

Our Vision - The City of Weldon Spring fosters a premier Community that is a safe place to live and enjoy life.



**CITY OF WELDON SPRING
BOARD OF ALDERMEN WORK SESSION
ON THURSDAY, MAY 9, 2024, AT 6:30 P.M.
WELDON SPRING CITY HALL
5401 INDEPENDENCE ROAD
WELDON SPRING, MISSOURI 63304**

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

A NOTICE IS HEREBY GIVEN that the Regular Board of Aldermen Meeting will be in person at 5401 Independence Road Weldon Spring, Missouri, 63304. Also, the public can attend virtually by video-conference and/or audio-conference call, you may attend the meeting on a desktop, laptop, mobile device, or telephone by following the highlighted instructions below.

Link:

<https://us02web.zoom.us/j/8163394872?pwd=aUdVRUtDRUdBTvFXyUJUMEtHbm5DZz09&omn=82663127492>

**Meeting ID: 816 339 4872
Password: WS.BOA**

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

**Meeting ID: 816 339 4872
Password: 886581**

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Our Mission - The City of Weldon Spring will provide premier public services to the Community with integrity, transparency, and fiscal responsibility.

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******WORK SESSION AGENDA 5/9/24 at 6:30 PM******

1. CALL TO ORDER

2. NEW DISCUSSION

- A. City Hall Facilities Condition Needs Assessment (FCNA) Discussion - David Kehm, FGM Architects**

3. ADJOURN WORK SESSION

***** No votes are to be taken at a Work Session.**

WCA
on 5-3-24
@ 10:00am



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**CITY OF WELDON SPRING
BOARD OF ALDERMEN REGULAR MEETING
ON THURSDAY, MAY 9, 2024, AT 7:30 P.M.
WELDON SPRING CITY HALL
5401 INDEPENDENCE ROAD
WELDON SPRING, MISSOURI 63304**

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

A NOTICE IS HEREBY GIVEN that the Regular Board of Aldermen Meeting will be in person at 5401 Independence Road Weldon Spring, Missouri, 63304. Also, the public can attend virtually by video-conference and/or audio-conference call, you may attend the meeting on a desktop, laptop, mobile device, or telephone by following the highlighted instructions below.

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******BOARD OF ALDERMEN REGULAR AGENDA – 5/9/24 at 7:30 PM******

- 1. CALL TO ORDER**
- 2. PLEDGE OF ALLEGIANCE**
- 3. ROLL CALL and DETERMINATION OF A QUORUM**
- 4. CITIZENS COMMENTS**

The public must be in person to speak during Citizens Comments or send comments in writing to the City Clerk (at bhanks@weldonspring.org) prior to the Board meeting. Anyone wishing to speak shall state their name, their address, and limit their remarks to 3 minutes.

- 5. APPROVAL OF MINUTES**
 - A. April 25, 2024 – Regular Board Meeting Minutes
- 6. CITY TREASURER'S PACKET**
 - A. Paid Bills (April 29, 2024 – May 2, 2024)
 - B. Credit Card Bill (March 2024)
 - C. Unpaid Bills (April 26, 2024 – May 9, 2024)
- 7. UNFINISHED BUSINESS**
- 8. NEW BUSINESS**
 - A. Oath of Office (**Alderman Martiszus**) – **City Clerk**
 - B. An Ordinance Authorizing the Mayor of the City of Weldon Spring, Missouri, to Execute an Agreement with the Missouri Highways & Transportation Commission Regarding Sidewalk Construction & Maintenance Along Old Highway 94 Between Dunbarton Drive and Sout Breeze Road and Matters Relating Thereto (2x Readings) – **Alderman Martiszus**
 - C. 2024 Trail Sealing Bid Results – **City Administrator**
- 9. REPORTS & COMMITTEES**
 - A. Public Safety Report – **SCCPD Representative**
 - B. Parks & Recreation Advisory Committee (PRAC) Report – **Alderman Martiszus**
 - C. City Administrator Report (Informational) – **City Administrator**
 - Marketing Discussion
- 10. RECEIPTS & COMMUNICATIONS**
- 11. ADJOURNMENT**



PAGE 2 OF 2

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WELDON SPRING, MO



CITY HALL

Facility Condition Needs Assessment



SUBMITTED TO:

City of Weldon Spring

5401 Independence Road
Weldon Spring, MO 63304

FGM Architects Inc.

One Metropolitan Square
Suite 1945
St. Louis, MO 63102
Phone: 314.439.1601

March 26, 2024
FGMA No. 23-3875.01

City of Weldon Spring Team

Don Stolberg, City Administrator

Mitchell Jordan, Community Relations Manager

FGM Architects Team

David Kehm, Assessment & Analysis Author

SSC Engineering, Structural / MEP Engineering

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**SECTION 1
EXECUTIVE SUMMARY AND
GOALS**

Introduction

The City of Weldon Spring commissioned FGM Architects and SSC Engineering to prepare a Facility Condition Needs Assessment for the existing City Hall.

During the course of this study, it became evident the existing City Hall is outdated and does not meet current building codes or ADA. Not only is the forty-four-year-old building undersized relative to what would be practical for the current staff, but the lay-out and allocation of space in the building is not conducive to today's style of work and interaction with residents.

Explicit observations and assessment of space and operations deficiencies in City Hall are discussed further in this document.

Project Goals

The primary focus of this study was to provide a facility condition needs assessment of the existing City Hall.

Goals established for the study included:

1. Identify and document current conditions of the existing City Hall, including structural integrity, physical state, and compliance with current St. Charles County building codes including Americans with Disabilities Act (ADA).
2. Assess and identify whether the building is serving its intended role, and if it is under or over-utilized in its current capacity.
3. Assess the ability of the building to serve current needs, including the ability to accommodate the number of employees currently and identify if the building meets the overall needs of the City and community.
4. Identify the benefits and drawbacks when considering replacement, renovation, and/or expansion of the building and make recommendation(s) whether the building should be renovated, expanded, relocated, etc. based upon the analysis and findings.
5. Identify all interior and exterior building deficiencies and recommend corrective actions for each.
6. Provide construction cost estimates for corrections, expansion, replacement, and/or renovation work for the building.
7. Provide a logical priority list and timeline for accommodating the recommended replacement expansion, and/or renovation work.

SECTION 2 PROJECT UNDERSTANDING AND METHODOLOGY

Overview of Study Process

For nearly three decades, FGM Architects (FGMA) has provided consulting and architectural design services to municipalities. FGMA brings a vast amount of knowledge and understanding to this project through previous assessment, planning, design, and construction administration experience.

Nonetheless, we understand each City has its own unique culture, history, challenges, and goals. Therefore, there is no cookie-cutter project or client. Rather, we acknowledge we must work with City staff members to understand operational issues and objectives, pain points, items of local pride, and to apply the wants, wishes, and dreams for the future of the community to the project at hand.

The goal of this study was to provide the City with information on how to best serve the residents of Weldon Spring, as well as provide a safe, efficient, and effective City Hall for staff and visitors.

Weldon Spring, MO was incorporated as a city in 1984 and currently has a population of 5,326 residents based on the 2020 census. The City has a total area of 7.64 miles, which 7.51 miles is land and 0.13 miles is water.

The zip code of 63304, which includes all of Weldon Spring, portions of Cottleville, and portions of unincorporated St. Charles County, is the 20th richest zip code in the St. Louis Metropolitan area as disclosed in the 2021 American Community Survey and published by the St. Louis Business Journal in their December 1, 2023 issue.

Weldon Spring City Hall has been located in its current location since 1999. It is one-story with a full basement, consisting of wood framing with brick veneer, residential windows and doors, wood floor joists, wood roof trusses, and asphalt shingles. The First Floor is 3,324 gross square feet while the Basement is 2,250 gross square feet. City Hall was originally a residence that was built in 1980. When this residence was converted to City Hall, an inground swimming pool was in place and filled with dirt. City Hall sits within Weldon Spring City Park and there are 40 parking spaces that support the park and City Hall. Within the park there are two ballfields, a playground, a lake, two pavilions, the Parks building, and under construction are an amphitheater, restrooms, and another pavilion.

Currently there are eleven employees who work in City Hall, including the mayor.

Analysis of Space Needs

FGMA and SSC obtained information for this study through data and documents provided by the City and through a series of interviews and discussions with staff. Information reviewed included:

General Information

- Existing Building Drawings created using laser scanning
- Indoor Air Quality Assessment by Trane dated 11/9/2020

Interviews

FGMA conducted interviews with City Hall staff, which consisted of individual meetings. A survey, which the results are included in this report, was also completed by staff.

Existing Conditions Report

FGMA and SSC's team, including architects, structural, mechanical, electrical, and plumbing engineers, reviewed the drawings created by FGMA's laser scanning technology and conducted field surveys of City Hall to determine the overall general condition of the facility and its systems.

All information was then gathered, digested, and synthesized to derive a recommendation for City Hall.

SECTION 3
EXISTING CONDITIONS REPORT

Introduction

One of the impetuses behind this study is the fact City Hall is aging. In many cases, the engineering systems, finish materials, exterior envelope, built-in equipment, and fixtures are nearing their end of serviceable life and beginning to fail, or are from an era of construction which does not fully align with today's standards for energy consumption, efficient operation, or other code-driven safety standards.

As part of this study, a review of City Hall provided an analysis of engineering and architectural systems' current conditions and identified many specific issues that the City should consider for address and / or modification.

EXISTING SITE



Aerial Photograph of City Park & City Hall

General Space Assessment

The Lobby size is inadequate as there is barely room for one chair.

A more secure window between the Lobby and Receptionist is desired since the Receptionist sometimes handles checks, credit cards, and cash.

