



**CITY OF WELDON SPRING  
BOARD OF ALDERMEN MEETING  
ON TUESDAY, MARCH 10, 2020, AT 7:30 P.M.  
WELDON SPRING CITY HALL  
5401 INDEPENDENCE ROAD  
WELDON SPRING, MISSOURI 63304**

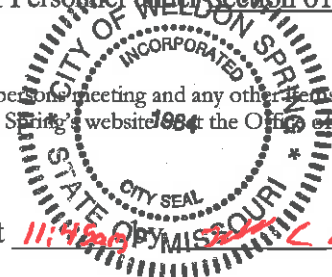
**\*\*\*\* AGENDA\*\*\*\***

- 1. CALL TO ORDER**
- 2. PLEDGE OF ALLEGIANCE**
- 3. ROLL CALL and DETERMINATION OF A QUORUM**
- 4. APPROVAL OF MINUTES**
  - A. February 27, 2020 – Regular Board Meeting Minutes
- 5. CITIZENS COMMENTS**
- 6. CITY TREASURER – Paid Bills (2-21-20 – 3-3-20)**
- 7. UNFINISHED BUSINESS**
  - A. Bill #1139-2 - An Ordinance Amending Ordinance 96-12 of the City of Weldon Spring, Missouri, By Changing the Type of Fence Constructed Along Independence Road (**BOA Consideration of the Mayor Veto**)
  - B. Bill #1140 - An Ordinance Renewing an Existing Franchise Agreement with Cuivre River Electric Cooperative, Inc. - **Alderman Schwaab**
  - C. Bill #1141 - An Ordinance Formally Adopting Standard Operating Procedures for the City of Weldon Spring, Missouri Regarding Private Infrastructure Dedication - **Alderman Martiszus**
- 8. NEW BUSINESS**
  - A. Change Order #3 for Independence Road Phase 4 – **Cochran Engineering**
  - B. An Ordinance Authorizing the Acceptance of the Dedication of the Streets of the Ehlmann Farms Subdivision by the City of Weldon Spring, Missouri, and Matters Relating Thereto - **Alderman Clutter**
  - C. City Engineering & Planning Services – **City Administrator**
  - D. FY 2019 Audited Financial Statements (**Discussion/Consideration**)
  - E. Spring Newsletter Review/Consideration – **City Administrator**
- 10. REPORTS & COMMITTEES**
  - A. City Administrator
  - B. City Attorney
  - C. Planning & Zoning Commission
  - D. Finance Committee
  - E. Parks & Recreation
  - F. Sammelmann Road Improvements Discussion
- 11. RECEIPTS & COMMUNICATIONS**
- 12. WORK SESSION**
- 13. CLOSED SESSION:**

In Accordance with RSMo Section 610.021, the Board of Aldermen will go into Closed Session during this meeting to discuss matters of Personnel under Section 610.021(3).
- 14. ADJOURNMENT**

Copies of all ordinances proposed to be introduced for consideration by the Board of Aldermen at this meeting and any other items included in the Board of Aldermen's Board Packet are available for public inspection on the City of Weldon Spring's website at the Office of the City Clerk. The City Clerk can be contacted at [bhanks@weldonspring.org](mailto:bhanks@weldonspring.org) or 636-441-2110.

This notice was posted at 5401 Independence Road on 3-6-20 at 11:42 AM by Stanku.



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

**CALL TO ORDER:** The regular meeting of the Board of Aldermen of the City of Weldon Spring was held on Thursday, February 27, 2020 at approximately 7:30 PM. The meeting was held at the Weldon Spring City Hall, which is located at 5401 Independence Road. Mayor Donald Licklider called the meeting to order.

**PLEDGE OF ALLEGIANCE:** The Pledge of Allegiance was recited.

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

Ward 1:	Alderman Clutter	
Ward 2:	Alderman Schwaab	Alderman Kolb
Ward 3:	Alderman Martiszus	

Alderman Baker and Alderman Hillmer were absent from the meeting. A quorum was declared.

**MINUTES: February 11, 2020 Board Minutes** - Alderman Schwaab moved to approve the minutes as written from the February 11, 2020 regular meeting. Seconded by Alderman Clutter. **Motion carried** with 4 ayes.

**PUBLIC COMMENTS:**

**Tammy Norman, 16 New Haven Court:** She stated that she couldn't sell her house due to the extremely loud traffic noise on Wolfrum Road. She claims she had to remove her shadowbox type fence because the City needed a temporary construction easement associated with the road improvement project for Wolfrum Road from her, which was about 10 years ago. Since then, the City Code changed to not allow shadowbox type fencing, so she is requesting the Board to consider allowing her to install a shadowbox type fencing to block some of the traffic noise from Wolfrum Road.

**TREASURER'S REPORT:** Alderman Schwaab made a motion to accept the Treasurer's packet of paid bills from February 6, 2020 to February 20, 2020 and unpaid bills from February 12, 2020 to February 27, 2020. Alderman Clutter seconded the motion. **Motion carried** with 4 ayes.

**OLD BUSINESS:**

**Bill #1139: An Ordinance Amending Ordinance 96-12 of the City of Weldon Spring, Missouri, By Changing the Type of Fence Constructed Along Independence Road:** Alderman Clutter moved to take Bill #1139 off the table for discussion. The motion was seconded by Alderman Schwaab and **motion carried**.

Alderman Clutter made a motion to make three amendments to Bill #1139:

- In Section 1, the words "including all concrete footings" should be added in the second sentence after the words "all parts of the fence."
- The words "except as noted in the following" should be omitted from Section 1.

- A Subsection D should be added to Section 1 and state the following, "the fence shall be located a minimum distance of 6 feet 7 inches from the back of the concrete curb for the total width of Lot 167 located at 5324 Enchanted Drive."

Alderman Schwaab seconded the motion. On a roll call vote, the **motion passed** as followed:

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

On a roll call vote, the Bill #1139 was placed as Ordinance 20-04 as followed:

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

### **NEW BUSINESS:**

**Walking Trail Final Preliminary Plan:** Alderman Clutter made a motion to approve the preliminary plans and authorize the City to go out for bids, seconded by Alderman Schwaab. **Motion carried** with 4 ayes.

**Change Order #4 for Independence Road Phase 4:** This topic was tabled until the next Board meeting.

**An Ordinance Renewing an Existing Franchise Agreement with Cuivre River Electric Cooperative, Inc:** Alderman Schwaab moved to introduce Bill # 1140 for its first reading. Alderman Clutter seconded the motion and the **motion carried**.

Bill # 1140 was tabled in accordance with City Code.

**An Ordinance Formally Adopting Standard Operating Procedures for the City of Weldon Spring, Missouri Regarding Private Infrastructure Dedication:** Alderman Martiszus moved to introduce Bill # 1141 for its first reading. Alderman Clutter seconded the motion and the **motion carried**.

Bill # 1141 was tabled in accordance with City Code.

**City Monument Sign Design & Build Bid Results:** Alderman Clutter made a motion to accept the backlit sign option from Landmark Sign Company bid not exceed \$20,000.00. Alderman Martiszus seconded the motion. **Motion carried** with 4 ayes.

**City Engineering Services & City Planner Services:** Mayor Licklider briefly discussed the memo that was provided by the City Administrator. He told the Board to read the memo and be prepared to discuss this topic at the next Board meeting.

The Board briefly talked about the number of inspections at the Vanguard Apartment site and wants more details from these inspections.

**Streetlight at the Intersection of Patriotic Trail & Meadows Parkway:** Alderman Clutter stated that he is advocating for streetlights at 3 intersections around the City because he believes this is a safety issue. A brief discussion took place.

#### **REPORTS AND COMMITTEES:**

**City Administrator:** A brief discussion about Senate Bill 526 (A video/cable franchise fee reduction) and its possible negative impact on the City's General Fund revenue took place.

**City Attorney:** No report given.

**Planning and Zoning Commission:** No report given

**Finance Committee:** The next Finance Committee meeting is scheduled for March 3, 2020.

**CERT Committee:** No report given.

**PRAC Committee:** Alderman Clutter stated that PRAC made a recommendation to form a subcommittee to solely focus on the walking trail network around the City. A brief discussion took place.

**ARC Reappointments:** Alderman Clutter made a motion to approve Mayor Licklider reappointments of Larry Halbrook for a 5-year term and Lisa Crayon for a 4-year term to the Architectural Review Commission, seconded by Alderman Schwaab. **Motion carried with 4 ayes.**

#### **RECEIPTS & COMMUNICATIONS:**

Mayor Licklider talked about economic development for the City. Alderman Clutter wanted an update on the PR (public relations) plan, which is being created by the Communication Relations Coordinator. Mayor Licklider asked Alderman Clutter if the priorities have ever been formalized by the Board and Alderman Clutter told him no. A brief discussion took place.

A lengthy discussion about Ms. Norman request for a shadowbox type fence took place.

#### **ADJOURNMENT:**

Alderman Clutter moved to adjourn the meeting at 8:44 PM and Alderman Martiszus seconded the motion. **Motion carried with 4 ayes.**

Respectfully submitted,

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William C. Hanks  
City Clerk

**PAID BILLS TO BE APPROVED  
FEBRUARY 21, 2020 -- MARCH 3, 2020**

EXCEPT FOR THE ITEMS NOTED, THE ATTACHED LIST IS APPROVED BY THE BOARD OF ALDERMAN FOR PAYMENT. APPROVED THIS  
10th DAY OF MARCH 2020 \_\_\_\_\_, MAYOR

ACCOUNTS PAYABLE  
CLAIMS REPORT

2/21/2020 THRU 3/3/2020

VENDOR	REFERENCE	AMOUNT	CHECK #	CHECK DATE
BANKCARD SVCS - CENTRAL BANK	EMPLOYEE CREDIT CARD CHARGES	\$ 1,359.06	11290595	2/24/2020
BANKCARD SVCS - CENTRAL BANK	EMPLOYEE CREDIT CARD CHARGES	\$ 1,655.27	11290591	1/24/2020
COCHRAN	WALKING TRAIL PROJECT	\$ 11,863.80	16092	2/28/2020
COCHRAN	INDEP RD 4	\$ 9,566.54	16093	2/28/2020
INCREDIBLE ENGRAVINGS	DARK GREEN NAME PLATE	\$ 45.16	16094	2/28/2020
LASHLY & BAER, P.C.	PA: CERTIFIED CASE TO SCC	\$ 250.00	16095	2/28/2020
METROPARK COMMUNICATIONS	TELEPHONE/INTERNET	\$ 380.71	11290593	2/28/2020
Z. MITCHELL JORDAN	MILEAGE REIMB	\$ 14.55	16098	2/28/2020
MUNICIPALCMS	HOSTING/LICENSE/TECH SUPPORT	\$ 1,200.00	16096	2/28/2020
VERIZON WIRELESS	CELL PHONE PARKS DEPT	\$ 12.41	16097	2/28/2020
Accounts Payable Total		\$ 26,347.50		

2/24/20

Mastercard  
20-Feb

Account # Account Description

HOWIE	MICHAEL MITCHELL	BILL	RICHARD	TOTAL
10-10-5201	Meals & Travel			\$59.04
10-10-5204	Dues and Subscriptions			\$22.75
10-10-5203	Training and Education			\$506.50
10-10-5243	City Hall Office Supplies			\$114.45
10-10-5324	Consultant - Software			\$172.87
10-10-5325	Consultant - Network			\$76.00
20-20-5232	Park Uniforms			\$159.99
20-20-5236	Park - Repairs / Maintenance			\$111.60
31-31-5952	Sewer Miscellaneous			\$67.93
33-33-5952	Sewer Miscellaneous			\$67.93
Total				\$1,359.06

Invoice Detail

X

Vendor # 1353  
BANKCARD SVCS - CENTRAL BANK  
Bank 1 CENTRAL BANK - MAIN #298  
Inv Desc EMPLOYEE CREDIT CARD CHARGES  
PO Number Invoice # FEB20  
Invoice Date 2-24-2020  
Due Date 3-03-2020  
GL Updated? Yes  
Release  
Gross Invoice  
Amt Paid  
Open  
1,359.06  
1,359.06  
1,359.06

Ln	St	Description	* General Ledger Account	Amount	Dist	1099	Jrnl
1	P	STAFF MEETING	10-10-5201	59.04	10	3478	
2	P	STL POST DISPATCH	10-10-5204	22.75	10	3478	
3	P	CITY CLERK CONF REGISTRATION	10-10-5203	506.50	10	3478	
4	P	KEYS,CLOCK,OFFICE SUPPLIES	10-10-5243	114.45	10	3478	
5	P	ADOBE,DROBOX	10-10-5324	172.87	10	3478	
6	P	MICROSOFT OFFICE 365	10-10-5325	76.00	10	3478	
7	P	WORK BOOTS/PARKS	20-20-5232	159.99	20	3478	
8	P	BULBS,SIGN REPAIR,CONCRETE	20-20-5236	111.60	20	3478	
9	P	NID EASEMENTS RECORDED	31-31-5952	67.93	31	3478	
10	P	NID EASEMENTS RECORDED	33-33-5952	67.93	33	3478	





BL ACCT 00005870-10000000  
CITY OF WELDON SPRING  
Account Number: ##### 0771

Page 1 of 4

**SCORECARD**  
Bonus Points Available  
42,126

### Account Inquiries

Call us at: (800) 445-9272  
Lost or Stolen Card: (666) 839-3485  
 Go to [www.bankcardcenter.net](http://www.bankcardcenter.net)  
 Write us at PO BOX 779, JEFFERSON CTY, MO 65102-0779

### Payment Summary

NEW BALANCE	\$1,359.06
MINIMUM PAYMENT	\$41.00
PAYMENT DUE DATE	02/26/2020

NOTE: Grace period to avoid a finance charge on purchases, pay entire new balance by payment due date. Finance charge accrues on cash advances until paid and will be billed on your next statement.

### Account Summary

Billing Cycle	01/28/2020
Days in Billing Cycle	30
Previous Balance	\$1,655.27
Purchases	\$1,359.06
Cash	\$0.00
Balance Transfers	\$0.00
Special	\$0.00
Credits	\$0.00
Payments	\$1,655.27
Other Charges	\$0.00
Finance Charges	\$0.00
NEW BALANCE	\$1,359.06

### Credit Summary

Trans Date	Post Date	Reference Number	Transaction Description	Amount
01/23	01/23	7430815002211111111111	ACH PAYMENT - THANK YOU 129274298	\$1,655.27-
TOTAL CORPORATE ACTIVITY				

**Important Information About Your Account**  
SCOREMORE BONUS POINTS THIS YEAR!!! YOUR REWARDS CARD GIVES YOU MORE BONUS POINTS - 2X, 3X, 4X OR MORE - THROUGH OUR SCOREMORE MALL. SCOREMORE IS A FEATURE OF SCORECARD REWARDS THAT ALLOWS YOU TO EARN ADDITIONAL BONUS POINTS AT PARTICIPATING RETAILERS ONLINE AND IN STORES. VISIT [WWW.BANKCARDCENTER.NET](http://WWW.BANKCARDCENTER.NET) TODAY FOR MORE DETAILS!

