



**CITY OF WELDON SPRING
BOARD OF ALDERMEN REGULAR MEETING
ON TUESDAY, MAY 28, 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 conducted virtual meeting 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/84409275247?pwd=dENNT3VTSldEZzYyc1pvcEpOQVBqdz09>

**Meeting ID: 844 0927 5247
Password: BOA200528**

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

**Meeting ID: 844 0927 5247
Password: BOA200528**

Instructions for providing public comments: Persons interested in making their views known on any matter should send an email with their comments to the City Clerk at bhanks@weldonspring.org no later than 6 p.m. on the day of the meeting. All comments received will be entered into the meeting minutes for public record and must include the person name and address. All comments will also be distributed to the entire Board at or before the meeting. Thank you for your understanding and patience as we all try to get through these unprecedented times.

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

******AGENDA******

- 1. CALL TO ORDER**
- 2. ROLL CALL and DETERMINATION OF A QUORUM**
- 3. FORMAL BOARD APPEAL**
 - A. Tammy Norman (16 New Haven Court) – Fence Relief Appeal
- 4. APPROVAL OF MINUTES**
 - A. May 12, 2020 – Regular Board Meeting Minutes
- 5. CITY TREASURER**
 - A. Paid Bills (5-6-20 – 5-18-20) & Unpaid Bills (5-13-20 – 5-28-20)
- 6. UNFINISHED BUSINESS**
 - A. City Engineering & Planning Services – **City Administrator**
 - B. Website Redesign/Hosting RFP Results & Recommendation – **City Administrator**
- 7. NEW BUSINESS**
 - A. An Ordinance Amending Chapter 135 “Purchasing Procedures” of the City of Weldon Spring, Missouri, by Repealing Ordinance #03-02 in its Entirety & Replaced with A New Chapter 135 “Purchasing Procedures” & Matters Relating Thereto – **Alderman Clutter**
 - B. An Ordinance Amending the Budget for FY 2020 for the City of Weldon Spring, Missouri, by Repealing & Replacing Certain Sections of the Employee Policy Manual & Matter Relating Thereto – **Alderman Clutter**
 - C. Walking Trail Improvement Project - Unofficial Bid Results – **City Administrator**
 - D. An Ordinance Amending Ordinance #09-29 (Creating the Employee Policy Manual of the City of Weldon Spring, Missouri, by Repealing & Replacing Certain Sections of the Employee Policy Manual & Matters Relating Thereto – **Alderman Schwaab**
 - E. Missouri LAGERS Retirement System Actuarial Report (Informational) – **City Administrator /Alderman Clutter**
 - F. Independence Road Phase 4 – Supplemental Agreement #4 – Cochran Engineering (**Review/Consideration**)
 - G. Independence Road Phase 4 – Potential Change Order #4 – Karrenbrock Construction (**Review/Consideration**)
- 8. REPORTS & COMMITTEES**
 - A. City Administrator
- 9. SPECIAL REQUESTS**
 - A. Re-Striping City Streets
 - B. Street Sweeping
 - C. Curb Replacement on Pittman Hill Road
- 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.

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

To whom it may concern,

This letter of appeal is being written in response to the zoning commissioners' denial letter received on 04/23/2020 for a white semi-private vinyl shadowbox fence requested for the property located at 16 New Haven Court, lot 67, Williamsburg on the Green. I am requesting a

relief decision from the Board of Alderman regarding the fencing code requirement for 50% opacity for property abutting to city maintained roads. In addition, I am also requesting relief from the exemption caveat of a privacy fence possibly being allowed if a pool is installed. I am requesting to install the semi-private shadowbox fence per the site plan which has been approved by my HOA without installing a pool.

My property abutting to Wolfrum Road in the back yard has excessive road noise which has created a hardship in numerous ways. Purchasing the property over 25 years ago, fencing was not an issue and a wooden shadowbox fence was approved and installed in 1998 for safety and privacy. It was 6 foot along the back and approximately 30 feet on the sides with the rest of the fence transitioning into a 4 foot shadowbox fence. My family had no complaints of excessive road noise before or during the time this fence was present until 2008. *The Wolfrum Road construction project lead to the removal of this fence since it required over half of the fence to be removed. The fence was to be repaired or replaced by the city of Weldon Spring under the temporary construction easement agreement signed 08/2007. Shortly before demolition day, sections of this fence needed repair and my HOA had received complaints. After consulting with a fencing company, replacement of wood posts and sections were recommended. Being pressured by the HOA to make repairs which would cost \$600 and over half of the fence was going to be taken down anyway in a few weeks, I removed the back section of the fence. Keeping part of it up, looked even more unappealing so I removed the entire fence. I would have paid to make the repairs if the city was not going to remove over half of the fence in a few weeks. Almost 2 years later, after the road project was completed, I was informed the fencing rules had changed, limiting fences along Wolfrum road to be 50% opaque and I would not be allowed to replace the shadowbox fence. Therefore due to the 50% opacity rule, a black aluminum fence was constructed as a replacement by the city.*

My family has unnecessarily been exposed and tolerated the increased road noise due to the Wolfrum Road Project. The road noise level noticeably increased as vehicles travel between Independence Road and Williamsburg on the Green subdivision entrance. This was discussed with the city engineer before the project was completed who recommended adding trees. This seemed reasonable since so many trees had been removed to widen the road and create the bike path, hence a loss of green space. Additional trees and evergreens have made no change in the noise level. We never heard vehicles at the Independence and Wolfrum Road intersection in the past. I also added thicker double paned windows on the back of the house which overall reduced the traffic noise, although trucks and motorcycles cause sleep disturbance. A previously quiet backyard has been eliminated due to the changes made by the Wolfrum Road Project. Conversations are halted when cars drive by or we are yelling over them. It is difficult to enjoy the back yard area which has a beautiful deck and swing set due to the excessive road noise. The noise was not only bothersome to family and friends but to potential home buyers when the house was on the market in 2015 and 2019. The excessive noise level has been subjective until a recent phone app which measure the road noise level to average over 70 DCB. The high decibel reading is over 95 DCB. I have commented on the City of Weldon Spring Report

a Concern and spoken to City Officials to seek help to reduce the noise level. No viable solutions have been offered. I have found studies from MODOT, fencing does help with noise abatement.

Over the past 10 years, I have spent much time, research and money regarding road noise pollution and abatement. I have learned the noise level on my property is excessive. The excessive noise level is objectively measured using DCB. There are numerous negative medical conditions such as high blood pressure, anxiety, ADHD, hearing loss, etc which are caused by excessive noise level exposure beginning at 55 DCB. Excessive road noise is referred to as road noise pollution. The EPA has placed road noise exposure prevention and abatement responsibilities in the hands of local government. Noise travels upward, can bounce off solid surfaces and absorbed by softer surfaces. Normal noise level standard for residential areas is below 55 DCB in municipalities whom address road noise pollution. MODOT will help with road noise abatement if the road is maintained by the state or county. The EPA will help with noise abatement if the source is a private road. The city of Weldon Spring does not have any policies or codes regarding road noise pollution as a nuisance or for abatement. The road noise is generated from the tires moving over the pavement surface. Different pavement surfaces and speed of the vehicle can affect the level of road noise. It takes over 150 to 200 feet of vegetation to make an effective road noise barrier. Fencing does help, preferably a solid fence, even if only 6 foot. The fence should be as close to the noise source as possible for the sound to bounce off. I have a right to reasonably quiet and enjoyable backyard.

I am appealing for a relief decision for the shadowbox fence to abate the excessive road noise to enjoy a reasonably quiet backyard and minimize health risk. The excessive noise level is from a source which I as the property owner have not caused. The Wolfrum Road project resulted in specific changes directly and indirectly affecting the property noise level consisting of removal of numerous trees on both sides of the road, adding the bike/walking path, raising the elevation of the road, changing the slope direction of the road toward my property, removing the ditch between the road and my property, doubling the width and increasing the height of the box culvert and adding an enormous boulder wall opposite side of the road. I am not an expert, but all of these changes attributed to the noise being redirected and bouncing off solid barriers toward my property. The box culvert alone adds an echoing sound and required a permanent easement agreement on my property due to location and increased size. The effects of these changes combined with the topography of my property has created an outdoor amphitheater resulting in road noise pollution level heard on my property which exceeds a reasonable standard for a residential property owner. Bottom line, the road noise is excessive and the 50% opacity fencing code hinders a reasonable noise abatement solution.

If the city, will allow the caveat exemption for a privacy fence with a pool installation then why not for noise abatement? I am willing to plant bushes or trees on the back side of the fence as a donation to the city to foster green space. Currently, this section owned by the city is a grassy area between my property and the bike path is mowed once a month by the city. The area is difficult to cut due to the slope and is mostly weeds (I have sprayed for weeds). Low

maintenance, erosion control plants trees or shrubs would improve the appearance of the area and minimize time and cost of mowing and trimming.

Thank you for your time and consideration for the variance regarding installation of the white vinyl semi private shadow box fence.

Tammy K Norman

SECRET

DWG\010464\dwg\ESMT AND ROW\WILLIAM

NEW HAVEN COURT
(PRIVATE)

S 78°50'06" N

EX 107 WIDE ES61

11

51109.54'E

WOLFTRUM ROAD
(PUBLIC)

P.W.E.

— 4 ft
— 6 ft

INITIALS:

SHEET 1 OF 1



REVISÉ: *

S	C
E	S

ST. CHARLES ENGINEERING & SURV., INC.
801 S. FIFTH STREET, SUITE 202
ST. CHARLES, MO 63301
TEL: (636) 947-0607 FAX: (636) 947-3448

ORDER
NO.
040464
DATE
08/25/09

Tammy,

It appears from the utility markings you are putting up a fence and the trustees are providing you this letter following up on a conversation from 12/7/2019 about your fence request.

The trustees reviewed your package and have the following comments:

1. It appears you have had a 6' shadow box fence in the past. As such the trustees believe you had approval for that and that is still valid. However note the entire fence has to be a 6' shadow box as the pictures you provided show.
2. Your application did not include the requisite \$100 application fee.
3. An application for the Alleghent stone appearance fence would NOT be approved by the ACC because of the following reasons:
 - a. This is out of character from any other fence in the subdivision. No other resident has such a fence.
 - b. Your application shows two types of fencing to be used. This will not be approved.

However If you want to pursue you application for a fence other than your previous 6' shadow box fence, plans and the \$100 application fee must be submitted.

Respectfully,

Trustees of Williamsburg on the Green Subdivision



City of Weldon Spring

City of Tradition and Progress

5401 Independence Road

Weldon Spring, MO 63304

Phone: 636-441-2110

Fax: 636-441-8495

Email: cityofweldonspring@weldonspring.org

April 23, 2020

Tammy Norman
16 New Haven Ct.
Weldon Spring, MO 63304

Dear Ms. Norman:

Please be advised that on April 23, 2020 Multi-Purpose/Land Use Permit #A-20-016 for a shadow box fence in a rear yard abutting a city road was denied for lot 67 of Williamsburg on the Green which is owned by you. The permit was applied for by you on January 21, 2020. The permit was denied by the Zoning Commissioner for the following reason(s):

- 1.) The shadow box fence as depicted on the plans submitted with the Land Use Permit is in violation of the opaque requirement listed in Section 405.160.D Fences in Yards Abutting City Roads of the Code of Ordinances of the City of Weldon Spring which reads as follows:

Fences In Yards Abutting City Roads. Fences abutting City-owned roads, including, but not limited to, Independence Road, O'Fallon Road, Pitman Hill Road, Sammelman Road, Siedentop Road, Weldon Spring Road, Westwood Road and Wolfrum Road shall be constructed of low-maintenance or no-maintenance materials. Not more than fifty percent (50%) of the surface area of such fences shall be opaque and the green spaces must be uniformly and reasonably dispersed throughout the entire area of the fence. Such fences shall be constructed of white PVC, be white PVC clad, black wrought iron or natural split rail. Other similar low-maintenance materials or other colors must be approved by a majority vote of the Architectural Review Commission, unless such fence is part of a plat for a subdivision then such approval must be by a majority vote of the Board of Aldermen. Fences around swimming pools may be exempted from these requirements concerning opaqueness and fence materials by the Architectural Review Commission in accordance with Section 405.160(C)(8). Fences in the "AG" zoning district and lots in the "RS-3" and "RS-2" zoning districts used for agricultural purposes are exempt from these requirements provided that such fences are not more than fifty percent (50%) opaque.

The shadow box fence as depicted on the plans has more than fifty percent (50%) of the surface area being opaque.

If you have any questions concerning this matter please feel free to contact me at your earliest convenience.

Sincerely,

Steven Lauer, Zoning Commissioner

Section 405.160 Fences And Walls.

[Ord. No. 18-12, 12-11-2018]

A.

Permits Required. Land use permits are required for fences on commercially and industrially zoned property and for fences abutting roadways, except fences abutting roadways in the following:

1.

Lots in the "AG" Agricultural District.

2.

Lots in the "PR" Planned Residential District that have a minimum lot size of five (5) acres or lots that have a minimum size of three (3) acres and used for agricultural purposes.

B.

Placement Of Fences.

1.

Fences may be erected along side lot lines.

2.

Fences may be erected along rear lot lines.

3.

Fences in front yards are prohibited, except for the following:

a.

Lots in the "AG" Agricultural District, however, fences shall be set back at least ten (10) feet from road right-of-way lines.

b.

Lots in residential districts, where the lot is at least five (5) acres and is used for agricultural purposes, however, fences shall be set back at least ten (10) feet from road right-of-way lines.

Fences in front yards are prohibited, except for the following:

a.

Lots in the "AG" Agricultural District, however, fences shall be set back at least ten (10) feet from road right-of-way lines.

b.

Lots in residential districts, where the lot is at least five (5) acres and is used for agricultural purposes, however, fences shall be set back at least ten (10) feet from road right-of-way lines.

c.

In residential districts, on corner lots with more than one (1) front yard. Where the front elevation of the house clearly faces one of the adjacent streets, the yard in front of that elevation may be considered the primary front yard. The yard along the side elevation of the house, but facing an adjacent street, may be considered a secondary front yard. Fences may be permitted in secondary front yards, but no closer to the street than the required building setback.

d.

Front yard fences existing on the effective date of this Chapter, but which do not comply with the above provisions, may be maintained and repaired if damaged but may not be replaced or reconstructed.

4.

Fences not located along a perimeter side or rear lot line may be located within the interior of the lot anywhere between the side and rear lot line and the principal building.

5.

Fences around water detention or water retention facilities may be exempted from the location requirements of this

Section **405.160(B)** by the Planning and Zoning Commission if deemed necessary to protect the public health, safety or general welfare.

6.

All structural or supporting members of any fence must be constructed to be within or toward the area to be enclosed.

C.

Height Of Fences. Fences shall not exceed the heights listed in the following paragraphs. Measurements shall be from the topmost point of the fence to the ground or surface along the centerline of the fence.

1.

Side And Rear Yard Fences. Fences in side or rear yards may be erected to heights of six (6) feet except as further restricted by Section **405.160(C)(2)** below or as exempted by Sections **405.160(C)(3)**, **405.160(C)(4)**, **405.160(C)(6)** or **405.160(C)(7)**.

2.

Fences Abutting A Roadway. Fences in front yards in the "AG," "RS-3," "RS-2" and "PR" Districts, allowed by Section 405.160(B)(3), may be erected to a height of four (4) feet. Fences in a rear yard abutting a roadway may be erected to a height of six (6) feet provided that no solid-type fencing, such as stockade or basket weave, is used. Fences abutting City-owned roads are further regulated by Section 405.160(D).

3.

Institutions, Parks And Schools. Open wire mesh or similar type open fences enclosing an institution, a public park, public playground, elementary school, secondary school or junior college may exceed normal height limitations provided that they do not exceed eight (8) feet in height.

Industrial Sites. Fences on industrial sites may exceed normal height limitations in side and rear yards provided that they do not exceed eight (8) feet in height.

5.