There is a need for a Conference Room that seats 12 people so that all City Hall staff can meet. Currently everyone meets in the Board Room or squeeze into the Mayor's Office. This Conference Room should have a large monitor in order to share information.

The City Clerk needs their own Office as they currently share an Office with the Treasurer.

The Office currently shared by the City Engineer, the City Planner, and Code Enforcement is not large enough. Also, they need more counter space to roll out and review drawings.

The Board Room technology could be better – need a projection screen / large monitor that can be seen by the board and the audience.

The Board Room could use a podium in the middle of the room and a table for staff. Staff currently sit in the audience.

The Kitchen is not screened from visitors but should be.

The Hallway is only 36" wide but should be 60" to 72" wide per typical commercial building design.

Building security needs attention, especially in the Lobby. There are 13 security cameras inside and outside (including the Parks building) and a security alarm system. Half of the cameras are old analog cameras, and the night vision cameras are not of good quality.

The I.T. Server Room should be larger and have dedicated air conditioning.

Accessibility

Since the building was constructed, accessibility requirements have changed with the Americans with Disabilities Act. The accessibility guidelines mandate that all public facilities are to be designed, constructed, or altered to assure equal accessibility to all members of society. If any type of building renovation were to occur, multiple accessibility violations would need to be addressed. The violations range from minor issues to larger problems that would require significant renovation work. Below is a summary of violations reviewed during the building assessment:

No elevator to the Basement.

There is no accessible route from the parking lot to the Lobby – the accessible route is through a side door into the Board Room and based on current ADA guidelines, there are portions of this route that are still deficient, such as ramp landings (60" x 60" minimum).

Doors into three of the Offices and two of the Restrooms do not meet the 32" minimum clear width requirement.

The approach to most doors do not meet ADA guidelines (clear dimensions for either side or front approach).

Some of the doors have knobs in lieu of levers and therefore cannot be operated with a closed fist or a loose grip as is required by ADA.

The three Restrooms on the First Floor and the Restroom in the Basement are lacking all of the required grab bars, they are too small as they do not allow clear floor space for the required 5'-0" turning radius, and the toilets do not meet the ADA height requirements of 18" from the floor to the seat. In order to make the restrooms accessible, they would need to be fully renovated and expanded.

The transaction window between the Lobby and Receptionist, and the Kitchen counter, do not meet ADA guidelines (34" above finished floor).

The Kitchen sink depth does not meet ADA guidelines (6 ½" deep maximum).

Mechanical Assessment

The building is conditioned by two residential split system air-handling units (AHU's). The AHU's are located in the Basement. Their associated condensing units are exterior of the building on grade.

The Bryant AHU is in the East mechanical room in the Basement with the condensing unit located behind the building. The AHU has a DX cooling coil and electric heating coil. Both the AHU and condensing unit were manufactured in 2013. The unit appears in average condition. No operational issues were reported by the Owner. This unit serves the Meeting Room and the east half of the building.

The Comfortmaker AHU is in the west mechanical room in the Basement with the condensing unit located on the west end of the building. The AHU has a DX cooling coil and electric heating coil. Both the AHU and condensing unit were manufactured in 2013. The unit appears in average condition. No operational issues were reported by the Owner. This unit serves the west half of the building.

Both AHU's have outside air ducted with a motorized damper to the return duct of each AHU. Each AHU also has a needlepoint bipolar ionization air cleaner. These upgrades were added per the recommendations of the Trane IAQ report from 2020.

The users noted humidity control issues – mainly in the Basement.

The ductwork is routed in the Basement ceiling to floor grilles on the First Floor. The ductwork appeared to be un-insulated. The floor joists supporting the First Floor were ~11" deep with most branch ducts running in the joist space. In Basement areas where the ceiling is lowered, there is ~7" clear below the joist and above the gypsum board ceiling framing.

The majority of the Basement has no heating or cooling. The File Storage Room has a supply grille from the Comfortmaker AHU duct exposed in that room.

The Restroom in the Basement does not have an exhaust fan.

There is a portable dehumidifier in the main Basement space and a second unit in the File Storage Room.

The Kitchen on the First Floor does not have a range and thus no range hood.

The three Restrooms on the First Floor each have an exhaust fan. Two fans are controlled by wall switches; the third exhaust fan was running but no switch observed.

The Server Room on the First Floor has a wall exhaust fan controlled by a thermostat. The backdraft damper at the exhaust fan does not seal and daylight can be seen through the damper blades. There is a fan in the doorway to the Server Room and a sign to not close the door.

Mechanical Recommendations

We recommend replacing both residential split system units based on age. Typical useful life for these type of units is 10 - 15 years.

The addition of outside air is supported by code and Trane's recommendation to improve indoor air quality. An un-intended consequence can be poor space humidity control if not addressed. We recommend installing energy recovery units to precondition the outside air to assist in improving space humidity control.

We recommend installing a new split system to serve the Basement or a dedicated dehumidifier.

For the Server Room, we recommend installing a wall mounted, cooling only mini-split; remove the wall exhaust fan and seal the opening.

HVAC Option – Installing a VRF system with individual fan coils in each room would be an upgrade over the current HVAC system. The VRF system would improve individual room temperature control and increase system efficiency.

Electrical Assessment

The building is served by a Cuivre River Electric Coop pad mounted exterior transformer to an exterior 120/240/1/3, inline meter then to two (2) loads. The first is through a 200A enclosed circuit breaker. This breaker feeds a normal power interior panelboard. The 2nd load feeds the source 1 input of a manual transfer switch. Source 2 is from a portable generator connection box with both cam lock connectors and an L14-30R receptacle. The MTS has an interlock that allows only a single source to feed the standby interior panelboard and is protected on both sides by 200A circuit breakers. The two panelboards are in the Basement Electrical Room.

The portable generator is a 13kW (10.5kw continuous),

120/240V, 1Ph, 3W, gasoline fueled Northstar 13000 with receptacle for an L14-30P plug. The generator was not observed in operation at this time. The generator feeds the single exterior MTS via an extension cord. It is unknown if the generator has been load bank tested or if it has been properly maintained. The condition of the extension cord is unknown or if it is properly sized. As there is only the MTS that feeds the building, the generator is classified as standby and the building should utilize battery powered lighting fixtures as the means of emergency egress.

The building is served by two (2) 120/240V/1Ph/3W, 200A MCB panelboards. These panels are manufactured by Eaton and appear to be in fair condition. The left-hand panel when viewing from the panel front will be called NORMAL panel as it is fed only by the utility power. The right-hand panel is labeled as GENERATOR panel. Both panels are located in the Basement near the midpoint along the rear of the building. These panels feed the building loads and distribute power to the HVAC and plumbing equipment. The Normal panel feeds the dryer, oven, furnace, water heater, Basement receptacles, Playground flood lighting, and potentially other non-specified loads. The Generator panel feeds the Air Conditioners, general purpose loads, receptacles, Reception desk, furnace, well pump, Board Room, Kitchen and server receptacles. The panels feed the loads primarily via NM cable run open along the walls and overhead in the Basement.

The low voltage systems are generally located in the Server Room on the upper level off the City Engineer, City Planner, and Code Enforcement Open Office space. Utility phone and CATV services were noted. These systems include voice/ data, CATV, video surveillance, and access control. The equipment was loosely supported by closet shelves with little cable management and labeling. Also noted were Ademco intrusion detection/alarm, a music/intercom system, and single station smoke alarms in the Basement. There appeared to be fire alarm system detectors but it did not appear operational. Voice/Data cabling is open run and is not supported per EIA/TIA recommendations and bundled with zip ties. Some cables in the Board Room were run through HVAC ducts. Smoke alarms do not appear to be interconnected. The Server Room appears to not have sufficient cooling as the door was left open and multiple floor fans were running.

The lighting is generally residential grade medium based socket fixtures in operable condition. Some fixtures have been modified to suit their current purpose for lighting shelves of file storage. Some fixtures in the Basement are medium base porcelain keyed sockets. Fixtures in upper level consisted of incandescent recessed downlights, surface mounted fixtures, wall sconces, and ceiling fans with light kits. Exit signs were generally noted as required on the First Floor, but are at the end of their useful life. The Basement area did not appear to have any exit signs or egress lighting. All lighting controls were manual switches, some with dimmers.

Exterior site lighting was observed during the daytime and the light fixtures were not illuminated. Fixtures appear to be operational and were of varying ages. Near the front there were LED uplights highlighting the building façade and landscaping. Exterior emergency egress lights did not appear to fully light the path of egress to the public way.

The Basement houses a sump pit with pump, de-humidifier draining condensate to sump pit, central vacuum, aerator control panel, water softener, furnaces, water heater, and well pump buffer tank/disconnect/controller,

Electrical Recommendations

The electrical panelboards are still in operable condition and replacement parts and breakers are still available. Generator, MTS breakers, and switches are recommended to be exercised, load banked, and load values recorded to validate operation at rated load. Feeder terminations are recommended to be checked for proper torque.

We recommend updating panel schedules to more accurately specify the loads served by circuit breakers per NEC 408.4(A).

Certain spaces in the Basement that are currently exposed in walls and ceilings where gypsum board has been removed or where access panels have been added shall be concealed by material with a minimum 15-minute finish rating per NEC 334.10(3) and 334.12(A)(2).

The building is recommended to have lighting fixtures replaced along with new controls. New battery powered exit signs and egress lights are recommended. The lighting should be replaced for increased safety, efficiency, longevity, and potential utility incentives.

The lighting controls are anticipated to be wall box and ceiling mounted occupancy sensors with local overrides per IECC. This will allow for increased efficiency and potential utility incentives.

The Server Room is recommended to be reconfigured to include a wall mounted rack with split system cooling and functional labeling in a properly sized room. New cabling run in appropriate pathways and j-hooks with 5' maximum spacing is recommended.