CENTRAL BANK OF ST LOUIS  
PO BOX 779  
JEFFERSON CTY MO 65102-0779

Closing Date	01/28/20
New Balance	\$1,359.06
Total Minimum Payment Due	\$41.00
Payment Due Date	02/26/20

\$

AMOUNT OF PAYMENT ENCLOSED

Account Number  
##### 0771  
Check box to indicate  
name/address change  
☐ on back of this coupon

MAKE CHECK PAYABLE TO:



BANKCARD SERVICES  
PO BOX 8000  
JEFFERSON CTY MO 65102-8000

BL ACCT 00005870-10000000  
CITY OF WELDON SPRING  
5401 INDEPENDENCE RD  
WELDON SPRING MO 63304

1466

547578035050771 00004100 00135906





**Cardholder Account Summary**

<b>HOWARD A MILWERGER</b> ##### 0797	<b>Payments &amp; Other Credits</b> \$0.00	<b>Purchases &amp; Other Charges</b> \$211.18	<b>Cash Advances</b> \$0.00	<b>Total Activity</b> \$211.18
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**Cardholder Account Detail**

Trans Date	Post Date	Plan Name	Reference Number	Description	Amount
01/03	01/06	PBUS01	55541860004010183025354	THE HOME DEPOT #3022 SAINT PETERS MO	\$33.97
01/10	01/13	PBUS01	55541860011010186792266	THE HOME DEPOT #3022 SAINT PETERS MO	\$1.57
01/22	01/23	PBUS01	55500360023207588501511	COTTLEVILLE FARM & HOM COTTLEVILLE MO	\$159.99
01/22	01/24	PBUS01	55541860023010183661122	THE HOME DEPOT #3022 SAINT PETERS MO	\$15.65

**Cardholder Account Summary**

<b>MICHAEL C PADELLA</b> ##### 3254	<b>Payments &amp; Other Credits</b> \$0.00	<b>Purchases &amp; Other Charges</b> \$271.62	<b>Cash Advances</b> \$0.00	<b>Total Activity</b> \$271.62
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**Cardholder Account Detail**

Trans Date	Post Date	Plan Name	Reference Number	Description	Amount
12/31	01/01	PBUS01	55310209365026847115540	ADOBE CREATIVE CLOUD 8008336687 CA	\$52.99
01/10	01/12	PBUS01	75418230010086327659734	DROPBOX*XY88XXBNBWWQ DB.TT/CCHelp CA	\$119.88
01/15	01/15	PBUS01	15270210015000051583523	MSFT * E0600A2VQJ MSBILL.INFO WA	\$76.00
01/21	01/21	PBUS01	55417340021640212289309	NEWSP PD-SJ 888-785-3 314-3408888 MO	\$22.75

**Cardholder Account Summary**

<b>ZACHARY M JORDAN</b> ##### 8543	<b>Payments &amp; Other Credits</b> \$0.00	<b>Purchases &amp; Other Charges</b> \$170.39	<b>Cash Advances</b> \$0.00	<b>Total Activity</b> \$170.39
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**Cardholder Account Detail**

Trans Date	Post Date	Plan Name	Reference Number	Description	Amount
01/02	01/05	PBUS01	55541860003010184185752	THE HOME DEPOT #3022 SAINT PETERS MO	\$13.14
01/02	01/05	PBUS01	02305370003100089746192	OFFICEMAX/DEPOT 6776 SAINT PETERS MO	\$18.38
01/08	01/08	PBUS01	02305370007100061927683	OFFICEMAX/DEPOT 6776 SAINT PETERS MO	\$39.37
01/14	01/16	PBUS01	02305370015100068684784	OFFICEMAX/DEPOT 6776 SAINT PETERS MO	\$40.46
01/22	01/24	PBUS01	85544020023001977091530	CECIL WHITTAKER'S PIZZ WELDON SPRING MO	\$59.04

**Cardholder Account Summary**

<b>WILLIAM HANKS</b> ##### 8634	<b>Payments &amp; Other Credits</b> \$0.00	<b>Purchases &amp; Other Charges</b> \$645.46	<b>Cash Advances</b> \$0.00	<b>Total Activity</b> \$645.46
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**Cardholder Account Detail**

Trans Date	Post Date	Plan Name	Reference Number	Description	Amount
01/07	01/08	PBUS01	55457370007206711200068	RECORDER OF DEEDS 6369497511 MO	\$3.10
01/09	01/10	PBUS01	55432860009200817143726	SQ *SQ *MUNICIPAL LEAG Maryland Heig MO	\$51.50
01/10	01/12	PBUS01	02305370011000559907664	USPS PO 2817940838 COTTLEVILLE MO	\$21.00
01/17	01/19	PBUS01	02305370018000554623038	USPS PO 2817940838 COTTLEVILLE MO	\$6.85
01/21	01/22	PBUS01	55457370021207188700152	MISSOURI STATE WEB 4178365128 MO	\$455.00
01/27	01/28	PBUS01	55457370027206311700034	RECORDER OF DEEDS SAINT CHARLES MO	\$108.01



# Expense Report/Reimbursement Request Form

5401 Independence Road  
Weldon Spring, MO 63304  
(636) 441-2110 phone  
(636) 441-8495 fax

Due  
2/26

Name: William C. Hanks

Date: 2/7/2020

Signature: *William C. Hanks*

Department/Activity: Administration

Date:	Time:	Destination:	Reason:	Mileage:	City Credit Card Purchase Amount:	Misc. Reimbursable Expense:
1/7/2020		St Charles Recorder of Deeds (Online)	Obtained an Easement for the Zoning Commissioner		\$3.10	
1/8/2020		Municipal League of Metro St. Louis	Registration for the Monthly Webinars for the Entire Year for the City		\$51.50	
1/9/2020		United State Post Office	Certified Mail 3 letters associated with NID Easements		\$21.00	
1/17/2020		United State Post Office	Certified Mail 1 letters associated with NID Easements		\$6.85	
1/21/2020		Missouri State University	MOCCFOA Master Academy Classes & Spring Institute Conference		\$455.00	
1/27/2020		St Charles Recorder of Deeds	Recorded 2 Non-Standard NID Easements		\$108.01	
					<b>\$645.46</b>	
Total Mileage: miles (X) 58.0 c Rate per mile (=) \$ Total Mileage Reimbursement						
Total Misc./Other Purchases: \$						
Total Reimbursement to Employee/City Official: \$						

Supervisor's Review:

Date:

Approved by: *Michael R. Smith*

Date: 2/7/20

Product	Qty	Unit Price	Total Price
First-Class Mail® 1 Letter	1	\$0.70	\$0.70
(Domestic)			
(SAINT CHARLES, MO 63304)			
(Weight: 0.15 lb 1.30 oz)			
(Estimated Delivery Date)			
(Monday 01/13/2020)			
Certified Mail® 1 Letter	1	\$3.50	\$3.50
(USPS Certified Mail #)			
(7019112000056472594)			
Return Receipt	1	\$2.80	\$2.80
(USPS Return Receipt #)			
(950940247678344072688)			
First-Class Mail® 1 Letter	1	\$0.70	\$0.70
(Domestic)			
(FORT WORTH, TX 76102)			
(Weight: 0.15 lb 1.30 oz)			
(Estimated Delivery Date)			
(Monday 01/13/2020)			
Certified Mail® 1 Letter	1	\$3.50	\$3.50
(USPS Certified Mail #)			
(7019112000056472617)			
Return Receipt	1	\$2.80	\$2.80
(USPS Return Receipt #)			
(950940247678344072617)			
First-Class Mail® 1 Letter	1	\$0.70	\$0.70
(Domestic)			
(SAINT CHARLES, MO 63304)			
(Weight: 0.15 lb 1.30 oz)			
(Estimated Delivery Date)			
(Monday 01/13/2020)			
Certified Mail® 1 Letter	1	\$3.50	\$3.50
(USPS Certified Mail #)			
(7019112000056472600)			
Return Receipt	1	\$2.80	\$2.80
(USPS Return Receipt #)			
(950940247678344072695)			
Total:			\$21.00
Credit Card Paid (Card Name: MasterCard) (Account #: XXXXXXXXXX18634) (Approval #: 685683) (Transaction #: 145) (AID: A000000041010) (Chip) (PIN: Not Required)			
			\$21.00

Product	Qty	Unit Price	Total Price
First-Class Mail® 1 Letter	1	\$0.55	\$0.55
(Domestic)			
(SAINT CHARLES, MO 63304)			
(Weight: 0.15 lb 1.30 oz)			
(Estimated Delivery Date)			
(Tuesday 01/21/2020)			
Certified Mail® 1 Letter	1	\$3.50	\$3.50
(USPS Certified Mail #)			
(7019112000056472624)			
Return Receipt	1	\$2.80	\$2.80
(USPS Return Receipt #)			
(950940247678344072671)			
Total:			\$6.85
Credit Card Paid (Card Name: MasterCard) (Account #: XXXXXXXXXX18634) (Approval #: 675683) (Transaction #: 633) (AID: A000000041010) (Chip) (PIN: Not Required)			
			\$6.85

St. Charles County Recorder's Office  
201 North Second Street, Suite 338  
St. Charles, MO 63041  
(636) 948-7585  
www.sccmo.org

Receipt for Services

Cashier	AKREMER	Batch #	1065497
Customer Name	BILL HANKS (PHONE)	Date:	01/07/2020
		Time:	11:23:39AM
Remarks	805/531 (ESMT)		

Date	Instrumen No	Document Type	Transaction Type	GR Number	Pay/amt
		PUBLIC			
		Credit Card Convenience Fee			0.10
		CW-Standard Size First Page Copy			2.00
		CW-Standard Size Add Page Copy			1.00
		PUBLIC			
		Total			\$3.10
		Fee Total:			\$3.10

CREDIT	MASTERCARD	CW/AKREMER/TO.	91hanks@weldonspring.org; Tue 1/7/2020 11:22 AM	3.10
		Payment Total:		\$3.10

City Clerk

From: Pat Kelly <pkelly@stlmuni.org>  
Sent: Monday, January 13, 2020 9:58 AM  
To: City Clerk  
Subject: RE: Receipt

Yes, below is a copy of the customer information and copy of transaction

Bill Hanks  
bhanks@weldonspring.org  
4 days ago

1  
TRANSACTION  
\$51.50  
TOTAL COLLECTED  
\$51.50  
NET SALES

Thursday, January 9, 2020

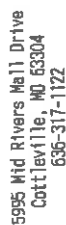
2:17 pm

Custom Amount Municipal League of Metro St. Louis

Pat Kelly  
Executive Director  
Municipal League of Metro STL  
1191 Dorsett Road  
Maryland Heights, Mo 63043  
Cell: 314-322-1800  
Office: 314-726-4748  
pkelly@stlmuni.org  
www.stlmuni.org  
"Like" us on Facebook  
Follow us on Twitter @munileagueSTL

From: City Clerk <bhanks@weldonspring.org>  
Sent: Monday, January 13, 2020 8:53 AM





PROD ID	QTY	UN	PRICE	TOTAL
BBOT, PEANUT OIL TAN LEATHER	9	5W		
3533701	1	EA	159.99	159.99
3533701	1	EA	159.99	159.99
TOTAL				159.99
Tax				.00
TOTAL				159.99
MasterCard				159.99
XXXXXXXXXXXX0797 (Approved)				
Authorization #: 60019C				

01/22/20 09:10:12 013 62310018013  
36364412110 CITY OF WELDON SPRING  
BIV: 13993089  
INVOICE #: 1433391 WSID: 13REG07  
4C12EE21-C536-460C-B00A-C23E260D143F  
965103 2.93 6199 TRL ID: 0?  
Receipt is required for all returns.

**More saving.  
More doing.<sup>SM</sup>**

[illegible]

9 780836 170120 >

RETURN POLICY AFFILIATION -  
POLICE DEPT. ON

**More saving.  
More doing.<sup>SM</sup>**

6190 WTD RIVERS MALL ON  
ST PETERS, MO 65304 (636)922-1281

3022 00010 42951 01/03/20 08:55 AM  
CASHIER DREW

046677460785 RLC1008717 4+  
PLC 100W ED17 METAL HALIDE BW 1PK 33.97N

SUBTOTAL	33.97
SALES TAX	0.00
TAX EXEMPT	
TOTAL	\$33.97
XXXXXXXXXXXXXXXXX0757 MSTERCARD	
AUTH CODE 65569C/5101858	US\$ 33.97
UID AU000000000004010	Mastercard

P.O.# 008 NAME CITY PARKS

3022 10 42951 81403/2020 9197

RETURN POLICY DEFINITIONS  
POLICY 30... POLICY EXPIRES ON  
1/2020

**More saving.  
More doing.<sup>SM</sup>**



6190 MID RIVERS MALL DR.	
ST PETERS MO 63304 (636)922-1281	
30222 00009 51292	01/10/20 07:40 AM
CASHIER JAMIE	
090498257910 4ZIN BAL CT <A>	1.57N
2X2-4ZIN PT CEDAR-TONE BIE BALLISTER	1.57
SUBTOTAL	0.00
SALES TAX	
TAX EXEMPT	\$1.57
TOTAL	USD\$ 1.57
XXXXXXXXXXXXXXX0797 MASTERCARD	V.A
AUTH CODE 60823C/B095642	Mastercard
AID A000000000401010	
NO JOB NAME: CITYPARKS	



1932987000064

RETURN, POLICY DEFINITIONS  
POLICY ID: 0458 POLICY EXPIRES ON  
1-1-2020 10/09/2020



**5401 Independence Road  
Weldon Spring, MO 63304  
(636) 441-2110 phone  
(636) 441-8495 fax**

Name: Howie Milwage

Date: 2/5/2020

Signature: [Signature]

Department/Activity:

Date:	Time:	Destination:	Reason:	Mileage:	City Credit Card Purchase Amount:	Misc. Reimbursable Expense:
1/3/00	8:55am	Home Depot	Exterior Light Parks Bld.		\$33.97	
1/10/00	7:40am	Home Depot	Bulkster for Fishing Pier		\$1.57	
1/22/00	9:10am	Farm + Home Supply	Work Boats - Howie		\$159.99	
1/22/00	8:36am	Home Depot	Wood + saw sign repair		\$15.65	
<b>Subtotals:</b>					\$ 211.18	\$
<b>For City Treasurer's Use:</b>						
Total Mileage:	miles (X) \$	Rate per mile (-) \$	Total Mileage Reimbursement			
	Total Misc./Other Purchases: \$					
	Total Reimbursement to Employee/City Official: \$					

**Supervisor's Review:**

Approved by: Mark R. Smith

**Date:**

Date: 2/5/20





3022-41-46000 01/08/2020 5580

**RETURN POLICY DEFINITIONS**

POLICY ID	DAYS	POLICY EXPIRES ON
1	90	04/07/2020



3022-01-20683-01/13/2020 1962

RETURN POLICY DEFINITIONS  
POLICY ID: 1 DAYS: 30 POLICY EXPIRES ON: 04/12/2020







YOUR ORDER DETAILS

STORE INFORMATION

Cecil Whittaker's - Weldon Spring  
1017 Wolfrum Road St. Charles,  
MO, 63304  
(636) 441-9119  
<https://cecilwhittakerspizza.com/>

