

*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 REGULAR MEETING  
ON THURSDAY, MARCH 13, 2025, 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.

**Link to join Zoom Video-Conference Meeting:**

<https://us02web.zoom.us/j/8163394872?pwd=Rpt5X3hnaMRtF5yxaQ8OD8UicBLkaQ.1&omn=84837602620>

**Meeting ID: 816 339 4872  
Password: 20250313**

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

**Meeting ID: 816 339 4872  
Password: 20250313**

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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.*

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

**\*\*\*\*BOARD OF ALDERMEN REGULAR AGENDA –3/13/25 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](mailto: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. PUBLIC HEARING:**
  - A. Consideration of an Application for a Liquor License for the Sale of (Intoxicating Liquor by Package & a Sunday License) for ZX, which will be located at 5952 HWY 94 (previously operated by Circle K) – Bradley Kempf.
- 6. APPROVAL OF MINUTES**
  - A. February 27, 2025 – Work Session Minutes
  - B. February 27, 2025 – Regular Board Meeting Minutes
- 7. CITY TREASURER'S PACKET**
  - A. Paid Bills (February 21, 2025 – March 6, 2025)
  - B. January 2025 Credit Card Bills
- 8. UNFINISHED BUSINESS**
- 9. NEW BUSINESS**
  - A. Liquor License Approval for ZX – **City Clerk**
  - B. City Code - Section 210.2470 (Deposit of Snow or Ice in the Public ROW) Discussion – **Alderman Martiszus**
  - C. 2025 Spring Newsletter Approval – **City Administrator**
- 10. REPORTS & COMMITTEES**
  - A. Public Safety Report – **SCCPD Representative**
  - B. Parks & Recreation Advisory Committee (PRAC) Report – **Alderman Conley**
  - C. Finance Committee – **Alderman Clutter**
    - FY 2024 Audit
  - D. City Administrator Report (Informational) – **City Administrator**
- 11. RECEIPTS & COMMUNICATIONS**
- 12. ADJOURNMENT**



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



# City of Weldon Spring

## *City of Tradition and Progress*

Office of the City Clerk  
5401 Independence Road  
Weldon Spring, MO 63304  
Phone: 636-441-2110  
Email: [bhanks@weldonspring.org](mailto:bhanks@weldonspring.org)

### **NOTICE OF PUBLIC HEARING**

Notice is hereby given that the Board of Aldermen of the City of Weldon Spring will hold a Public Hearing on an application received for a Liquor License for sale of liquor (Intoxicated Liquor in the Original Package & a Sunday License) for ZX, which will be located at 5952 HWY 94 (previously operated by Circle K), Weldon Spring, Missouri 63304.

Said application has been submitted by Bradley Kempf.

Said Hearing shall be held on Thursday, March 13, 2025, at 7:30 P.M. during the regular Board of Aldermen Meeting, which will be held at the Weldon Spring City Hall, 5401 Independence Road, Weldon Spring, Missouri, 63304.

The public is invited to attend.

Written comments are welcome and must be forwarded to the City Clerk at 5401 Independence Road or [bhanks@weldonspring.org](mailto:bhanks@weldonspring.org). Persons with special needs or anyone needing any type of assistance may contact City Hall before the hearing to make arrangements.

For additional information please contact Bill Hanks, City Clerk, City of Weldon Spring, at (636) 441-2110 (ext. 103) or [bhanks@weldonspring.org](mailto:bhanks@weldonspring.org).

CITY OF WELDON SPRING  
BOARD OF ALDERMEN SPECIAL WORK SESSION  
FEBRUARY 27, 2025

**CALL TO ORDER:** A Work Session of the Board of Aldermen for the City of Weldon Spring was held on Thursday, February 27, 2025, at approximately 6:30 PM, at the Weldon Spring City Hall, which is located at 5401 Independence Road. The Work Session was called to order at 6:36 PM by Mayor Licklider.

**ROLL CALL AND DETERMINATION OF QUORUM:** Alderman Clutter, Alderman Conley, Alderman Martiszus, and Alderman Yeager were present. Alderman Kolb joined the meeting at 7:07 PM. Aldermen Baker joined the meeting as a video conferencing participant via Zoom.

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

**BUSINESS FOR DISCUSSION:**

**Personnel Policies Discussion:** The Board had a lengthy discussion about their views on employees having a work from home option. The Board would like to limit the work from home option. Alderman Clutter stated that are certain situation that require working for home. He would like to hear input from City staff, but he would refer to the Mayor and the City Administrator on this issue.