A fire alarm system is not required for this occupancy, however single and multiple-station smoke alarms may be installed and if so, are recommended to be interconnected so all alarm when one alarms.

Demolition of non-functional or abandoned equipment, devices and cabling is recommended. Accessible abandoned cables shall be removed per NEC 725.25 and 800.25.

Plumbing Assessment

Building domestic water service is from a 2 HP well pump that enters into the east Mechanical Room in the Basement. There is building isolation, pump disconnect, and bladder tank in the Mechanical Room. Water service does not have a backflow preventer. Cold water piping is uninsulated copper.

The water from the well system is piped through a single inline filter, but the filter is missing. There is a functional water softener to address water hardness. No further water treatment for disinfection was observed.

Original valves would not be of lead-free construction.

Water heater; Bradford White; 50-gallon, 4.5 kW electric, manufactured in 2016.

Domestic hot water piping is copper and uninsulated.

Sanitary sewer piping for the First Floor fixtures runs in the Basement ceiling. It appears that most of the original sanitary piping was cast iron. Multiple areas of the Basement ceiling have been removed and existing sanitary p-traps and piping has been replaced with Schedule 40 PVC and black ABS piping. Numerous pipes have been capped from fixtures no longer in use.

There is a sump pump in the west Mechanical Room in the Basement that pumps to daylight. The sump pump appears to have been replaced in 2000.

Plumbing fixtures appear to be in average condition.

Lavatories are counter mounted, white china, with two handle faucets.

Floor mounted, flush tank water closets.

One tub has been removed/capped.

Shower in back Restroom is still in place.

Kitchen has a two compartment sink without a garbage disposal.

There is a bottled water dispenser in the Kitchen.

Plumbing Recommendations

If there is a desire to use the well water for cleaning dishes or for drinking water, then we would recommend having the well water tested. Per water test recommendations, add filtration and ozone or UV disinfection to the system.

Domestic cold piping should be insulated where possible to minimize condensation. Domestic hot water piping should be insulated where possible to conserve energy.

The water heater is only eight years old and should have over 5 years service life remaining. The water heater can remain unless a renovation changes the hot water demand load.

Recommend installing a thermostatic mixing valve at the water heater to reduce scalding risk.

Recommend installing an expansion tank at the water heater.

Investigate sewer pipe leaks and replace any failing piping with cast iron or Schedule 40 PVC.

Recommend replacing well pump and sump pump based on age.

Recommend replacing all non-lead-free valves.

Recommend replacing all plumbing fixtures. Lavatories should have touch-free faucets.

Fire Protection

The existing building is not served by a fire protection system.

Structural Assessment

Based on visual observation only, the building does not appear to meet the current International Building Codes. This building was previously a residential style home before being converted into City Hall. Therefore, it does not meet current seismic design requirements.

In the Basement, there are locations indicating water damage has occurred to the ceiling. This appears to be from a leak at plumbing fixtures above. The wood floor joists in these areas are still in adequate condition. The plywood flooring is showing signs of moisture damage.

In the Basement, there are multiple cracks in the exterior concrete retaining wall. Near the sump pump, there has been a crack that was previously repaired. There is another large crack near the furnace. This crack does not appear to be repaired.

In the Basement, near the window with the vacuum system, there are signs of water infiltration. This Basement window appears to have been leaking during weather/rain events.

In the Storage Area in the Basement, adjustable steel pipe columns were added underneath the floor joists. We believe this was added after the fact due to the nature of the construction. These appear to be added due to increased deflection of the floor joist.

The exterior entry patio has settled over time. Also, the caulking at the face of the building has failed over time. There is also significant cracking of the patio near the far east pillar.

On the east side of the building, there are signs the mortar between the bricks has deteriorated.

On the north side of the building, near the exterior hose bib, the brick has been cracked and damaged.

The joint between the asphalt parking lot and the building has recessed and water can collect between the concrete Basement wall and the Parking Lot.

Structural Recommendations

If the building was required to meet the current International Building Codes, it would require large-scale investigation and possible large-scale modifications.

At this time, the damaged plywood should be monitored to ensure mold does not grow due to the moisture damage.

The Basement concrete wall cracks should be monitored to ensure water intrusion does not occur over time. If there are signs of water intrusion, repairs would be required. The crack near the furnace needs to be repaired to ensure further water intrusion does not occur. This can be done similar to the area near the sump pump.

At the window near the vacuum system, this window needs to be replaced to ensure no further water intrusion can occur. The egress pit should be investigated to review if a drain is clogged causing the water to back-up against the window.

The temporary steel pipe columns should be properly anchored to the concrete floor and floor structure. The other option would be to remove the heavy load from above that was causing the additional deflection that made the adjustable pipe columns required.

The patio needs to be monitored to ensure no further settlement will occur. If further settlement occurs, concrete slab jacking may be required. The caulking near the building needs to be removed and replaced. The concrete crack, on the east side, needs to be patched to ensure no further water intrusion can occur.

The brick missing the mortar needs to be tuck-pointed to ensure no further damage will occur over time due to water intrusion.

The area of brick damage should be monitored over time to ensure no further damage occurs. Patching of this area may be required to ensure water cannot enter the building through the damaged bricks. This damage may have occurred during lawn maintenance or other activity near the landscaping of the building.

This joint should be investigated and replaced as required to ensure water cannot get between the concrete wall and the asphalt parking lot.

**SECTION 4
RECOMMENDATION, COST,
AND SCHEDULE**

Recommendation

Based on our analysis of the existing City Hall, it is our recommendation that the City of Weldon Spring construct a new City Hall within Weldon Spring City Park. This new City Hall would address the current space, building code, ADA, and system deficiencies currently found in the existing City Hall. Construction of a new City Hall could occur while occupying the existing City Hall. Further studies, including the site placement of the new City Hall, as well as environmental and geological surveys would need to occur before embarking on full building design and eventual construction.

The new City Hall should be approximately 50% larger than the First Floor of the existing City Hall – 3,324 gross square feet currently and 5,000 gross square feet in the new building. This extra square footage would allow for the addition of a 12 person Conference Room; a separate Office for the City Clerk; a larger Open Office for the City Engineer, City Planner, and Code Enforcement; a larger Lobby; a larger I.T. Server Room; ADA compliant Restrooms; a wider Hallway; and some additional Storage space as there is no need for a Basement in the new building.

Cost

Based on bids being taken in March 2025, it is anticipated that construction costs for a new City Hall in Weldon Spring, MO would be in the range of approximately \$470 to \$575 per gross square foot. With the new City Hall being 5,000 gross square feet, the total construction cost would be approximately \$2,350,000 to \$2,875,000. In addition to the cost of construction, the City would need to set aside an additional approximately \$650,000 for architecture and engineering documents, furniture, and technology. For every year that construction of a new City Hall is pushed out, the City should add at least 4% to the costs outlined above.

Schedule

If the City were to decide to move forward with a new City Hall, below is an approximate project schedule, independent of the internal approval process required by the City to start the process.

02 Months – Environmental and Geological Surveys
06 Months – Programming, Design, & Documentation
02 Months – Bidding / Negotiating Construction Contract
09 Months – Construction

EMPLOYEE SURVEY – WELDON SPRING CITY HALL

Date: December 22, 2023 Updated January 5, 2024 with Survey Results
 Project: Weldon Spring FCNA 2023
 Project Number: 23-3875.01

Ranking Key:

- 1 = Unacceptable, very unsatisfactory, strongly disagree
- 2 = Below average, unsatisfactory, disagree
- 3 = Acceptable, average, neutral
- 4 = Above average, satisfactory, agree
- 5 = Outstanding, very satisfactory, strongly agree

1. Overall perception of the City Hall facility?

1 2 3 4 5 -50 Acceptable to Below Average

2. Overall quality/functionality of the internal building layout?

1 2 3 4 5 -100 Below Average

3. Overall quality of the physical work environment?

1 2 3 4 5 -55 Acceptable to Below Average

4. Overall quality/functionality of entrance lobby/waiting room space?

1 2 3 4 5 -105 Below Average

5. Building external entrance accessibility?

1 2 3 4 5 -60 Acceptable to Below Average

6. Internal building accessibility?

1 2 3 4 5 -85 Below Average

7. Quality/functionality of meeting room space?

1 2 3 4 5 -45 Acceptable to Below Average

8. Meeting space provides adequate privacy/minimizes interruptions?

1 2 3 4 5 -115 Below Average

9. Availability/access for/to meeting room space?

1 2 3 4 5 -40 Acceptable to Below Average

10. Quality/functionality of your immediate workspace?

1 2 3 4 5 0 Acceptable

11. Overall quality/functionality of your individual office space?

1 2 3 4 5 -30 Acceptable to Below Average

12. Workspace/office area minimizes interruptions and allows employee to concentrate on tasks?

1 2 3 4 5 -80 Below Average

13. Overall quality/functionality of the internal building amenities (restrooms, break area, copy room)?

1 2 3 4 5 -80 Below Average

14. Overall accessibility/functionality of your active files' storage?

1 2 3 4 5 -20 Acceptable

15. Overall accessibility/functionality of your archived files' storage?

1 2 3 4 5 -65 Acceptable to Below Average

16. Overall perception of building security?

1 2 3 4 5 -25 Acceptable

17. Overall quality/functionality of building security features?

1 2 3 4 5 -35 Acceptable to Below Average

18. Overall reliability of building plumbing, electrical, and/or HVAC systems?

1 2 3 4 5 -70 Acceptable to Below Average

19. Reliability of IT hardware, network, Internet, and phones?

1 2 3 4 5 25 Acceptable

20. Availability/access for/to employee parking?

1 2 3 4 5 15 Acceptable



Indoor Air Quality Assessment

City of Weldon Spring, MO

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Your Trane Team



Account Manager

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314-374-9233



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Building Performance Energy Engineer

Don Borgmann, P.E.