CARRYOUT

City of Weldon Spring Zachary M  
Jordan  
636-441-2110

CREDIT CARD

MasterCard - 8543

ORDER #

7zi5bf

READY TIME

01/22/2020 04:40 PM

ORDER TIME

01/22/2020 02:54 PM

MITCHELL JORDAN

1 3+ Special  
1ST PIZZA

14" Two Topping Pizza

PIZZA TOPPINGS: Sausage (1x), Onions (left: 1x |  
right: No), Green Peppers (left: No | right: 1x)

2ND PIZZA

14" Two Topping Pizza

PIZZA TOPPINGS: Sausage (1x), Canadian Bacon (1x)

3RD PIZZA

14" Two Topping Pizza

PIZZA TOPPINGS: Onions (left: 1x | right: No),  
Mushrooms (1x), Black Olives (left: No | right: 1x)

SALAD

House Salad

DRESSING: Creamy Italian (1x)

APPETIZER

Jalapeno Poppers  
SIDE SAUCE: Ranch (1x)

2 The House Salad  
DRESSING: House (1x) \$6.99

1 Boneless Wings  
WING SAUCE: Mild Sauce (1x) \$8.99

Subtotal: \$55.46  
Tax: \$3.58  
Total: \$59.04

Mastercard  
20-Jan

Account #	Account Description	HOWIE	MICHAEL MITCHELL	BILL	RICHARD	CHRIS	TOTAL
10-10-5204	Dues and Subscriptions		\$22.75				\$22.75
10-10-5213	Postage			\$59.60			\$59.60
10-10-5243	City Hall Office Supplies		\$153.83	\$103.00		\$52.00	\$308.83
20-20-5219	Santa Claus		\$494.85				\$494.85
10-10-5324	Consultant - Software		128.99				\$128.99
20-20-5236	Park - Repairs / Maintenance	\$147.69			\$262.37	\$51.58	\$461.64
20-20-5237	Park Equipment-Repairs/Maint	\$30.20					\$30.20
31-31-5952	Sewer Miscellaneous			\$74.21			\$74.21
33-33-5952	Sewer Miscellaneous			\$74.20			\$74.20
Total		\$177.89	\$151.74	\$648.68	\$262.37	\$103.58	\$1,655.27

Vendor # 1353  
BANKCARD SVCS - CENTRAL BANK  
Bank 1 CENTRAL BANK - MAIN #298  
Inv Desc EMPLOYEE CREDIT CARD CHARGES

Electronic Pmnt  
PO Number  
Invoice # JAN20  
Invoice Date 1-24-2020  
Due Date 1-31-2020  
GL Updated? Yes

Release Gross Invoice Amt Paid Open  
1,655.27 1,655.27 1,655.27

In-St	Description	General Ledger Account	Amount	Dist	1099	Jrnl
1	P STL POST DISPATCH	10-10-5204				
2	P MAILING NID EASEMENTS	10-10-5213	22.75	10		3465
3	P DECOR-BINDERS-GIFT-CARDS-ETC	10-10-5243	59.60	10		3465
4	P SUPPLIES FOR SANTA VISIT	20-20-5219	308.83	10		3465
5	P ADOBE-OFFICE 365	10-10-5324	494.85	20		3465
6	P ICE MELT-SIGN REPAIR-SUPPLIES	20-20-5236	128.99	10		3465
7	P SIGN POSTS	20-20-5237	451.64	20		3465
8	P RECORD NID EASEMENTS	31-31-5952	30.20	20		3465
9	P RECORD NID EASEMENTS	33-33-5952	74.21	31		3465
			74.20	33		3465

CENTRAL BANK OF ST LOUIS

BL ACCT 00005870-10000000  
CITY OF WELDON SPRING  
Account Number: ##### 0771  
Page 1 of 4



## SCORECARD

Bonus Points  
Available  
40,792

## Account Summary

Billing Cycle		12/29/2019
Days In Billing Cycle		31
Previous Balance		\$2,104.57
Purchases	+	\$1,655.27
Cash	+	\$0.00
Balance Transfers	+	\$0.00
Special	+	\$0.00
Credits	-	\$0.00
Payments	-	\$2,104.57
Other Charges	+	\$0.00
Finance Charges	+	\$0.00

**NEW BALANCE** \$1,655.27

## Credit Summary

Total Credit Line	\$25,000.00
Available Credit Line	\$23,344.73
Available Cash	\$23,344.73
Amount Over Credit Line	\$0.00
Amount Past Due	\$0.00
Disputed Amount	\$0.00

## Account Inquiries



Call us at: (800) 445-9272  
Lost or Stolen Card: (866) 839-3485



Go to [www.bankcardcenter.net](http://www.bankcardcenter.net)



Write us at PO BOX 779, JEFFERSON CTY, MO  
65102-0779

## Payment Summary

<b>NEW BALANCE</b>	\$1,655.27
<b>MINIMUM PAYMENT</b>	\$50.00
<b>PAYMENT DUE DATE</b>	01/26/2020

*NOTE: Grace period to avoid a finance charge on purchases, pay entire new balance by payment due date. Finance charge accrues on cash advances until paid and will be billed on your next statement.*

## Corporate Activity

**TOTAL CORPORATE ACTIVITY** \$2,104.57-

Trans Date	Post Date	Reference Number	Transaction Description	Amount
12/23	12/23	7430815935611111111111	ACH PAYMENT - THANK YOU 129274298	\$2,104.57-

## Cardholder Account Summary

HOWARD A MILWERGER ##### 0797	Payments & Other Credits \$0.00	Purchases & Other Charges \$177.89	Cash Advances \$0.00	Total Activity \$177.89
----------------------------------	---------------------------------------	--	-------------------------	----------------------------

## Cardholder Account Detail

Trans Date	Post Date	Plan Name	Reference Number	Description	Amount
12/04	12/05	PBUS01	55446419338083357495388	BMK CORP ONLINE 8882907807 MO	\$80.62
12/03	12/05	PBUS01	55541869338010192005098	THE HOME DEPOT #3022 SAINT PETERS MO	\$24.93
12/26	12/29	PBUS01	55541869361010180501678	THE HOME DEPOT #3022 SAINT PETERS MO	\$42.14

PLEASE DETACH COUPON AND RETURN PAYMENT USING THE ENCLOSED ENVELOPE - ALLOW UP TO 7 DAYS FOR RECEIPT

CENTRAL BANK OF ST LOUIS  
PO BOX 779  
JEFFERSON CTY MO 65102-0779

Account Number

##### 0771

Check box to indicate  
name/address change ☐  
on back of this coupon

AMOUNT OF PAYMENT ENCLOSED

Closing Date	New Balance	Total Minimum Payment Due	Payment Due Date
12/29/19	\$1,655.27	\$50.00	01/26/20

\$

BL ACCT 00005870-10000000  
CITY OF WELDON SPRING  
5401 INDEPENDENCE RD  
WELDON SPRING MO 63304



1462

MAKE CHECK PAYABLE TO:



BANKCARD SERVICES  
PO BOX 8000  
JEFFERSON CTY MO 65102-8000

5475780350050771 00005000 00165527



Cardholder Account Detail Continued					
Trans Date	Post Date	Plan Name	Reference Number	Description	Amount
12/27	12/29	PBUS01	02305379362000555806908	AUTOZONE #0332 O FALLON MO	\$30.20

Cardholder Account Summary				
MICHAEL C PADELLA ##### 3254		Payments & Other Credits \$0.00	Purchases & Other Charges \$151.74	Cash Advances \$0.00
				Total Activity \$151.74

Cardholder Account Detail					
Trans Date	Post Date	Plan Name	Reference Number	Description	Amount
11/30	12/02	PBUS01	55310209334026764191928	ADOBE CREATIVE CLOUD 8008336687 CA	\$52.99
12/15	12/16	PBUS01	15270219349000011771430	MSFT * E06009UDD0 MSBILL.INFO WA	\$76.00
12/20	12/20	PBUS01	55417349354643542554325	NEWSP PD-SJ 888-785-3 314-3408888 MO	\$22.75

Cardholder Account Summary				
ZACHARY M JORDAN ##### 8543		Payments & Other Credits \$0.00	Purchases & Other Charges \$648.68	Cash Advances \$0.00
				Total Activity \$648.68

Cardholder Account Detail					
Trans Date	Post Date	Plan Name	Reference Number	Description	Amount
11/29	12/02	PBUS01	55541869334010193743063	THE HOME DEPOT #3002 BRENTWOOD MO	\$119.92
12/03	12/05	PBUS01	55541869338010191847094	THE HOME DEPOT #3002 BRENTWOOD MO	\$117.90
12/06	12/08	PBUS01	05140489340740261129592	DIERBERGS 94 CROSSIN ST PETERS MO	\$17.94
12/07	12/09	PBUS01	05436849342200024029965	GFS STORE #1991 MAPLEWOOD MO	\$113.99
12/09	12/11	PBUS01	55541869344010196587671	THE HOME DEPOT #3022 SAINT PETERS MO	\$33.96
12/17	12/18	PBUS01	05436849352400084478600	WM SUPERCENTER #648 SAINT PETERS MO	\$29.82
12/18	12/19	PBUS01	05314619353500253147044	STARCREST CLEANERS STO WELDON SPRING MO	\$50.10
09/11	12/23	PBUS01	25247809356001993003393	LOS 3 COMPADRES WELDON SPRING MO	\$25.00
09/11	12/23	PBUS01	25247809356001993003385	LOS 3 COMPADRES WELDON SPRING MO	\$25.00
09/11	12/23	PBUS01	25247809356001993003377	LOS 3 COMPADRES WELDON SPRING MO	\$25.00
12/23	12/24	PBUS01	05410199357091016278575	TARGET 00010355 SAINT PETERS MO	\$12.91
12/23	12/25	PBUS01	55541869358010185748378	THE HOME DEPOT #3022 SAINT PETERS MO	\$77.14

Cardholder Account Summary				
WILLIAM HANKS ##### 8634		Payments & Other Credits \$0.00	Purchases & Other Charges \$311.01	Cash Advances \$0.00
				Total Activity \$311.01

Cardholder Account Detail					
Trans Date	Post Date	Plan Name	Reference Number	Description	Amount
11/29	12/01	PBUS01	02305379334000548119638	USPS PO 2817940838 COTTLEVILLE MO	\$59.60
12/04	12/05	PBUS01	55429509338852654946775	STCHARLES CNTY ROAM 8003140147 CO	\$5.00
12/12	12/13	PBUS01	05436849347000375076135	DOLLAR TREE ST. CHARLES MO	\$3.24
12/12	12/13	PBUS01	55432869347200880007966	STARBUCKS STORE 02731 ST. PETERS MO	\$30.52
12/13	12/15	PBUS01	55457379347206311600048	RECORDER OF DEEDS SAINT CHARLES MO	\$136.41
12/18	12/19	PBUS01	55457379352206311800053	RECORDER OF DEEDS SAINT CHARLES MO	\$69.24
12/20	12/22	PBUS01	55429509355852450221561	STCHARLES CNTY ROAM 8003140147 CO	\$7.00

**Cardholder Account Summary**

<b>RICHARD A KERSTING</b> #### #### 0804	<b>Payments &amp; Other Credits</b> \$0.00	<b>Purchases &amp; Other Charges</b> \$262.37	<b>Cash Advances</b> \$0.00	<b>Total Activity</b> \$262.37
---	---	--	--------------------------------	-----------------------------------

**Cardholder Account Detail**

Trans Date	Post Date	Plan Name	Reference Number	Description	Amount
12/18	12/19	PBUS01	75306379352033100663430	FARMERS COOPERATIVE EL SAINT PETERS MO	\$251.40
12/26	12/29	PBUS01	55541869361010180502480	THE HOME DEPOT #3022 SAINT PETERS MO	\$10.97

**Cardholder Account Summary**

<b>CHRISTOPHER M HARRIS</b> #### #### 1612	<b>Payments &amp; Other Credits</b> \$0.00	<b>Purchases &amp; Other Charges</b> \$103.58	<b>Cash Advances</b> \$0.00	<b>Total Activity</b> \$103.58
---	---	--	--------------------------------	-----------------------------------

**Cardholder Account Detail**

Trans Date	Post Date	Plan Name	Reference Number	Description	Amount
12/20	12/22	PBUS01	55436879354643543860450	ZORO TOOLS INC 855-2899676 IL	\$51.58
12/21	12/22	PBUS01	55432869355200046862667	UNIV MISSOURI EXT 573-882-7146 MO	\$52.00

**Additional Information About Your Account**

MANAGE YOUR CARD ACCOUNT ONLINE. IT'S FREE! IT'S EASY! SIMPLY GO TO [WWW.BANKCARDCENTER.NET](http://WWW.BANKCARDCENTER.NET) AND ENROLL IN OUR ONLINE SERVICE. YOU CAN REVIEW ACCOUNT INFORMATION, TRACK SPENDING, SET ALERT NOTIFICATIONS, DOWNLOAD FILES, AND MUCH MORE. MANAGING YOUR ACCOUNT IS FAST, SECURE AND EASY. ENROLL TODAY!

**ScoreCard Bonus Points Information as of 12/27/2019**

SCORECARD	Beginning Balance	Points Earned	Points Adjusted	Points Redeemed	Ending Balance
	38,899	1,893	0	0	40,792

**Finance Charge Summary / Plan Level Information**

Plan Name	Plan Description	FCM <sup>1</sup>	Average Daily Balance	Periodic Rate *	Corresponding APR	Finance Charges	Effective APR Fees **	Effective APR	Ending Balance
<b>Purchases</b>									
PBUS01 001	PURCHASE	E	\$0.00	0.95750%(M)	11.4900%(V)	\$0.00	\$0.00	0.0000%	\$1,655.27
<b>Cash</b>									
PBUS01 001	CASH	A	\$0.00	2.20750%(M)	26.4900%(V)	\$0.00	\$0.00	0.0000%	\$0.00

\* Periodic Rate (M)=Monthly (D)=Daily

\*\* includes cash advance and foreign currency fees

<sup>1</sup> FCM = Finance Charge Method

Days In Billing Cycle: 31

APR = Annual Percentage Rate

(V) = Variable Rate If you have a variable rate account the periodic rate and Annual Percentage Rate (APR) may vary.



**5401 Independence Road  
Weldon Spring, MO 63304**

**(638) 441-2110 phone**

**(636) 441-8495 fax**

Name: Howie Millican

Signature: 

Date: 1/9/20

Department/Activity: Fact's

[illegible]

Supervisor's Review: 

Approved by: 

Date: \_\_\_\_\_



THE ORIGINAL POST  
SETTING FOAM

# Postloc®

Thank you for your order!

