenced by the proposal and the ability of the firm to commence work in a timely manner.
 2. The qualifications of the submitting firm, the designated account manager and the account team assigned to the City of Weldon Spring.
 3. The scope of the services offered and the extent to which they meet or exceed the requirements of the City of Weldon Spring.
 4. Fees and applicable rates proposed to carry out the requested services. All necessary costs to be incurred by the City of Weldon Spring in order to provide the requested service shall be included in the proposal.

4. DESCRIPTION OF WORK

- a. Minimum of 210 household responses and 24 business responses with a preferred even distribution from all three (3) city wards.
- b. Survey length shall be approximately 15 – 20 minutes in length.
- c. Three major components of the surveys shall include (1) major issues/projects, (2) customer satisfaction with various city services, and (3) City Tax initiatives.

5. DELIVERABLES REQUIRED

- a. Development of survey questions following consultation with city representatives on key issues.
- b. Survey instrument and script.
- d. Completion of the survey in a minimum of 210 household responses and 24 business responses preferably with an even distribution from all three (3) city wards.
- c. Written report including analysis of survey responses, executive summary and cross tabulation of results as requested by city.
- d. Electronic submission of survey report, preferably in PDF format and a minimum of twelve hard copy submissions.
- e. Statistical presentation of all questions by community demographics.
- f. Presentation of results at a public meeting.

6. REQUIREMENTS OF PROPOSAL

- a. All Proposals must be limited to ten (10) pages.
- b. Description of survey methodology and approach.
- c. References and samples of work (will be returned at your request).
- d. Evidence of experience of principal representative and all firm staff assigned to project in conducting customer satisfaction surveys for other municipalities.
- e. Identification of any subcontractors that will be utilized in this project.

- f. Description of your firm’s capability of benchmarking survey results and providing comparative survey data of other municipalities in the St. Louis area, Missouri and nationally.
- g. Any additional information that will allow the city to evaluate your firm’s proposal.
- h. Not-to-exceed fee and payment schedule.
- i. Project timeline: It is the city’s expectation that the survey instrument will be completed and approved by the city by November 13, 2020 data collection will be completed by December 18, 2020, a draft report will be received by January 22, 2021 and a final report will be presented by February 12, 2021. If this is not feasible, please provide details as to why and an alternate timeline.
- j. Identify who or the party(ies) that will be making calls, if telephone survey is preferred method.
- k. Describe how the Internet can be used without creating bias or damaging randomness of the survey, if internet is preferred method.

Deliver or mail proposals to:

Mitchell Jordan
 Community Relations Coordinator & Public Information Officer
 City of Weldon Spring
 5401 Independence Rd.
 Weldon Spring, MO 63304

Deadline 10:00 a.m. September 30, 2020

Exhibit A: BID SHEET

Community Wide Survey Services

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

 Print Name

 Signature of Authorized Bidder

 Date



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

I.	Cover Letter	1
II.	Survey Methodology & Approach	3
	Phase 1: Develop the Surveys and Sampling Plans	3
	Task 1.1 Develop the Surveys.....	3
	Task 1.2 Design the Sampling Plan	3
	Task 1 Deliverables	3
	Phase 2: Administer the Survey	4
	Task 2.1 Administer the Survey.....	4
	Task 2 Deliverables.....	5
	Phase 3: Survey Analysis and Reporting	5
	Task 3.1 Analyze the Survey Results.....	5
	Task 3.2 Prepare a Final Report.....	8
	Task 3 Deliverables.....	8
III.	Schedule	9
IV.	Qualifications of Key Personnel Assigned to the Project	10
V.	Experience and References.....	11
VI.	Payment Schedule – Exhibit A: BID SHEET.....	12