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The Trane Indoor Air Quality Assessment was conducted in October and November 2020 and provides guidance based on your overall system performance. Suggestions herein help you identify areas for improvement in order to meet industry guidelines and optimize indoor air quality. Where possible conducted the assessment remotely through your building automation system (BAS). All on-site assessments of the physical environment were performed following all recommended safety guidelines.

The transmission of Covid-19 may occur in a variety of ways and circumstances, many of the aspects of which are currently not known. HVAC systems, products, services and other offerings have not been tested for their effectiveness in reducing the spread of Covid-19, including through the air in closed environments.

Assessment Overview

The U.S. Centers of Disease Control and Prevention (CDC) and World Health Organization (WHO) both published recommendations for occupying workplaces in areas with a COVID-19 outbreak¹². In addition, two leading industry trade associations, ASHRAE and REHVA, published guidance for operating building HVAC systems under these circumstances.³⁴

	ASHRAE Guideline
 DILUTE	Proper ventilation ensures that plenty of fresh, outdoor air comes into the building to dilute the buildup of indoor contaminants. Adjusting building ventilation is one tool that can influence indoor air quality.
 EXHAUST	Getting exhaust air out efficiently is equally important – including recirculated air from kitchens, restrooms and combustion systems.
 CONTAIN	Maintaining indoor humidity levels within the ASHRAE recommended range maximizes the comfort of building occupants while avoiding the likelihood of harmful microbial growth in the building.
 CLEAN	Of increasing concern is the HVAC system's ability to reduce micro-organisms, such as mold, bacteria and viruses.

¹ Interim Guidance for Businesses and Employers to Plan and Respond to COVID-19, CDC

² Getting your workplace ready for COVID-19, WHO, dated 3 March 2020

³ ASHRAE Position Document on Infectious Aerosols, dated 14 April 2020

⁴ REHVA COVID-19 guidance document, dated 3 April 2020

At a Glance

The following equipment and systems were included in your review

Buildings

- City Hall

HVAC

- Air Handling Units
- Split Systems

BAS

- N/A

	Observations	Recommended Action	Impact
 DILUTE	<p>Your HVAC systems currently do not have the ability to bring in outside air to the facility.</p> <p>Ductwork modifications are needed properly and safely ventilate building.</p>	<p>Add minimum outdoor air to ventilate building through ductwork modifications with 2 position dampers.</p>	<p>Meet minimum ventilation requirements.</p> <p>Opening the OA dampers on hot/humid or cold days will have some impact on energy use and possibly comfort.</p> <p>Improved IAQ.</p>
 EXHAUST	<p>The building currently exhausts through the bathroom(s).</p> <p>An attic fan was also noted on the walkthru</p>	<p>Staff verified that attic fan is operational. Recommendation that building air is "flushed" through attic fan periodically.</p>	<p>Exhausting the building is just as important as ventilating in maintaining a good IAQ</p>
 CONTAIN	<p>Some of the spaces not properly ventilated and exhausted experience high humidity – notably the basement.</p> <p>Several dehumidifiers were noted in the basement storage area of City Hall.</p> <p>Past mold remediation was also noted in the basement.</p>	<p>ASHRAE's most recent recommendation is to "purge" the buildings prior to re-occupancy. Modify schedules for the HVAC systems to start up 2 hours prior to occupancy.</p> <p>Install new ductwork to address ventilation needs.</p>	<p>Improved IAQ.</p> <p>Running the HVAC system prior to occupancy will allow the system to circulate air through the filters, ventilate the spaces, and maintain the recommended temperature and humidity levels reducing indoor air contaminates.</p>
 CLEAN	<p>All HVAC systems have filters. However, these filters were noted to be the removable/washable type and not effective at filtering out contaminates.</p>	<p>Installation of MERV 13 filters is highly recommended to increase filtration level.</p> <p>Add air cleaning devices to each system and space.</p>	<p>Improved IAQ.</p> <p>Higher filtration will capture more particles before they reach the spaces.</p> <p>Air cleaning devices assist in destroying viruses, bacteria, mold, and eliminate odors.</p>

	Top Recommendations	Price	Next Steps
1	Provide and Install Outdoor Air Ductwork w/2 position Dampers (Qty. 1 per Unit – 2 total)	\$1,589	Finalize SOW. Authorize Trane to proceed with Contract as presented in proposal 11/9.
2	Turn on attic fan periodically. Expand equipment runtime to 2 hours prior to building occupancy.	Low cost	Owner to run attic fan as needed/desired to exhaust building fully.
3	Install higher efficiency filters and replace them more frequently – MERV 13 Recommended	Low cost	Owner to purchase and install filters that are more efficient.
4	Install Bipolar Ionization air cleaning devices at each HVAC unit to clean recirculated air (Qty. 2) <i>*Bi-Polar Ionization has been around for decades. The older style of generators used perishable gas tubes and would also create potentially harmful ozone during the process. However, new technology developed in the mid-2000's does not create harmful ozone. All units proposed have been tested to UL 867 which allows 0.05 parts per million or less of Ozone.</i>	\$7,414	Finalize SOW. Authorize Trane to proceed with Contract as presented in proposal 11/9.
5	Install Synexis® – Dry Hydrogen Peroxide Spheres for air and surface cleaning (Qty. 4) Synexis® uses naturally occurring humidity and oxygen - taken from the air to create DHPTM, which reduces the presence of unwanted microbes that may be present in the air and on surfaces, continuously improving indoor air quality and surface cleanliness. This solution can be integrated into an existing HVAC system or used as a portable, standalone unit in any room to treat the air and any surface the air touches, making it an ideal application for public spaces/high traffic areas. Hydrogen Peroxide is a natural component of human lung chemistry. The DHP that is produced in this product exists at concentrations well below those naturally maintained inside the lungs. <i>*Portable Sphere can be set on a flat surface or mounted virtually anywhere, requires only a standard 120VAC outlet</i>	\$10,369 Includes 1 YR Consumables for all devices shipped directly to City	Finalize SOW. Authorize Trane to proceed with Contract as presented in proposal 11/9.
	Total Cost	\$19,372	

Key Findings

1. Outside Air Ventilation



What We Learned

Your HVAC systems currently do not have the ability to bring in outside air to the facility.

What You Can Do

Add minimum outdoor air to ventilate building through ductwork modifications with 2 position dampers to automatically run when furnace is turned on.

What You Can Gain

- *Improved ventilation will help dilute indoor contaminants and improve the indoor air quality.*

2. Exhaust



What We Learned

The only building exhaust noted was the bathroom(s) exhaust.

Existing attic fan is operational.

What You Can Do

Periodically turn attic fan on to help flush building of re-circulated air.

What You Can Gain

Exhausting the air from you building, esp. restrooms, kitchens, and mechanical spaces is equally as important as introducing outside air for maintaining good indoor air quality.

3. Extend HVAC Operation



What We Learned

There is no building automation system in place.

What You Can Do

ASHRAE's current recommendation for system start up is to begin 2 hours prior to occupancy.

- *Adjust system schedules to start the HVAC system 2 hours prior to building occupancy (pre-occupancy purge sequence).*
 - *Note: New outside air dampers will open during this time to ventilate the building.*

What You Can Gain

Increasing the runtime of the HVAC system will allow the system to circulate air through the filters and ventilate the spaces prior to occupancy to help dilute and filter out any contaminants.

4. Filtration



What You Can Do

- *Increase HVAC system filter efficiencies as high as recommended for the equipment, up to MERV-13*
 - Removable and MERV 1-8 Filters offer very low airside pressure drops but are ineffective at capturing micro-biologicals unless they are attached to large particulate particles.
 - A MERV-13 filter will typically have a slightly higher pressure drop than the lower efficiency filters. However, for most systems the added pressure drop is not too substantial and will result about a 5% reduction in airflow.
- *Upgrade and replace the filters more frequently.*

What You Can Gain

High efficiency filters will capture additional indoor contaminants and improve indoor air quality.

5. Air Cleaners



What We Learned

Filtration is currently the only cleaning device in the existing HVAC units. The current filtration (removable/washable) is very low and ineffective at capturing micro-biologicals unless they are attached to large particulate particles.

What You Can Do

Install an air cleaning device at each HVAC unit or in select spaces. There are several choices of air cleaning devices such as UV lights, air ionizers, dry hydrogen peroxide systems, and photo catalytic oxidation.

See below for a comparison matrix of the different air cleaner technologies.

Bipolar ionization air cleaners, as well as Synexis Products are a good balance of performance, maintenance requirements, and cost.