Commercial Sites. Fences on commercial sites shall comply with all provisions of this Section 405.160 unless a fence not allowed by this Section 405.160 is deemed necessary by the Planning and Zoning Commission for screening or other purposes and approved as part of a site development plan.

6.

Tennis Courts. Fences surrounding tennis courts shall be open wire mesh and may exceed six (6) feet in height provided that they are not located in a front yard and do not exceed twelve (12) feet in height.

7.

Ball Diamonds. Fences on the perimeter of a ball diamond shall be open wire mesh and may be erected to heights of eight (8) feet. A backstop erected in conjunction with such ball diamond and fences protecting the players' benches may exceed normal height limitations provided they do not exceed twenty-two (22) feet in height.

8.

Swimming Pools. Fences enclosing outdoor swimming pools shall be a minimum of four (4) feet in height, shall meet the minimum requirements of the City's adopted Building Code and are exempt from the limitations of Section 405.160(C)(2) regarding solid-type fencing. Solid-type fences enclosing swimming pools in rear yards abutting roadways shall be approved by the Architectural Review Commission.

Wing Walls. Wing walls extending from the front facade of a house shall not exceed six (6) feet in height and shall not extend more than four (4) feet into the required front yard.

10.

Decorative Fences. Fences that are designed primarily for decoration or privacy which are located inside of the building setback from the lot line may exceed normal height limitations when erected in a side or rear yard between the required setback and the principal building.

11.

Water Detention Facilities. Fences around water detention or water retention facilities may be exempted from the height requirements of this Section **405.160(C)** by the Planning and Zoning Commission if deemed necessary to protect the public health, safety or general welfare.

D.

Fences In Yards Abutting City Roads. Fences abutting City-owned roads, including, but not limited to, Independence Road, O'Fallon Road, Pitman Hill Road, Sammelman Road, Siedentop Road, Weldon Spring Road, Westwood Road and Wolfrum Road shall be constructed of low-maintenance or no-maintenance materials. Not more than fifty percent (50%) of the surface area of such fences shall be opaque and the green spaces must be uniformly and reasonably dispersed throughout the entire area of the fence. Such fences shall be constructed of white PVC, be white PVC clad, black wrought iron or natural split rail. Other similar low-maintenance materials or other colors must be approved by a majority vote of the Architectural Review Commission, unless such fence is part of a plat for a subdivision then such approval must be by a majority vote of the Board of Aldermen. Fences around swimming pools may be exempted from these requirements concerning opaqueness and fence

materials by the Architectural Review Commission in accordance with Section **405.160(C)(8)**. Fences in the "AG" zoning district and lots in the "RS-3" and "RS-2" zoning districts used for agricultural purposes are exempt from these requirements provided that such fences are not more than fifty percent (50%) opaque.

E.

Fence Materials.

1.

Materials normally used in fence construction such as brick, stone, PVC, wood and wrought iron may be used. Chain link may be used for fences in side and rear yards except for fences abutting a street. Chain link shall not be used in any fence in a front yard.

2.

Light gauge wire such as chicken coop wire, snow fences or other similarly flimsy material are not allowed as fence material.

3.

Barbed wire or electrically charged fences may be erected and maintained only for agriculture or farming uses (as defined in Chapter **402**). Electrically charged fences shall be set back a minimum of twenty (20) feet from all property lines, identified as electrically charged by signs posted every fifty (50) feet along the fence and shall not exceed safe industry

practices for agricultural use. Invisible fences® designed to contain dogs or other domestic animals may be installed underground in any part of a yard when such fences are not a hazard to humans.

F.

Temporary Fences.

1.

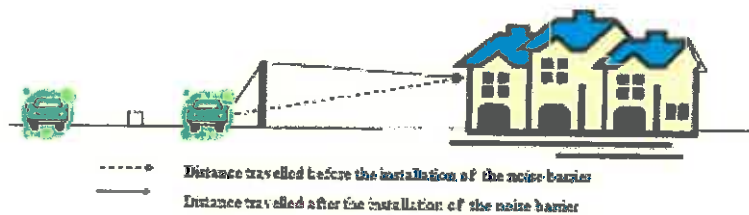
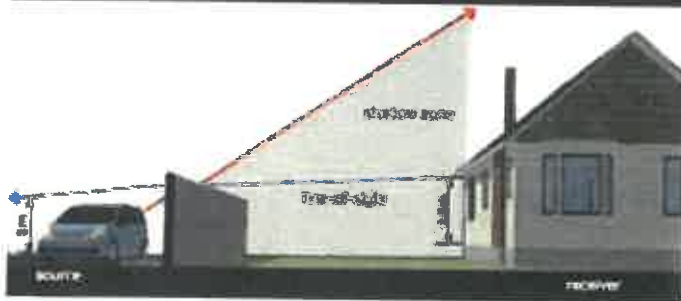
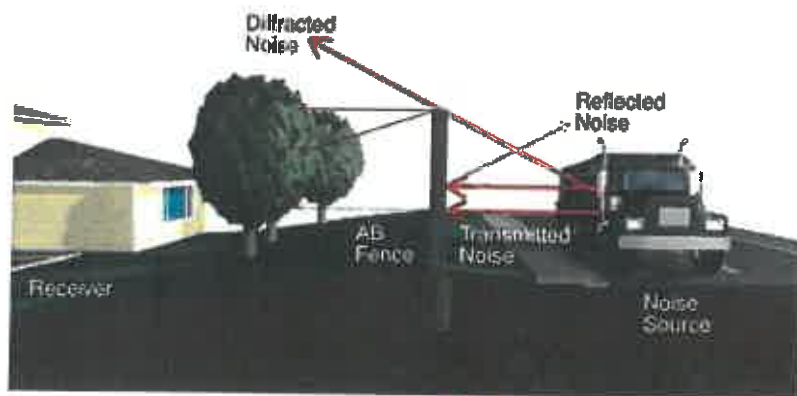
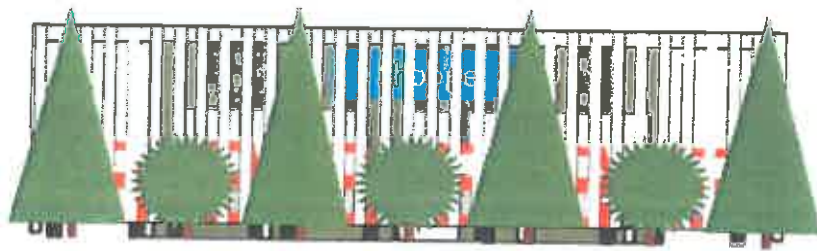
Fences designed and installed to provide a barrier or enclosure for a period of not more than three (3) months during construction or for health or safety reasons may be erected upon approval of the City Engineer. Up to three (3) thirty (30) day extensions to this three-month period may be approved by the City Engineer upon receipt of a written request for such extension.

2.

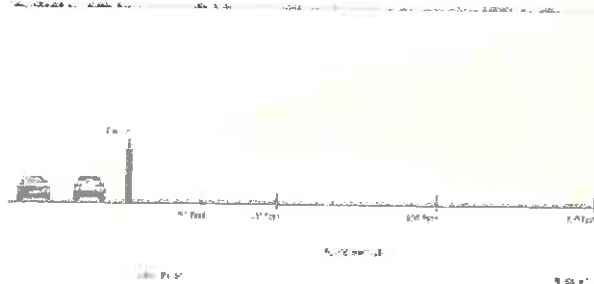
Temporary fences are exempt from other requirements of this Section **405.160** except that the height of any temporary fence shall be limited to four (4) feet unless a higher height is deemed necessary and approved by the City Engineer.

G.

Fence Appeals. Property owners may appeal to the Board of Aldermen for relief from any of the restrictions and requirements listed above for fences.



Noise Barrier Effectiveness



Below are proposed tree and plants which best suit the soil, slope, erosion control to landscape the grassy area between the fence and the bike/walking path. Mature growth does not exceed 2 feet in width to ensure no blockage of the bike/walking path. Plants are low maintenance, deer resistant and both the candytuft and pencil point Juniper are green year round.



St John's Wort

They grow only 1 to 3 feet (30-91 cm.) tall with a spread of 1.5 to 2 feet (46-61 cm.), so space them 24 to 36 inches (61-91 cm.) apart. St. John's wort makes an attractive ground cover and soil stabilizer. Once established, the plants need no care, and this makes them ideal for out-of-the-way locations. You can also use it as an edging or to mark boundaries and pathways where you don't want to obstruct the view.

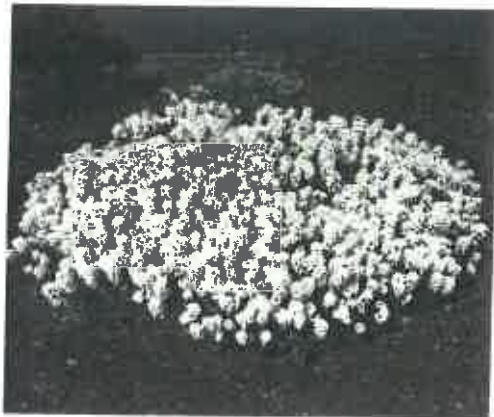


The **Pencil Point Juniper** is a small, very narrow evergreen tree, with a width of less than a foot. It makes the perfect narrow evergreen for small spaces.

Mature Height: 2-6 ft

Botanical Name: *Juniperus communis* 'Compr...

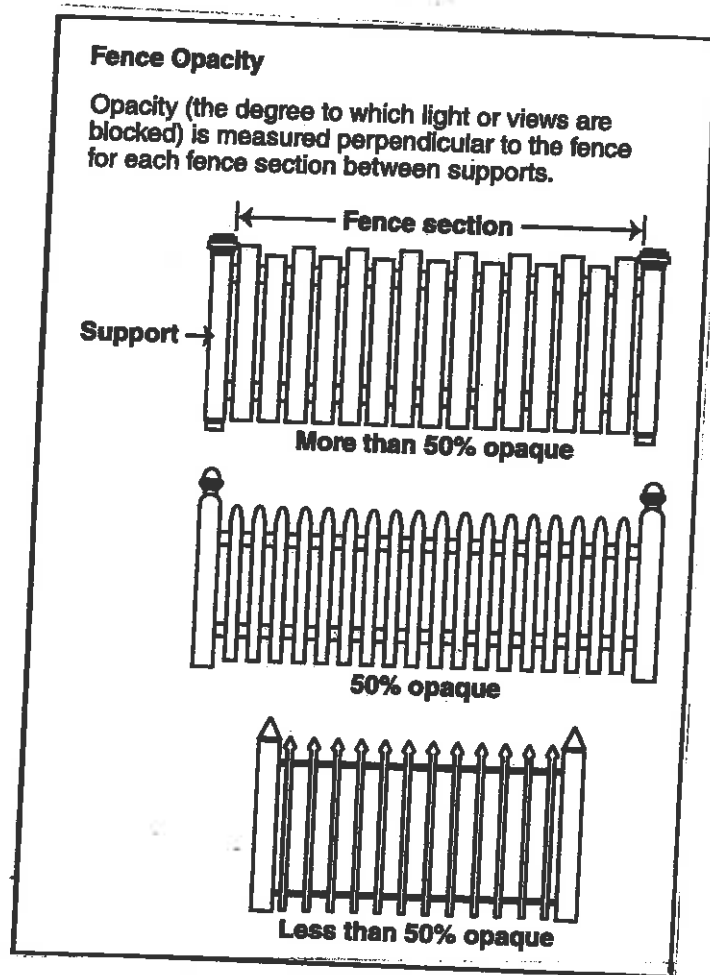
Mature Width: 1-1.5 ft



Candy Tuft

easy-care ground hugger, candytuft gets its name from the fragrant white flower heads that cover the plants each spring. Growing just 6 to 8 inches tall, candytuft is a top pick for rock gardens, slopes, or border edges. The plant has dark green foliage that retains its color throughout the winter. For best effect, plant candytuft in drifts or clumps that slowly spread through the garden. Candytuft is also prized by butterflies and other pollinators. The plant is deer resistant, too.

Examples of Varying
percentages of ~~opacity~~
for fencing → opacity



232



20150604000352040 ESMT
BK:DE6366 Pg:774
06/04/2015 11:07:48 AM 1/3

CERTIFIED-FILED FOR RECORD
Barbara J. Hall
Recorder of Deeds
St. Charles County, Missouri
BY:GBEQUETTE \$27.00

PERMANENT WORKING ROOM / CONSTRUCTION EASEMENT

KNOW ALL MEN BY THESE PRESENTS, on this 20 day of May, 2015, that the undersigned Tammy K. Norman, a single person, ("Grantor"), of the County of St. Charles and State of Missouri, owner of a tract of land being Lot 67 of Williamsburg on the Green Subdivision, according to the plat thereof recorded in Plat Book 28, Page 167 of the St. Charles County Records, having acquired title to said by deed recorded in Book 4880, Page 2314 of the St. Charles County Records, for and in consideration of the sum of One Dollar (\$1.00) to her in hand paid by the Missouri-American Water Company, a Missouri corporation with offices located at 727 Craig Road, St. Louis, Missouri, 63141, ("Grantee"), the receipt of which is hereby acknowledged, and for other good and valuable considerations does by these presents grant, sell, convey, and confirm unto the Grantee, its successors and assigns an easement (5) feet wide for the purpose of performing construction and maintenance work to a water main installed on an existing (10) feet wide existing easement, located along the West Property line of said Lot 67 and located immediately adjacent to said proposed (5) feet wide easement. Said easement being further shown Cross hachured XXXX on the attached "Easement Plat," marked Exhibit A, which is initialed by the undersigned and made a part hereof, together with the right to use commercially reasonable additional space adjacent to the above described easement as may be required during the period of construction and maintenance, including the ability and right of ingress and egress.

Grantee, its successors and assigns, to have the right to use and control a line or lines of water pipe for the circulation and distribution of water for public or private use through the above described property for all proper purposes connected with the installation, use, maintenance, and replacement of the line of water pipe, and with the attachment thereto of the service lines of its customers. If the water pipe to which the service line connection of Grantor is abandoned the service line and connection will be relocated to another water pipe as directed by Grantee.

Grantor agrees not to obstruct or interfere with the normal use or maintenance of such pipe line or lines and any connections to the pipe line. Grantor also agrees not to erect or cause to be erected any building or structure within the easement area and shall not add or remove any fill or ground cover in the easement area without the prior written approval of Grantee. Grantee shall restore the ground elevation to the condition that existed prior to its construction and or maintenance work performed on the easement and surrounding areas and shall not modify said elevation without the written permission of Grantor.

TAMMY NORMAN
16 NEW HAVEN CT
MELDON SPRINGS, MO 63304

Rev. 2/19/2015



Bk:DEB366 Pg:775

Grantor warrant and will defend the title to said easement during its existence with the Grantee for its use and benefit against all parties whomsoever.

This casement is accepted by the Grantee with the understanding and on the condition that whenever it shall make any excavations in the above described property the Grantee will restore the ground as nearly as practicable to its former condition, including any trees or landscaping damage as part of Grantee's construction work performed on the above described tract of land.

This easement is subject to any existing easement rights, restrictions and reservations, as would conflict with the easement rights as granted herein.

IN WITNESS WHEREOF, this instrument has been executed on this 20 day of May, 2015.

Tammy K. Norman
Tammy K. Norman

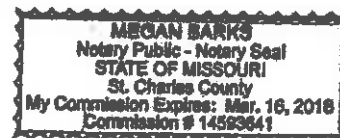
STATE OF MISSOURI)
) SS
COUNTY OF ST CHARLES)

On this 20th day of May, 2015, before me personally appeared Tammy K. Norman, to me known to be the person described in, and who executed the foregoing instrument and acknowledged that he executed the same as his free act and deed, and he further declared himself to be single and unmarried.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my notarial seal the day and year last above written.

My commission expires: Mar 16, 2018

Megan Banks
Notary Public



RECORD AS IS

CITY OF WELDON SPRING
REGULAR MEETING OF THE BOARD OF ALDERMEN
MAY 12, 2020

NOTE: Due to the health crisis of the COVID-19 pandemic, this Board Meeting was a Videoconference meeting through a Zoom session.