Next, there was a brief discussion on flex time option, which is referring to City Staff working outside the hours of 8:00 AM to 4:00 PM. Alderman Yeager believes that the City Administrator should set parameters for this option.

Next, there was a brief discussion on training. The Board believes that a cost estimate should be submitted to the City Administrator and approval is needed before registering for the training.

Next, there was a brief discussion on the new Event Planner position. Mr. Stolberg (City Administrator) handed out the job description. Some Alderman asked about any overlap in duties between the Event Planner and the Community Relations Manager.

Finally, Alderman Clutter brought up the newsletter content approval process. He referred to Ordinance 98-06 and Resolution 3-23-23. Furthermore, he requested that the City should follow proper procedure and the draft of the newsletter content should be included in the Board packet moving forward.

The Work Session ended at 7:22 PM.

Respectfully submitted,

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William C. Hanks, City Clerk

CITY OF WELDON SPRING  
REGULAR MEETING OF THE BOARD OF ALDERMEN  
FEBRUARY 27, 2025

**CALL TO ORDER:** The Weldon Spring Board of Aldermen met for their regular meeting at Weldon Spring City Hall, 5401 Independence Road on Thursday, February 27, 2025, 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 Martiszus	Alderman Baker*

**Note:** Aldermen Baker joined the meeting as a video conferencing participant via Zoom.

A quorum was declared.

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

**PUBLIC COMMENTS:**

There were no public comments at this time.

**MINUTES:**

**February 13, 2025 – Regular Board Meeting Minutes:** Alderman Clutter moved to approve the minutes from the February 13, 2025, as amended. The motion was seconded by Alderman Yeager. **Motion carried** with 6 ayes.

**TREASURER’S REPORT:**

Alderman Clutter made a motion to accept the Treasurer’s packet of paid bills from February 7, 2025, to a February 13, 2025, as submitted. The motion was seconded by Alderman Yeager. **Motion carried** with 6 ayes.



## UNFINISHED BUSINESS:

**Bill #1239 – An Ordinance Granting Conditional Use Permit (Cup #2024-02) for Legacy II Ventures, Inc., LLC, to Allow a Mini-Warehouse (Self Storage) in the “Gc” General Commercial Zoning District on a Certain Tract of Land Located at 525, 540, & 550 Huber Park Court the City of Weldon Spring, Missouri:** Alderman Martiszus made a motion to approve Bill #1239 for its second and final reading by title only. Alderman Clutter seconded the motion.

On a roll call vote, Bill # 1239 was placed as Ordinance 25-06 as follows:

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

**Bill #1240 – An Ordinance Approving the Recommended Huber Commercial Lots 3, 4, & 5 Major Site Plan for A Mini-Warehouse (Self Storage) with Office Space at 525, 540, & 550 Huber Park Court & Matters Relating Thereto:** Alderman Baker made a motion to approve Bill #1240 for its second and final reading by title only. Alderman Clutter seconded the motion.

Alderman Clutter asked if a separate vote is needed to approve the variance for the sidewalk. Mike Meiners, from St. Charles Engineering & Surveying, Inc., told the Board that the no sidewalks variance is mentioned on the site plan under General Notes #16. Furthermore, Mr. Stolberg (City Administrator) read the sidewalk variance justification from the Staff Report, which states:

*“Sidewalks were not required by St. Charles County for Huber Commercial Park Subdivision. There are currently no sidewalks on any of the other lots in Huber Commercial Park. A variance was previously granted at the October 25, 2007, Board of Aldermen meeting to not have sidewalks installed on these three (3) lots.”*

On a roll call vote, Bill #1240 was placed as Ordinance 25-07 as follows:

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

**Bill #1241 – An Ordinance Amending the Following Sections (405.385, 405.400, 405.405, 405.430, And 405.440) of the Weldon Spring, Missouri, Municipal Code & Matters Relating Thereto:** Alderman Clutter made a motion to approve Bill #1241 for its second and final reading by title only. Alderman Martiszus seconded the motion.

On a roll call vote, Bill # 1241 was placed as Ordinance 25-08 as follows:

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

**NEW BUSINESS:**

**ROW Mowing Bids Results:** Alderman Yeager moved to accept the bid from Team Orion, LLCs in the amount of \$21,600 for the 2025 ROW Mowing Services. Alderman Martiszus asked if the bid included edging of the concrete sidewalks within the right-of-way, which wasn't. After a brief discussion, Mayor Licklider directed the City Administrator to get a cost from the vender.