PRODUCT	TECHNOLOGY	TESTED TO KILL VIRUSES	TREATS VOCs, ODORS, BACTERIA	TREATS ENTIRE BREATHING AREA	TREATS SURFACES	APPLICATIONS					Maintenance
						ROOM DIRECT	HEAT PUMPS	SMALL RTUS	LARGE RTUS (IPAK)	AHUS	
Genesis/TCAC	Filter, UV, PCO	YES	YES	NO	NO		X	X	X	X	Filter, UV lamps
UV - coil cleaning	UV	NO	NO	NO	NO		X	X	X	X	UV lamps
UV - air disinfection	UV	YES	NO	NO	NO		X	X	X	X	UV lamps
UV - Upper Air	UV	YES	NO	NO	NO	X					UV lamps
Phenomenal Aire	Bipolar Ionization	YES	YES	YES	NO		X	X	X	X	clean device
Global Plasma	Bipolar Ionization	YES	YES	YES	NO		X	X	X	X	clean device
RGF Environmental	UV, PHI	YES	YES	YES	NO	X	X	X	X	X	UV, replace catalyst
Synexis	Dry Hydrogen Peroxide	YES	YES	YES	YES	X	X	X			Replace sail, monthly

PCO - Photo Catalytic Oxidation

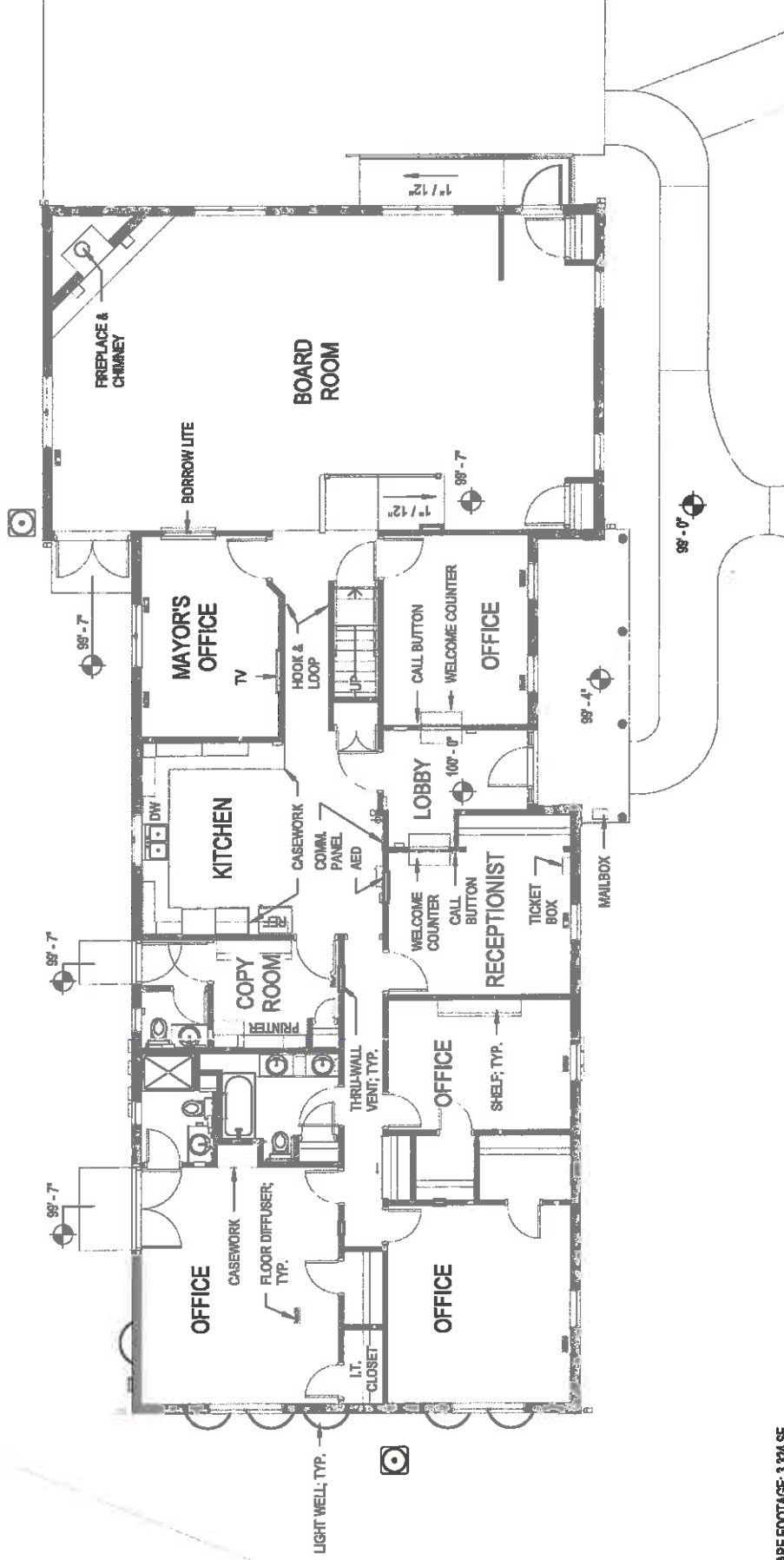
PHI - Photohydrolyzation

ROOM DIRECT - CONSOLE UNIT PLACED IN ROOM

FOR ALL AIR CLEANERS, PAY ATTENTION TO THE MANUFACTURE TESTING DATA. NOT ALL PRODUCTS ARE TESTED.

What You Can Gain

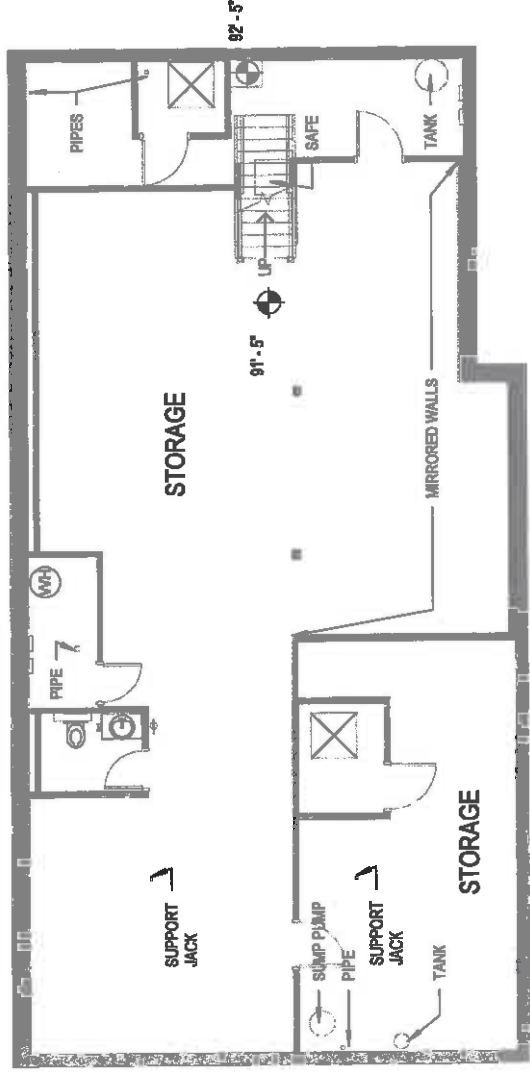
Improved indoor air quality, staff and public confidence in occupying building.



GROSS SQUARE FOOTAGE: 3,324 SF

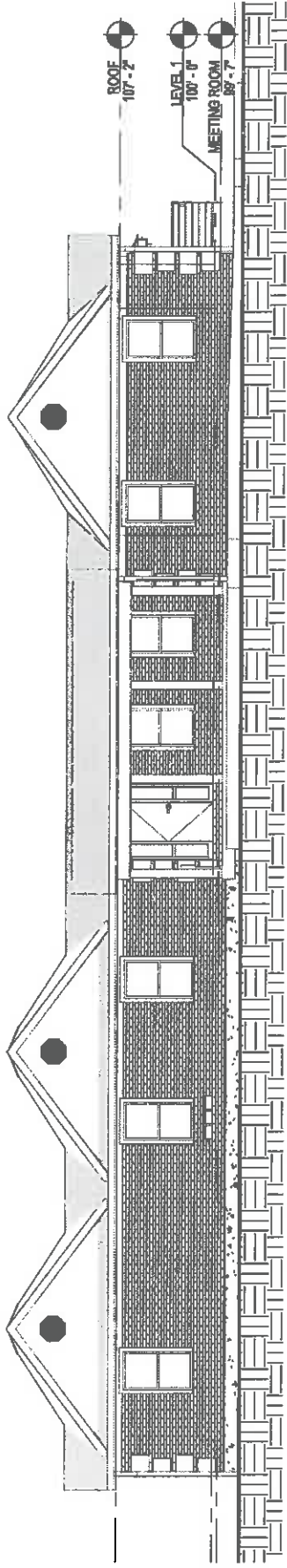
EXISTING FIRST FLOOR PLAN

CITY OF WELDON SPRING | Published 03/28/2024
Job No. 23-3875.01 | ©2024 FGM Architects Inc.

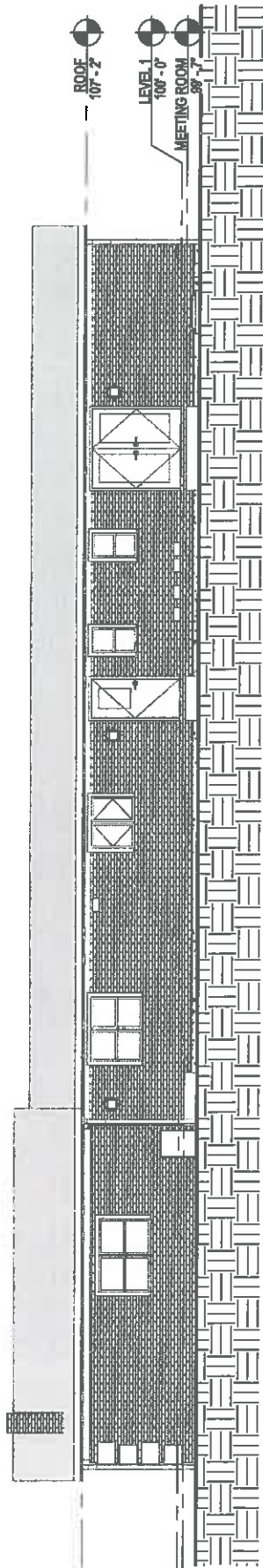


GROSS SQUARE FOOTAGE: 2,250 SF

EXISTING BASEMENT PLAN

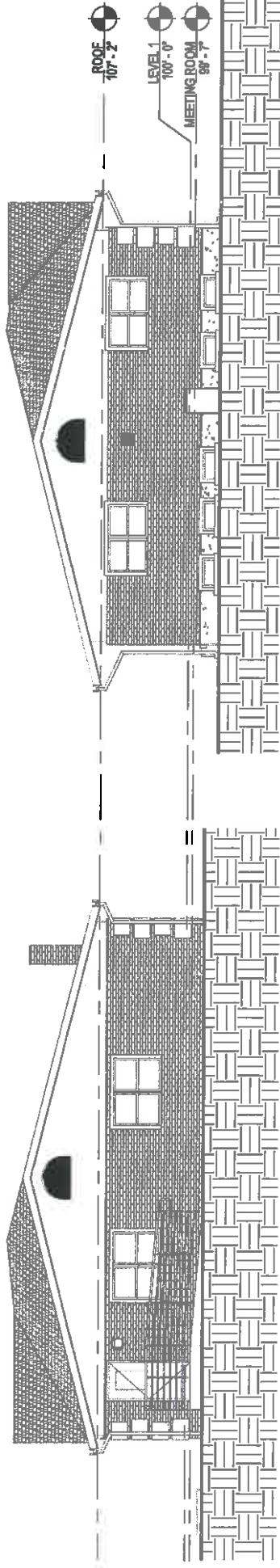


2 **SOUTHERN EXTERIOR ELEVATION**
1/8" = 1'-0"