CALL TO ORDER: The regular meeting of the Board of Aldermen of the City of Weldon Spring was held on Tuesday, May 12, 2020 at approximately 7:30 PM. The meeting was held by videoconference due to the health crisis of the COVID-19 pandemic. Mayor Donald Licklider called the meeting to order.

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

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

Alderman Kolb was absent from the meeting. Alderman Schwaab had an unstable internet connection to the videoconference meeting; therefore, he did not participate in the meeting and did not vote during the meeting. A quorum was declared.

PRESENTATIONS: Skip Stephens, the Fire Chief for Cottleville Fire Department, gave a brief presentation on Proposition Fire, which is a no tax rate interest bond issue that will be on the June 2, 2020, ballot in the municipal election

MINUTES: April 23, 2020, Board Minutes - Alderman Clutter moved to approve the minutes from the April 23, 2020, regular meeting as written, seconded by Alderman Baker. Motion carried with 4 ayes.

PUBLIC COMMENTS: Tammy Norman of 16 New Haven Court submitted a public comment to the City Clerk on May 12, 2020, at 2:37 PM. She wanted the Board to know that she is formally submitting an appeal to Board regarding her fence

TREASURER'S REPORT: Alderman Clutter made a motion to accept the Treasurer's packet of paid bills from April 8, 2020 to May 5, 2020 and unpaid bills from April 15, 2020 to May 12, 2020, with one question. Alderman Clutter asked about the extra charges on the Prosecuting Attorney's invoice. Mr. Padella (City Administrator) stated those charges are associated with cases that went to trial. Alderman Baker seconded the motion. **Motion carried** with 4 ayes.

OLD BUSINESS:

City Engineering & Planning Services: This topic was tabled.

NEW BUSINESS:

Executive Order 2020-01 – An Order Offering Local Relief to Provide Flexibility to Local Businesses in Effort to Aid the Economic Recovery Process: Mayor Licklider stated he signed the Executive Order 2020-01 on May 6, 2020, and he asked the Board if they have any questions. Alderman Clutter asked if Executive Order 2020-01 has a sunset date. Mr. Padella (City

Administrator) stated that the Executive Order will expire on August 10, 2020; however, this could be extended.

Liquor License Renewals Emergency Waiver Extension: Alderman Baker made a motion to extend the 2020 Liquor License's renewal period from June 30, 2020, to August 30, 2020, due to Covid-19 pandemic. Alderman Clutter seconded the motion. **Motion carried** with 4 ayes.

Firework Stand Approval: Alderman Baker moved to approve the following firework stands: David Shaiper Fireworks LLC at the Wolfrum Crossing Shopping Center; Hale Fireworks LLC at Independence Road, adjacent to the Dairy Queen; Meramec Specialty Co. at Highway 94 and Siedentop Road and also at Technology Drive, south of Meadows Parkway and Powder Monkey at 5130 Westwood at Cornerstone Crossing. Alderman Martiszus seconded the motion. **Motion carried** with 4.

Concrete Replacement Maintenance Project Change Order #1: Alderman Baker made a motion to approve a not to exceed \$8,500 change order for PrideMasters, Inc., for extra concrete slab repairs to the City's streets. Alderman Martiszus seconded the motion. **Motion carried** with 4 ayes.

Website Redesign/Hosting RFP: This was informational; however, a staff recommendation will be made for Board consideration for the May 28, 2020, meeting.

REPORTS AND COMMITTEES:

PRAC Committee: Alderman Baker told the Board that the PRAC Committee met with a representative from ABCreative during a Work Session on May 6, 2020 and made more recommended changes to the vendor. The Committee hopes to make a final recommendation for Board consideration in June.

RECEIPTS & COMMUNICATIONS:

Alderman Clutter stated that the Finance Committee is meeting on May 14, 2020, at 2:00 PM to discuss the budget.

ADJOURNMENT:

Alderman Clutter moved to adjourn the meeting at 7:59 PM and Alderman Baker seconded the motion. **Motion carried** with 4 ayes.

Respectfully submitted,

William C. Hanks
City Clerk

**PAID BILLS TO BE APPROVED
MAY 6, 2020 -- MAY 18, 2020**

EXCEPT FOR THE ITEMS NOTED, THE ATTACHED LIST IS APPROVED BY THE BOARD OF ALDERMAN FOR PAYMENT. APPROVED THIS
28th DAY OF MAY 2020 _____, MAYOR

5/2/2020 Thru 5/18/2020

ACCOUNTS PAYABLE
CLAIMS REPORT

VENDOR	REFERENCE	AMOUNT	CHECK #	CHECK DATE
AZAR PRINTING INC	NEWSLETTER	\$ 818.86	9019	5/18/2020
CENTRAL BANK MASTERCARD	EMPLOYEE'S CREDIT CARD EXPENSES	\$ 1,456.36	11290640	4/24/2020
CUIVRE RIVER ELECTRIC	MONTHLY ELECTRIC	\$ 402.24	16188	5/4/2020
INSURANCE STORE INC	PUBLIC OFFICIAL BOND	\$ 463.00	9020	5/18/2020
KEVIN CARROLL	BRUSHHOGGING FIELD/SIEDENTOP	\$ 300.00	16189	5/4/2020
KIM ANDERSON	BALLFIELD REFUND	\$ 132.00	16190	5/4/2020
MICHAEL PADELLA	COPY PAPER/PAPER TOWELS	\$ 102.95	16191	5/4/2020
MISSOURI LAWYERS MEDIA	PUBLIC NOTICES/6-MONTH REPORT	\$ 499.70	16192	5/4/2020
PURITAN SPRING WATER	BOTTLE WATER	\$ 11.77	11290643	5/18/2020
ROBERT WOHLER	LEGAL FEES	\$ 956.17	16193	5/4/2020
ST CHARLES MUNICIPAL LEAGUE	MEMBERSHIP DUES	\$ 750.00	11290637	5/11/2020
SUE STEIGER	MILEAGE REIMB	\$ 44.47	16194	5/4/2020
VERIZON WIRELESS	MONTHLY CELL	\$ 200.60	16195	5/4/2020
VERIZON WIRELESS	CELL PHONE PARKS DEPT	\$ 8.37	11290638	5/6/2020
WEX BANK	FLEET GAS CARD APR 20	\$ 166.46	9018	5/18/2020
WHEELHOUSE SOLUTIONS	MANAGED IT	\$ 893.15	9017	5/18/2020

Accounts Payable Total

\$ 7,206.10

**UNPAID BILLS TO BE APPROVED
MAY 13, 2020 -- MAY 28, 2020**

EXCEPT FOR THE ITEMS NOTED, THE ATTACHED LIST IS APPROVED BY THE BOARD OF ALDERMAN FOR PAYMENT. APPROVED THIS
28th DAY OF MAY 2020 _____, MAYOR

5/28/2020

ACCOUNTS PAYABLE

CLAIMS REPORT

VENDOR	REFERENCE	AMOUNT	CHECK #	CHECK DATE
ST CHARLES ENGINEERING	CITY ENGINEER	\$ 5,164.25	16197	5/28/2020
		<u>\$ 5,164.25</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: May 21, 2020

From: Michael Padella, City Administrator

Subject: Amendments to Purchasing Ordinance Section 135.010

Cc: Finance Committee Members

The Administration received a request from Ald. Clutter on 09/12/19 to review and update the City's current Purchasing Ordinance and agreed that the current purchasing thresholds and certain provisions in the policy were in need of updating; here is a link to current Code Section 135.010: <https://www.ecode360.com/29529580>. Staff researched and compared Weldon Spring's current purchasing regulations to other communities in the St. Louis region and found that the approval thresholds were drastically lower than other cities. Revisions and recommendations were made by staff and presented to the Finance Committee (FC), in turn the FC recommended some modifications and further cleanup language.

The primary purpose and benefits of the proposed amendments to the Purchasing Ordinance are to improve efficiencies by empowering staff/management's ability to authorize purchases of goods and services thus streamlining the acquisition process.

On 05/14/20 the FC was able to reconvene and review the final draft changes to the Purchasing Ordinance and voted to recommend approval to the Board of Aldermen. Staff drafted an amending bill and requested the City Attorney to review, some additional amendments were recommended by the City Attorney and have been incorporated into the draft bill. The draft bill amending the Purchasing Ordinance has been placed on the BOA Agenda for 05/28/20 for a first reading and consideration by the full BOA.

The following Code does not display images or complicated formatting. Codes should be viewed online. This tool is only meant for editing.

Chapter 135

Purchasing Procedures

Section 135.010 Purchasing — Generally.

[R.O. 2004 § 130.010; Ord. No. 03-02 §§ 1, 4, 1-14-2003; Ord. No. 06-27 § 1, 12-12-2006]

- A. The elected officials and employees of the City of Weldon Spring, Missouri, are to adhere to the following purchasing procedures.
- B. A purchase order will be processed with the proper paperwork and approvals as described below, before any orders of purchases are made. Failure to follow procedures may result in disciplinary action. Except as provided in this Chapter, it shall be unlawful for any elected official or employee to make any contract within the purview of the ordinance other than through these procedures. The City shall not be bound by any purchase order or contract made contrary to the provisions of this Chapter without ratification by the Board of Aldermen. No contract, purchase or sale shall be subdivided to avoid the requirements of this Chapter.

Section 135.020 Definitions.

[R.O. 2004 § 130.020; Ord. No. 03-02 § 5, 1-14-2003]

As used in this Chapter, the following terms shall have the meanings ascribed to them:

CAPITAL EQUIPMENT

All large items that are found in the capital plan, such as cars, trucks, backhoes, computer equipment ~~usually costing five thousand dollars (\$5,000.00)~~ ten thousand one dollars (\$10,000) ~~or more~~.

CAPITAL PROJECTS

Construction projects either new or replacement such as roads, buildings, water and sewer lines where the cost of construction exceeds ~~ten thousand dollars (\$10,000)~~ ~~five thousand dollars (\$5,000.00)~~.

CITY ADMINISTRATOR

Acts as the purchasing agent of the City.

CONTRACTUAL SERVICES

Includes all telephone, utilities, gasoline, uniform services, cleaning contracts, rental, repair or maintenance of equipment, machinery and other City-owned property. This category also includes personal services of an individual, agency or group of a non-technical or professional nature.

COOPERATIVE AGENCY

Any department, agency, commission, bureau or other unit in any other governmental unit whether school district, special authority, or other municipality, county, State, Federal or otherwise governmental-type unit which cooperates with the City through its administrator in purchasing any

items covered by this Chapter.

ENGINEERING SERVICES

A subset of professional services, including architectural, engineering, land surveying and other related services.

ITEM

Anything that is one (1) each, i.e., one (1) backhoe, one (1) car, one (1) radio, one (1) total project, one (1) service contract. An item cannot be subdivided to avoid the requirements of this Chapter.

LOCAL BUSINESS PREFERENCE

A four-percent reduction may be applied to the bid of a local business (as defined by the City Business License Ordinance) or a two-percent reduction may be applied to the bid of a local business within St. Charles County for comparison purposes, provided the amount does not exceed ~~one thousand five hundred dollars (\$1,500.00)~~ two thousand five hundred dollars (\$2,500)..

PROFESSIONAL SERVICE

The performance of a technical or professional service by an individual, group or company requiring specialized knowledge, intensive academic or technical training, and/or a high degree of expertise such as engineers, lawyers, programmers, accountants, financial advisors, appraisers, real estate specialist, urban planners and medical personnel.

REQUESTING ENTITY

Any board, commission or unit of the City Government using supplies or procuring contractual services as provided for in this Chapter and which shall be under the direction and/or control of the Board of Aldermen.

SUPPLIES

All commodities, materials and equipment used in the daily operation of the City.

TOTAL PURCHASE

The mathematical extension and total of all items being purchased on a purchase order, contract or any other type of agreement.

Section 135.030 Bidding.

[R.O. 2004 § 130.030; Ord. No. 03-02 § 6, 1-14-2003]

All purchases and contracts for supplies and contractual services, except for professional and engineering services (See Section 135.140) and all sales of personal property, which has become obsolete and unusable, shall, except as expressly provided in this Chapter, be based wherever possible on competitive bids.

Section 135.040 Formal Purchasing Procedures.

[R.O. 2004 § 130.040; Ord. No. 03-02 § 6, 1-14-2003]

All supplies, services, equipment and projects, except as otherwise provided herein, when the extended cost thereof ~~shall equal or exceed ten thousand dollars (\$10,000)~~ ~~five thousand dollars (\$5,000.00)~~ shall be purchased by formal written contract from the lowest responsible bidder, unless otherwise justified, after due

notice inviting proposals.

Section 135.050 Solicitation Of Bids.

[R.O. 2004 § 130.050; Ord. No. 03-02 § 6, 1-14-2003; Ord. No. 06-27 § 2, 12-12-2006]

- A. **Formal Bids.** The City Administrator or his/her delegate shall by certified or registered mail, or in his/her discretion by first-class mail or by electronic mail, solicit sealed bids from at least three (3) responsible prospective suppliers setting forth detailed specifications and all pertinent information necessary for the prospective supplier to file a bid or proposal. The invitation to bid will also be advertised in at least one (1) legal newspaper. The bid process should be approximately ~~three (3)~~ two (2) weeks or ~~fifteen (15)~~ ten (10) working days from the first ad published. Prospective suppliers to whom invitations to bid are sent shall be limited to those who are part of the trade group offering commodities and services similar in character to that being purchased. If the City Administrator or the requesting entity is unable to reasonably find three (3) responsible suppliers, certification of that will be forwarded via the City Administrator to the City Treasurer who may deem the lesser number to be in compliance with the requirements of this Section. The provisions of this Section may be waived when the City Treasurer, the requesting entity involved, and the City Administrator all agree that following this Section's provisions may cause excessive delay, public inconvenience, and/or a significant cost penalty.
- B. **Bid Deposits — When Required, Refund, Forfeiture.** When deemed necessary by the City Treasurer, or by the requesting entity, or when directed by the City Attorney, bid deposits shall be prescribed in inviting bids. An unsuccessful bidder shall be entitled to return of any surety required. A successful bidder shall forfeit any surety required upon failure on the bidder's part to enter into a contract within ten (10) days after the award, and the invitation to bid shall so state.
- C. **Manner Of Submission Of Bids — Opening, Recommendations To The Board.** Sealed bids or proposals shall be submitted to the City Administrator and shall be identified as to the bid involved on the envelope. The bids shall be opened in public at the time and place stated in the invitation to bid and in any public notices. After the opening, the entity requesting the bid shall review and file a report with the City Administrator containing its recommendation and justification. The City Administrator will process the bid in accordance to Section **135.060**, Approval, to complete the purchase.
- D. **Award Of Contract To Bidder.** The City shall award the contract to the best bid, not necessarily the lowest bid, and shall have the right to reject any and all bids. When the award is not recommended to be given to the lowest bidder, a full and complete statement of the reasons for placing the order elsewhere shall be prepared by the requesting entity and forwarded to the City Administrator for approval and processing. This statement will be filed with the bid documents.
- E. **Factors For Determination Of The Best Bid.**
1. Cost to the City of Weldon Spring.
 2. The ability, capacity and skill of the bidder to perform the contract or provide the services required.
 3. Whether the bidder can perform the contract or provide the services within the time specified without delay or interference.