Order ID: 10036  
Date: Dec 4th, 2019 7:14am

Name/Model	Quantity	Unit Price	Price
4 Post Kit	1	\$55.95	\$55.95
Subtotal:			\$55.95
Tax:			\$4.26
Shipping:			\$20.41
Total:			\$80.62

Billing Address	Shipping Address
Howard Milwenger City Of Weldon Spring 5401 Independence Rd Weldon Spring MO 63304	Howard Milwenger City Of Weldon Spring 5401 Independence Rd Weldon Spring MO 63304
636-441-2110 ex Parts@weldonspring.org	

12/4/2019

[https://postloc.com/shop/complete?order\\_id=10036](https://postloc.com/shop/complete?order_id=10036)



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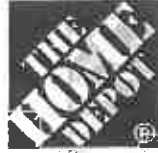
6190 MID RIVERS MALL DR.  
ST PETERS, MO 63304 (636)922-1281

3022 00009 51715 12/03/19 07:30 AM  
CASHIER JANICE

086786812204 25CT GTRH<A>  
25CT BUTTER HOOKS 4.96N  
292.48 19.97N  
731919051387 FGDEERXL<A>  
DEERSKIN LEATHER GLOVE -XL

SUBTOTAL 24.93  
SALES TAX 0.00

TAX EXEMPT TOTAL \$24.93 ✓  
XXXXXXXXXXXX0797 MASTERCARD  
USD\$ 24.93 TA  
AUTH CODE 60438C/6090753 Mastercard  
AID A0000000041010  
P.O.#/JOB



More saving.  
More doing.™

6190 MID RIVERS MALL DR.  
ST PETERS, MO 63304 (636)922-1281

3022 00009 20066 12/26/19 08:46 AM  
CASHIER LINDA

046677460785 RLC100BD17<A> 33.97N  
PLC 100W BD17 METAL HALIDE BW 1PK  
036241887865 LYSOLALLPURP<A> 8.17N  
LYSOL ALL PURP CLEANER LAVENDER 144

SUBTOTAL 42.14  
SALES TAX 0.00

TAX EXEMPT TOTAL \$42.14 ✓  
XXXXXXXXXXXX0797 MASTERCARD  
USD\$ 42.14 TA  
AUTH CODE 60562C/3093831 Mastercard  
AID A0C  
P.O.#/JOB

GOLF CAR  
Autozone 0332  
1104 HIGHWAY K  
D FALLON, MO  
(636) 980-1756

#000054165 886 13.99 P  
886 Sylvania  
Basic Bulb, EA  
#000054165 886 13.99 P  
886 Sylvania  
Basic Bulb, EA

SUBTOTAL 27.98  
TOTAL TAX @ 7.950% 2.22  
TOTAL 30.20  
XXXXXXXXXXXX0797 MASTERCARD 30.20  
APPROVAL # 63295C ✓

Data Source: CNIP  
App Name/Label: Mastercard  
AID: A0000000041010

REQ #02 CSN #06 RECEIPT #834482  
CSTR. TRANS #402422  
STORE #0332  
DATE 12/27/2019 08:23  
# OF ITEMS SOLD 2

0332402422122719\*

Take a survey for a  
chance to win \$5000  
at [www.autozonecares.com](http://www.autozonecares.com)  
or by calling 1-800-558-8949.  
No Purchase Necessary. Ends 08/29/20.  
Subject to Full Official Rules  
at [www.autozonecares.com](http://www.autozonecares.com).

0332-4



**Name: Michael Padella**

Department/Activity: Administration

**Date:** 1/10/20

[illegible]

RETURN POLICY DEFINITIONS  
POLICY FOR DAYS POLICY EXPIRES ON  
1-28-2020

Receipts for  
the 3 computers  
were unknown many  
after they did not  
appear on 3 months  
of credit card statements  
- Zams



## Expense Report/Reimbursement Request Form

**5401 Independence Road**

**Weldon Spring, MO 63304**

**(636) 441-2110 phone**

**(636) 441-8495 fax**

**Name:** Mitchell Jordan

**Date: 01/27/2020**

**Signature:**

Department/Activity: Community Relations

[illegible]**Supervisor's Review:**

Date:

**Approved by:**

Date:



More saving.  
More doing.™

6190 MID RIVERS MALL DR  
ST PETERS, MO 63304 (636) 922-1281  
3022 00010 66030 12/09/19 03:02 PM  
CASHIER MARILISSA

04018049274 OUT DUAL BLK 4A  
DFT OUT PLGIN HEAVY DUTY THER BLK  
2816.96

TAX EXEMPT  
SUBTOTAL 33.96  
SALES TAX 0.00  
TOTAL \$33.96  
\*\*\*\*\*X8543 MASTERCARD  
USD\$ 33.96  
AUTH CODE 63060C/010400  
AID A00000000041010  
MasterCard  
P.O.#/JOB NAME: 0



3022 10 08030 12/09/2019 3558  
RETURN POLICY DEFINITIONS  
POLICY 1 12/08/2020  
A

See back of receipt for your chance  
to win \$1000 in 12/08/2020

Walmart\*

636-47-4450 MT DANIEL 6000Y

1601 WILKINSON RD  
ST PETERS, MO 63304  
3022 10 08030 12/09/2019 3558  
SUBTOTAL 33.96  
SALES TAX 0.00  
TOTAL 33.96  
\*\*\*\*\*X8543 MASTERCARD  
USD\$ 33.96  
AUTH CODE 63060C/010400  
AID A00000000041010  
MasterCard  
P.O.#/JOB NAME: 0

12/17/19 09:32:27  
STATIONERY-OFFICE  
053331158 4 @ \$2.99 ea  
T = NO TAX 7.9500% on \$11.96  
SUBTOTAL \$11.96  
TOTAL \$12.91  
MASTERCARD CHARGE \$12.91  
AID: A00000000041010  
MasterCard



12/17/19 09:32:27  
STATIONERY-OFFICE  
053331158 4 @ \$2.99 ea  
T = NO TAX 7.9500% on \$11.96  
SUBTOTAL \$11.96  
TOTAL \$12.91  
MASTERCARD CHARGE \$12.91  
AID: A00000000041010  
MasterCard

REC42-9357-1075-0162-7853-4 VCMW52-258-746

City of Weldon  
Springs

5401 INDEPENDENCE RD  
WELDON SPRING, MO 63304  
(636) 441-2110

Payment ref: #9123167043686926  
Date 12/18/2019 12:04 pm

Type	Brand	Price
1934328123	no brand	12.30
M Casual Jacket		3.00
Miscellaneous		3.00
Miscellaneous		6.90
M Paints		6.90
Hat		6.90
Miscellaneous		6.90
Miscellaneous		6.90
Found item		6.90
1934562101		6.90
Miscellaneous		2.00
Miscellaneous		2.00
Miscellaneous		2.00
Miscellaneous		2.00
Subtotal		60.10
Total		60.10
Tendered		60.10
Paid with:	Mastercard	
	*8543 AUTH	
	64180C	

Starcrest Cleaners  
94 Stars  
810 Q Fallon Rd  
Weldon Springs, MO 63304  
636-329-9015



ST PETERS - 636-939-9433  
12/23/2019 09:21 AM. EXPIRES 03/22/20



STATIONERY-OFFICE  
053331158 4 @ \$2.99 ea  
T = NO TAX 7.9500% on \$11.96  
SUBTOTAL \$11.96  
TOTAL \$12.91  
MASTERCARD CHARGE \$12.91  
AID: A00000000041010  
MasterCard

REC42-9357-1075-0162-7853-4 VCMW52-258-746



More saving.  
More doing.™

1603 S. HANLEY RD BRENTWOOD, MO 63144  
(314) 647-6050  
3002 00003 06209 12/03/19 03:48 PM  
CASHIER JADA

1905533003557 75P 80WM ORN 4A  
75PC SHATTERPROOF ORNMT SET  
02994454401 100 LED MULTI 4A  
E/O 100L LED C3-MULTI  
289.96  
029944563709 LED LIGHTS 4A  
100L LED DOME-MULTI  
289.96

TAX EXEMPT  
SUBTOTAL 117.90  
SALES TAX 0.00  
TOTAL \$117.90  
\*\*\*\*\*X8543 MASTERCARD  
USD\$ 117.90  
AUTH CODE 69070C/6034267  
AID A00000000041010  
MasterCard  
P.O.#/JOB NAME: 0



3002 03 26378-11/29/2019 1326  
RETURN POLICY DEFINITIONS  
POLICY 1 12/08/2020  
A

More saving.  
More doing.™

1603 S. HANLEY RD BRENTWOOD, MO 63144  
(314) 647-6050  
3002 00003 06209 12/03/19 03:48 PM  
CASHIER JADA

1905533003557 75P 80WM ORN 4A  
75PC SHATTERPROOF ORNMT SET  
02994454401 100 LED MULTI 4A  
E/O 100L LED C3-MULTI  
289.96  
029944563709 LED LIGHTS 4A  
100L LED DOME-MULTI  
289.96

TAX EXEMPT  
SUBTOTAL 117.90  
SALES TAX 0.00  
TOTAL \$117.90  
\*\*\*\*\*X8543 MASTERCARD  
USD\$ 117.90  
AUTH CODE 69070C/6034267  
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MasterCard  
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POLICY 1 12/08/2020  
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3002 03 26378-11/29/2019 1326  
RETURN POLICY DEFINITIONS  
POLICY 1 12/08/2020  
A



6211 MID RIVERS MALL DR  
ST PETERS, MO 63304  
(636) 922-1281  
3022 00010 66030 12/09/19 03:02 PM  
CASHIER MARILISSA

04018049274 OUT DUAL BLK 4A  
DFT OUT PLGIN HEAVY DUTY THER BLK  
2816.96

TAX EXEMPT  
SUBTOTAL 33.96  
SALES TAX 0.00  
TOTAL \$33.96  
\*\*\*\*\*X8543 MASTERCARD  
USD\$ 33.96  
AUTH CODE 63060C/010400  
AID A00000000041010  
MasterCard  
P.O.#/JOB NAME: 0

3022 10 08030 12/09/2019 3558  
RETURN POLICY DEFINITIONS  
POLICY 1 12/08/2020  
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See back of receipt for your chance  
to win \$1000 in 12/08/2020

Walmart\*

636-47-4450 MT DANIEL 6000Y

1601 WILKINSON RD  
ST PETERS, MO 63304  
3022 10 08030 12/09/2019 3558  
SUBTOTAL 33.96  
SALES TAX 0.00  
TOTAL 33.96  
\*\*\*\*\*X8543 MASTERCARD  
USD\$ 33.96  
AUTH CODE 63060C/010400  
AID A00000000041010  
MasterCard  
P.O.#/JOB NAME: 0

12/17/19 09:32:27  
STATIONERY-OFFICE  
053331158 4 @ \$2.99 ea  
T = NO TAX 7.9500% on \$11.96  
SUBTOTAL \$11.96  
TOTAL \$12.91  
MASTERCARD CHARGE \$12.91  
AID: A00000000041010  
MasterCard

REC42-9357-1075-0162-7853-4 VCMW52-258-746

3002 03 26378-11/29/2019 1326  
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POLICY 1 12/08/2020  
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POLICY 1 12/08/2020  
A

# Expense Report/Reimbursement Request Form

5401 Independence Road  
Weldon Spring, MO 63304  
(636) 441-2110 phone  
(636) 441-8495 fax

Name: William C. Hanks

Signature:

Department/Activity: Administration

Date: 1/8/2020

Date	Time	Destination	Reason	City Credit Card	Purchase Amount	Expense
1/29/2019		United State Post Office	Certified Mail 8 letters associated with NID Esameants		\$59.60	
12/4/2019		St Charles Recorder of Deeds	Obtained a Warrant Deed on NID Property		\$3.24	
12/12/2019		Dollar Tree	MOCCFOA Holiday Party Gift		\$3.24	
12/13/2019		Starbucks	MOCCFOA Holiday Party Gift		\$30.32	
12/19/2019		St Charles Recorder of Deeds	Recorded the Summit at Whitmore Dedication Ordinance		\$69.24	
12/20/2019		St Charles Recorder of Deeds	Obtained 2 NID Esameants		\$7.00	
Total Mileage: miles (X) 58.0 c Rate per mile (=) \$ Total Mileage Reimbursement						
Total Misc./Other Purchases: \$ Total Reimbursement to Employee/City Official: \$						

Supervisor's Review: *W.C. Hanks*

Date: 1-8-20

Date: 1/10/20

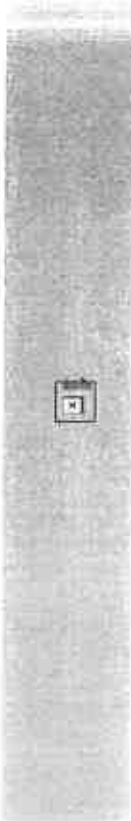
Receipt #1

COTTLEVILLE : 5323 HIGHWAY N COTTLEVILLE, MO 63304-9998 281794-0838 11/29/2019 12:17 AM				
Product	Qty	Unit	Price	Price
First-Class Mail®	1		\$1.15	\$1.15
Large Envelope				
(Domestic)				
(SAINT CHARLES, MO 63304)				
(Weight: 0 Lb 1.80 Oz)				
(Estimated Delivery Date)				
(Monday 12/02/2019)				
Certified				
(USPS Certified Mail #)				
(7019112000096474560)				
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**City Clerk**

**From:** DoNotReplyRMS@granicus.com  
**Sent:** Wednesday, December 04, 2019 9:12 AM  
**To:** City Clerk  
**Subject:** Web Purchase Confirmation - Roam St. Charles Records Management

*Receipt #2*



**Payment Confirmation**

Receipt Date: December 04, 2019  
 Customer Name: Bill Hanks  
 Name On Card: William Hanks  
 Card Charged: 8634

*Warranty deed for MTD property*

Product Id	Product Type	Page(s)	Comments	Price
19791101000211040	STCHARLES - (Transaction # : BE1P2AD23AE9)	4	Warranty Deed (W D)	\$5.00
Sub Total:				\$5.00
Total Amount Charged				\$5.00

**Instructions to view and print purchased documents:**

1. To view or print purchased documents, login to your account and go to "Account Settings" using the link available in the drop down under your email address on the top right corner of the search page
2. Click on "View Payment History"
3. Go to the "Pay As You Go Payment History" tab
4. Find the View Receipt and Document column for the transaction and use the links available to view your receipt and purchased document

\* You have full access to the purchased document(s) for 24 hours after the purchasing them. Once the time period has expired, you must purchase the document(s) again to get full access for another 24 hours.