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

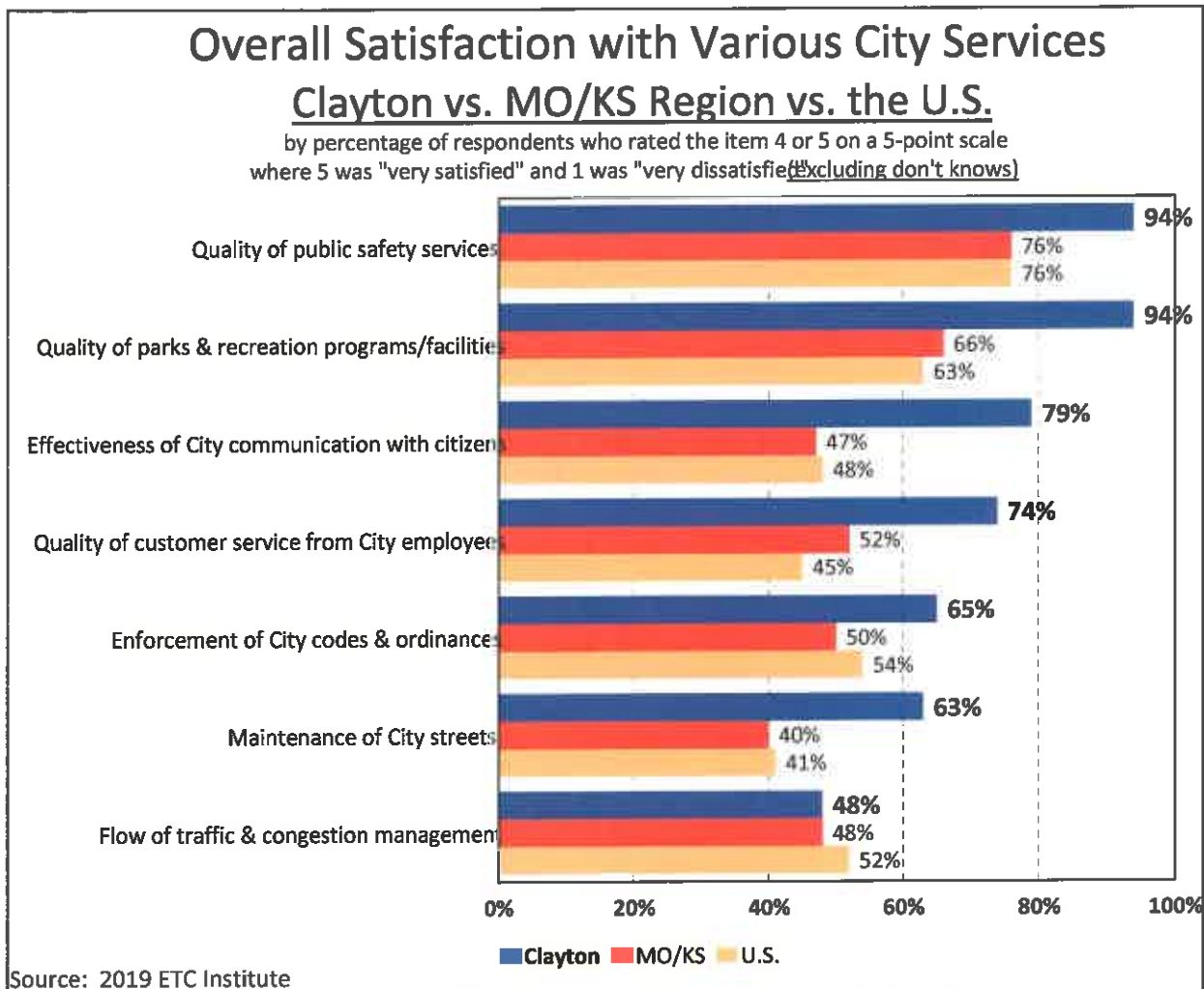
By using specific design features, ETC Institute will utilize the survey data to create an Importance-Satisfaction Rating (I-S Rating). The I-S Rating is based on the concept that public agencies will maximize overall satisfaction by emphasizing improvements in those service categories where the level 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.