4. The character, integrity, responsibility, judgment, experience and efficiency of the bidder.
 5. Whether the bidder is in default on the payment of taxes, licenses or monies due the City.
 6. The quality and performance of previous contracts or services.
 7. The previous and existing compliance by the bidder with the laws, provisions of the ordinance, and any other City ordinances relating to the contract or service.
 8. The quality, availability and adaptability of the supplies or contractual services to the use required.
 9. Local business preference.
- F. Informal Purchasing Procedures. All purchases of supplies and ~~personal~~ contractual services ~~over one thousand dollars (\$1,000.00) and less than five thousand dollars (\$5,000.00)~~ five thousand dollars (\$5,000) up to ten thousand dollars (\$10,000) shall be made upon the basis of at least three (3) quotes from three (3) prospective suppliers. The entity requesting the services or materials will solicit bids by direct mail, electronic media or telephone and receive the bids either by direct mail, electronic media or via fax. All bids will be recorded and attached to the purchase request at time of submittal.
- G. Open Market Procedure. Purchases of ~~budgeted~~ supplies and contractual services of five thousand dollars (\$5,000) or less ~~one thousand dollars (\$1,000.00) or less~~, if budgeted, or ~~five hundred dollars (\$500.00)~~ two thousand five hundred dollars (\$2,500) or less, if unbudgeted, can be made on the open market without bids or proposals. Requesting entity shall always strive to maximize value and minimize costs when making purchases.
- H. The bidding process may be waived for the purpose of purchasing goods and services for the following situations:
1. Where bids, contracts, or cooperative purchasing agreements are established.
 2. Where professional services of a specialized nature are required.
 3. There exists only ~~one~~ sole supplier as set out below.
 4. Where the standardization of parts and replacement is absolutely necessary.
 5. Where ensuring compatibility with existing City equipment is in the best interest of the City.
 6. In case of emergency.
 7. For other reasons as deemed necessary by the Board of Aldermen.
- I. Emergency Purchasing Procedures. In the event of a declared emergency (emergencies are only to be declared by the Mayor or, in his/her absence, by the President Pro Tem of the Board of Aldermen or, in both of their absences, by the City Administrator or City Clerk) that requires immediate purchase of

supplies or contracted services, the City Administrator with the approval of the Mayor is authorized to secure by an open market procedure, at the lowest obtainable price, any supplies or contractual service. A full report of the circumstances of the emergency purchase shall be filed by the City Administrator with the Board of Aldermen and shall be entered into the official records of the Board of Aldermen. In the absence or unavailability of the City Administrator, the Mayor may authorize the emergency purchase.

- J. **Single-Source Purchasing.** The requirement of competitive bids or proposals for supplies may be waived when the City Administrator has determined that there is only a single feasible source for the procurement. A single source exists when:
 - 1. Supplies are proprietary and only available from the manufacturer or a single distributor.
 - 2. Based on past procurement experience, it is determined that only one (1) distributor serves the region.
 - 3. Supplies are available at a discount from a single distributor for a limited period of time.
 - 4. In order to match or fit with equipment already on hand.
 - 5. When engaged in cooperative purchasing, i.e., State of Missouri, General Services Administration, in which case bidding has already been done by another agency.
- K. **Authority To Engage In Cooperative Purchasing.** The City Administrator shall have the authority to join with other governmental units in cooperative purchasing when it would serve the best interests of the City.
- L. **Purchasing Procedures And Approval Authorizations.** Anyone desiring to order supplies, equipment or services shall initiate the procedure by filling out a purchase order requisition providing the vendor's name (if available), address, the quantity, the description and the estimated cost of the item or items being ordered. The requestor will then submit this request to the City Administrator.

Section 135.060 Approval.

[R.O. 2004 § 130.060; Ord. No. 03-02 § 7, 1-14-2003; Ord. No. 06-27 §§ 3 — 16, 12-12-2006]

- ~~A. The Mayor must approve the purchase of operating supplies, a purchase not to exceed one thousand dollars (\$1,000.00) with proper bidding procedures.~~
- ~~B. The Board of Aldermen must approve operating purchases of one thousand dollars (\$1,000.00) to five thousand dollars (\$5,000.00).~~
- ~~D.A. Items of Purchases under up to five hundred dollars (\$500.00) five thousand dollars (\$5,000) shall require approval~~ shall be approved by the City Administrator.
- ~~E B. Items Purchases over five thousand dollars (\$5,000) up of five hundred dollars (\$500.00) to ten thousand dollars (\$10,000) shall one thousand dollars (\$1,000.00)~~ require approval of the Mayor or, in his/her absence, the President Pro Tem of the Board of Aldermen.

- C. Any approvals between two thousand five hundred dollars (\$2,500) and to ten thousand dollars (\$10,000) will be included in the report to the Board of Aldermen as an informational item, including a statement of source of funding.
- ~~C.D.~~ The Board of Aldermen must approve all purchases in excess of ~~five thousand dollars (\$5,000)~~ ten thousand dollars (\$10,000).
- ~~F. Items of one thousand dollars (\$1,000.00) or more shall require approval by the Board of Aldermen.~~
- ~~G~~ E. The Board of Aldermen must first authorize all capital expenditures either through the budget process or by motion at a Board of Aldermen meeting ~~before the purchasing process begins~~. The City Administrator and Mayor, jointly, may approve the actual purchase of capital equipment and capital projects if the purchase does not exceed ~~five thousand dollars (\$5,000)~~ ten thousand dollars (\$10,000). All purchases of capital equipment and capital projects over ~~five thousand dollars (\$5,000.00)~~ ten thousand dollars (\$10,000) shall require the final approval of the Board of Aldermen before the acquisition is made. The requesting entity will make a written recommendation to the City Administrator before any capital expenditure is approved. The requesting entity will be responsible to see that any cost-sharing (source of funding) agreements, easements, construction plans or permits necessary to proceed are in place before submitting the request to the City Administrator. Individual Aldermen or staff members are not to authorize projects to proceed without proper Board authorization as prescribed in this Chapter.
- ~~H~~ F. Contractual Services. The City Administrator will approve, and the Mayor will sign all agreements for contractual services and contracts will be filed with the City Clerk.
- ~~I~~ G. Professional Services. Contracts for professional services exceeding ~~of two thousand five hundred dollars (\$2,500.00) and over~~ five thousand dollars (\$5,000) shall require authorization and approval by the Board of Aldermen. A contract, signed by the Mayor, shall be filed with the City Clerk and a purchase order for encumbrance of funds shall be sent to the City Treasurer before work commences. Contracts for professional services under ~~two thousand five hundred dollars (\$2,500.00)~~ five thousand dollars (\$5,000) shall require ~~joint~~ approval ~~of~~ by the City Administrator and will be signed by the Mayor.
- ~~J. The City Administrator may approve items up to five hundred dollars (\$500.00). Expenses over one thousand dollars (\$1,000.00) shall require Board of Aldermen approval. Approvals over five hundred dollars (\$500.00) will be included in the report to the Board of Aldermen as an informational item, including a statement of source of funding.~~
- ~~K. All other purchases or contracts not included above shall require Board of Aldermen approval. If the estimated cost of the emergency action required exceeds twenty five thousand dollars (\$25,000.00), the Mayor or the City Administrator will authorize a phone poll of the Board of Aldermen. This poll will be conducted by the City Clerk and the City Administrator, or their designates, subject to the provisions of the Sunshine Law of the State of Missouri~~
- ~~L~~ H. Change orders to a non-capital, existing purchase or contract will follow the same approval guidelines as regular purchases with the new total not exceeding their respective authorization levels.

M I. Change Orders For Capital Projects. Any changes to projects that are within budget and/or pre-approved contingency may be approved as long as no line item change exceeds ten percent (10%) of that line item or, in any case, not to exceed ten thousand dollars (\$10,000.00).

~~N.—In an emergency as defined in Section 135.050(I), the Mayor and the City Administrator may approve purchases without dollar limit. The City Administrator will report the emergency expenditures to the Board of Aldermen at the next regularly scheduled Board meeting.~~

J. In an event of an emergency, the Mayor and the City Administrator may approve purchases up to twenty-five thousand dollars (\$25,000). The City Administrator shall report the emergency expenditures to the Board of Aldermen at the next regularly scheduled Board meeting.

If the estimated cost of the emergency action required exceeds twenty-five thousand dollars (\$25,000), the Mayor or the City Administrator must authorize a phone/email poll of the Board of Aldermen. This poll will be conducted by the City Clerk and the City Administrator, or their designates, subject to the provisions of the Sunshine Law of the State of Missouri.

Section 135.070 Authorizations.

[R.O. 2004 § 130.070; Ord. No. 03-02 § 8, 1-14-2003]

Authorization shall be by the person in the described position, or the person delegated by that position in his/her absence or non-availability, by written authorization.

Section 135.080 Transfers.

[R.O. 2004 § 130.080; Ord. No. 03-02 § 9, 1-14-2003]

- A. The City Treasurer may make transfers within the budget within a class or group (personnel, services, supplies, maintenance or capital items).
- B. The City Treasurer shall have the authority to make transfers from one (1) class to another (personnel to capital) with the City Administrator's approval of up to ~~one thousand dollars (\$1,000.00)~~ five thousand dollars (\$5,000). The transfer of over ~~one thousand dollars (\$1,000.00)~~ five thousand dollars (\$5,000) shall require Board of Aldermen approval.

The transfer of over one thousand dollars (\$1,000.00) shall require Board approval.

- C. The City Treasurer, with approval of the City Administrator, shall be authorized to make administrative transfers to correct accounting procedures such as classification errors.

Section 135.090 Petty Cash.

[R.O. 2004 § 130.090; Ord. No. 03-02 § 10, 1-14-2003; Ord. No. 06-27 § 17, 12-12-2006]

Preapproved petty cash purchases shall be limited to a maximum of two hundred dollars (\$200.00). Petty cash reimbursements shall be limited to a maximum of one hundred dollars (\$100.00).

Section 135.100 Credit Card Purchases.

[R.O. 2004 § 130.100; Ord. No. 03-02 § 11, 1-14-2003; Ord. No. 06-27 § 18, 12-12-2006]

Credit cards may be issued to the City Administrator and certain committee heads at the direction of the City Administrator. These cards will have the same purchasing authorization and limitations as set out above for

purchase orders. It will be the responsibility of the person named on the card to justify all purchases and provide proper documentation (expense reports and receipts) on the use of the card.

Section 135.110 Travel And Training.

[R.O. 2004 § 130.110; Ord. No. 03-02 § 12, 1-14-2003; Ord. No. 06-27 § 19, 12-12-2006]

- A. The City Administrator or his/her designate may approve travel to seminars and programs within the regional area [State of Missouri and within fifty (50) miles of the Missouri border], but not exceeding ~~two hundred fifty dollars (\$250.00)~~ one thousand five hundred dollars (\$1,500) per person ~~or five hundred dollars (\$500.00) in total.~~ If total travel expenditures for all persons for a single conference/event exceed five thousand dollars (\$5,000) it shall require Board of Aldermen approval.
- B. The City Administrator or his/her designate may approve all travel and training as specifically outlined in the budget so long that it does not exceed the budgeted amount.
- ~~C. All other travel and training, if total expenses are under five hundred dollars (\$500.00)/person and one thousand dollars (\$1,000.00) in total, the City Administrator can approve. Expenditures over these limits will require Board of Aldermen approval.~~
- ~~D~~ C. All personnel wishing to travel or attend training will adhere to the travel regulations as described in the City of Weldon Spring Personnel Manual.
- ~~E~~ D. All travel and training items must be reported on an individual's expense report and approved by the immediate supervisor prior to payment for reimbursement. All travel and meal expenses incurred by the Mayor and Aldermen are subject to approval by the Board of Aldermen prior to reimbursement.

Section 135.120 Sale Of Equipment Or Property.

[R.O. 2004 § 130.120; Ord. No. 03-02 § 13, 1-14-2003]

- A. All sales of real and personal property that have become obsolete and unusable and have an estimated value of ~~five hundred dollars (\$500.00)~~ one thousand dollars (\$1,000) or more will be declared as surplus property by the Board of Aldermen and shall be sold by using the formal bid method as described in the purchasing procedures and awarded to the highest responsible bidder or sold by using a state authorized third party service able to meet the necessary public notice and bidding criteria established by the state.
- B. The City may sell real and personal property by holding a public sale that has been advertised a minimum of three (3) times, at least once in a legal newspaper. The property will be awarded to the highest bidder meeting the criteria of the auction.
- C. The City may dispose of used equipment by trading it in on new purchases. In such cases the net cost of the new equipment less the trade-in will be used in the comparison of bids.
- D. The Board of Aldermen may declare items of personal property as surplus in which case these items may be offered to another governmental or tax supported agency at lower than market value.
- E. Items under ~~five hundred dollars (\$500.00)~~ one thousand dollars (\$1,000) may be declared as surplus by

the City Administrator and discarded in the most efficient method available depending on condition, salvage value, useful life remaining and other pertinent factors.

Section 135.130 Termination.

[R.O. 2004 § 130.125; Ord. No. 06-27 § 20, 12-12-2006]

Upon notification of termination or receipt of notice of resignation, all rights and duties of any elected official or appointed official authorized to purchase, procure, sell or make contractual commitments on behalf of the City will cease immediately.

Section 135.140 Policy And Procedure For The Procurement Of Qualification-Based Professional Services.

[R.O. 2004 § 130.135; Ord. No. 03-02, 1-14-2003; Ord. No. 06-27 §§ 22 — 24, 12-12-2006]

A. "Professional services" shall mean those services of a vocation requiring specialized knowledge and intensive academic or technical training in such fields as law, finance, engineering, planning, real estate, computer sciences and related fields.

1. Contracts **Over** Five Thousand Dollars (\$5,000.00) ~~And Over.~~

- a. The City Administrator will appoint a Selection Committee of at least ~~four (4)~~ **three (3)** qualified individuals. This Committee will include the Chairman of the requesting City Committee who will serve as Chairman of the Selection Committee.
- b. The Selection Committee will solicit proposals from qualified service providers, review the proposals, narrow the field of prospects, request detailed proposals, interview the providers, and make a recommendation to the City Administrator **when applicable.**
- c. Factors to be considered in determining the best proposal shall include experience and technical competence, previous performance, ability to meet schedules, community relations and sensitivity to citizen concerns, and the proximity to and familiarity with the area.
- d. When detailed proposals are requested, they should include, at a minimum, the project name, the name and address of the firm, project-related experience, any subcontractors or outside firms or personnel to be used, a resume of key persons involved, any special related experience, any other work previously done or currently being performed for the City, a description of resources to be used, and an estimation of hours and time of completion.
- e. The City Administrator will negotiate a contract with the firm **or individual** suggested by the committee and report to the Selection Committee for acceptance or termination of negotiations. If a contract cannot be negotiated, the Committee will then suggest its next choice, and an agreement will be negotiated with that firm. When the terms of the contract are negotiated, the City Administrator and the Chairman of the Selection Committee will make their recommendations to the Board of Aldermen for approval and authorization to signing by the Mayor.

2. Contracts ~~Less Than~~ Five Thousand Dollars (\$5,000.00) or less ~~And Over One Thousand Dollars (\$1,000.00).~~ Written proposals will be requested by direct mail, electronic media or telephone/fax. ~~A-~~

~~Selection Committee of three (3), as selected by the.~~ The City Administrator requesting party shall review the proposals and make a recommendation to the City Administrator for approval by the ~~Board of Aldermen following the guidelines in Subsection (A)(1)~~ Mayor.

~~3. Contracts One Thousand Dollars (\$1,000.00) And Less. Services for projects less than one thousand dollars (\$1,000.00) will be at the direction of the requesting entity who will make a recommendation to the City Administrator and City Treasurer for joint approval.~~

~~4.~~ 3. Contingent Fees.

a. Every contract entered into for professional services by the City shall contain a prohibition against contingent fees as follows:

The architect, engineer or service provider warrants that he/she has not employed or retained any company, or person, other than a bona fide employee working solely for such firm or company, for the purpose to soliciting or securing any agreement with the City or by providing any fee, commission, percentage, gift, or any other consideration contingent upon or resulting from the award or this agreement.

b. For the breach or violation for the foregoing provision, the Board of Aldermen shall have the right to terminate the agreement without liability and at its discretion to deduct from the contract price or otherwise recover the full amount of such fee, commission, percentage, gift or consideration.

5. The Board of Aldermen in its sole and absolute discretion may waive any and all aforementioned procedural requirements.