\*\*Please do not reply to this automated email.\*\*

STARBUCKS Store #2731  
 6187 Mid Rivers Mall Drive  
 St. Peters, MO (636) 922-3408

CHK 663568  
 12/12/2019 08:49 AM  
 2780294 Drawer: 1 Reg: 2

Xmas Blend 1lb Gr 14.95  
 30XHOLIDAYCOFFEE -4.49  
 Cocoa Kit 10oz 12.95  
 Via. Pac Mocha 4Pk 6.95  
 30XHOLIDAYCOFFEE -2.09

Mastercard 30.52  
 XXXXXXXXXXXX8634  
 Card Entry: QUICK CHIP  
 Trans Type: PURCHASE  
 Reference #: 00000025  
 App Label: Mastercard  
 Auth #: 69042C  
 AID: A0000000041010  
 TIR: 000008000  
 TSI: E600

Subtotal \$28.27  
 Food & Beverage 7.95% \$1.03  
 Grocery 7.95% \$1.22  
 Total \$30.52  
 Change Due \$0.00



Store# 4223  
 3808 Huntcliff Plaza  
 St. Charles MO 63004-6689  
 (636) 685-8131

DESCRIPTION	QTY	PRICE	TOTAL
BOXED RELY WUG 14OZ	1	1.00	1.00
GIFTING CHMS LG WITH SURPRISE	1	1.00	1.00
SEWING TISSUE HBLD ASD 10CT	1	1.00	1.00
Sub Total		\$3.00	
SALES TAX		\$0.24	
Total		\$3.24	

MasterCard \$3.24  
 Approved  
 Purchase  
 Auth/Trace Number: 623802038808  
 Chip Card AID: A000000041010

NON SHOP ON-LINE AT DOLLARTREE.COM  
 \*\*\*\*\*  
 \* We will gladly exchange any unused item \*  
 \* with original receipt. We do not offer refunds. \*  
 \*\*\*\*\*

5306 04023 03 031 23585696 12/12/19 9:32  
 Sales Associate:Luna

*moccFOA Holiday Party Gift  
 #3-#4 Receipts*

**St. Charles County Recorder's Office**  
**Mary E. Dempsey**  
 201 North Second Street, Suite 338  
 St. Charles, MO 63301  
 (636) 949-7505 [www.sccmo.org](http://www.sccmo.org)

Receipt # 6

## Receipt for Services

<b>Cashier</b>	JJAMES	<b>Batch #</b>	1061992
<b>Customer Name</b>		<b>Date:</b>	12/18/2019
		<b>Time:</b>	11:57:52AM

REC JPJ

Date	Instrument No	Document Type	Transaction Type	GF Number	Pg/Amt
12/18/2019	11:57:52AM 20191218000758130	ORD	DE7201	631	17

**ORD**

**Total:**

**\$66.00**

**PUBLIC**

## Credit Card Convenience Fee

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**PUBLIC**

17606

CREDIT: mastercard REC & POSTAGE JPJ 69.24

**Grand Total:**

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# 101 એપ્રિલ

12/18/2015  
REC'D - 9F DEEDS  
SALNT CHARLES, MO 63301  
12-01-57

Page 1 of 1

Page 1 of 1



# Payment Confirmation

Receipt #17

Customer Name: BILL HANKS  
 Receipt Date: Dec 20, 2019  
 Card Charged: \*\*\*\*\*8634  
 Name on Card: WILLIAM HANKS

Product Id	Product Type	Location	Certified Document Number	Page(s)	Comments	Price
STCHARLES - (Transaction # : BA1P3C824AC1)						
19990429000370350	Easement (ESMT)	NA	NA	3		\$4.00
19990429000370290	Easement (ESMT)	NA	NA	2		\$3.00
Sub Total:						\$7.00
Total Amount Charged						\$7.00





**5401 Independence Road  
Weldon Spring, MO 63304  
(636) 441-2110 phone  
(636) 441-8498 fax**

Name: Chris Harris

Date: 12/26/19

Signature: Chris Davis

Department/Activity: ARK

[illegible]

**Supervisor's Review:**

Date: 1/8/2020

Approved by: Michael P. Smith

Date: 1/10/20

**St. Peters Farmers Co-op**  
216 Second Street  
St. Peters Mo. 63376  
PHONE 636-278-3544

1

SHIP TO

**SOLD TO**

11551

CITY OF WELDON SPRING

5401 INDEPENDENCE RF

WELDON SPRING MO 63304

BRANCH: 1 ST. PETERS

ORDER DATE	CUSTOMER NO.	ORDER NO.	CUSTOMER P.O. NUMBER	OUR ORDER NO.	INVOICE DATE	INVOICE NUMBER			
12/18/2019	11551			26599	12/18/2019	26507			
SHIP DATE	SHIP VIA	PRICE LIST	SALES REPRESENTATIVE	ACCOUNTS RECEIVABLE TERMS	SCALE TICKET#				
12/18/2019		1	BEAVER	NO DISC					
ITEM	PRODUCT NUMBER	QTY ORDERED	UNIT	DESCRIPTION	TAX QUANTITY	QTY SHIPPED	UNIT PRICE	DISCOUNT	AMOUNT
32993	12.00D	EACH		ARCTIC BLAST MELTER 50# ***** * Payment - CARD * Paid - This Invoice *****	N	12.000	20.9500		251.40
FARMERS COOPERATIVE ELEVATOR ASSOCIATION INC SAINT PETERS MO 63376 856-276-3544 12/18/2019 8:59 Sale Trans #: 2 Batch #: 1 MASTERCARD CHIP *****0004 #*/## AMOUNT: \$251.40 Resp: APPROVED Code: 68316C Ref #: 35325871 App Name: Mastercard ATB: A0000000041010 TUN: 0400008800 TSI: E800 Thank you! CUSTOMER COPY									
SUB-TOTAL					TOTAL DISCOUNT		INVOICE AMOUNT		251.40

A SERVICE CHARGE OF  
% PER MONTH  
WILL BE ADDED ON ALL  
OVERDUE ACCOUNTS.

WEIGHT

DATE

DISCOUNT

NET AMOUNT

PAYABLE IN

Thank you for your order from University of Missouri Extension. If you ordered physical product, we will send you a tracking number once your package ships. You can check the status of your order by logging into your account.

## Your Order #000010471

Placed on Dec 20, 2019, 9:42:31 AM

### Billing Info

Christopher Harris  
5401 Independence Road  
Weldon Spring, Missouri 63304  
United States  
T: 6364412110

### Shipping Info

Christopher Harris  
5401 Independence Road  
Weldon Spring, Missouri 63304  
United States  
T: 6364412110

### Payment Method

Credit Card Type: MasterCard  
Credit Card Number: xxx-xx-xx-1612  
Processed Amount: \$52.00

### Shipping Method

Shipping - Rate

For any questions regarding the following products, please contact us at 800-282-0869 or by email at [extpubs@missouri.edu](mailto:extpubs@missouri.edu).

Qty	Price
1	\$15.00
MX328 — National Pesticide Applicator Certification Core Manual (MSU Pages) SKU: MX328-p	
Qty	Price
1	\$25.00
Ornamental and Turf Pest Control (Category 3) Dig Component Option SKU: M89-p	
Qty	Price
1	\$12.00
Right-of-Way Pest Control (Category 6) SKU: M88-p	
Subtotal \$52.00	
Shipping & Handling \$5.00	
Grand Total \$57.00	

Thank you,  
University of Missouri Extension



Office: (855) 285-9676  
Email: [askzoro@zoro.com](mailto:askzoro@zoro.com)  
[Zoro.com](http://Zoro.com)

### PACKING LIST

UI54777952

BUYER: THE CITY OF WELDING SPRING

SHIPPED TO: THE CITY OF WELDING SPRING  
5401 Independence Rd  
Weldon Spring MO 63304-7845

ORDER # 8014982298  
DELIVERY # 8455212366  
CARTONS SHIPPED:

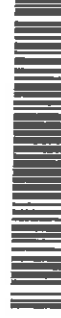
DATE	SHIPPED VIA	CUSTOMER P.O.	Page 1 of 1			
12/19/2018	UPS GROUND	Zoro 24744789				
Order Qty	Ship Qty	B.O. Qty	Product Number	MSDS Number	Stock	Description
2	2	0	G3181584		1DYJ6	Sign Mounting Brackets, 36 in. L, PR
Order weight is : 1.4 lbs						

NOT WHAT YOU EXPECTED? NOT A PROBLEM! FREE RETURNS [WWW.ZORO.COM/AUTO-RETURNS](http://WWW.ZORO.COM/AUTO-RETURNS)  
ZORO CUSTOMER SERVICE: LESS HASSLE, MORE HELP. MONDAY thru FRIDAY, 8 A.M. TO 8 P.M. CT; SATURDAY 7 A.M. TO 5 P.M. CT  
CALL 855-BUY-ZORO (855-289-8876) FAX 855-FAX-ZORO (855-328-8676) EMAIL [ASKZORO@ZORO.COM](mailto:ASKZORO@ZORO.COM)

# 51.58

Your invoice will be mailed separately  
Thank You for Your Business!  
[www.zoro.com](http://www.zoro.com)

THESE ITEMS ARE SOLD FOR DOMESTIC CONSUMPTION IN THE UNITED STATES. IF EXPORTED, PURCHASER ASSUMES FULL RESPONSIBILITY FOR COMPLIANCE WITH US EXPORT CONTROLS.





COCHARN & East Main Street  
Wentzville, MO 63385  
Phone: 636-372-4574

City of Weldon Spring  
Mike Padella  
5401 Independence Road  
Weldon Spring, MO 63304

Invoice number M9922  
Date 02/18/2020

Project M19-7756 Walking Trail Projects  
(Wolfrum Rd & City Park) Weldon  
Spring, MO

	Amount
<b>Right of Way Survey, Easement of Record, Topographic Survey</b>	
Contract Amount	6,225.00
Percent Complete	100.00
Prior Billed	6,225.00
Total Billed	6,225.00
Remaining Percent	0.00
Current Billed	0.00
<b>Civil Design</b>	
Contract Amount	20,820.00
Percent Complete	95.00
Prior Billed	11,659.20
Total Billed	19,779.00
Remaining Percent	5.00
Current Billed	8,119.80
<b>Construction Administration</b>	
Contract Amount	3,420.00
Percent Complete	0.00
Prior Billed	0.00
Total Billed	0.00
Remaining Percent	100.00
Current Billed	0.00
<b>CO1 - Survey &amp; Design 2 Additional Trail Sections</b>	
Contract Amount	4,160.00
Percent Complete	90.00
Prior Billed	0.00
Total Billed	3,744.00
Remaining Percent	10.00
Current Billed	3,744.00
Total	11,863.80
Invoice total	11,863.80

City of Weldon Spring  
Project M19-7756 Walking Trail Projects (Wolfrum Rd & City Park) Weldon Spring, MO

Invoice number M9922  
Date 02/18/2020

**Aging Summary**

Invoice Number	Invoice Date	Outstanding	Current	Over 30	Over 60	Over 90	Over 120
M9922	02/18/2020	11,863.80	11,863.80	0.00	0.00	0.00	0.00
Total		11,863.80	11,863.80	0.00	0.00	0.00	0.00

Interest of 1.5% per month will be charged to all accounts past due. Please Reference Invoice Number on Check.

**NOTICE TO OWNER:**

FAILURE OF THIS CONTRACTOR TO PAY THOSE PERSONS SUPPLYING MATERIAL OR SERVICES TO COMPLETE THIS CONTRACT MAY RESULT IN THE FILING OF A MECHANIC'S LIEN ON THE PROPERTY WHICH IS THE SUBJECT OF THIS CONTRACT PURSUANT TO CHAPTER 429, RSMo. TO AVOID THIS RESULT, YOU MAY ASK THIS CONTRACTOR FOR "LIEN WAIVERS" FROM ALL PERSONS SUPPLYING MATERIAL OR SERVICES FOR THE WORK DESCRIBED IN THIS CONTRACT. FAILURE TO SECURE LIEN WAIVERS MAY RESULT IN YOU PAYING FOR LABOR AND MATERIAL TWICE.

NOTICE: THERE WILL BE A THREE PERCENT (3%) CONVENIENCE FEE ADDED TO ANY PAYMENTS MADE BY CREDIT CARD



East Main Street  
Waverly, MO 63385  
Phone: 636-332-4374

\$174,826.25  
with data.  
to date.  
01/27/20

City of Weldon Spring  
Mike Padella  
5401 Independence Road  
Weldon Spring, MO 63304

Please email invoice to mpadella@weldonspring.org and hbelzer@yahoo.com

#### Professional Fees

#### Construction Management Services

Engineer 2	Kurt A. Kutter	Billable Time	Date	Hours	Rate	Billed Amount
Work on change order questions and striping with Nathan. Coordinate open records request.kak						
			01/02/2020	1.50	106.691	160.04
Answer project Engineer questions for change order.kak						
			01/03/2020	1.00	106.691	106.69
Double check wall quantities.kak						
			01/04/2020	1.50	106.691	160.04
Revelw change order with Project Engineer.kak						
			01/06/2020	2.00	106.691	213.38
Work on change order for Weldon Spring.						
			01/07/2020	2.00	106.691	213.38
Work with project engineer on Change Order.kak						
			01/08/2020	1.50	106.691	160.04
Coordinate change order with Project Engineer.kak						
			01/09/2020	1.00	106.691	106.69
Attend meeting with City of Weldon Spring for change order.kak						
			01/10/2020	1.50	106.691	160.04
Review change order. Follow up with project engineer. Follow up with Harold Belzer. Attend meeting with City of Weldon Spring.kak						
			01/14/2020	3.00	106.691	320.07
Review change order No. 3.kak						
			01/15/2020	2.50	106.691	266.73
Answer project engineer questions in relation to Maw Driveway.kak						
			01/23/2020	1.00	106.691	106.69
Work on Maw Driveway design.kak						
			01/26/2020	2.00	106.691	213.38
Review design for Maw Driveway.kak						
			01/28/2020	0.50	106.691	53.35
			01/29/2020	1.50	106.691	160.04

City of Weldon Spring

Invoice number M8925

Invoice date 02/18/2020

Page 1 of 3

City of Weldon Spring

Project M18-7619 INDEPENDENCE RD, PHA, WELDON SPRING, MO STP7302(639)

M8925  
02/18/2020

Invoice number  
Date

#### Professional Fees

#### Construction Management Services

Engineer 2

Kurt A. Kutter

Billable Time

Work on Maw driveway design.kak

Engineer 5

Nathan T. Buehrle

Billable Time

Updated daily diary, updated punch list items, responded to correspondence, and worked on change order for all quantity corrections for the project., nb

Performed site visit, updated daily diary, updated paybooks, checked remaining punch list items during site visit, took field measurements of retaining walls, responded to correspondence, and worked on change order for all quantity corrections for the project., nb

Performed site visit, updated daily diary, updated paybooks, checked remaining punch list items during site visit, took field measurements of retaining walls, and worked on change order for all quantity corrections for the project., nb

Performed site visit, updated daily diary, updated paybooks, checked remaining punch list items during site visit, took field measurements of concrete curb ramps and rolled curb, and worked on change order for all quantity corrections for the project., nb

Updated paybooks and worked on change order for all quantity corrections for the project., nb

Updated daily diary, updated paybooks, responded to correspondence, and worked on change order for all quantity corrections for the project., nb

Updated daily diary and responded to correspondence., nb

Updated daily diary, worked on tracking weather days for entire project, and responded to correspondence., nb

Performed site visit, updated daily diary, worked on tracking weather days for the project, worked on tracking utility delays for the project, updated punchlist, and responded to correspondence., nb

Worked on quantity correction change order., nb

Worked on quantity correction change order., nb

Worked on quantity correction change order., nb

Updated semi-final inspection report for City review and correspondence with contractor., nb

Reviewed pay application no. 11, correspondence with contractor, and reviewed pay application no. 12., nb

Reviewed pay application no. 12, reviewed lab test results for rock gradations, correspondence with contractor, and worked on drive #5 storm sewer design., nb

City of Weldon Spring

Invoice number M8925

Invoice date 02/18/2020

Page 2 of 3

Engineer 5	Date	Hours	Rate	Billed Amount
Nathan T. Buehrle				
Billable Time				
Reviewed pay application no. 12, worked on drive #5 storm sewer design, reviewed kuenz driveway proposal,	01/23/2020	8.00	76.437	611.50
and correspondence with City., nb				
Worked on drive #5 storm sewer design., nb	01/27/2020	2.50	76.437	191.09
Worked on drive #5 storm sewer design and performed site visit to verify water drainags., nb	01/28/2020	2.50	76.437	191.09
Worked on drive #5 storm sewer design., nb	01/29/2020	2.00	76.437	152.87
Subtotal		93.75		7,165.98
Professional Fees subtotal		116.25		9,566.54
<div> <div>93.75</div> <div>116.25</div> <div>93.75</div> <div>116.25</div> </div>				<div>9,566.54</div> <div>9,566.54</div>

Aging Summary					
Invoice Number	Invoice Date	Outstanding	Current	Over 30	Over 60
M8925	02/18/2020	9,566.54	9,566.54	0.00	0.00
Total		9,566.54	9,566.54	0.00	0.00

Interest of 1.5% per month will be charged to all accounts past due. Please Reference Invoice Number on Check.