The motion was seconded by Alderman Martiszus. **Motion carried** with 6 ayes.

**REPORTS & COMMITTEES:**

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

Alderman Baker asked for a status on tree replacements along Weldon Spring Parkway. Mr. Stolberg responded that the dead trees would be cut down sometime in the spring and the new trees would be planted sometime in the fall. A brief discussion took place.

**Mayor's Appointment(s):** Alderman Clutter made a motion to approve Mayor Licklider's appointments of Damian Wood to the Planning & Zoning Commission (P & Z) and Laurie Dunagan to the Parks & Recreation Advisory Committee (PRAC), seconded by Alderman Yeager. **Motion carried** with 6 ayes.

**RECEIPTS & COMMUNICATIONS:**

Alderman Clutter stated that the Finance Committee has a scheduled a meeting for March 4, 2025, at 1:30 PM.

**ADJOURNMENT:**

Alderman Kolb moved to adjourn the meeting at 8:22 PM, seconded by Alderman Clutter. **Motion carried** with 6 ayes.

Respectfully submitted,

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William C. Hanks, City Clerk

**PAID BILLS TO BE APPROVED  
FEB. 21, 2025 -- MAR 6, 2025**

EXCEPT FOR THE ITEMS NOTED, THE ATTACHED LIST IS APPROVED BY THE BOARD OF ALDERMAN FOR PAYMENT. APPROVED THIS  
13TH DAY OF MAR 2025 \_\_\_\_\_, MAYOR



CLAIMS REPORT						
VENDOR	REFERENCE	AMOUNT	CHECK #	CHECK DATE		
AMEREN MISSOURI	TRAFFIC CAMERAS	\$18.12	10240547	2/28/2025		
ANIMAL CARE SERVICE INC	REMOVAL DECEASED DEER DEC24	\$125.00	10240549	2/28/2025		
BANKCARD SVCS - CENTRAL BANK	January 2025 CHARGES	\$3,953.66	10240553	2/24/2025		
	1.)ICE MELT	\$777.00				
	2.)SNOW BLOWER	\$599.99				
	3.)4 IMPRINT-NOTEPADS MML SHOWCASE	\$501.32				
DEBBIE RUSSOM	NOTARY SUPPLIES	\$47.55	10240546	2/28/2025		
LAURA BROWN	DATE STAMP & MOUSE FOR COMP	\$63.66	10240545	2/28/2025		
LAURA BROWN	MILEAGE FOR COURT FEB.2025	\$7.70	10240545	2/28/2025		
METROPARK COMMUNICATIONS	TELEPHONE/INTERNET MAR25	\$447.65	10240548	2/28/2025		
SCC GOVT - FINANCE DEPT	ANNUAL CONTRACTS ORTHO 2025	\$1,032.84	9964	2/25/2025		
SCC GOVT - FINANCE DEPT	POLICE CONTRACT Q2 2025	\$60,807.75	16916	3/6/2025		
VISION CIVIL CONSTRUCTION	PED CROSSING	\$58,886.50	16915	2/28/2025		
WEX BANK	FLEET GAS CARD FEB.25	\$188.16	10240552	2/28/2025		
<b>Accounts Payable Total</b>		<b>\$125,578.59</b>				

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

EXCEPT FOR THE ITEMS NOTED, THE ATTACHED LIST IS APPROVED BY THE BOARD OF ALDERMAN FOR PAYMENT. APPROVED THIS  
13TH DAY OF MAR 2025 \_\_\_\_\_, MAYOR

Mastercard  
24-Feb  
JAN CHARGES

Account #	Account Description	ALBERT	BOB	BILL	DON	MITCHELL	HOWIE	TOTAL
10.10.5201	Meals, Travel, Lodging			\$ 263.38	\$ 52.00			\$ 315.38
10.10.5203	Training and Education			\$ 100.00	\$ 152.34			\$ 252.34
10.10.5212	Printing				\$ 501.32			\$ 501.32
10.10.5213	Postage			\$ 21.44				\$ 21.44
10.10.5243	City Hall Office Supplies			\$ 80.86	\$ 88.79	\$ 54.88		\$ 224.53
20.20.5203	Training and Education	\$175.00						\$ 175.00
20.20.5219	Santa Claus	\$39.52						\$ 39.52
20.20.5232	Park Uniforms	\$67.49						\$ 67.49
20.20.5237	Park Equipment-Repairs/Maint	\$513.77	\$ 211.23					\$ 725.00
20.20.5241	City Hall - Repairs/Maintenance	\$35.00	\$ 16.28				\$777.00	\$ 828.28
20.20-5243	Parks General Supplies	\$144.63	\$ 58.74					\$ 203.37
20.20.5563	Non-Capital Equip Park						\$599.99	\$ 599.99
TOTAL		\$ 975.41	\$ 286.25	\$ 465.68	\$ 794.45	\$ 54.88	\$ 1,376.99	\$ 3,953.66