Section 135.150 Payments For Purchases And Other Expenses.

[R.O. 2004 § 130.136; Ord. No. 06-27 §§ 25 — 28, 12-12-2006]

A. Before the City Treasurer shall issue payment or partial payment for any purchase or service received, the City Treasurer must have received and matched the following:

1. A copy of a complete requisition, including copy of the bid (if required) and appropriate approvals;
2. A copy of the purchase order and any specifications describing the procured items;
3. A copy of a written receiver (verification of delivery and compliance to specifications); and
4. An appropriate invoice from the supplier.

B. Expense Reports. Before the City Treasurer shall make payment on credit card bills, travel and training expenses or reimbursable expenses, the items must be covered on an individual's expense report.

C. Petty Cash Replenishment. The City Treasurer shall replenish the petty cash to the two-hundred-dollar level at least every other week or as necessary, but only to the extent that written documentation is present accounting for the money spent, who spent it and for what purpose.

Attachments:

[Attachment 1 - Appendix A](#)

AN ORDINANCE AMENDING CHAPTER 135 "PURCHASING
PROCEDURES" OF THE WELDON SPRING, MISSOURI, CITY CODE
BY REPEALING ORDINANCE #03-02 IN ITS ENTIRETY AND
REPLACED WITH A NEW CHAPTER 135 "PURCHASING PROCEDURES"

Whereas, the City of Weldon Spring elected officials and employees of the City of Weldon Spring, Missouri, are to adhere to the following purchasing procedures; and

Whereas, this Ordinance hereby repeals Ordinance #03-02 in its entirety and is replaced with a new Chapter 135: Purchasing Procedures in the Weldon Spring City Code.

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

SECTION 1: That Chapter 135: Purchasing Procedures of City Code shall be amended to read as follow:

Chapter 135

Purchasing Procedures

A. Section 135.010 Purchasing — Generally

A. The elected officials and employees of the City of Weldon Spring, Missouri, are to adhere to the following purchasing procedures.

B. A purchase order will be processed with the proper paperwork and approvals as described below, before any orders of purchases are made. Failure to follow procedures may result in disciplinary action. Except as provided in this Chapter, it shall be unlawful for any elected official or employee to make any contract within the purview of the ordinance other than through these procedures. The City shall not be bound by any purchase order or contract made contrary to the provisions of this Chapter without ratification by the Board of Aldermen. No contract, purchase or sale shall be subdivided to avoid the requirements of this Chapter.

B. Section 135.020 Definitions

CAPITAL EQUIPMENT: All large items that are found in the capital plan, such as cars, trucks, backhoes, computer equipment exceeding ten thousand one dollars (\$10,000).

CAPITAL PROJECTS: Construction projects either new or replacement such as roads, buildings, water and sewer lines where the cost of construction exceeds ten thousand dollars (\$10,000).

CITY ADMINISTRATOR: Acts as the purchasing agent of the City.

CONTRACTUAL SERVICES: Includes all telephone, utilities, gasoline, uniform services, cleaning

contracts, rental, repair or maintenance of equipment, machinery and other City-owned property. This category also includes personal services of an individual, agency or group of a non-technical or professional nature.

COOPERATIVE AGENCY: Any department, agency, commission, bureau or other unit in any other governmental unit whether school district, special authority, or other municipality, county, State, Federal or otherwise governmental-type unit which cooperates with the City through its administrator in purchasing any items covered by this Chapter.

ENGINEERING SERVICES: A subset of professional services, including architectural, engineering, land surveying and other related services.

ITEM: Anything that is one (1) each, i.e., one (1) backhoe, one (1) car, one (1) radio, one (1) total project, one (1) service contract. An item cannot be subdivided to avoid the requirements of this Chapter.

LOCAL BUSINESS PREFERENCE: A four-percent reduction may be applied to the bid of a local business (as defined by the City Business License Ordinance) or a two-percent reduction may be applied to the bid of a local business within St. Charles County for comparison purposes, provided the amount does not exceed two thousand five hundred dollars (\$2,500).

PROFESSIONAL SERVICE: The performance of a technical or professional service by an individual, group or company requiring specialized knowledge, intensive academic or technical training, and/or a high degree of expertise such as engineers, lawyers, programmers, accountants, financial advisors, appraisers, real estate specialist, urban planners and medical personnel.

REQUESTING ENTITY: Any board, commission or unit of the City Government using supplies or procuring contractual services as provided for in this Chapter and which shall be under the direction and/or control of the Board of Aldermen.

SUPPLIES: All commodities, materials and equipment used in the daily operation of the City.

TOTAL PURCHASE: The mathematical extension and total of all items being purchased on a purchase order, contract or any other type of agreement.

C. Section 135.030 Bidding.

All purchases and contracts for supplies and contractual services, except for professional and engineering services (See Section 135.140) and all sales of personal property, which has become obsolete and unusable, shall, except as expressly provided in this Chapter, be based wherever possible on competitive bids.

D. Section 135.040 Formal Purchasing Procedures

All supplies, services, equipment and projects, except as otherwise provided herein, when the extended cost thereof shall exceed ten thousand dollars (\$10,000) shall be purchased by formal written contract from the lowest responsible bidder, unless otherwise justified, after due notice inviting proposals.

E. Section 135.050 Solicitation Of Bids

A. Formal Bids: The City Administrator or his/her delegate shall by certified or registered mail, or in his/her discretion by first-class mail or by electronic mail, solicit sealed bids from at least three (3) responsible prospective suppliers setting forth detailed specifications and all pertinent information necessary for the prospective supplier to file a bid or proposal. The invitation to bid will also be advertised in at least one (1) legal newspaper. The bid process should be approximately two (2) weeks or ten (10) working days from the first ad published. Prospective suppliers to whom invitations to bid are sent shall be limited to those who are part of the trade group offering commodities and services similar in character to that being purchased. If the City Administrator or the requesting entity is unable to reasonably find three (3) responsible suppliers, certification of that will be forwarded via the City Administrator to the City Treasurer who may deem the lesser number to be in compliance with the requirements of this Section. The provisions of this Section may be waived when the City Treasurer, the requesting entity involved, and the City Administrator all agree that following this Section's provisions may cause excessive delay, public inconvenience, and/or a significant cost penalty.

B. Bid Deposits: When Required, Refund, Forfeiture. When deemed necessary by the City Treasurer, or by the requesting entity, or when directed by the City Attorney, bid deposits shall be prescribed in inviting bids. An unsuccessful bidder shall be entitled to return of any surety required. A successful bidder shall forfeit any surety required upon failure on the bidder's part to enter into a contract within ten (10) days after the award, and the invitation to bid shall so state.

C. Manner Of Submission Of Bids: Opening, Recommendations To The Board. Sealed bids or proposals shall be submitted to the City Administrator and shall be identified as to the bid involved on the envelope. The bids shall be opened in public at the time and place stated in the invitation to bid and in any public notices. After the opening, the entity requesting the bid shall review and file a report with the City Administrator containing its recommendation and justification. The City Administrator will process the bid in accordance to Section 135.060, Approval, to complete the purchase.

D. Award Of Contract To Bidder: The City shall award the contract to the best bid, not necessarily the lowest bid, and shall have the right to reject any and all bids. When the award is not recommended to be given to the lowest bidder, a full and complete statement of the reasons for placing the order elsewhere shall be prepared by the requesting entity and forwarded to the City Administrator for approval and processing. This statement will be filed with the bid documents.

E. Factors For Determination Of The Best Bid:

1. Cost to the City of Weldon Spring
2. The ability, capacity and skill of the bidder to perform the contract or provide the services required
3. Whether the bidder can perform the contract or provide the services within the time specified without delay or interference
4. The character, integrity, responsibility, judgment, experience and efficiency of the bidder
5. Whether the bidder is in default on the payment of taxes, licenses or monies due the City
6. The quality and performance of previous contracts or services
7. The previous and existing compliance by the bidder with the laws, provisions of the ordinance, and any other City ordinances relating to the contract or service
8. The quality, availability and adaptability of the supplies or contractual services to the use

- required
9. Local business preference

F. Informal Purchasing Procedures: All purchases of supplies and contractual services over five thousand dollars (\$5,000) up to ten thousand dollars (\$10,000) shall be made upon the basis of at least three (3) quotes from three (3) prospective suppliers. The entity requesting the services or materials will solicit bids by direct mail, electronic media or telephone and receive the bids either by direct mail, electronic media or via fax. All bids will be recorded and attached to the purchase request at time of submittal.

G. Open Market Procedure: Purchases of supplies and contractual services of five thousand dollars (\$5,000) or less, if budgeted, or two thousand five hundred dollars (\$2,500) or less, if unbudgeted, can be made on the open market without bids or proposals. Requesting entity shall always strive to maximize value and minimize costs when making purchases.

H. The bidding process may be waived for the purpose of purchasing goods and services for the following situations:

1. Where bids, contracts, or cooperative purchasing agreements are established
2. Where professional services of a specialized nature are required
3. There exists only one sole supplier as set out below
4. Where the standardization of parts and replacement is absolutely necessary
5. Where ensuring compatibility with existing City equipment is in the best interest of the City
6. In case of emergency
7. For other reasons as deemed necessary by the Board of Aldermen

I. Emergency Purchasing Procedures: In the event of a declared emergency (emergencies are only to be declared by the Mayor or, in his/her absence, by the President Pro Tem of the Board of Aldermen or, in both of their absences, by the City Administrator or City Clerk) that requires immediate purchase of supplies or contracted services, the City Administrator with the approval of the Mayor is authorized to secure by an open market procedure, at the lowest obtainable price, any supplies or contractual service. A full report of the circumstances of the emergency purchase shall be filed by the City Administrator with the Board of Aldermen and shall be entered into the official records of the Board of Aldermen. In the absence or unavailability of the City Administrator, the Mayor may authorize the emergency purchase.

J. Single-Source Purchasing: The requirement of competitive bids or proposals for supplies may be waived when the City Administrator has determined that there is only a single feasible source for the procurement. A single source exists when:

1. Supplies are proprietary and only available from the manufacturer or a single distributor
2. Based on past procurement experience, it is determined that only one (1) distributor serves the region
3. Supplies are available at a discount from a single distributor for a limited period of time
4. In order to match or fit with equipment already on hand
5. When engaged in cooperative purchasing, i.e., State of Missouri, General Services Administration, in which case bidding has already been done by another agency

K. Authority To Engage In Cooperative Purchasing: The City Administrator shall have the authority to join with other governmental units in cooperative purchasing when it would serve the

best interests of the City.

L. Purchasing Procedures And Approval Authorizations: Anyone desiring to order supplies, equipment or services shall initiate the procedure by filling out a purchase order requisition providing the vendor's name (if available), address, the quantity, the description and the estimated cost of the item or items being ordered. The requestor will then submit this request to the City Administrator.

F. Section 135.060 Approval

A. Purchases up to five thousand dollars (\$5,000) shall be approved by the City Administrator.

B. Purchases over five thousand dollars (\$5,000) up to ten thousand dollars (\$10,000) shall require approval of the Mayor or, in his/her absence, the President Pro Tem of the Board of Aldermen.

C. Any approvals between two thousand five hundred dollars (\$2,500) and to ten thousand dollars (\$10,000) will be included in the report to the Board of Aldermen as an informational item, including a statement of source of funding.

D. The Board of Aldermen must approve all purchases in excess of ten thousand dollars (\$10,000)

E. The Board of Aldermen must first authorize all capital expenditures either through the budget process or by motion at a Board of Aldermen meeting. The City Administrator and Mayor, jointly, may approve the actual purchase of capital equipment and capital projects if the purchase does not exceed ten thousand dollars (\$10,000). All purchases of capital equipment and capital projects over ten thousand dollars (\$10,000) shall require the final approval of the Board of Aldermen before the acquisition is made. The requesting party will make a written recommendation to the City Administrator before any capital expenditure is approved. The requesting entity will be responsible to see that any cost-sharing (source of funding) agreements, easements, construction plans or permits necessary to proceed are in place before submitting the request to the City Administrator. Individual Aldermen or staff members are not to authorize projects to proceed without proper Board authorization as prescribed in this Chapter.

F. Contractual Services. The City Administrator will approve, and the Mayor will sign all agreements for contractual services and contracts will be filed with the City Clerk.

G. Professional Services. Contracts for professional services exceeding five thousand dollars (\$5,000) shall require authorization and approval by the Board of Aldermen. A contract, signed by the Mayor, shall be filed with the City Clerk and a purchase order for encumbrance of funds shall be sent to the City Treasurer before work commences. Contracts for professional services under five thousand dollars (\$5,000) shall require approval by the City Administrator and will be signed by the Mayor.

H. Change orders to a non-capital, existing purchase or contract will follow the same approval guidelines as regular purchases with the new total not exceeding their respective authorization levels.

I. Change Orders For Capital Projects. Any changes to projects that are within budget and/or pre-approved contingency may be approved as long as no line item change exceeds ten percent (10%) of that line item or, in any case, not to exceed ten thousand dollars (\$10,000).

J. In an event of an emergency, the Mayor and the City Administrator may approve purchases up to twenty-five thousand dollars (\$25,000). The City Administrator shall report the emergency expenditures to the Board of Aldermen at the next regularly scheduled Board meeting.

If the estimated cost of the emergency action required exceeds twenty-five thousand dollars (\$25,000), the Mayor or the City Administrator must authorize a phone/email poll of the Board of Aldermen. This poll will be conducted by the City Clerk and the City Administrator, or their designee(s), subject to the provisions of the Sunshine Law of the State of Missouri.

G. Section 135.070 Authorizations

Authorization shall be by the person in the described position, or the person delegated by that position in his/her absence or non-availability, by written authorization.

H. Section 135.080 Transfers

A. The City Treasurer may make transfers within the budget within a class or group (personnel, services, supplies, maintenance or capital items).

B. The City Treasurer shall have the authority to make transfers from one (1) class to another (personnel to capital) with the City Administrator's approval of up to five thousand dollars (\$5,000). The transfer of over five thousand dollars (\$5,000) shall require Board of Aldermen approval.

C. The City Treasurer, with approval of the City Administrator, shall be authorized to make administrative transfers to correct accounting procedures such as classification errors.

I. Section 135.090 Petty Cash

Preapproved petty cash purchases shall be limited to a maximum of two hundred dollars (\$200.00). Petty cash reimbursements shall be limited to a maximum of one hundred dollars (\$100.00).

J. Section 135.100 Credit Card Purchases

Credit cards may be issued to the City Administrator and certain committee heads at the direction of the City Administrator. These cards will have the same purchasing authorization and limitations as set out above for purchase orders. It will be the responsibility of the person named on the card to justify all purchases and provide proper documentation (expense reports and receipts) on the use of the card.

K. Section 135.110 Travel And Training

A. The City Administrator or his/her designate may approve travel to seminars and programs within the regional area [State of Missouri and within fifty (50) miles of the Missouri border], but not exceeding one thousand five hundred dollars (\$1,500) per person. If total travel expenditures for all persons for a single conference/event exceed five thousand dollars (\$5,000) it shall require Board of Aldermen approval.

B. The City Administrator or his/her designate may approve all travel and training as specifically outlined in the budget so long that it does not exceed the budgeted amount.

C. All personnel wishing to travel or attend training will adhere to the travel regulations as described in the City of Weldon Spring Personnel Manual.

D. All travel and training items must be reported on an individual's expense report and approved by

the immediate supervisor prior to payment for reimbursement. All travel and meal expenses incurred by the Mayor and Aldermen are subject to approval by the Board of Aldermen prior to reimbursement.

L. Section 135.120 Sale Of Equipment Or Property

A. All sales of real and personal property that have become obsolete and unusable and have an estimated value of one thousand dollars (\$1,000) or more will be declared as surplus property by the Board of Aldermen and may be sold by using the formal bid method as described in the purchasing procedures and awarded to the highest responsible bidder or sold by using a state authorized third party service able to meet the necessary public notice and bidding criteria established by the state.