1 **NORTHERN EXTERIOR ELEVATION**
1/8" = 1'-0"

EXISTING ELEVATIONS



1 EASTERN EXTERIOR ELEVATION
1/8" = 1'-0"

2 WESTERN EXTERIOR ELEVATION
1/8" = 1'-0"

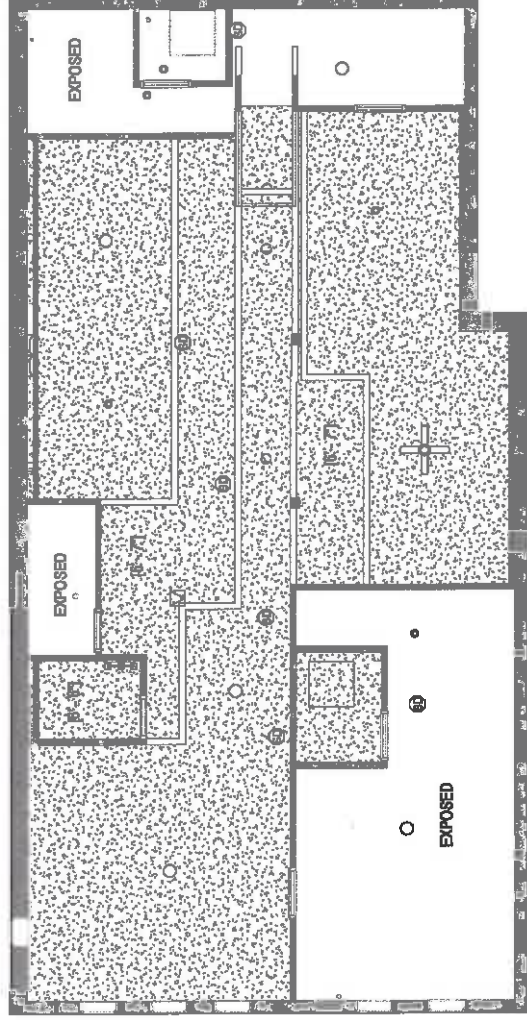
EXISTING ELEVATIONS



CEILING HEIGHT @ 8'-0" UNLESS NOTED OTHERWISE

FIRST FLOOR CEILING PLAN

CITY OF WELDON SPRING | Published 03/26/2024
Job No. 23-3875.01 ©2024 FGM Architects Inc.



CEILING HEIGHT @ 7'-6" UNLESS NOTED OTHERWISE

BASEMENT CEILING PLAN

CITY OF WELDON SPRING
REGULAR MEETING OF THE BOARD OF ALDERMEN
APRIL 25, 2024

CALL TO ORDER: The Weldon Spring Board of Aldermen met for their regular meeting at Weldon Spring City Hall, 5401 Independence Road on Thursday, April 25, 2024, at 7:30 PM with Mayor Donald Licklider presiding.

PLEDGE OF ALLEGIANCE: Mayor Licklider asked everyone in attendance to stand and join in reciting the Pledge of Allegiance.

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

Ward 1:	Alderman Clutter	Alderman Yeager
Ward 2:	Alderman Conley	Alderman Kolb
Ward 3:		Alderman Baker

Alderman Martiszus was absent. A quorum was declared.

Also, present were Mayor Licklider, Don Stolberg (City Administrator), and Bill Hanks (City Clerk).

Mayor Discussion - Robert's Rules of Order: Mayor Licklider briefly talked about Robert's Rules of Order and reminded the Board about proper meeting procedures.

PUBLIC COMMENTS:

- **Thomas McHugh, 202 Summit Ridge Place:** He voiced his concern about the unsafe traffic habits on Pitman Hill Road. Furthermore, he urged the Board to take action to improve traffic safety on Pitman Hill Road.

MINUTES:

April 10, 2024 – Board Work Session Minutes: Alderman Clutter moved to approve the minutes from the April 10, 2024, work session with on minor change because of a miss quote by the ARC Chairman on the bottom of page 1, seconded by Alderman Kolb. **Motion carried** with 4 ayes. Alderman Yeager abstained from voting.

April 11, 2024 – Regular Board Meeting Minutes: Alderman Kolb moved to approve the minutes from the April 11, 2024, regular meeting, with one change, which was under the City Administrator's Report. The motion was seconded by Alderman Yeager. **Motion carried** with 3 ayes. Alderman Baker and Alderman Clutter abstained from voting.

TREASURER'S REPORT:

Alderman Clutter made a motion to accept the Treasurer's packet of paid bills from April 5, 2024, to April 18, 2024. The motion was seconded by Alderman Yeager. **Motion carried** with 5 ayes.

UNFINISHED BUSINESS:

Bill # 1220 - An Ordinance Repealing Section 250.010 Known as Ball Field & Pavilion Fees in its Entirety and Replacing in its Place a New Section Know as Ball Field & Pavilion Fees in the City of Weldon Spring, Missouri, Municipal Code & Matters Relating Thereto: Alderman Baker made a motion to approve Bill #1220 for its second and final reading by title only. Alderman Clutter seconded the motion.

On a roll call vote, the Bill #1220 was placed as Ordinance 24-07 as followed:

AYES: 5 – Baker, Clutter, Conley, Kolb, and Yeager
NOES: 0
ABSENT: 1 – Martiszus

Six (6) Month Receipts and Disbursements Publication Approval: Yeager made a motion to approve the 6-Month Financial Statement for receipts and disbursement as submitted for publication, seconded by Alderman Clutter. **Motion carried** with 5 ayes.

NEW BUSINESS:

Certification of Election Results: The election results from the April 2, 2024, Municipal Election are as follow:

Ward I

Andy Clutter	233
--------------	-----

Ward II

Edwina Conley	283
---------------	-----

Ward III

Phil Martiszus	207
----------------	-----

Alderman Clutter made a motion to accept the certifications from the St. Charles County Election Board as submitted. Alderman Yeager seconded the motion. **Motion carried** with 5 ayes.

Oath of Office: Mr. Bill Hanks (City Clerk) swore Andy Clutter for a two-year term as Alderman in Ward I and Edwina Conley for a two-year term as Alderman in Ward II.

Board President Appointment: Alderman Kolb made a motion to nominate Alderman Yeager as President of the Board of Aldermen, seconded by Alderman Conley. **Motion carried** with 6 ayes.

2024 Firework Stand Approval: Alderman Yeager moved to approve the following firework stands for 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, Meramec Specialty Co. at Technology Drive, south of Meadows Parkway, and Powder Monkey at 5130 Westwood at Cornerstone Crossing. Alderman Clutter seconded the motion. **Motion carried** with 4 ayes. Alderman Clutter voted no.

REPORTS AND COMMITTEES:

Public Safety Report: The March Crime Statistic Report was submitted to the elected officials prior to the meeting.

City Administrator Report: The City Administrator Report was submitted to the Board prior to the meeting.

Parks & Recreation Advisory Committee (PRAC) Report: Mayor Licklider reminded the Board about the Spring Fling on April 27, 2024.

There was a brief discussion about the signage that advertise City events.

ADJOURNMENT:

Alderman Kolb moved to adjourn the meeting at 8:33 PM, seconded by Alderman Clutter. **Motion carried** with 5 ayes.