*City of Weldon Spring, MO  
Friday, March 7, 2025*

## Chapter 210. Offenses

### Article XV. Miscellaneous Offenses

#### Section 210.2470. Deposit Of Snow Or Ice In Certain Public Improvements.

[Ord. No. 21-05, 5-11-2021]

- A. All commercial businesses, commercial property owners, or persons employed or under contract with said owners, within the City limits who are engaged in the removal of snow, ice, or other frozen precipitation shall not allow such snow, ice or other frozen precipitation to be deposited on the sidewalk, walking path, street, or anything for public use. Nor shall any person or persons engaged in the removal of snow or ice allow such snow, ice or other frozen precipitation to be deposited on or against any fire hydrant.
- B. Any commercial business or commercial property owner who fails to comply with, or commits any violation of, any provision of this Section, whether said act is done by the owner or by persons employed or under contract with the property owner, shall be charged with an ordinance violation, which shall be punishable, upon conviction thereof, pursuant to Section **100.220**, General Penalty, in the Weldon Spring Municipal Code. This fine shall be in addition to any other remedies prescribed in this Code or ordinances of the City or the laws of the State; and each day such failure to comply or such violation continues shall be deemed a separate offense.

## Spring 2025 Newsletter Draft

- Front Cover: Staff Photo
- Mayor's Message

Spring has arrived in Weldon Spring, bringing fresh energy and exciting opportunities for our community. Warmer weather means more time spent outdoors, and we have a fantastic lineup of events in our parks, starting with the Weldon Spring Fling on 4/26! Join us for a fun day with tree plantings, document shredding, live music, and yard games for all ages.

Our city is thriving with business developments contributing to Weldon Spring's economic success. Road and park projects have improved our city's safety and quality of life. New amenities like the Independence Amphitheater and Freedom Pavilion have been completed. New park projects are slated for construction later this year. Additionally, our commitment to improving infrastructure remains strong. Our streets have been deemed the best maintained streets in all of St. Charles County in a 2023 study by Transmap. Thanks to the 1 percent sales tax for roads and police, our community benefits from improved road safety initiatives. Our radar speed detectors and License Plate Reading (LPR) Cameras have assisted law enforcement in patrols and solving cases. Additionally, walking trail connections and crosswalks have been added to keep pedestrians safe.

We welcome Debbie Russom as our new Administrative and Prosecuting Attorney Assistant. Her extensive experience makes Debbie a great addition to our team and ensures the City's operations run smoothly.

As we embrace the new season, I encourage all residents to get involved, stay informed, and enjoy our wonderful City. Thank you for being a vital part of our wonderful community!

Sincerely,

Donald Licklider

Mayor of Weldon Spring

- Elected Officials Contacts
  - Standard block
- Important Dates
  - April Municipal Election 04/08/25
  - Weldon Spring Fling 04/26/25
- Stormwater Management
  - Keeping pollutants out of our waterways
    - Polluted stormwater runoff can be transported to municipal separate storm sewer systems (MS4s) and then discharged into local rivers and streams without treatment. Common pollutants include oil and grease from roadways, pesticides from lawns, sediment from construction sites, and carelessly discarded trash, such as cigarette butts, paper wrappers, and plastic bottles. When deposited into nearby waterways, these pollutants can impair waterways, thereby



discouraging recreation, contaminating drinking water supplies, and degrading the habitat for fish, other aquatic organisms, and wildlife.

- It is everyone's responsibility to keep these pollutants out of water systems. Regular maintenance of vehicles and equipment, proper disposal of chemicals and refuse, proper use of pesticides and fertilizers, and cleaning up after pets are imperative. Please help keep our water clean by doing your part!
- The City of Weldon Spring has information about our MS4 at [weldonspring.org](http://weldonspring.org)

- Code Spotlight

- In the coming months the Board of Aldermen will review and potentially approve a new ordinance outlining property owners' responsibility to maintain grass to the curb of any public street. A draft of this ordinance is printed below:

- *It shall be the duty of the owner of any lot, tract, or parcel of ground abutting upon or laying adjacent to any public street within the City to level or fill the space between the curbstone and the sidewalk with suitable soil or dirt to grow grass. Such a parkway shall be sowed in grass, kept mowed, and in good condition by the abutting property owner. \**

- \*This is only a draft of the ordinance and some changes may occur. The expected adoption is late April 2025.