B. The City may sell real and personal property by holding a public sale that has been advertised a minimum of three (3) times, at least once in a legal newspaper. The property will be awarded to the highest bidder meeting the criteria of the auction.

C. The City may dispose of used equipment by trading it in on new purchases. In such cases the net cost of the new equipment less the trade-in will be used in the comparison of bids.

D. The Board of Aldermen may declare items of personal property as surplus in which case these items may be offered to another governmental or tax supported agency at lower than market value.

E. Items under one thousand dollars (\$1,000) may be declared as surplus by the City Administrator and discarded in the most efficient method available depending on condition, salvage value, useful life remaining and other pertinent factors.

M. Section 135.130 Termination

Upon notification of termination or receipt of notice of resignation, all rights and duties of any elected official or appointed official authorized to purchase, procure, sell or make contractual commitments on behalf of the City will cease immediately.

N. Section 135.140 Policy And Procedure For The Procurement Of Qualification-Based Professional Services

A. "Professional services" shall mean those services of a vocation requiring specialized knowledge and intensive academic or technical training in such fields as law, finance, engineering, planning, real estate, computer sciences and related fields.

1. Contracts Over Five Thousand Dollars (\$5,000)

- a.** The City Administrator will appoint a Selection Committee of at least three (3) qualified individuals. This Committee will include the Chairman of the requesting City Committee who will serve as Chairman of the Selection Committee when applicable.
- b.** The Selection Committee will solicit proposals from qualified service providers, review the proposals, narrow the field of prospects, request detailed proposals, interview the providers, and make a recommendation to the City Administrator.

- c. Factors to be considered in determining the best proposal shall include experience and technical competence, previous performance, ability to meet schedules, community relations and sensitivity to citizen concerns, and the proximity to and familiarity with the area.
- d. When detailed proposals are requested, they should include, at a minimum, the project name, the name and address of the firm, project-related experience, any subcontractors or outside firms or personnel to be used, a resume of key persons involved, any special related experience, any other work previously done or currently being performed for the City, a description of resources to be used, and an estimation of hours and time of completion.
- e. The City Administrator will negotiate a contract with the firm or individual suggested by the committee and report to the Selection Committee for acceptance or termination of negotiations. If a contract cannot be negotiated, the Committee will then suggest its next choice, and an agreement will be negotiated with that firm. When the terms of the contract are negotiated, the City Administrator and the Chairman of the Selection Committee will make their recommendations to the Board of Aldermen for approval and authorization to signing by the Mayor.

2. Contracts Five Thousand Dollars (\$5,000) or less. Written proposals will be requested by direct mail, electronic media or telephone/fax. The requesting party, shall review the proposals and make a recommendation to the City Administrator for approval by the Mayor.

3. Contingent Fees.

- a. Every contract entered into for professional services by the City shall contain a prohibition against contingent fees as follows:

The architect, engineer or service provider warrants that he/she has not employed or retained any company, or person, other than a bona fide employee working solely for such firm or company, for the purpose of soliciting or securing any agreement with the City or by providing any fee, commission, percentage, gift, or any other consideration contingent upon or resulting from the award or this agreement.

- b. For the breach or violation for the foregoing provision, the Board of Aldermen shall have the right to terminate the agreement without liability and at its discretion to deduct from the contract price or otherwise recover the full amount of such fee, commission, percentage, gift or consideration.

5. The Board of Aldermen in its sole and absolute discretion may waive any and all aforementioned procedural requirements.

O. Section 135.150 Payments For Purchases And Other Expenses.

A. Before the City Treasurer shall issue payment or partial payment for any purchase or service received, the City Treasurer must have received and matched the following:

1. A copy of a complete requisition, including copy of the bid (if required) and appropriate approvals;
2. A copy of the purchase order and any specifications describing the procured items;
3. A copy of a written receiver (verification of delivery and compliance to specifications); and
4. An appropriate invoice from the supplier.

B. Expense Reports. Before the City Treasurer shall make payment on credit card bills, travel and training expenses or reimbursable expenses, the items must be covered on an individual's expense report.

C. Petty Cash Replenishment. The City Treasurer shall replenish the petty cash to the two-hundred-dollar level at least every other week or as necessary, but only to the extent that written documentation is present accounting for the money spent, who spent it and for what purpose.

Attachment 1 - Appendix A

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. Licklider, 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: _____



CITY OF WELDON SPRING

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Weldon Spring, MO 63304
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fax: (636) 441-8495
www.weldonspring.org

MEMORANDUM

To: Mayor & Board of Aldermen

Date: May 21, 2020

From: Michael Padella, City Administrator

Subject: FY 2020 Budget Adjustment – Intro & Summary Memo

Cc: Finance Committee Members

Proposed Fiscal Year 2020 Budget Adjustment – COVID-19 Pandemic

The following is a Management's summary of the proposed FY 2020 Budget Adjustments primarily due to the anticipated fiscal impact that COVID-19 will have on the budgeted revenues of the City of Weldon Spring. In preparing this analysis and proposed adjustments Management reviewed the most current and past sales tax revenue reports and trends as well as the FY 2020 6-Month Actual Budget Report. Prior to COVID-19 occurring the City was on track to meet or exceed all major revenue funding sources. With the COVID-19 health crisis occurring and the subsequent stay-at-home Executive Orders and CDC guidelines, sharp decreases in retail sales taxes and fuel tax revenues are expected. The following is a brief summary and explanation of the proposed adjustments:

General Fund 10:

- Revenues projected to be down by 5.37%
 - Minor reduction to some utility franchise fee revenue due to unknown impacts
 - Major decrease in interest revenue due to rates slashing to 0.01%
 - Moderate reduction to Court Fines and Court Costs due to the anticipated reduction in citations being issued
- Expenditures projected to be reduced by 7.57%
 - Minor reduction to payroll expense due to some reduced hours and less overtime than anticipated
 - Minor reduction to meals/travel, training/education, Mayor's discretionary, printing, postage, public notices, elections and City Planner expenses

- Moderate reduction to anticipated Website Design/hosting, Newsletter and Outside Attorney expenses
- Anticipated increase to Bank Services Fees, Supplies, Prosecuting Attorney Services, Backup City Engineer, IT Software & Support (some of these increases are not due to COVID-19)

Parks Fund 20:

- Revenues projected to be down by 20.55%
 - Major decrease to Local Sales Tax due to COVID-19 shutdowns and change in shopping habits
 - Major decrease to interest revenue due to rates slashed to 0.01%
 - Moderate reduction to Park Facility Rental fees due to COVID-19
- Expenditures projected to be reduced by 9.47%
 - Moderate reduction to Administration Staff payroll expenses
 - Major reduction to the all special event expenditure line items due to cancellations
 - Major saving to Signs line item due to reduced project scope for the Park Monument Sign
 - Major savings due to reduction or elimination of the following special projects: technology improvements to Board Room (Note H), New Park Capital Equipment purchases (Note I), and Keyless Access to Board Room (Note L)
 - Major savings due to the elimination of special projects: Citywide Master Park Plan Development & Update to Trail Plan (Note N) and City Facility Needs Assessment (Note O)
 - Moderate increase to expense line items for: Park Equipment Repairs, Telephone/Internet, Electric and Cell Phone
 - Possible overrun for line item: Walking Trail Improvements (Note K) based upon overall engineering expenses and construction estimate

State Revenue Sharing Fund 22:

- Revenues projected to be down by 9.08%
 - Major reduction in Motor Fuel Tax and DMV Fees distributed to City by State (based upon City population in proportion to rest of State) directly due to reduced travel and DMV transactions
 - Significant collection of County Road Board and Federal Highway roadway grants for Ind. Rd. Phase 4 during the current period; these were anticipated in previous period but are being realized in FY 2020.
 - Final collection of remaining Federal Highway grant funding for Ind. Rd. Phase 3 which was being held by the MoDOT; the City has now received 100% of all funding available for this project
- Expenditures projected to be reduced by 21.74%

- Major savings to ROW – Landscaping/Maint. and ROW Mowing due to competitive bidding (Notes P & Q)
- Major saving to Professional Services line item if a Crosswalk Study is not pursued during the current period (Note S)
- Major savings to Ind. Rd. Phase IV's line item due to timing issue and missed budget forecast (Note U)
- Major savings to Sammelman Rd. improvements if only Engineering Design is pursued during the current period (Note V)
- Major increase to line item City Streets for street/storm water repairs being undertaken directly by City (Note T)

Road & Bridge Fund 23:

- Revenues projected to be up by 1.45%
 - Slight increase to projected revenues based upon County Finance Dept. estimates
- Expenditures projected to be increased by 17.24%
 - Moderate increases to the following line items: General Maintenance/Snow Removal, Slab Replacement
 - Major increase to Emergency Repairs due to failed 36" culvert pipe on "back" Wolfrum Rd.
 - Moderate decrease to Misc. Work Orders

Finance Committee's Action

On 05/14/20 the Finance Committee (FC) reviewed and discussed Management's proposed FY 2020 Budget Adjustments. The FC was presented with an in-depth review by Management on a line item basis by major fund. Following the presentation and discussion the FC voted to recommend approval to the Board of Aldermen to amend the FY 2020 Budget based upon Management's analysis and recommendations. Subsequent to the FC's action the FY 2020 Budget Adjustment was placed on the 05/28/20 BOA Agenda for consideration by the Board of Aldermen in their entirety.

Management's Supplemental Discussion & Analysis

The City of Weldon Spring does not have diversified revenue sources. The City is highly reliant on Franchise Fees on gas, electric and cable utilities to fund the General Fund. The Parks & Facilities Fund is primarily funded by the City's only sales tax of ½%. The State Revenue Sharing Fund is distributed to cities and counties by the State of Missouri based upon that entity's population as part of a predetermined formula. The Road & Bridge Fund is non-direct funding through St. Charles County whereby the City received an allocation of 50% of the Road & Bridge Property Taxes generated by Weldon Spring properties/owners. Based upon the above details the City's revenues historically have been highly stable however, the downside is there is minimal growth to any of the revenue sources. Furthermore, the City has historically been very successful at

leveraging County and Federal road improvement grants to conduct major reconstruction of the minor arterial roadway system, however, this source of funding is both highly competitive and limited to major roadways and not general maintenance/repairs to minor residential streets.

There are both global and domestic threats that exist with the City's current tax revenue configuration. As we have seen with the current COVID-19 Pandemic, sales taxes are highly susceptible to consumer's habits and their available shopping options whether online or simply outside the city limits. Online sales have continued to grow exponentially while local retail sales are stagnating or declining. Domestically at the State level, the State Legislature is regularly proposing bills that would reduce, reallocate, limit or even eliminate certain existing tax/funding sources available to municipal governments. Most recently this has been seen with Senate Bill 5 in 2015 and subsequent legislative actions that limit and reduce the amount municipal court revenue that can be retained. Every legislative session there are bills that propose to reduce or limit the amount of sales taxes permitted by local municipalities and similar legislation that would limit or cap the amount of franchise fees remitted by telecommunication companies. These are external threats which exist and have the potential to greatly reduce or limit Weldon Spring's revenue sources and our city alone has little control or influence to change the outcome.

Management's recommendation to the Elected Officials would be for the City to develop new funding strategies that could be presented to the voters in the future for their consideration for passage. The following tax options are most common among cities in Missouri: Real & Personal Property, Sales and/or Use Taxes. For initial discussion purposes, a Use Tax may be advisable to try and obtain approval for first. The primary reason for this is it opens the door for the collection of "online sales" transactions from out of state vendors/retailers that do not have a physical presence in Missouri. The second type of tax to consider pursuing would be a Sales Tax with the stipulation that proceeds would be dedicated towards "Public Safety" and/or "Capital Improvements" which would include expenditures related to police protection, public infrastructure maintenance and improvements. In management's opinion a property tax would be the most difficult type of tax to obtain approval from voters for, though a property tax would likely be the most stable and consistent source of revenue long-term for the City and would provide greater diversification of the City's current tax revenue configuration.

Management's opinion and observations regarding the above topic of tax revenue sources is not intended to be interpreted as an alarm or warning that the City is in immediate financial risk. The reality is the City has a long history of operating well within our fiscal means and has been successful in building healthy fund reserves as well as leveraging one-time grant revenue for roadway improvement capital projects. However, to spite this reality, the demand for city services primarily in the form of roadway maintenance along with the simple fact that the cost of goods and services have increased over time at a faster pace than revenue growth are reasons to begin developing a strategy to address these concerns. Further analysis and consideration of the above is recommended.

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 municipal 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 of 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 right-of-way 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.

BILL NO. _____

ORDINANCE NO. _____

AN ORDINANCE AMENDING THE BUDGET FOR FISCAL YEAR 2020 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 2020, beginning October 1, 2019 and ending September 30, 2020 for the City of Weldon Spring is hereby amended per the adjustments as shown on the attached Exhibit "A" hereto.

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. Licklider, Mayor

Attest:

William C. Hanks, City Clerk

To approve Bill

Motioned: _____

Seconded: _____

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

	<u>Aye</u>	<u>Nay</u>	<u>Abstention</u>
Clutter	___	___	___
Martiszus	___	___	___
Yeager	___	___	___

Absent: _____

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 - Mar. 31st -Bank Balance (cash)	
General Fund 10	\$ 1,817,752	\$ 1,263,542	\$ 321,933	\$ 349,402	
Parks & Facilities Fund 20	\$ 1,652,533	\$ 1,980,972	\$ 1,967,624	\$ 2,050,033	
State Rev. Sharing Fund 22	\$ 189,762	\$ 408,680	\$ 321,212	\$ 64,165	
Road & Bridge Fund 23		\$ -	\$ -	\$ -	
Sewer Funds 30, 31 & 33	\$ 117,320	\$ 100,882	\$ 100,882	\$ 92,737	
Net Cash Balance	\$ 3,777,367	\$ 3,754,076	\$ 2,711,651	\$ 2,556,337	
		FY 2020 Target Fund Reserve:		\$ 834,992	

Revenues:

[illegible]

Expenditures:

Name	FY 18 Actual	FY 19 Actual	FY 20 Budget	FY 20 Budget Adj.	% Change
Fund 10 General Fund					
General Operating	\$ 429,126	\$ 481,426	\$ 578,166	\$ 534,417	
General Capital/Special Projects	\$ 7,550	\$ 3,671	\$ -	\$ -	
Total General Fund Expenitures	\$ 436,676	\$ 485,097	\$ 578,166	\$ 534,417	-7.57%
Fund 20 Parks Fund					
Parks Operating	\$ 127,872	\$ 127,906	\$ 320,174	\$ 231,893	
Parks Capital/Special Projects	\$ -	\$ 93,411	\$ 406,000	\$ 425,490	
Total Parks Fund Expenitures	\$ 127,872	\$ 221,317	\$ 726,174	\$ 657,383	-9.47%
Fund 22 State Revenue Sharing Fund					
State Rev. Sharing Operating	\$ 251,341	\$ 335,812	\$ 338,230	\$ 334,848	
State Rev. Sharing Capital/Special Projects	\$ 45,081	\$ 1,606,630	\$ 163,480	\$ 57,803	
Total State Rev. Sharing Fund Expenitures	\$ 296,422	\$ 1,942,442	\$ 501,710	\$ 392,651	-21.74%
Fund 23 Road and Bridge Fund* Note this fund is shown for the full year of activities.					
Road & Bridge Operating	\$ 222,292	\$ 197,614	\$ 206,235	\$ 241,799	
Road & Bridge Capital/Special Projects	\$ -	\$ -	\$ -	\$ -	
Total Road & Bridge Expenditures	\$ 222,292	\$ 197,614	\$ 206,235	\$ 241,799	17.24%

Net Revenues Less Expenditures:

Name	FY 18 Actual	FY 19 Actual	FY 20 Budget	FY 20 Budget Adj.	% Change
Fund 10 General Fund	193,420	143,932	0	12,676	
Fund 20 Park Fund	234,347	331,158	(378,612)	(381,233)	
Fund 22 State Revenue Sharing Fund	(14,502)	(1,559,830)	1,431,339	1,364,952	
Fund 23 Road and Bridge Fund	(21,507)	2,059	4,071	(28,437)	
Funds 30, 31, 33 Sewer Funds			(559)	(9,310)	
Total Net Revenues Less Expenditures	391,758	(1,082,681)	1,056,239	958,648	-9.24%

Capital/Special Projects Table:

Name		FY 19 Actual	FY 20 Budget	FY 20 Budget Adj.	% Change	Notes:
Fund 10 General Fund						
Website Redesign & Hosting Services			\$ 20,020	\$ 14,500		A.
Archiving Software & Licensing/Support			\$ 6,000	\$ 12,000		B.
Community Surveying - Baseline Establishment		\$ -	\$ 12,500	\$ 12,500		C.
New desktops, laptops, smart devices			\$ 8,750	\$ 8,750		D.
Fence/Retaining Wall Upgrades - Ind. 4		\$ -				
Total General Fund Expenitures	\$ -	\$ -	\$ 47,270	\$ 47,750	1.02%	
Fund 20 Parks Fund						
Staffing: Parks Manager/Facility Manager*		\$ -	\$ 36,005	\$ 41,360		E.
Capital Equipment - City Park - Monument signs		\$ 19,593	\$ 45,000	\$ 23,000		F.
Parks - Repairs (asphalt parking lot maint.)			\$ 17,050	\$ 17,050		G.
Capital Equip. City Hall (smart audio/video meeting room)		\$ -	\$ 8,500	\$ 4,500		H.
Capital Equip. Parks (large equipment)			\$ 20,000	\$ 3,490		I.
Capital Equipment - Playground		\$ 73,818	\$ 100,000	\$ 140,000		J.
Trail Additions and Improvements		\$ -	\$ 277,500	\$ 277,500		K.
Equip. City Hall (security door entry system upgrade)			\$ 5,400	\$ 2,000		L.
Trail Maintenance (asphalt trails along ROW)			\$ 18,499	\$ 18,499		M.
Develop Citywide Park & Update Trail Master Plan		\$ -	\$ 22,500	\$ -		N.
City Facilities Needs Assessment		\$ -	\$ 12,500	\$ -		O.
Total Parks Fund Expenitures	\$ -	\$ 93,411	\$ 562,954	\$ 527,399	-6.32%	

Capital/Special Projects Table: Continued...