Respectfully submitted,

William C. Hanks, City Clerk

**PAID BILLS TO BE APPROVED
APRIL 19, 2024 -- MAY 2, 2024**

EXCEPT FOR THE ITEMS NOTED, THE ATTACHED LIST IS APPROVED BY THE BOARD OF ALDERMAN FOR PAYMENT. APPROVED THIS
9TH DAY OF MAY 2024 _____ MAYOR

CLAIMS REPORT: 4/19-5/02/24				
VENDOR	REFERENCE	AMOUNT	CHECK #	CHECK DATE
AMEREN MISSOURI	TRAFFIC CAMERAS 03/13-04/12/24	\$18.04	10240191	4/23/2024
ANDREW JOHNS	MILEAGE APRIL BANK RUNS	\$8.04	10240198	4/26/2024
BANKCARD SVCS - CENTRAL BANK	CREDIT CARD FOR MARCH	\$3,138.60	10240190	4/19/2024
CITY OF O'FALLON	ORDINANCE 24-01	\$48,721.00	16841	4/24/2024
DELTA DENTAL OF MISSOURI	EMPLOYEES DENTAL INS CITY	\$251.14	10240200	4/29/2024
DELTA VISION	VISION INSURANCE EMPLOYER	\$77.08	10240201	4/30/2024
MISSOURI AMERICAN WATER COMPAN	WATER FOR PARK RESTROOMS APRIL	\$10.10	9842	4/23/2024
Z. MITCHELL JORDAN	SPRING FLING EVENT/OFFICE SUPPLIES	\$1,557.47	10240204	4/30/2024
MUNIWEB	WEBSITE HOSTING APR 24	\$180.00	10240199	4/29/2024
REINHOLD ELECTRIC INC	WIRE PAVILLIONS (3/13-3/15)	\$2,112.50	10240192	4/23/2024
REPUBLIC SERVICES	TRASH SERVICE MAY 2024	\$153.33	9841	4/23/2024
UNITED HEALTHCARE	EMPLOYEE HEALTH INS MAY 2024	\$4,932.10	9843	4/23/2024
Accounts Payable Total		\$61,159.40		

**PAID CREDIT CARD BILLS TO BE APPROVED
MAR CHARGES**

EXCEPT FOR THE ITEMS NOTED, THE ATTACHED LIST IS APPROVED BY THE BOARD OF ALDERMAN FOR PAYMENT. APPROVED THIS
9TH DAY OF MAY 2024 _____ MAYOR

Mastercard
24-Mar
MARCH CHARGES

Account #	Account Description	ALBERT	BOB	BILL	Don	MITCHELL	HOWIE	LAURA	TOTAL
10.10.5201	Meals, Travel, Lodging			\$ 850.62				231.39	\$ 1,082.01
10.10.5203	Training and Education				\$ 447.79				\$ 447.79
10.10.5204	Dues & Subscriptions		\$ 44.99						\$ 44.99
10.10.5212	Printing			\$ 5.17					\$ 5.17
10.10.5213	Postage			\$ 34.92					\$ 34.92
10.10.5243	City Hall Office Supplies					\$ 8.67			\$ 8.67
10.10.5324	Consultant - Software					\$ 55.98			\$ 55.98
10.10.5952	Misc - General Fund				\$ 28.50				\$ 28.50
20.20.5216	Events in the Park					\$ 140.00			\$ 140.00
20.20.5236	Park - Repairs / Maintenance		\$ 471.78			\$ 133.86	\$30.19		\$ 635.83
20.20.5237	Park Equipment-Repairs/Maint						\$69.67		\$ 69.67
20.20.5240	Park Equipment- rental		\$ 56.00						\$ 56.00
20.20.5241	City Hall - Repairs/Maintenance		\$ 69.91						\$ 69.91
20.20-5243	Parks General Supplies	\$127.50	\$ 101.67						\$ 229.17
20.20.5563	Non-Capital Equip Park		\$ 229.99						\$ 229.99
TOTAL		\$ 127.50	\$ 974.34	\$ 890.71	\$ 476.29	\$ 338.51	\$ 99.86	\$ 231.39	\$ 3,138.60

UNPAID BILLS TO BE APPROVED
APRIL 26, 2024 -- MAY 9, 2024

EXCEPT FOR THE ITEMS NOTED, THE ATTACHED LIST IS APPROVED BY THE BOARD OF ALDERMAN FOR PAYMENT. APPROVED THIS
9th DAY OF MAY 2024 _____, MAYOR

UNAPPROVED REPORT: 4/26-5/09/24						
VENDOR	REFERENCE	AMOUNT	CHECK #	CHECK DATE		
RYAN & ROBYN BRADBURY	REMAINING ESCROW	\$2,500.00				
Accounts Payable Total		\$2,500.00				

Release of Cash Escrow

To: Andrew Johns, City Treasurer

Cc: Don Stolberg, City Administrator and Marty Berdinka, Code Enforcement Inspector

Re: Land Use Permit, A-22-056 at 5910 Wycliffe Drive

Please release after Board of Aldermen approval the remaining \$2,500.00 of the \$5,000.00 cash escrow for the new residence located at 5910 Wycliffe Drive to Ryan C. and Robyn L. Bradbury. The control number is 22-0075 and the receipt number is 4417. Ryan Bradbury indicated that the check could be mailed to his residence at 5910 Wycliffe Drive.

A follow-up inspection was made on April 30, 2024, of the residence and lot at 5910 Wycliffe Drive by Steve Lauer and Marty Berdinka. The two items that had previously not been completed which were the landscaping and the grass seed not being germinated, have now been completed. As had been previously indicated when the remaining items had been completed and inspected the remaining escrow funds will need approval by the Board of Aldermen before they can be released.

If you have any questions concerning this matter, please let me know.

Steve Lauer
City Planner
Weldon Spring, MO

BILL NO. _____

ORDINANCE NO. _____

*AN ORDINANCE AUTHORIZING THE MAYOR OF THE CITY OF
WELDON SPRING, MISSOURI, TO EXECUTE AN AGREEMENT WITH THE
MISSOURI HIGHWAY & TRANSPORTATION COMMISSION REGARDING SIDEWALK
CONSTRUCTION AND MAINTENANCE ALONG OLD HIGHWAY 94 BETWEEN
DUNBARTON DRIVE AND SOUTH BREEZE ROAD AND MATTERS RELATING THERETO*

WHEREAS, the City of Weldon Spring, Missouri, is a fourth class ("Entity") located in St. Charles County, Missouri, being duly created, organized, and existing under the laws of the State of Missouri; and

WHEREAS, the Missouri Highway & Transportation Commission owns and operates, as part of the State Highway System, Old Highway 94 between South Breeze Road and O'Fallon Road; and

WHEREAS, the Weldon Spring is desirous of having certain tasks performed related to the installation and maintenance of sidewalk improvements.

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

SECTION 1: That the Board of Aldermen of the City of Weldon Spring, Missouri, hereby authorize the Mayor to execute a Municipal Agreement with the Missouri Highway and Transportation Commission for sidewalk construction and maintenance along Old Highway 94 between Dunbarton Drive and South Breeze Road. A copy of which is attached hereto as "**Exhibit A**" and is incorporated by reference herein.

SECTION 2: The vote on the aforesaid being deemed an emergency by the Board of Aldermen, the Board does hereby waive and dispense with the tabling procedure set forth in City Code, Section 110.070 (3) and does hereby authorize the reading of the above bill twice at this meeting, and a vote thereon immediately following said reading.

SECTION 3: This Ordinance shall be in full force and effect upon its enactment and approval.

[REMAINDER OF PAGE INTENTIONALLY LEFT BLANK]

BILL NO. _____

ORDINANCE NO. _____

READ TWO TIMES AND PASSED BY THE BOARD OF ALDERMEN OF THE CITY OF
WELDON SPRING, MISSOURI, THIS _____ DAY OF _____, 2024.

Donald D. Licklider, Mayor

Attest:

William C. Hanks, City Clerk

BILL NO. _____

ORDINANCE NO. _____

To approve Bill

Motioned: _____

Seconded: _____

	<u>Aye</u>	<u>Nay</u>	<u>Abstention</u>
Baker	_____	_____	_____
Clutter	_____	_____	_____
Conley	_____	_____	_____
Kolb	_____	_____	_____
Martiszus	_____	_____	_____
Yeager	_____	_____	_____
Licklider	_____	_____	_____

Absent: _____

EXHIBIT A

MISSOURI HIGHWAYS AND TRANSPORTATION COMMISSION SIDEWALK IMPROVEMENTS AGREEMENT

THIS AGREEMENT is made and entered into by and between the Missouri Highways and Transportation Commission (hereinafter, "Commission"), whose address is P.O. Box 270, 105 W. Capitol, Jefferson Entity, Missouri 65102, and the City of Weldon Spring (hereinafter, "Entity"), whose address is 5401 Independence Rd, Weldon Spring, MO 63304 .

WITNESSETH:

WHEREAS, the Commission owns and operates, as part of the State Highway System, Old Highway 94 between South Breeze Road and O'Fallon Road; and

WHEREAS, the Entity is desirous of performing certain tasks related to the installation and maintenance of sidewalk improvements.

NOW, THEREFORE, in consideration of the mutual covenants, promises and representations contained in this Agreement, the parties agree as follows:

(1) **PROPOSAL**: The Entity proposes and the Commission will allow the installation, including maintenance, of sidewalk improvements on Commission right-of-way as provided in this Agreement.

(2) **LOCATION**: The general location of the sidewalk improvements to be installed and maintained pursuant to this Agreement is along the left side of Route Old Highway 94 from station 38+60 to station 46+90 between Dunbarton Drive to approximately 72 feet east of the intersection of South Breeze Lane, St. Charles County, Missouri, as shown on the attachment marked as Exhibit A, which is incorporated herein by reference.

(3) **COSTS**: All costs associated with the construction of the proposed sidewalk improvements, including, but not limited to, signing, traffic signals, and traffic control during construction, will be borne entirely by the Entity, with no cost incurred by the Commission.

(4) **PLANS**: The Entity shall have detailed plans prepared at no cost to the Commission, which are to be submitted to the Commission's District Engineer for the Commission's review and approval. The Commission's District Engineer, in his/her sole discretion, may require modifications to the plans prior to approving the plans.

(5) **TRAFFIC CONTROL DEVICES**: All pavement marking, signs, and traffic signals installed with the proposed improvements shall be in accordance with the latest revision of the *Manual on Uniform Traffic Control Devices for Streets and*

Highways.

(6) RELOCATION: The Entity shall secure the removal, relocation or adjustment of any public or private utilities located on private easements or public right-of way, if the construction of the herein contemplated improvements so required, without cost to the Commission.

(7) INSPECTION: The Entity will allow inspection of the construction and maintenance activities of the herein contemplated improvements by the Commission's District Engineer, or his authorized representative, at any time and shall take no attempts to prevent said inspection. Within thirty (30) days following notice by the Entity to the Commission that construction is complete, the Commission will inspect the work to determine that it is acceptable. The sidewalk improvements will not be placed in operation until the Commission authorizes.