NOTICE TO OWNER:

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22-22-5452 956.65 city

36-36-5440 8609.89 SEC

no Fed



# INCREDIBLE ENGRAVINGS

engravings.com

50 Triad South Dr  
St. Charles, MO 63304  
636-441-4811  
sales@engravings.com

## Invoice

Date	Invoice #
2/12/2020	6486

## Invoice

Date	Invoice #
2/25/2020	6543

50 Triad South Dr  
St. Charles, MO 63304  
636-441-4811  
sales@engravings.com

# INCREDIBLE ENGRAVINGS

engravings.com

Bill To	
City of Weldon Spring 5401 Independence Rd Weldon Spring, MO 63304 <i>Michelle Jordan</i> <i>Mitchell</i>	
Description	Qty
2" x 10" Dark Green / White Text Name Plate	1

P.O. No.	Terms
	Net 10 Days
Rate	Amount
22.58	22.58

*Thank You!*

*2/26/20*

PS: Please Don't Keep Us A Secret!	Total	\$22.58
PS: Please don't keep us a Secret!	Payments/Credits	\$0.00
Unpaid balances over 30 days will be charged 18% APR (minimum \$10) and may incur collection fees	Balance Due	\$22.58

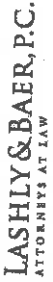
Bill To	
City of Weldon Spring 5401 Independence Rd Weldon Spring, MO 63304 Attn: Bill Henke	
Description	Qty
2 x 10 Light Green / White Text Desk Name Plate	1

P.O. No.	Terms
	Net 10 Days
Rate	Amount
22.58	22.58

*Thank You!*

*2/25/20*

PS: Please don't keep us a Secret!	Total	\$22.58
Unpaid balances over 30 days will be charged 18% APR (minimum \$10) and may incur collection fees	Payments/Credits	\$0.00
	Balance Due	\$22.58



714 Locust Street  
St. Louis, MO 63101-1699  
TEL 314 621.2939  
FAX 314 621.6844  
[www.lastbywater.com](http://www.lastbywater.com)

ILLINOIS  
20 East Main Street  
Belleville, IL 62220-1602  
TEL: 618 233.5587  
By Appointment Only

Invoice # 312742 - 0031  
 Matter #: 037145.000001  
 FEI#43-1063672

Total Fees	\$250.00
------------	----------

**Payment Due 15 Days from Date of Invoice**

02/92/2

**testimony,**[illegible]

Expense Report/Reimbursement Request Form  
5401 Independence Road  
Walden Spring, MO 63304  
(636) 441-2110 phone  
(636) 441-8495 fax





This is your monthly recurring vendor consolidation invoice from Metropark. The vendors and services represented below are enrolled into your VCP account and need to be paid in a timely manner. Please remit payment on or before the due date listed below.

#### Billing Address

City of Weldon Spring  
5401 Independence Rd.  
Weldon Spring, MO 63304  
Tel : (636) 441-2110  
Fax : (636) 441-4495

#### Invoice Info

Account #: 15738  
Invoice #: 262595  
Consolidation Date: 2020-02-25  
Invoice Due: 2020-03-01  
Invoice Period: 01/25/2020 - 02/24/2020

#### VCP Program

Your VCP program fees cover the following services:

- MANAGED SERVICES**
- Carrier Telecom Support
  - Billing Consolidation
  - AP Payment Service
  - Invoice Analysis
  - Contract Management
  - Secondary Escrow Service
  - Marketing On Hold

- CLOUD & WEB SERVICES**
- Domain & Web Hosting
  - C-panel & Joomla support
  - MySQL & PostgreSQL Databases
  - 3rd Party Web Applications
  - FTP & SFTP Services
  - Secure Socket Layer Management
  - Web Statistics & Logging

#### Vendor Services

Site - City of Weldon Spring

Qty	Unit Price	Total
1.00	\$199.88	\$199.88
1.00	\$99.99	\$99.99
1.00	\$39.99	\$39.99
1.00	\$12.65	\$12.65
Site Total:		\$352.51
1.00	\$28.20	\$28.20
Management Total:		\$28.20
Monthly Total:		\$380.71
Previous Balance:		\$0.00
Total Due:		\$380.71

Management  
VCP Program Fees

remitt to: Metropark Communications, 4050 Wedgeway Court, Earth City, MO 63045  
PAY NOW ONLINE or SET UP AUTOMATIC PAY  
<https://metropark.com/payments>



## INVOICE

February 18, 2020

City of Weldon Spring  
5401 Independence Road  
Weldon Spring, MO 63304

The following statement covers website services for the City of Weldon Spring.

Invoice #10104  
12 Months website hosting, CMS license, and technical support  
(April 8, 2020 through April 7, 2021).....\$1,200.00

Total Amount Due: \$1,200.00

Payment due by April 8, 2020.

Please make check payable to:

MunicipalCMS  
18570 County Line Road  
Smithville, MO 64089

816.885.1421

19570 County Line Rd, Smithville, MO 64089

[www.municipalcms.com](http://www.municipalcms.com)



Line Charges	Page Number	Monthly Charges	Usage and Purchase Charges	Equipment Charges	Service and Other Charges and Credits	Taxes, Governmental Charges and Fees	Third-Party Charges (Includes Tax)	Total Charges	Voice Plan Usage	Messaging Usage	Data Usage	Voice Roaming	Messaging Roaming	Data Roaming
636-465-3840 Parlo & Recreation	4	\$0.00	\$11.39	—	\$26	\$76	—	\$12.41	26	96	—	—	—	—
<b>Total Current Charges</b>		<b>\$0.00</b>	<b>\$11.39</b>	<b>\$0.00</b>	<b>\$26</b>	<b>\$76</b>	<b>\$0.00</b>	<b>\$12.41</b>						

Manage Your Account	Account Number	Date Due
<p>Change your address at  <a href="http://ssso.verizoninternet.com">http://ssso.verizoninternet.com</a></p>		
	Invoice Number	9848547775

## Quick Bill Summary

Jan. 17 - Feb 16

Previous Balance (see back for details)	\$7.58
Payment - Thank You	-\$7.58
<b>Balance Forward</b>	<b>\$0.00</b>

Usage and Purchase Charges	
Voice	\$1.56
Messaging	\$9.83
Surcharges	
and Other Charges & Credits	\$ .26
Taxes, Governmental Surcharges & Fees	\$ .76
<b>Total Current Charges</b>	<b>\$12.41</b>

**Total Charges Due by March 08, 2020** **\$12,411**

2/19/21

Pay from course	Pay on the date	Questions
0000000000	0000000000	0000000000

Bill Date February 16, 2020  
Account Number 686282845-00001  
Invoice Number 9848547775

Total Amount Due by March 08, 2020

Make check payable to Verizon Wireless.  
Please return this remittance with payment.

[illegible]

P.O. BOX 25505  
LEHIGH VALLEY, PA 18002-5505



884854772501068628284500010000001241000000012411



CITY OF WELDON SPRING  
5401 INDEPENDENCE RD  
WELDON SPRING, MO 63304-7845

WELDON SPRING, MO 63304-7845



CITY OF WELDON SPRING  
5401 INDEPENDENCE RD  
WELDON SPRING, MO 63304-7845

**BUDGET REPORT**  
**CALENDAR 2/2020, FISCAL 5/2020**

PCT OF FISCAL YTD 41.6%

ACCOUNT NUMBER	ACCOUNT TITLE	TOTAL BUDGET	MTD BALANCE	YTD BALANCE	PERCENT DIFFERENCE	DIFFERENCE
GENERAL FUND						
GENERAL DEPARTMENT DEPARTMENT						
10-10-4801	FRANCHISE FEES - CHARTER	56,180.00		28,647.99	50.99	27,532.01
10-10-4802	FRANCHISE FEES - CUIVRE RIVER	252,500.00	20,301.16	104,860.00	41.53	147,640.00
10-10-4803	FRANCHISE FEES - SPIRE GAS	78,540.00	9,539.62	35,248.65	44.88	43,291.35
10-10-4804	FRANCHISE FEES - AMERENUE	13,500.00	1,038.97	5,592.98	41.43	7,907.02
10-10-4805	FRANCHISE FEES - CNP ENERGY SV	840.00	91.88	348.52	41.49	491.48
10-10-4806	FRANCHISE FEES - SWB	24,750.00		12,262.04	49.54	12,487.96
10-10-4815	PERMITS - LAND USE	10,200.00	1,569.00	5,169.00	50.68	5,031.00
10-10-4816	PERMITS - FIREWORKS	20,000.00				20,000.00
10-10-4817	PERMITS - PLANNING & ZONING	5,250.00		5,485.00	104.48	235.00-
10-10-4818	PERMITS - SIGNS	816.00	64.00	184.80	22.65	631.20
10-10-4819	PERMITS - SOLICITORS	500.00	25.00	125.00	25.00	375.00
10-10-4831	LICENSES - BUSINESS	6,720.00		2,220.00	33.04	4,500.00
10-10-4832	LICENSES - LIQUOR	8,670.00		37.50	.43	8,632.50
10-10-4901	INTEREST - GENERAL	31,000.00	1,431.88	7,544.32	24.34	23,455.68
10-10-4950	TRANSFER IN			486.00		486.00-
10-10-4951	RECORDS/PLAN REQUEST	450.00	460.00	460.00	102.22	10.00-
10-10-4952	MISC -GENERAL-REVENUE	1,010.00		342.43-	33.90-	1,352.43
GENERAL DEPARTMENT TOTAL		510,926.00	34,521.51	208,329.37	40.77	302,596.63

CODE ENFORCEMENT/COURT DEPARTMENT						
10-16-4952	MISCELLANEOUS	303.00				303.00
10-16-4991	COURT COSTS	6,188.00	396.45	3,117.45	50.38	3,070.55
10-16-4992	COURT FINES	60,750.00	4,011.00	30,344.82	49.95	30,405.18
CODE ENFORCEMENT/COURT TOTAL		67,241.00	4,407.45	33,462.27	49.76	33,778.73
TOTAL REVENUE		578,167.00	38,928.96	241,791.64	41.82	336,375.36

GENERAL DEPARTMENT DEPARTMENT						
10-10-5101	GOVERNMENT SALARIES	7,800.00		1,950.00	25.00	5,850.00
10-10-5103	ADMIN. STAFF SALARIES	260,689.00	12,744.46	92,221.48	35.38	168,467.52
10-10-5104	COURT ADMIN STAFF SALARIES		2,904.44	14,356.46		14,356.46-
10-10-5110	TEMPORARY SERVICES	3,000.00				3,000.00
10-10-5122	IRA RETIREMENT	7,821.00	746.69	3,390.14	43.35	4,430.86
10-10-5123	FICA	20,539.00	1,277.84	7,507.07	36.55	13,031.93
10-10-5124	COURT FICA		222.20	1,098.31		1,098.31-
10-10-5126	UNEMPLOYMENT TAXES	270.00		32.29	11.96	237.71
10-10-5130	DENTAL & LIFE INSURANCE BENFIT	4,452.00	314.32	1,497.66	33.64	2,954.34
10-10-5132	HEALTH INS BENEFIT(GROUP PLAN)	43,140.00	2,828.63	13,045.95	30.24	30,094.05
10-10-5135	CITY OFFICIAL APPRECIATION	1,080.00				1,080.00
10-10-5201	MEALS & TRAVEL	3,300.00	59.04	868.53	26.32	2,431.47
10-10-5202	CAR ALLOWANCE (MILEAGE)	3,038.00	172.68	1,264.74	41.63	1,773.26
10-10-5203	TRAINING & EDUCATION	7,692.00	635.95	1,202.20	15.63	6,489.80

**BUDGET REPORT**  
**CALENDAR 2/2020, FISCAL 5/2020**

PCT OF FISCAL YTD 41.6%

ACCOUNT NUMBER	ACCOUNT TITLE	TOTAL BUDGET	MTD BALANCE	YTD BALANCE	PERCENT DIFFERENCE	DIFFERENCE
10-10-5204	DUES & SUBSCRIPTIONS	3,232.00	22.75	1,497.08	46.32	1,734.92
10-10-5205	MAYOR'S DISCRETIONARY	1,030.00		24.16	2.35	1,005.84
10-10-5206	INSURANCE - PROPERTY	5,871.00		5,136.00	87.48	735.00
10-10-5207	INSURANCE - LIABILITY	12,075.00		5,094.00	42.19	6,981.00
10-10-5208	INSURANCE - BONDING	560.00		50.00	8.93	510.00
10-10-5209	ECONOMIC DEVELOPMENT	3,250.00				3,250.00
10-10-5210	WEBSITE	20,020.00	1,200.00	1,200.00	5.99	18,820.00
10-10-5211	NEWSLETTER	9,000.00		1,412.72	15.70	7,587.28
10-10-5212	PRINTING	1,300.00				1,300.00
10-10-5213	POSTAGE	1,500.00		1,591.95	106.13	91.95-
10-10-5214	PUBLIC NOTICES	2,200.00	34.00	649.40	29.52	1,550.60
10-10-5215	ELECTIONS	8,250.00				8,250.00
10-10-5216	Bank Service Fees	3,548.00	375.52	1,781.73	50.22	1,766.27
10-10-5220	COPIER/POSTAGE MACHINE EXPENSE	1,000.00		293.94	29.39	706.06
10-10-5223	ADVERTISEMENTS/MARKETING	2,160.00				2,160.00
10-10-5243	CITY HALL - OFFICE SUPPLIES	3,850.00	791.65	2,237.99	58.13	1,612.01
10-10-5275	ANIMAL CONTROL CONTRACT	7,350.00	7,345.76	7,345.76	99.94	4.24
10-10-5280	MOSQUITO CONTROL	2,500.00		385.24	15.41	2,114.76
10-10-5301	CITY ATTORNEY	10,000.00		3,240.00	32.40	6,760.00
10-10-5302	OUTSIDE ATTORNEY	20,000.00				20,000.00
10-10-5303	JUDGE	3,600.00		1,200.00	33.33	2,400.00
10-10-5304	PROSECUTING ATTORNEY -COURT	5,500.00	250.00	1,850.00	33.64	3,650.00
10-10-5305	COURT REPORTING SERVICES	550.00				550.00
10-10-5311	CITY ENGINEER	20,000.00	1,200.00	6,985.00	34.93	13,015.00
10-10-5312	BACKUP CITY ENGINEER	1,325.00	350.00	1,450.00	109.43	125.00-
10-10-5313	CITY PLANNER	6,250.00				6,250.00
10-10-5321	AUDITOR	10,300.00		93.75	.91	10,206.25
10-10-5324	CONSULTANT - SOFTWARE	6,000.00	172.87	4,776.38	79.61	1,223.62
10-10-5325	CONSULTANT - NETWORK	11,825.00	76.00	1,295.34	10.95	10,529.66
10-10-5326	CONSULTANT - RECODIFICATION	4,000.00				4,000.00
10-10-5327	CONSULTANT - MISC	12,500.00				12,500.00
10-10-5560	NON-CAPITAL EQUIP -CITY HALL	8,750.00				8,750.00
10-10-5952	MISC - GENERAL FUND	500.00		274.00	54.80	226.00
GENERAL DEPARTMENT TOTAL		572,617.00	33,724.80	188,299.27	32.88	384,317.73
CODE ENFORCEMENT/COURT DEPARTMENT						
10-16-5243	OFFICE SUPPLIES - COURT			83.00		83.00-
10-16-5952	COURT/CODE ENFORCEMENT - MISC	5,550.00				5,550.00
CODE ENFORCEMENT/COURT TOTAL		5,550.00	.00	83.00	1.50	5,467.00
EMERGENCY MANAGEMENT DEPARTMENT						
TOTAL EXPENSES		578,167.00	33,724.80	188,382.27	32.58	389,784.73
GENERAL TOTAL		.00	5,204.16	53,409.37	.00	53,409.37-