Name		FY 19 Actual	FY 20 Budget	FY 20 Budget Adj.	% Change	Notes:
Fund 22 State Revenue Sharing Fund						
ROW-Landscaping/Maintenance (Acct #5264)			\$ 12,364	\$ 6,250		P.
Right-of-way Mowing (Acct #5265)			\$ 20,211	\$ 13,500		Q.
Outside Attorney (Acct #5302)			\$ 20,000	\$ 20,000		R.
Professional Services Consultant (Acct #5314)			\$ 14,250	\$ -		S.
City Street Repairs- Internal Bidding Process			\$ 15,000	\$ 38,440		T.
Independence Rd. Phase 4		\$ 109,521	\$ 129,780	\$ 35,803		U.
Sammelman Rd. Improvements		\$ (4,272)	\$ 26,200	\$ 14,500		V.
Independence Rd. Phase 3		\$ 13,006	\$ 7,500	\$ 7,500		
Trail/sidewalk along Westwood to O'Fallon Rd.			\$ -	\$ -		
Trail/sidewalk along Wolfrum Rd. to 94			\$ -	\$ -		
Improve access to Westwood Dr. from Rt. 94			\$ -	\$ -		
Total State Rev. Sharing Fund Expenitures	\$ -	\$ 118,255	\$ 245,305	\$ 135,993	-44.56%	

Fund Balances & FY End Forecasted 2020 Bank Balance:						
	Name		FY 18 Audited Fund Balance:	FY 19 Audited Fund Balance:	Forecasted Year-End Bank Balance by Fund:	
	General Fund 10		\$ 1,817,752	\$ 1,263,542	\$ 334,609	
	Parks & Facilities Fund 20		\$ 1,652,533	\$ 1,980,972	\$ 1,586,390	
	State Rev. Sharing Fund 22		\$ 189,762	\$ 408,680	\$ 1,686,164	
	Road & Bridge Fund 23		\$ -	\$ -	\$ (28,437)	
	Sewer Funds 30, 31 & 33		\$ 117,320	\$ 100,882	\$ 91,572	
	Totals:		\$ 3,777,367	\$ 3,754,076	\$ 3,670,298	
	FY 2020 Target Fund (Emergency) Reserve:				\$ 834,992	
	Discretionary Reserve Funds Balance:				\$ 2,835,306	



CITY OF WELDON SPRING

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www.weldonspring.org

MEMORANDUM

To: Mayor & Board of Aldermen

Date: May 22, 2020

From: Michael Padella, City Administrator

Subject: Walking Trail Improvements Project RFB – Unofficial Bid Results

Cc: Parks & Recreation Advisory Committee (PRAC) Members

Unofficial Bid Results/Tabulations

On May 21, 2020, the City opened bids from construction contractors for the Walking Trail Improvements project. Attached are the unofficial bid results/tabulations. Management is awaiting the formal review and summary of these results from Cochran Engineering, the design engineering firm of record that prepared the design and bid specifications packet on behalf of the City of Weldon Spring. There were nine bid holders on file that had formally requested copies of the request for bid; however, only two of the nine firms submitted sealed bids in response to the City's request for bid. The two base bids received from Platin Creek Excavation and Cannon General Contractors Inc. were in the amounts of \$442,000.00 and \$455,837.15 respectively. See the attached unofficial bid results/tabulation sheet for reference.

Project Summary & Budget

The City prioritized and approved funding as part of the FY 2020 Budget for engineering and construction for certain trail improvements in the Weldon Spring City Park and along a portion of Wolfrum Rd. The total project budget is \$277,500. In September of 2019 Cochran Engineering was selected and awarded the contract to design, prepare bid specifications/documents and provide construction engineering services for a contractual estimate of \$34,625 plus incidental expenses. Upon completion of the final design as recommended by the PRAC and approved by the Board of Aldermen, Cochran's construction estimate for this project was \$257,700.

Options to Consider

Given the fact that the two bids received for this project substantially exceed the project budget and construction estimate here are some potential options to consider going forward.

- Authorize additional funding and adjust the FY 2020 Budget accordingly and award the bid to the most qualified and responsive bidder.
- Reject the bids and rebid the project by modifying the scope of work.

- Reject the bids and postpone the project and research funding opportunities from external sources to reduce the City's cost share for this project.
- Reject the bids and postpone the project to both research external funding opportunities and redefine the scope of work.

It is important to note that Cochran Engineering has not completed their review of the Bid Results/Tabulations and may have further insight as to why the bidder turnout was low and the bids much higher than their construction estimate. More details to come regarding these points.

Finally, some unintended consequences to consider. If the current bids are rejected and the Walking Trail Improvement project postponed, this will have an impact on the proposed Playground Improvement project. The Trail Improvement project was intended to:

1. Precede the Playground Improvement project from a timing standpoint.
2. Construct a new connecting trail between City Hall and the existing playground area and tie into the existing trail leading to the ballfield.
 - a. Remove the existing swing set to make room for the new trail connection to the existing trail leading to the ballfield.
3. Additionally, Alternate #3 of the Trail project would have removed the existing trail that runs along the west side of the playground area thus freeing up space for a portion of the playground expansion.

Cole Penning

Unofficial Bid Results/Tabulations



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E-Mail: westmail@cochrang.com

Weldon Spring Trail Improvements

City of Weldon Spring, MO

May 21, 2020
Cochran Project No. M19-7735

Contractor	Total Base Bid	Alternate No. 1 Total	Alternate No. 2 Total	Alternate No. 3 Total	Required Items	Additional Information
1 Lejas Corporation		Alt #1 Description: 8' wide trail vs. 10' wide so less material and preparation work.	Alt #2 Description: Removal of white fence along Nancy Ln.	Alt #3 Description: Removal of existing trail on west side of playground.	PROPOSAL SIGNED AND SEALED BID BOND RECEIVED	Non-collapse Affidavit Certification Regarding Affirmative Action Worker Eligibility Verification Affidavit
2 Platin Creek Excavating 12:16 PM	\$442,000.00	\$10,147.35	\$5,620.00	\$8,000.00	PROPOSAL SIGNED AND SEALED BID BOND RECEIVED	Non-collapse Affidavit Certification Regarding Affirmative Action Worker Eligibility Verification Affidavit
3 Building Products		If Alt #1 from Platin is accepted the revised Base Bid would be \$411,000.			PROPOSAL SIGNED AND SEALED BID BOND RECEIVED	Non-collapse Affidavit Certification Regarding Affirmative Action Worker Eligibility Verification Affidavit
4 Pace Construction					PROPOSAL SIGNED AND SEALED BID BOND RECEIVED	Non-collapse Affidavit Certification Regarding Affirmative Action Worker Eligibility Verification Affidavit
5 Byrne & Jones Construction					PROPOSAL SIGNED AND SEALED BID BOND RECEIVED	Non-collapse Affidavit Certification Regarding Affirmative Action Worker Eligibility Verification Affidavit
6 Ideal Landscape Group					PROPOSAL SIGNED AND SEALED BID BOND RECEIVED	Non-collapse Affidavit Certification Regarding Affirmative Action Worker Eligibility Verification Affidavit
7 Sweetens Concrete					PROPOSAL SIGNED AND SEALED BID BOND RECEIVED	Non-collapse Affidavit Certification Regarding Affirmative Action Worker Eligibility Verification Affidavit
8 Dura-Seal Paving					PROPOSAL SIGNED AND SEALED BID BOND RECEIVED	Non-collapse Affidavit Certification Regarding Affirmative Action Worker Eligibility Verification Affidavit
9 Cannon General Contractors, Inc. 10:25 AM	\$455,837.15	\$287,266.35	\$5,109.00	\$4,025.00	PROPOSAL SIGNED AND SEALED BID BOND RECEIVED	Non-collapse Affidavit Certification Regarding Affirmative Action Worker Eligibility Verification Affidavit

If Alt #1 from Cannon is accepted the revised Base Bid would be \$443,000.



CITY OF WELDON SPRING

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MEMORANDUM

To: Mayor & Board of Aldermen

Date: May 21, 2020

From: Michael Padella, City Administrator

Subject: Amendments to Employee Policy Manual: Paid/Unpaid Leave & Fringe Benefits Articles

Cc: Finance Committee Members

Since 2018 the Administration has recommended a thorough review of the City's Paid/Unpaid Leave and Fringe Benefits offered to paid city staff. The primary purpose of the review was to ensure the City is remaining competitive with it's offered benefits in comparison to communities of like size/geographic location. With the hiring of a new City Clerk in February of 2019 the Board of Aldermen agreed to task the new City Clerk, Bill Hanks, with researching and preparing this analysis.

The analysis work was completed in the summer of 2019 and found that there were numerous areas where the City of Weldon Spring's benefit package did not stack up to the comparative communities; but in other areas the City's benefits were on par. These findings were presented to the Finance Committee along with recommended changes to certain benefits. The two primary areas where improvements were recommended were to the City Group Health Insurance Plan (cost sharing for employee family/dependents) and City Retirement Program (joining the LAGERS statewide retirement program).

Through a series of meetings and presentations over the course of the last nine months the Finance Committee reviewed the comparative analysis and proposed changes to the City's Paid/Unpaid Leave and Fringe Benefit policies. On 05/14/20 the FC reviewed and recommended approval of proposed amendments with some additional modifications to the Employee Policy Manual sections dealing with Paid/Unpaid Leave and Fringe Benefits.

A bill adopting the recommended changes as amended by the FC was drafted by staff and presented to the City Attorney for review. Some minor language changes were made based upon the City Attorney's review and research and the amending bill has been placed on the BOA Agenda for 05/28/20 for a first reading and consideration by the full Board.

Excerpts of the Employee Policy Manual:

Article III. Paid and Unpaid Leave

Section 100.370: Holidays

A schedule of holidays to be observed during each calendar year is as follows:

New Year's Day
Martin Luther King Day
President's Day
Memorial Day
Independence Day
Labor Day
Columbus Day
Veterans Day
Thanksgiving Day
Christmas Day
Personal Holiday

To receive holiday pay, the employee must work the regularly scheduled workday before and after the holiday, unless such absence is approved in advance by your supervisor. An employee will not be paid for the holiday if it follows or precedes a sick day, unless holiday pay is approved by the City Administrator. A paid holiday, including personal days, does not count as a day worked in calculating overtime for the week.

When a holiday falls on Sunday, the following Monday will be observed as the holiday. If a holiday falls on Saturday, the preceding Friday will be observed as the holiday. Holidays that fall on an employee's regularly scheduled day off may be taken at another time, within one year of the holiday, as an additional vacation day. Holidays that occur during an employee's pre-approved sick leave will be counted as holidays, not sick leave days.

Special assignment employees, part-time employees and employees on unpaid leaves of absence or who have been laid-off are not eligible to receive holiday pay.

The Personal Holiday must be taken at any time during the 12-month anniversary period ~~calendar year~~, subject to advanced authorization, approved by the employee's supervisor.

Section 100.380: Vacation Time

Employees occupying permanent full-time positions shall receive paid annual vacation leave. Employees earn annual vacation from the anniversary date of employment at the following rates:

After 6 months continuous service	5 days
After 1 year continuous service	10 days
After 5 years continuous service	15 days
After 10 years continuous service	20 days
After 20 years continuous service	25 days

All vacations must be approved in writing by employee's supervisor at least one (1) week in advance of proposed date of commencement of the vacation; in the case of unforeseen circumstances less than one week of advanced notice may be allowed at the discretion of the City Administrator. Any vacation time must be taken in increments of no less than four (4) hours.

If employee give two weeks' notice of resignation (or less notice if due to circumstances beyond his/her control) employee will be paid for vacation time that has been earned. Earned vacation will also be paid to employees upon retirement. Employees who are involuntarily terminated will not receive vacation pay upon termination.

An employee may carry over a maximum cap of no more than eighty (80) hours of vacation time into the following 12-month anniversary period ~~calendar year~~. On ~~January 1st~~ the 1st pay period of the employee's anniversary month of each year vacation hours in excess of the maximum accrual rate will be surrendered to the City.

Section 100.390: Paid Sick Leave (Revised 11/10/09)

After the initial probationary period, regular, full-time employees are eligible for ~~four (4)~~ five (5) sick days per ~~calendar year~~ 12-month anniversary period. ~~Employees may not carry over sick time to a subsequent calendar year.~~ An employee may carry over a maximum cap of no more than eighty (80) hours of sick time into the following 12-month anniversary period. Any unused sick leave exceeding the maximum cap will be paid out at fifty percent (50%) ~~of the employee's total remaining unused balance of sick leave hours as of December~~

~~31st.—This payout shall occur during a subsequent pay period sometime during the month of January~~ as of the employees anniversary month.

Employees voluntarily leaving employment will be paid for accumulated sick leave at a percentage as follows:

After three (3) years of service.....	25%
After five (5) years of service.....	50%
After ten (10) years of service.....	100%

Time paid for sick leave does not count as time worked in calculating overtime for that week. A physician's excuse will be required to receive payment for any sick leave taken the day preceding or the day following scheduled time off. A physician's excuse will be required to receive payment for a sick leave request when three (3) or more consecutive workdays are missed before it is approved. Any sick time must be taken in increments of no less than four (4) hours.

Section 100.490: Compensatory Time

All compensatory time by non-exempt employees must be authorized in advance and in writing by the supervisor. Pay will be compensated at one-and-a-half (1½) times the normal rate for the hours worked in excess of forty (40) hours per week. Paid time off such as personal days and sick days will not count as hours worked for purposes of determining compensatory pay. A maximum cap of forty (40) hours of compensatory time can be carried at any time during the year and can be carried over to the following ~~calendar-year~~ 12-month anniversary period; once the forty (40) hour maximum cap is reached employees will be paid at the ~~going~~ current overtime rate.