(8) INDEMNIFICATION:

(A) To the extent allowed or imposed by law, the Entity shall defend, indemnify and hold harmless the Commission, including its members and department employees, from any claim or liability whether based on a claim for damages to real or personal property or to a person for any matter relating to or arising out of the Entity's wrongful or negligent performance of its obligations under this Agreement.

(B) The Entity will require any contractor procured by the Entity to work under this Agreement:

(1) To obtain a no cost permit from the Commission's district engineer prior to working on the Commission's right-of-way, which shall be signed by an authorized contractor representative (a permit from the Commission's district engineer will not be required for work outside of the Commission's right-of-way); and

(2) To carry commercial general liability insurance and commercial automobile liability insurance from a company authorized to issue insurance in Missouri, and to name the Commission, and the Missouri Department of Transportation and its employees, as additional named insureds in amounts sufficient to cover the sovereign immunity limits for Missouri public entities (\$600,000 per claimant and \$4,000,000 per occurrence) as calculated by the Missouri Department of Insurance, Financial Institutions and Professional Registration, and published annually in the Missouri Register pursuant to Section 537.610, RSMo.

(C) In no event shall the language of this Agreement constitute or be construed as a waiver or limitation for either party's rights or defenses with regard to each party's applicable sovereign, governmental, or official immunities and protections as provided by federal and state constitution or law.

(9) OWNERSHIP AND MAINTENANCE: All improvements made pursuant

to this Agreement within the state-owned right-of-way shall become the Commission's property. The Entity, at its sole cost and expense, is responsible for maintaining all sidewalks constructed or installed pursuant to this Agreement in fully operational, safe and aesthetically acceptable condition. All future alterations, modifications, or maintenance of the sidewalk improvements will be the responsibility of the Entity. Maintenance by the Entity will include, but is not limited to, crack repair, patching holes, removing litter, debris, trash, and leaves, and removal of snow and ice (through methods approved by the Commission). All sidewalks constructed pursuant to this Agreement shall be maintained in a condition safe for use of the sidewalks by the general public at all times. If the Entity fails to maintain the sidewalks in a safe condition, the Commission may cancel this Agreement and remove the sidewalks from Commission right of way or the Commission may maintain the sidewalks at the Entity's cost and expense.

(10) PERMITS: Before beginning work, the Entity shall secure from the Commission's District Engineer a permit for the proposed improvement. The Entity shall comply with any additional conditions placed on the permit by the Commission.

(11) BOND: The Entity shall secure sufficient bond, as determined by the Commission's District Engineer or his authorized representative, for the construction of the proposed improvement on Commission right-of-way.

(12) CONSTRUCTION OF IMPROVEMENTS: All construction of the proposed improvements shall be according to the latest editions of the Missouri Highways and Transportation Commission's *Standard Specifications for Highway Construction*, Standard Plans for Highway Construction, and the Missouri Department of Transportation's *Approved Products List for Traffic Signals and Highway Lighting*.

(13) AMENDMENTS: Any change in this Agreement, whether by modification or supplementation, must be accomplished by a formal contract amendment signed and approved by the duly authorized representative of the Entity and the Commission.

(14) ASSIGNMENT: The Entity shall not assign, transfer or delegate any interest in this Agreement without the prior written consent of the Commission.

(15) AUDIT OF RECORDS: The Entity must maintain all records relating to this Agreement, including but not limited to invoices, payrolls, etc. These records must be available at all reasonable times at no charge to the Commission and/or its designees or representatives during the period of this Agreement and any extension thereof, and for three (3) years from the date of final payment made under this Agreement.

(16) CANCELLATION: The Commission may cancel this Agreement at any time for a material breach of contractual obligations or for convenience by providing the Entity with written notice of cancellation. Should the Commission exercise its right

to cancel the contract for such reasons, cancellation will become effective upon the date specified in the notice of cancellation sent to the Entity.

(17) LAW OF MISSOURI TO GOVERN: This Agreement shall be construed according to the laws of the state of Missouri. The Entity shall comply with all local, state and federal laws and regulations relating to the performance of this Agreement.

(18) MISSOURI NONDISCRIMINATION CLAUSE: The Entity shall comply with all state and federal statutes applicable to Entity relating to nondiscrimination, including, but not limited to, Chapter 213, RSMo; Title VI and Title VII of the Civil Rights Act of 1964 as amended (42 U.S.C. Sections 2000d and 2000e, *et seq.*); and with any provision of the "Americans with Disabilities Act" (42 U.S.C. Section 12101, *et seq.*).

(19) VENUE: It is agreed by the parties that any action at law, suit in equity, or other judicial proceeding to enforce or construe this Agreement, or regarding its alleged breach, shall be instituted only in the Circuit Court of Cole County, Missouri.

(20) SECTION HEADINGS: All section headings contained in this Agreement are for the convenience of reference only and are not intended to define or limit the scope of any provision of this Agreement.

(21) SOLE BENEFICIARY: This Agreement is made for the sole benefit of the parties hereto and nothing in this Agreement shall be construed to give any rights or benefits to anyone other than the Commission and the Entity.

(22) NO INTEREST: By constructing and maintaining the sidewalk improvements on Commission right of way, the Entity gains no interest in Commission right-of-way whatsoever. The Commission shall not be obligated to keep the constructed improvements in place if the Commission, in its sole discretion, determines removal or modification of the improvements is in the best interests of the state highway system. In the event the Commission decides to remove the improvements, the Entity shall not be entitled to a refund of the funds expended by the Entity pursuant to this Agreement.

(23) AUTHORITY TO EXECUTE: The signers of this Agreement warrant that they are acting officially and properly on behalf of their respective institutions and have been duly authorized, directed and empowered to execute this Agreement.

(24) VOLUNTARY NATURE OF AGREEMENT: Each party to this Agreement warrants and certifies that it enters into this transaction and executes this Agreement freely and voluntarily and without being in a state of duress or under threats or coercion.

(25) ENTIRE AGREEMENT: This Agreement represents the entire understanding between the parties regarding this subject and supersedes all prior written or oral communications between the parties regarding this subject.

(26) DURATION: Unless otherwise terminated pursuant to (9) or (16), above, or through mutual agreement of the parties, this Agreement shall be in effect for a continuing duration upon execution of this Agreement.

IN WITNESS WHEREOF, the parties have entered into this Agreement on the date last written below.

Executed by the Entity on _____(DATE).

Executed by the Commission on _____(DATE).

MISSOURI HIGHWAYS AND
TRANSPORTATION COMMISSION

CITY OF WELDON SPRING

By _____

By _____

Title _____

Title _____

ATTEST:

ATTEST:

By _____

Secretary to the Commission

Title _____

Approved as to Form:

Approved as to Form:

Commission Counsel

Title _____

Ordinance Number: _____



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 Licklider & Board of Aldermen

From: Bill Schnell, City Engineer

Subject: Bid Result – 2024 Trail Sealing Project

Cc: Don Stolberg, City Administrator
Bill Hanks, City Clerk

Date: 5/3/24

On Thursday, May 2, 2024, at 1:00 PM. the bids were opened at the City of Weldon Spring City Hall for the 2024 Trail Sealing Project. A total of five (5) bids were submitted prior to the deadline at 1:00 PM. However, two bidders are determined to be “nonresponsive” since they did not submit items required per the contract. The items not selected are highlighted in RED in the summary, which is attached to the memo. The lowest non-responsive bidder bid in 2022 and was terminated for failure to respond and provide insurance and bond to the City.

My recommendation is to approve the bid for McConnell and Associates for \$12,113.50. McConnell and Associates included the insurance and bond information and have successfully completed work for the City on previous projects. They are also applying with a squeegee which is a preferred method to apply to assure cracks are sealed.

Bid Opening 2024 Trail Sealing

5/2/2024

1:00 PM

Bidder #	1	2	3	4	5
Name	McConnell & Associates	STL Sealing and Striping	Byrne & Jones	Asphalt Services LLC	Sweetens Sealing Services
001	Mobilization, Traffic Control, Cleanup, Misc. Work \$ 1,000.00	\$ 800.00	\$ 4,000.00	\$ 1,500.00	\$ 250.00
002	Patriotic Trail Shared Use Path Crack Sealing \$ 1,200.00	\$ 1,200.00	\$ 6,500.00	\$ 2,000.00	\$ 2,398.59
003	Patriotic Trail Shared Use Path Surface Sealing \$ 6,840.75	\$ 7,000.00	\$ 11,727.00	\$ 4,925.34	\$ 10,046.13
004	Independence Road Shared Use Path Crack Sealing \$ 1,200.00	\$ 800.00	\$ 3,500.00	\$ 1,500.00	\$ 1,532.18
005	Independence Road Shared Use Path Surface Sealing \$ 1,872.75	\$ 2,000.00	\$ 7,491.00	\$ 4,244.90	\$ 6,417.29
TOTAL BID	\$ 12,113.50	\$ 11,800.00	\$ 33,218.00	\$ 14,170.24	\$ 20,644.19
Submitted with Bid					
Itemized Bid	Yes	Yes	Yes	Yes	Yes
Insurance	Yes	No	No	Yes	Yes
Business Bio	Yes	No	No	Yes	Yes
Schedule	Yes	No	No	Yes	Yes
List of Clients	Yes	No	No	Yes	Yes
1st Coat	Squeegee	Squeegee	Spray	Spray	Spray
2nd Coat	Squeegee	Spray	Spray	Spray	Spray

Bids opened by: Bill Schnell City Engineer
 Witnessed by: Bill Hanks City Clerk