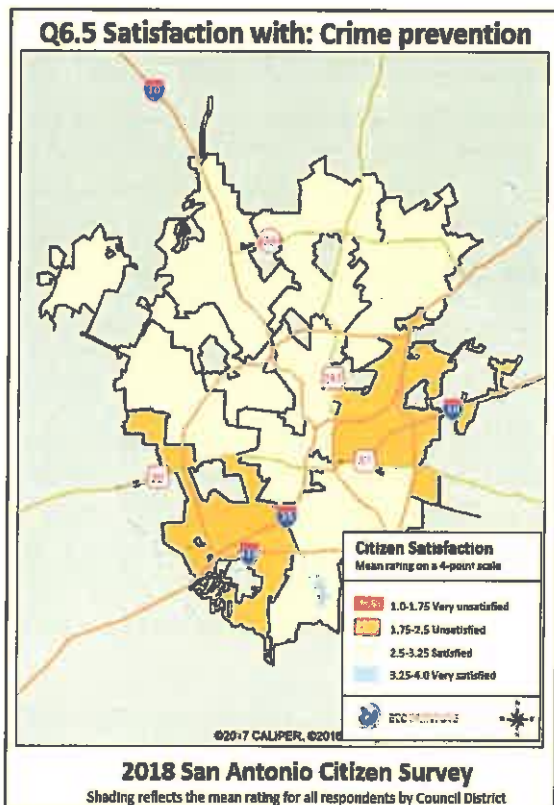
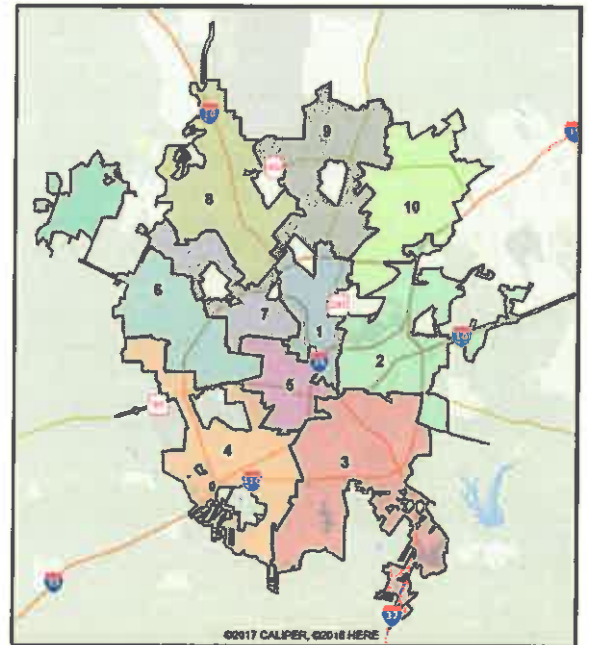
For example, 63% of residents in the City of Clayton, Missouri in 2019 were satisfied with the maintenance of City streets. Without comparative data, City leaders might have wondered whether 63% was an acceptable rating. As the chart above shows, 63% is a relatively good rating for this item among communities 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 Korns, 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	\$63.55	\$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 _____

**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. Licklider, Mayor

Attest:

William C. Hanks, City Clerk

To approve Bill #1155

Motioned: _____

Seconded: _____

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

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. 1156

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. Licklider, Mayor

Attest:

William C. Hanks, City Clerk

To approve Bill #1156

Motioned: _____

Seconded: _____

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

Absent: _____

Release of Escrow

To: Sue Steiger – City Treasurer

CC: Steve Lauer – Zoning Commissioner

CC: Michael Padella – City Administrator

CC: Bill Hanks – City Clerk

MS
10/15/20

Re: Land Use Permits A-18-006

Please release \$5,000 of the funds being held in escrow for the house construction at 840 Nancy Lane. (receipt #555), control numbers 18-0010. Construction has been completed and all City codes have been observed and re-inspected 10/15/2020.