Article IV. Fringe Benefits

Section 100.500: Health Insurance

Full-time employees who are eligible to participate in the City's ~~contracted~~ group health insurance program. The City makes this coverage available on a cost-sharing basis as ~~established~~ outlined ~~from time to time by insurance agreements~~ under Appendix C – Fringe Benefit Schedule, as determined during the fiscal year budget process and approved by the Board of Aldermen, in the Board's legislative discretion. New employees and/or their dependents are covered after thirty (30) days of employment and on the first (1st) day of the following month. Employees

can only add new dependents within thirty-one (31) days of acquiring such dependent, during the annual enrollment period, or after having met one of the qualifying events/conditions specifically outlined by the insurance ~~carrier~~ provider. The ~~full~~ cost-share portion of the premium ~~for dependents~~ is to be paid by the employee as a deduction from the employee's paycheck.

For full-time employees who are eligible to enroll in Medicare health insurance, that shall become their primary health insurance provider. Once an employee transitions to Medicare as their primary health insurance provider and is no longer on the City's Group Health Plan said employee shall be eligible for stipend payments as set forth under Appendix C – Fringe Benefit Schedule. The stipend payments are intended to provide the employee with financial support for supplemental insurance policies of their choosing. An employee who is eligible for Medicare health insurance and who has family/dependent(s) on the City's Group Health Plan shall be required to transition to COBRA for no greater than eighteen (18) months on the City Group Health Plan for said family/dependent(s) members.

Section 100.510: Dental Insurance

Full-time employees are eligible to participate in the City's ~~contracted~~ group dental insurance plan. The City makes this coverage available on a cost-sharing basis as ~~established~~ outlined ~~from time to time by insurance agreements~~ under Appendix C – Fringe Benefit Schedule, as determined during the fiscal year budget process and approved by the Board of Aldermen, in the Board's legislative discretion. New employees and/or their dependents are covered after thirty (30) days of employment and on the first (1st) day of the following month. Employees can only add new dependents within thirty-one (31) days of acquiring such dependent, during the annual enrolment period, or after having met one of the conditions specifically outlined by the insurance ~~carrier~~ provider. The ~~full~~ cost-share portion of the premium for dependents is to be paid by the employee as a deduction from the employee's paycheck.

Section 100.520: Life and Accidental Death & Disability Insurance

Full-time employees are eligible to participate in the City's ~~contracted~~ group life and accidental death & disability (AD&D) insurance program. The full cost of the premium is to be paid by the City.

Section 100.540: Retirement Plan & Deferred Compensation (amended 01/08/13)

~~Subject to budgetary discretion on an annual basis the City may fund and participate in a Savings Incentive Match Plan for Employees Individual Retirement Account or SIMPLE IRA Plan. The City shall match dollar for dollar up to 3% of compensation for each employee electing to defer a portion of their total annual compensation. The City shall follow the administrative provisions as set forth for a SIMPLE IRA Plan by the Internal Revenue Service (IRS), details available on the IRS website at www.irs.gov.~~

Subject to budgetary discretion and pursuant to the provisions of Sections 70.600 through 70.755 RSMo, the City may choose to pursue and adopt legislation/policy enabling the City to join and fund participation in the Missouri Local Government Employees Retirement System (LAGERS). The City understands that, by joining LAGERS, the City is accepting the legal obligation to fully fund the elected benefits now and, in the future, and that it will be financially able to do so. Participation in the LAGERS program is subject to the legislative action taken by the Board of Aldermen under Resolution/Ordinance NO: _____.

Section 100.560: Education Assistance

All full-time employees who have completed twelve (12) consecutive months of employment are eligible to take courses in job-related subjects or towards the completion of a degree (A.A., B.S., B.A., etc.) from an accredited college or university at the City's expense with a maximum cap of \$2,000 annually per full-time employee. Post-graduate courses may be considered with approval of the City Administrator or if City Administrator, Mayor's approval. In addition, the courses or programs must be offered by accredited learning institutions. In order to qualify for reimbursement, an employee must submit a written application entitled "Request for Approval to Attend School or Training" stating:

- The school or institution offering the course;
- The subject of the course, including the school's published course description;
- The length of the course;
- The cost of the course;
- A statement of why such training will be beneficial in performing employee's present duties.
- All applications must be submitted to the City Administrator or Mayor for approval.

The application must be completed before the employee enrolls in the course. At the time of application submittal budgetary considerations will need to be made. If the "Request for Approval to Attend School or Training" is approved the estimated total cost of reimbursement must be budgeted or an amendment to the budget made. At the completion of the course, in order to receive reimbursement, the employee must submit a written request for reimbursement. This must include the original approved letter, receipts of the employee's textbooks and tuition, and final grade reports. Employees will only be eligible for reimbursement for courses at the following rates or their equivalents: grade of "C" = 60%; grade of "B" = 80%; grade of "A" = 100%.

Section 117.570: Unemployment Compensation

As a City of Weldon Spring employee, you are protected under certain circumstances against loss of employment by the Missouri Employment Security Law. This law has provisions for the setting aside of reserves to be used for the benefit of persons unemployed through no fault of their own. The City pays this insurance for you.

AN ORDINANCE AMENDING ORDINANCE #09-29 (CREATING THE EMPLOYEE POLICY MANUAL) OF THE CITY OF WELDON SPRING, MISSOURI, BY REPEALING AND REPLACING CERAIN SECTIONS OF THE EMPLOYEE POLICY MANUAL AND MATTER RELTING THERETO

Whereas, the Board of Aldermen of the City of Weldon initially adopted the Employee Policy Manual with the passage of Ordinance #09-29 on July 14, 2009; and

Whereas, it is necessary to occasionally review and amend the Employee Policy Manual to maintain a congenial & productive workplace.

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

SECTION 1: That Article IV, Section 100.370 of the City of Weldon Spring Employee Policy Manual shall be repealed in its entirety and replaced with the follow:

Section 100.370: Holidays

A schedule of holidays to be observed during each calendar year is as follows:

New Year's Day
Martin Luther King Day
President's Day
Memorial Day
Independence Day
Labor Day
Columbus Day
Veterans Day
Thanksgiving Day
Christmas Day
Personal Holiday

To receive holiday pay, the employee must work the regularly scheduled workday before and after the holiday, unless such absence is approved in advance by your supervisor. An employee will not be paid for the holiday if it follows or precedes a sick day, unless holiday pay is approved by the City Administrator. A paid holiday, including personal days, does not count as a day worked in calculating overtime for the week.

When a holiday falls on Sunday, the following Monday will be observed as the holiday. If a holiday falls on Saturday, the preceding Friday will be observed as the holiday. Holidays that fall on an employee's regularly scheduled day off may be taken at another time, within one year of the holiday, as an additional vacation day. Holidays that occur during an employee's pre-approved sick leave will be counted as holidays, not sick leave days.

Special assignment employees, part-time employees and employees on unpaid leave of absence or who have been laid-off are not eligible to receive holiday pay.

The Personal Holiday must be taken at any time during the 12-month anniversary period, subject to advanced authorization, approved by the employee's supervisor.

SECTION 2: That Article IV, Section 100.380 of the City of Weldon Spring Employee Policy Manual shall be repealed in its entirety and replaced with the follow:

Section 100.380: Vacation

Employees occupying permanent full-time positions shall receive paid annual vacation leave. Employees earn annual vacation from the anniversary date of employment at the following rates:

After 6 months continuous service	5 days
After 1 year continuous service	10 days
After 5 years continuous service	15 days
After 10 years continuous service	20 days
After 20 years continuous service	25 days

All vacations must be approved in writing by the employee's supervisor at least one (1) week in advance of proposed date of commencement of the vacation; in the case of unforeseen circumstances less than one week of advanced notice may be allowed at the discretion of the City Administrator. Any vacation time must be taken in increments of no less than four (4) hours.

If an employee gives two weeks' notice of resignation (or less notice if due to circumstances beyond his/her control) employee will be paid for vacation time that has been earned. Earned vacation will also be paid to employees upon retirement. Employees who are involuntarily terminated will not receive vacation pay upon termination.

An employee may carry over a maximum cap of no more than eighty (80) hours of vacation time into the following 12-month anniversary period. On the 1st pay period of the employee's anniversary month of each year vacation hours in excess of the maximum accrual rate will be surrendered to the City.

SECTION 3: That Article IV, Section 100.390 of the City of Weldon Spring Employee Policy Manual shall be repealed in its entirety and replaced with the follow:

Section 100.390: Paid Sick Leave

After the initial probationary period, regular, full-time employees are eligible for five (5) sick days per 12-month anniversary period. An employee may carry over a maximum cap of no more than eighty (80) hours of sick time into the following 12-month anniversary period. Any unused sick leave exceeding the maximum cap will be paid out at fifty percent (50%) as of the employees anniversary month.

Employees voluntarily leaving employment will be paid for accumulated sick leave at a percentage as follows:

After three (3) years of service.....	25%
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After five (5) years of service.....	50%
After ten (10) years of service.....	100%

Time paid for sick leave does not count as time worked in calculating overtime for that week. A physician's excuse will be required to receive payment for any sick leave taken the day preceding or the day following scheduled time off. A physician's excuse will be required to receive payment for a sick leave request when three (3) or more consecutive workdays are missed before it is approved. Any sick time must be taken in increments of no less than four (4) hours.

SECTION 4: That Article IV, Section 100.490 of the City of Weldon Spring Employee Policy Manual shall be repealed in its entirety and replaced with the follow:

Section 100.490: Compensatory Time

All compensatory time by non-exempt employees must be authorized in advance and in writing by the supervisor. Pay will be compensated at one-and-a-half (1½) times the normal rate for the hours worked in excess of forty (40) hours per week. Paid time off such as personal days and sick days will not count as hours worked for purposes of determining compensatory pay. A maximum cap of forty (40) hours of compensatory time can be carried at any time during the year and can be carried over to the following 12-month anniversary period; once the forty (40) hour maximum cap is reached employees will be paid at the current overtime rate.

SECTION 5: That Article V, Section 100.500 of the City of Weldon Spring Employee Policy Manual shall be repealed in its entirety and replaced with the follow:

Section 100.500: Health Insurance

Full-time employees are eligible to participate in the City's group health insurance program. The City makes this coverage available on a cost-sharing basis as outlined under Appendix C – Fringe Benefit Schedule, as determined during the fiscal year budget process and approved by the Board of Aldermen, in the Board's legislative discretion. New employees and/or their dependents are covered after thirty (30) days of employment and on the first (1st) day of the following month. Employees can only add new dependents within thirty-one (31) days of acquiring such dependent, during the annual enrollment period, or after having met one of the qualifying events/conditions specifically outlined by the insurance provider. The cost-share portion of the premium is to be paid by the employee as a deduction from the employee's paycheck.

For full-time employees who are eligible to enroll in Medicare health insurance, that shall become their primary health insurance provider. Once an employee transitions to Medicare as their primary health insurance provider and is no longer on the City's Group Health Plan said employee shall be eligible for stipend payments as set forth under Appendix C – Fringe Benefit Schedule. The stipend payments are intended to provide the employee with financial support for supplemental insurance policies of their choosing. An employee who is eligible for Medicare health insurance and who has family/dependent(s) on the City's Group Health Plan shall be required to transition to COBRA for no greater than eighteen (18) months on the City Group Health Plan for said family/dependent(s) members.

SECTION 6: That Article V, Section 100.510 of the City of Weldon Spring Employee Policy Manual shall be repealed in its entirety and replaced with the following:

Section 100.510: Dental Insurance

Full-time employees are eligible to participate in the City's group dental insurance plan. The City makes this coverage available on a cost-sharing basis as outlined under Appendix C – Fringe Benefit Schedule, as determined during the fiscal year budget process and approved by the Board of Aldermen, in the Board's legislative discretion. New employees and/or their dependents are covered after thirty (30) days of employment and on the first (1st) day of the following month. Employees can only add new dependents within thirty-one (31) days of acquiring such dependent, during the annual enrolment period, or after having met one of the qualifying events/conditions specifically outlined by the insurance provider. The cost-share portion of the premium is to be paid by the employee as a deduction from the employee's paycheck.

SECTION 7: That Article V, Section 100.500 of the City of Weldon Spring Employee Policy Manual shall be repealed in its entirety and replaced with the follow:

Section 100.520: Life and Accidental Death & Disability Insurance

Full-time employees are eligible to participate in the City's group life and accidental death & disability (AD&D) insurance program. The full cost of the premium is to be paid by the City.

SECTION 8: That Article V, Section 100.540 (Retirement Plan & Deferred Compensation) of the City of Weldon Spring Employee Policy Manual shall be repealed in its entirety and replaced with the follow:

Section 100.540: Retirement Plan & Deferred Compensation

Subject to budgetary discretion and pursuant to the provisions of Sections 70.600 through 70.755 RSMo, the City may choose to pursue and adopt legislation/policy enabling the City to join and fund participation in the Missouri Local Government Employees Retirement System (LAGERS). The City understands that, by joining LAGERS, the City is accepting the legal obligation to fully fund the elected benefits now and, in the future, and that it will be financially able to do so. Participation in the LAGERS program is subject to the legislative action taken by the Board of Aldermen under Ordinance NO: _____

SECTION 9: That Article V, Section 100.560 of the City of Weldon Spring Employee Policy Manual shall be repealed in its entirety and replaced with the follow:

Section 100.560: Education Assistance

All full-time employees who have completed twelve (12) consecutive months of employment are eligible to take courses in job-related subjects or towards the completion of a degree (A.A., B.S., B.A., etc.) from an accredited college or university at the City's expense with a maximum cap of \$2,500 annually per full-time employee. Post-graduate courses may be considered with approval of the City Administrator or if City Administrator, Mayor's approval. In addition, the courses or programs must be offered by accredited learning institutions. In order to qualify for reimbursement, an employee must submit a written

application entitled "Request for Approval to Attend School or Training" stating:

- The school or institution offering the course;
- The subject of the course, including the school's published course description;
- The length of the course;
- The cost of the course;
- A statement of why such training will be beneficial in performing employee's present duties.
- All applications must be submitted to the City Administrator or Mayor for approval.

All applications must be submitted to the City Administrator or Mayor for approval. The application must be completed before the employee enrolls in the course. At the time of application submittal budgetary considerations will need to be made. If the "Request for Approval to Attend School or Training" is approved the estimated total cost of reimbursement must be budgeted or an amendment to the budget made. At the completion of the course, in order to receive reimbursement, the employee must submit a written request for reimbursement. This must include the original approved letter, receipts of the employee's textbooks and tuition, and final grade reports. Employees will only be eligible for reimbursement for courses at the following rates or their equivalents: grade of "C" = 60%; grade of "B" = 80%; grade of "A" = 100%.

SECTION 10: At the end of Article V, appendix C, which is titled "Fringe Benefit Matrix" shall be added to the City of Weldon Spring Employee Policy Manual. Appendix C will show the cost sharing percentage for health, dental, and life insurance for full-time all employees and dependents. Appendix C – Fringe Benefit Matrix is subject to revisions annually as determined during the fiscal year budget process and approved by the Board of Aldermen, in the Board's legislative discretion

SECTION 11: 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. Licklider, Mayor

Attest:

William C. Hanks, City Clerk

To approve Bill

Motioned: _____

Seconded: _____

Aye Nay Abstention

Aye Nay Abstention

Baker

Clutter

Kolb _____
 Schwaab _____
 Licklider _____

Martiszus _____
 Yeager _____

Absent: _____

Appendix C - Fringe Benefit Matrix			
	Fringe Benefit Type:		
Category:	Health Insurance Cost- share (City/Employee):	Dental Insurance Cost- share (City/Employee):	Life/AD&D Insurance:
Full-time Employee	90%/10%	90%/10%	100%
FT- Family/ Dependents	65%/35%	65%/35%	N/A
FT - Medicare Eligible Employee	\$125/ month flat stipend	90%/10%	100%

FT = Full-time Employee