**BUDGET REPORT**  
**CALENDAR 2/2020, FISCAL 5/2020**

PCT OF FISCAL YTD 41.6%

ACCOUNT NUMBER	ACCOUNT TITLE	TOTAL BUDGET	MTD BALANCE	YTD BALANCE	PERCENT DIFFERENCE	DIFFERENCE
COURT BOND FUND						
COURT BOND DEPARTMENT						
12-12-5950	TRANSFER OUT			486.00		486.00-
	COURT BOND TOTAL	.00	.00	486.00	.00	486.00-
	TOTAL EXPENSES	.00	.00	486.00	.00	486.00-
	COURT BOND TOTAL	.00	.00	486.00-	.00	486.00
MUNICIPAL BUILDING & PARK FUND						
MUNICIPAL BUILDING & PARK DEPARTMENT						
20-20-4701	LOCAL SALES TAX	285,200.00	18,870.20	134,679.49	47.22	150,520.51
20-20-4702	METRO PARK DISTRICT TAX	15,200.00		5,113.24	33.64	10,086.76
20-20-4901	INTEREST -MUNIC BLDG & PARK	38,000.00	1,404.48	7,408.52	19.50	30,591.48
20-20-4952	MISCELLANEOUS-PARKS	500.00				500.00
20-20-4970	SPONSORSHIPS/PARK DONATIONS	5,250.00		250.00	4.76	5,000.00
20-20-4971	PARK FACILITY RENTALS	3,413.00				3,413.00
	MUNICIPAL BUILDING & PARK TOTA	347,563.00	20,274.68	147,451.25	42.42	200,111.75
	TOTAL REVENUE	347,563.00	20,274.68	147,451.25	42.42	200,111.75
20-20-5103	PARK ADMIN STAFF SALARIES	64,424.00	11,764.62	34,821.74	54.05	29,602.26
20-20-5104	PARK STAFF SALARIES	61,663.00	2,116.64	10,022.86	16.25	51,640.14
20-20-5105	SEASONAL EMPLOYEES	3,000.00				3,000.00
20-20-5122	IRA RETIREMENT BENEFIT	3,783.00	52.80	52.80	1.40	3,730.20
20-20-5123	FICA EMPLOYER COST	9,646.00	759.05	3,127.71	32.42	6,518.29
20-20-5126	UNEMPLOYMENT TAXES	71.00		8.07	11.37	62.93
20-20-5203	TRAINING & EDUCATION	1,000.00				1,000.00
20-20-5216	EVENTS IN THE PARK	5,000.00		117.30	2.35	4,882.70
20-20-5217	FOURTH OF JULY	9,785.00		430.00	4.39	9,355.00
20-20-5218	SENIOR CITIZENS DAY	3,605.00		288.25	8.00	3,316.75
20-20-5219	SANTA CLAUS	2,060.00		522.43	25.36	1,537.57
20-20-5220	FISHING DERBY	670.00				670.00
20-20-5231	SIGNS	45,000.00				45,000.00
20-20-5232	PARK - UNIFORMS	375.00	159.99	194.98	51.99	180.02
20-20-5233	BLDG - REPAIRS & MAINT	1,000.00				1,000.00
20-20-5236	PARK - REPAIRS	17,050.00	111.60	1,942.11	11.39	15,107.89
20-20-5237	PARK EQUIPMENT-REPAIRS/MAINT	3,600.00	93.91	1,943.94	54.00	1,656.06
20-20-5241	CITY HALL - REPAIRS/MAINT	2,500.00		125.00	5.00	2,375.00
20-20-5244	CITY HALL - HOUSEKEEPING	2,900.00	240.00	1,200.00	41.38	1,700.00
20-20-5250	UTILITIES - SEWER	269.00	65.25	130.50	48.51	138.50

# BUDGET REPORT

## CALENDAR 2/2020, FISCAL 5/2020

PCT OF FISCAL YTD 41.6%

ACCOUNT NUMBER	ACCOUNT TITLE	TOTAL BUDGET	MTD BALANCE	YTD BALANCE	PERCENT DIFFERENCE	DIFFERENCE
20-20-5251	TELEPHONE-INTERNET-EMAIL HOST	4,750.00	380.71	2,269.69	47.78	2,480.31
20-20-5253	ELECTRIC	5,775.00		2,535.88	43.91	3,239.12
20-20-5254	TRASH	1,093.00		450.45	41.21	642.55
20-20-5255	BOTTLED WATER	270.00	24.77	142.99	52.96	127.01
20-20-5256	UTILITIES-OTHER-ALARM	202.00		96.00	47.52	106.00
20-20-5257	CELL PHONE - PARKS	1,495.00	12.41	477.80	31.96	1,017.20
20-20-5314	PROFESSIONAL SVCS-CONSULTANT			520.00		520.00-
20-20-5460	CAP EQUIPMENT - CITY HALL	8,500.00				8,500.00
20-20-5463	CAP EQUIPMENT - PARK	20,000.00				20,000.00
20-20-5464	CAP EQUIPMENT - PLAYGROUND	100,000.00				100,000.00
20-20-5470	CAPITAL IMPROVEMENT - TRAILS	277,500.00	11,863.80	12,825.05	4.62	264,674.95
20-20-5550	LANDSCAPING	5,150.00		2,319.88	45.05	2,830.12
20-20-5560	EQUIPMENT-CITY HALL:NON-CAPITA	5,400.00				5,400.00
20-20-5563	EQUIPMENT-PARK: NON-CAPITAL	4,635.00				4,635.00
20-20-5570	TRAIL MAINT / REPAIRS	18,499.00				18,499.00
20-20-5575	PARKS PLANNING/ENGINEERING	35,000.00				35,000.00
20-20-5952	MISC -MUNI BLDG & PARK	505.00		49.73	9.85	455.27
	MUNICIPAL BUILDING & PARK TOTA	726,175.00	27,645.55	76,615.16	10.55	649,559.84
	TOTAL EXPENSES	726,175.00	27,645.55	76,615.16	10.55	649,559.84
	MUNICIPAL BUILDING & PARK TOTA	378,612.00-	7,370.87-	70,836.09	18.71-	449,448.09-

## STATE REVENUE SHARING FUND

## STATE REVENUE SHARING DEPARTMENT

22-22-4711	MOTOR FUEL TAX	145,625.00	12,156.30	62,296.34	42.78	83,328.66
22-22-4712	MOTOR VEHICLE SALES TAX	52,367.00	3,966.07	20,329.19	38.82	32,037.81
22-22-4713	MOTOR VEHICLE FEE INCREASE	26,111.00	2,285.01	10,485.47	40.16	15,625.53
22-22-4952	STATE REV SHARING MISC			2,736.41		2,736.41-
22-22-4994	CRIME VICTIM CITY - COURTS	155.00	12.24	96.60	62.32	58.40
22-22-4995	TRAINING FUND CITY - COURT	840.00	68.00	524.00	62.38	316.00
	STATE REVENUE SHARING TOTAL	225,098.00	18,487.62	96,468.01	42.86	128,629.99
	TOTAL REVENUE	225,098.00	18,487.62	96,468.01	42.86	128,629.99
22-22-5231	SIGNS			1,538.00		1,538.00-
22-22-5264	RIGHT OF WAY LANDSCAPING/MAINT	12,364.00				12,364.00
22-22-5265	RIGHT-OF-WAY MOWING	20,211.00		1,017.36	5.03	19,193.64
22-22-5301	CITY ATTORNEY	2,000.00		25.00	1.25	1,975.00
22-22-5302	OUTSIDE ATTORNEY	20,000.00		1,638.60	8.19	18,361.40
22-22-5304	LAW ENFORCEMENT	235,405.00		235,420.00	100.01	15.00-
22-22-5311	CITY ENGINEER	17,000.00	325.00	7,435.00	43.74	9,565.00
22-22-5312	BACKUP CITY ENGINEER	2,000.00		750.00	37.50	1,250.00



**BUDGET REPORT**  
**CALENDAR 2/2020, FISCAL 5/2020**

PCT OF FISCAL YTD 41.6%

ACCOUNT NUMBER	ACCOUNT TITLE	TOTAL BUDGET	MTD BALANCE	YTD BALANCE	PERCENT DIFFERENCE	DIFFERENCE
22-22-5314	PROFESSIONAL SVCS-CONSULTANT	14,250.00				14,250.00
22-22-5440	CITY STREETS	15,000.00	7,040.00	7,940.00	52.93	7,060.00
22-22-5448	CITY STREETS - PHASE 3 INDEP	7,500.00				7,500.00
22-22-5452	CITY STREETS - PHASE 4 INDEP	8,943.00	956.65	21,473.43	240.11	12,530.43-
22-22-5453	CITY STREETS - SAMMELMAN RD	26,200.00				26,200.00
22-22-5470	TRAILS			17,194.45		17,194.45-
22-22-5475	SIDEWALK			400.00		400.00-
	STATE REVENUE SHARING TOTAL	380,873.00	8,321.65	294,831.84	77.41	86,041.16
	TOTAL EXPENSES	380,873.00	8,321.65	294,831.84	77.41	86,041.16
	STATE REVENUE SHARING TOTAL	155,775.00-	10,165.97	198,363.83-	127.34	42,588.83

## ROAD &amp; BRIDGE FUND FUND

## ROADS &amp; BRIDGES DEPARTMENT

23-23-4714	ROAD & BRIDGE PROPERTY TAXES	210,306.00				210,306.00
	ROADS & BRIDGES TOTAL	210,306.00	.00	.00	.00	210,306.00
	TOTAL REVENUE	210,306.00	.00	.00	.00	210,306.00
23-23-5445	CITY STREETS REPAIRS & MAINT	206,235.00				206,235.00
	ROADS & BRIDGES TOTAL	206,235.00	.00	.00	.00	206,235.00
	TOTAL EXPENSES	206,235.00	.00	.00	.00	206,235.00
	ROAD & BRIDGE FUND TOTAL	4,071.00	.00	.00	.00	4,071.00

## SEWER - ESCROW FUND

## SEWER DEPARTMENT

30-30-4901	INTEREST - SEWER ESCROW		34.73	323.17		323.17-
	SEWER TOTAL	.00	34.73	323.17	.00	323.17-
	TOTAL REVENUE	.00	34.73	323.17	.00	323.17-

**BUDGET REPORT**  
**CALENDAR 2/2020, FISCAL 5/2020**

PCT OF FISCAL YTD 41.6%

ACCOUNT NUMBER	ACCOUNT TITLE	TOTAL BUDGET	MTD BALANCE	YTD BALANCE	PERCENT DIFFERENCE	DIFFERENCE
	SEWER - ESCROW TOTAL	.00	34.73	323.17	.00	323.17-
	SEWER - REPLACEMENT FUND					
	SEWER REPLACEMENT DEPARTMENT					
31-31-4901	INTEREST-SEWER REPLACEMENT		11.31	110.34		110.34-
	SEWER REPLACEMENT TOTAL	.00	11.31	110.34	.00	110.34-
	TOTAL REVENUE	.00	11.31	110.34	.00	110.34-
31-31-5566	EQUIPMENT - SEWER			2,105.59		2,105.59-
31-31-5952	MISCELLANEOUS		67.93	423.31		423.31-
	SEWER REPLACEMENT TOTAL	.00	67.93	2,528.90	.00	2,528.90-
	TOTAL EXPENSES	.00	67.93	2,528.90	.00	2,528.90-
	SEWER - REPLACEMENT TOTAL	.00	56.62-	2,418.56-	.00	2,418.56
	SEWER - OPERTNS & MAINT FUND					
	SEWER OPS/MAINT DEPARTMENT					
33-33-4901	INTEREST - SEWER OP & MAINT		5.29	50.96		50.96-
	SEWER OPS/MAINT TOTAL	.00	5.29	50.96	.00	50.96-
	TOTAL REVENUE	.00	5.29	50.96	.00	50.96-
33-33-5952	MISCELLANEOUS	559.00	117.93	1,058.30	189.32	499.30-
	SEWER OPS/MAINT TOTAL	559.00	117.93	1,058.30	189.32	499.30-
	TOTAL EXPENSES	559.00	117.93	1,058.30	189.32	499.30-
	SEWER - OPERTNS & MAINT TOTAL	559.00-	112.64-	1,007.34-	180.20	448.34
	INDEPENDENCE ROAD PHASE 4 FUND					
	INDEPENDENCE ROAD DEPARTMENT					
36-36-4875	ST CHAR CNTY RD GRNT IND 4	1,064,862.00		300,714.91	28.24	764,147.09

**BUDGET REPORT**  
**CALENDAR 2/2020, FISCAL 5/2020**

PCT OF FISCAL YTD 41.6%

ACCOUNT NUMBER	ACCOUNT TITLE	TOTAL BUDGET	MTD BALANCE	YTD BALANCE	PERCENT DIFFERENCE	DIFFERENCE
36-36-4876	FEDERAL ROAD GRANT IND 4	643,089.00		414,826.05	64.51	228,262.95
	INDEPENDENCE ROAD TOTAL	1,707,951.00	.00	715,540.96	41.89	992,410.04
	TOTAL REVENUE	1,707,951.00	.00	715,540.96	41.89	992,410.04
36-36-5440	CITY STREETS-IND 4	80,486.00	8,609.89	277,168.15	344.37	196,682.15-
	INDEPENDENCE ROAD TOTAL	80,486.00	8,609.89	277,168.15	344.37	196,682.15-
	TOTAL EXPENSES	80,486.00	8,609.89	277,168.15	344.37	196,682.15-
	INDEPENDENCE ROAD PHASE 4 TOTA	1,627,465.00	8,609.89-	438,372.81	26.94	1,189,092.19
	Report Total	1,096,590.00	745.16-	360,665.71	32.89	735,924.29



# CITY OF WELDON SPRING

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

## MEMORANDUM

To: Board of Aldermen Date: 3/5/20

From: Donald D. Licklider (Mayor)

Subject: Bill #1139 - Veto

CC: William C. Hanks (City Clerk) & Michael Padella (City Administrator)

After careful consideration, I believe vetoing Bill #1139 as it is currently written is necessary. The primary reason for the veto of Bill #1139 is due to possible and likely confusion that certain sections of the Bill creates. I supported the amendment that was discussed and agreed upon at the BOA meeting on 02/27/20 which removed the language, "...the following exceptions...", but the lack of clarity on the amendments approved by the Board on February 27, 2020, led to more confusion.