- Pertinent Ordinances and Resolutions Approved since 12/1/2024:
  - It will be updated before print.
- Municipal Election April 8, 2025
  - The following candidates will appear on the April 8, 2025, ballot in the order listed below.
    - MAYOR
      - Donald Licklider
      - Laura Carpenter-Balding
    - ALDERMAN – WARD I
      - Tom Yeager
    - ALDERMAN – WARD II
      - Janet Kolb
    - ALDERMAN – WARD III
      - Gerry Baker
      - Margaret Culver
  - Please visit the St. Charles County Election Authority website for more information. <https://www.sccmo.org/410/Election-Authority>
- Welcome Debbie Russom, our new Administrative and Prosecuting Attorney Assistant.
  - Debbie joined the City of Weldon Spring on December 2, 2024, as the new Administrative and Prosecuting Attorney Assistant. Her professional background includes office management, bookkeeping, and accounting. She

is a hard worker and dedicated to providing exceptional services to the City.

Debbie has lived in the St. Charles area for over 25 years. She grew up in Poplar Bluff, Missouri, with three brothers. She loves spending time with family and enjoys cooking, reading and being outside. "I look forward to working with the city employees and serving the residents of Weldon Spring"

Debbie.

- Weldon Spring Fling
  - Tree Planting
  - Document Shredding
  - Live Music from Weldon Spring's own Cherry Ice
  - Yard Games
- Weldon Spring City Hall Facility Needs Assessment 2.0
  - The elected officials and City Staff have received a second Facility Needs Assessment from Navigate Building Solutions. This assessment is more in-depth than the previous report and addresses current conditions and staff space needs.
  - The current building is a 3,325 sqft home adapted to be offices and a 2,250 sqft basement used for storage, totaling 5,575 sqft. The new assessment reiterates the 2024 study: The current building is inadequate for the City's current and future needs. The study's recommendation is for a building that is 26 percent larger, totaling 7,000 square feet (sqft).\*

- The Study also provided construction estimates for renovation, expansion, or a new City Hall construction.

- The Estimates are as follows:

- Renovate City Hall: \$2,000,000\*
- Renovate and Expand City Hall: \$3,000,000\*
- Build New 7,000 sqft City Hall: \$4,250,000\*

*\*City Hall Planning Study, Navigate Building Solutions 01/23/2025*

- To view the City Hall Planning Study, Navigate Building Solutions report, please visit [weldonspring.org](http://weldonspring.org).
- Senior Real Estate Property Tax Freeze Relief Program
  - The City of Weldon Spring does not have a property tax for real estate or any other property. This is a St. Charles County Program; City Staff cannot assist with or accept applications. For more information about applying, please visit [sccmo.org/2343/Seniors-Real-Estate-Property-Tax-Relief](http://sccmo.org/2343/Seniors-Real-Estate-Property-Tax-Relief) or call the revenue collector at 636.949.7470.
  - Program Details 2025
    - The senior citizen real estate property tax relief program applies to the primary residence of St. Charles County residents at least 62 years old as of January 1, 2025.
    - Eligible residents must apply for the tax relief program annually to keep their tax amount frozen.

- The tax relief program began in tax year 2024 and does not apply retroactively to dates before that year.
- The tax relief program applies to all taxing jurisdictions within St. Charles County (ambulance districts, fire districts, school districts, cities, etc.) and not just to the part of the property tax bill that goes to the county itself.
- The application period for the 2025 tax year is March 1-June 30, 2025. Applications will be available in person, online, and by request through mail.
- Your tax dollars are at work: The 1% Sales tax for roads and police benefits residents, businesses, and the Police in Weldon Spring.
  - Speeding on City Roads
    - The City of Weldon Spring has a radar speed detector that staff places on public streets. This tool not only tells drivers their speed but also tracks data for analysis. When there is a noticeable increase in speeding drivers, City Staff asks police to patrol those areas during those times.
  - LPR Traffic Safety Cameras
    - License Plate Reading (LPR) Cameras assist Police investigations in Weldon Spring and beyond. These Traffic Safety Cameras have assisted St. Charles County Police on multiple occasions, leading to arrests. The cameras can track a suspect's vehicle by reading their

license plate and communicating that information to police. This information puts the suspect in a specific area at a specific time or shows areas a suspect may frequent.