The \$5,000 total escrow for the house should be released to: Graystone Homes – Tim Martin

Mark Rockamann
Code Enforcement Officer
Weldon Spring, MO

BILL NO. _____

ORDINANCE NO. _____

**AN ORDINANCE OF THE CITY OF WELDON SPRING,
MISSOURI, AUTHORIZING THE MAYOR TO EXECUTE A
DEED OF DEDICATION FOR SANITARY SEWERS**

WHEREAS, the City of Weldon Spring (the “City”) is desirous of publicly dedicating the sanitary sewer mains installed as part of the Weldon Spring Neighborhood Sewer District to the Duckett Creek Sanitary District pursuant to an agreement; and

WHEREAS, the Duckett Creek Sanitary District and the City of Weldon Spring agreed that the Weldon Spring Neighborhood Sewer District would be dedicated to Duckett Creek Sanitary District when certain conditions were met; and

WHEREAS, Ordinance 99-13 was passed on March 25, 1999, and the agreement was executed between Duckett Creek Sanitary District and the City of Weldon Spring on May 11, 1999’ and

WHEREAS, Duckett Creek Sanitary District has reviewed all the documents provided by the City to ensure that all of the easements needed to maintain the sewer system are recorded and accounted for.

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

SECTION 1: That the form, terms, and provisions of the Deed of Dedication For Sanitary Sewers, attached hereto, marked as “Exhibit A”, and incorporated by reference herein (the “Dedication”), is hereby approved and the Mayor is hereby authorized, empowered and directed to execute, acknowledge, and deliver to the Duckett Creek Sewer District on behalf of the City such Dedication in substantially the form attached hereto.

SECTION 2: Severability. If any term, condition, or provision of this Ordinance shall, to any extent, be held to be invalid or unenforceable, the remainder hereof shall be valid in all other respects and continue to be effective, and each and every remaining provision hereof shall be valid and shall be enforced to the fullest extent permitted by law, it being the intent of the Board of Aldermen that it would have enacted this Ordinance without the invalid or unenforceable provisions. In the event of a subsequent change in applicable law so that the provision which had been held invalid is no longer invalid, said provision shall thereupon return to full force and effect without further action by the City and shall thereafter be binding.

SECTION 3: The vote on the aforesaid being deemed an emergency by the Board of Aldermen, the Board does hereby waive and dispense with the tabling procedure set forth

in City Code, Section 110.070 (B) and does hereby authorize the reading of the above bill twice at this meeting, and a vote thereon immediately following said second reading.
SECTION 4: Effective Date. This Ordinance shall be in full force and take effect from and after the date of 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	___	___	___
Licklider	___	___	___

Absent: _____

DEED OF DEDICATION FOR SANITARY SEWERS

THIS DEDICATION entered into this _____ day of _____ 20____, by and between the CITY OF WELDON SPRING and the DUCKETT CREEK SANITARY DISTRICT, a Sewer District established under Chapter 249.430 et. seq., R.S. Mo. 1969.

WHEREAS, the CITY OF WELDON SPRING herein declares the sanitary sewer mains constructed and easements to serve the WELDON SPRING NEIGHBORHOOD SEWER DISTRICT to be of clear title, without known defects, liens, encumbrances or adverse claims, is desirous of dedicating Sanitary Sewer Mains within ^{the Area} ~~said subdivision~~ known as the WELDON SPRING NEIGHBORHOOD SEWER DISTRICT to the Sewer District; and,

WHEREAS, the Duckett Creek Sanitary District is desirous of accepting said WELDON SPRING NEIGHBORHOOD SEWER DISTRICT Sanitary Sewer Mains.

NOW, THEREFORE, in consideration of the premises, the CITY OF WELDON SPRING, does hereby transfer, assign, convey all rights, titles and interests in the aforesaid WELDON SPRING NEIGHBORHOOD SEWER DISTRICT Sanitary Sewer Mains to the Duckett Creek Sanitary District; that the Duckett Creek Sanitary District having inspected and approved said Sanitary Sewer Mains, hereby accepts the public dedication of said sewer mains and agrees to hereinafter be responsible for the operation and maintenance of said sewer mains in accordance with the AGREEMENT TO DEDICATE AND USE previously entered into by the parties, dated the 11th day of May, 1999.

CITY OF WELDON SPRING, MISSOURI

(SEAL)

By _____
Mayor, City of Weldon Spring, Missouri

DUCKETT CREEK SANITARY DISTRICT

(SEAL)

By _____
Keith Arbuckle, P.E., Director of Engineering