Upon reviewing the revised and final version of Bill #1139 with amendments left Subsections: B, C, and D, which appear to be and read as additional "exceptions". Even though I believe the intent of the Board was for all the fence to be on place on private property. Furthermore, I feel that any reference to a linear distance as read in Subsections B, C and D is opening the Bill to potential challenges in the future and could create a conflict.

Attached, please consider the following revised Bill as an alternate for consideration and passage to avoid the above outlined potential confusion and possible challenges in the future. Thank you for your further consideration and attention to this matter.

\*\*\*\*\*

**AN ORDINANCE AMENDING ORDINANCE 96-12 OF THE CITY OF  
WELDON SPRING, MISSOURI, BY CHANGING THE TYPE OF FENCE  
CONSTRUCTED ALONG INDEPENDENCE ROAD**

\*\*\*\*\*

**WHEREAS**, the “Camelot” Subdivision Plat was approved by the Board of Aldermen on February 22, 1996;

**WHEREAS**, the “Camelot” Subdivision Plat was recorded with the St. Charles County Recorder of Deeds on February 27, 1996;

**WHEREAS**, the City of Weldon Spring agreed to amend Ordinance 96-12 to allow for a black wrought iron looking fence made out of aluminum along Independence Road in exchange of the needed easements and vacation of the pedestrian path, which is associated with the Independence Road Phase IV.

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

**SECTION 1:** The plat requirement for white ranch type fence is hereby replaced by black wrought iron looking fence made out of aluminum for property of landowners along Independence Road. **All parts of the fence including all concrete footings shall be on private property.**

- A. Perpendicular fence used to connect to existing fences installed by City of Weldon Spring as part of the Independence road Phase 4 project are permissible.
- B. City to approve allowing fence to be installed at a minimum distance of 5 feet, 6 inches from back of the concrete curb on Independence Road behind homes along Enchanted Drive (Lots 167-170) and the parcel located at 5338 Enchanted Drive with one possible easement or property transfer behind Lot 167 located at 5324 Enchanted Drive, where the corner property marker is measured to be located 6 feet 7 inches from the back of the curb.
- C. City to approve allowing fence to be installed at a minimum distance of 6 feet 1 inch from the back of the concrete curb on Independence Road behind the homes on Enchanted Court (Lots 163-166).

D. The fence shall be located a minimum distance of 6 feet 7 inches from the back of the concrete curb for the total width of Lot 167 located at 5324 Enchanted Drive.

**SECTION 2:** That this ordinance shall be in full force and effect immediately upon its enactment and approval.

READ TWO TIMES AND PASSED BY THE BOARD OF ALDERMEN OF THE CITY OF WELDON SPRING, MISSOURI, THIS \_\_\_\_\_ DAY OF \_\_\_\_\_ 2020.

\_\_\_\_\_  
Donald D. Licklider, Mayor

Attest:

\_\_\_\_\_  
William C. Hanks, City Clerk

To approve Bill

Motioned: \_\_\_\_\_

Seconded: \_\_\_\_\_

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

Absent: \_\_\_\_\_

BILL NO. 1139-2

ORDINANCE NO. \_\_\_\_\_

\*\*\*\*\*

**AN ORDINANCE AMENDING ORDINANCE 96-12 OF THE CITY OF  
WELDON SPRING, MISSOURI, BY CHANGING THE TYPE OF FENCE  
CONSTRUCTED ALONG INDEPENDENCE ROAD**

\*\*\*\*\*

**WHEREAS**, the "Camelot" Subdivision Plat was approved by the Board of Aldermen on February 22, 1996;

**WHEREAS**, the "Camelot" Subdivision Plat was recorded with the St. Charles County Recorder of Deeds on February 27, 1996;

**WHEREAS**, the City of Weldon Spring agreed to amend Ordinance 96-12 to allow for a black wrought iron looking fence made out of aluminum along Independence Road in exchange of the needed easements and vacation of the pedestrian path, which is associated with the Independence Road Phase IV.

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

**SECTION 1:** The plat requirement for white ranch type fence is hereby replaced by black wrought iron looking fence made out of aluminum for property of landowners along Independence Road. All parts of the fence including all concrete footings shall be on private property except for the following.

- A. For the reason of public safety based on the road configuration, A Perpendicular fence can be use to connect to existing fences installed by City of Weldon Spring as part of the Independence road Phase 4 project are permissible. The City of Weldon Spring will assume ownership and maintenance sections of the fence connecting to the existing fence if not located on private property.

**SECTION 2:** That this ordinance shall be in full force and effect immediately upon its enactment and approval.

*READ TWO TIMES AND PASSED BY THE BOARD OF ALDERMEN OF THE CITY OF  
WELDON SPRING, MISSOURI, THIS \_\_\_\_\_ DAY OF \_\_\_\_\_ 2020.*

\_\_\_\_\_  
Donald D. Licklider, Mayor

Attest:

\_\_\_\_\_  
William C. Hanks, City Clerk

To approve Bill

Motioned: \_\_\_\_\_

Seconded: \_\_\_\_\_

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

Absent: \_\_\_\_\_

DRAFT



BILL NO. \_\_\_\_\_

ORDINANCE NO. \_\_\_\_\_

AN ORDINANCE RENEWING AN EXISTING FRANCHISE AND GRANTING FOR A PERIOD OF TWENTY (20) YEARS TO CUIVRE RIVER ELECTRIC COOPERATIVE, INC., A CORPORATION, ITS SUCCESSORS AND ASSIGNS, THE FRANCHISE, RIGHT, PERMISSION AND AUTHORITY TO CONSTRUCT, RECONSTRUCT, EXCAVATE FOR, PLACE, MAINTAIN, OPERATE, AND USE ITS POLES, TOWERS, WIRES, CONDUITS, CONDUCTORS, MANHOLES, UNDERGROUND VAULTS, AND OTHER EQUIPMENT, AND APPLIANCES IN CONNECTION THEREWITH, IN, ALONG, ACROSS, OVER AND UNDER THE STREETS, ROADS, ALLEYS, SIDEWALKS, SQUARES, BRIDGES AND OTHER PUBLIC PLACES IN THE CITY OF WELDON SPRING AND AREAS DEDICATED TO THE CITY FOR PUBLIC UTILITY USE, FOR THE PURPOSE OF TRANSMITTING, FURNISHING AND DISTRIBUTING ELECTRICITY FOR LIGHT, HEAT, POWER AND OTHER PURPOSES WITHIN AND THROUGH SAID CITY, PRESCRIBING THE TERMS AND CONDITIONS OF SUCH GRANT, IMPOSING CERTAIN OBLIGATIONS UPON THE GRANTEE, ITS SUCCESSORS AND ASSIGNS, SUCCESSIVELY, IN CONNECTION THEREWITH, AND PROVIDING FOR A 5 PERCENT (5%) FRANCHISE CHARGE UPON THE GROSS RECEIPTS OF ELECTRICITY DELIVERED BY CUIVRE RIVER ELECTRIC COOPERATIVE, INC. WITHIN THE CORPORATE LIMITS OF THE CITY, AND PROVIDING THAT THIS ORDINANCE SHALL NOT BE EFFECTIVE UNLESS AND UNTIL SUCH GRANT BE APPROVED BY THE BOARD OF ALDERMEN OF THE CITY.

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

**SECTION 1:** The franchise, right permission and authority is hereby granted to, and renewed and vested in Cuivre River Electric Cooperative, Inc., a Missouri corporation, its successors and assigns, hereinafter called "Company", to construct, reconstruct, excavate for, place, maintain, operate and use all necessary or appropriate poles, towers, wires, conduits, conductors, manholes, underground vaults, and other equipment, with all necessary or appropriate appurtenances and appliances in connection therewith, in, along, across, over and under the streets, roads, alleys, sidewalks, squares, bridges, and other public places within the corporate limits of the City Of Weldon Spring, hereinafter called "City," as now fixed and as hereafter extended, and areas dedicated to the City for public utility use, for the purpose of furnishing and distributing electricity for light, heat, power and other purposes within said City, and in territory adjacent to said City, and for the purpose of transmitting electricity through said City; all such equipment, appliances and apparatus to be installed and maintained with due regard to and the rightful use by other persons, with vehicles or otherwise, of the streets, roads, alleys, sidewalks, squares, bridges and other public places and areas dedicated to the City for public utility use, and Company's exercise of the rights, permission and authority hereby granted shall at all times be subject to proper regulation by the City in the exercise of its police powers.

**SECTION 2:** As consideration for the rights and privileges conferred by the Ordinance, and in lieu of any payments required by said City's Ordinance No. 8, Company shall pay to said City on or before the last day of the first month following the month that this franchise is accepted by the Company, and monthly thereafter, an amount equal to 5 percent (5%) of its gross receipts, as herein defined, from sales of electricity delivered by it within the corporate limits of said City; subject, however, to a maximum monthly charge of \$5.00 per residential customer, hereinafter referred to as the Maximum Monthly Residential Charge may be adjusted (the "adjustment") from time to time during the term of this franchise by City ordinance adopted: (a) Within sixty (60) days after the first anniversary date of the effective date of this ordinance; and (b) Thereafter within sixty (60) days after every succeeding second anniversary date

of the effective date of this Ordinance, provided, however, that any such adjustment shall not become effective until the first day of the second calendar month after its adoption. All payments made hereunder will be reduced by the total of payments made by Company for the applicable periods of time or portions thereof on account of any tax levied or imposed by said City upon the business of selling electricity or upon the proceeds of sales of electricity or upon the right or privilege of engaging in such business within said corporate limits, whether said tax be designated as an occupation tax, a license tax, or otherwise; but not including a sales tax levied or imposed pursuant to the City Sales Tax Act. With each franchise payment hereunder, Company shall file with the City Clerk of said City a sworn statement of the gross receipts for applicable period and also a sworn statement of all payments made by it for such period on account of any of the taxes enumerated above in the Section. The term "gross receipts" means the aggregate amount of all sales and charges from the business of supplying electricity or electric service made by Company in said City during any period less discounts, credits, refunds, sales taxes and uncollectible accounts. Gross receipts derived from the furnishing of such service to the City shall not be included in gross receipts nor shall the franchise payment be due on such gross receipts.

**SECTION 3:** All facilities of Company in said City shall be installed and maintained in accordance with the applicable rules and regulations of the Missouri Public Service Commission, and any applicable City ordinances.

**SECTION 4:** In order for Company to render efficient and continuous electrical service it will be necessary for Company to trim the trunks and branches of trees along or over the streets, sidewalks, alleys, avenues, squares, bridges and other public places in said City, and areas dedicated to the City for public utility use, wherever the same are likely to come in contact with its equipment; therefore, Company is hereby granted the right to trim such trees, including the trunk branches and all parts thereof, so as to enable it to erect and maintain its equipment in a regular and consistent form and manner and to enable it to provide the most efficient and continuous service that the circumstances will permit; provided, however, that Company shall exercise proper care and discretion in cutting and trimming said trees and all parts thereof.

**SECTION 5:** The rights, privileges and authority hereby granted shall inure to and be vested in Company, its successors and assigns, successively, subject to all of the terms, provisions and conditions herein contained, and each of the obligations hereby imposed upon Company shall devolve and be binding upon its successors and assigns, successively, in the same manner.

**SECTION 6:** This Ordinance shall confer no right, privilege or authority on Company, its successors, licensees, transferees or assigns unless company shall within ninety (90) days after due notice to the Company of the enactment of this Ordinance, file with the City Clerk an acceptance of the terms and provisions hereof; provided, however, that if such acceptance be not so filed within said period of ninety (90) days, all rights, privileges, and authority herein granted shall become null and void.

**SECTION 7:** This Ordinance and Franchise, upon its enactment and its acceptance by Company, as hereinbefore provided, shall continue and remain in full force and effect for a period of twenty (20) years from the filing of Company's acceptance.

**SECTION 8:** The City acknowledges that Company is vested in rights, permissions and authority independent of this Ordinance. Neither acceptance of this Ordinance nor compliance with its provisions shall impair in any way or waive any right, permission or authority which Company may have independent of this Ordinance. In addition, neither use by Company of public property or places as authorized by this Ordinance nor service rendered by Company in said City shall be treated as use solely of the rights, permission and authority provided for by this Ordinance and in no way shall indicate non-use of any right, permission or authority vested in the Company independent of this Ordinance.

**SECTION 9:** All ordinances and parts of ordinances in conflict with this Ordinance or with any of its provisions are, to the extent of such conflict, hereby repealed.

**SECTION 10:** This Ordinance shall not relieve Company of the obligation to comply with any ordinance now existing in the City or enacted in the future requiring Cooperative to obtain written permits or other approval from the City prior to commencement of construction of facilities within the streets thereof, except Company shall not be required to obtain permits or other approval from the City for the maintenance and repair of its facilities.

**SECTION 11:** If any provision of this Ordinance, or the application of such provision to particular circumstances, shall be held invalid, the remainder of this Ordinance, or the application of such provision to circumstances other than those as to which it is held invalid, shall not be affected thereby.

**SECTION 12:** This bill shall take effect and the rights, privileges and authority hereby granted and renewed shall vest in company upon its filing of an acceptance with the City Clerk according to the terms prescribed herein. The ordinance shall be subject to approval or disapproval of the voters of this City only upon the terms and conditions as provided in Mo., Rev. Stat. S 88.251 (1994). If the City Clerk does not receive within thirty days after the passing of this ordinance a petition sufficient in form and signed by the requisite number of voters, it shall be a valid and binding franchise of the City upon the filing of an acceptance by the Company according to the terms prescribed herein and shall remain in full force and effect and cannot be repealed or amended.

READ TWO TIMES AND PASSED BY THE BOARD OF ALDERMEN OF THE CITY OF WELDON  
SPRING, MISSOURI, THIS \_\_\_\_\_ DAY OF \_\_\_\_\_ 2020.

\_\_\_\_\_  
Donald D. Licklider, Mayor

Attest:

\_\_\_\_\_  
William C. Hanks, City Clerk

To approve Bill

Motioned: \_\_\_\_\_

Seconded: \_\_\_\_\_

	<u>Aye</u>	<u>Nay</u>	<u>Abstention</u>
Clutter	_____	_____	_____
Hillmer	_____	_____	_____
Schwaab	_____	_____	_____
Kolb	_____	_____	_____
Martiszus	_____	_____	_____
Baker	_____	_____	_____
Licklider	_____	_____	_____

Absent: \_\_\_\_\_



BILL NO. \_\_\_\_\_

ORDINANCE NO. \_\_\_\_\_

\*\*\*\*\*

AN ORDINANCE FORMALLY ADOPTING STANDARD OPERATING PROCEDURES  
FOR THE CITY OF WELDON SPRING, MISSOURI, REGARDING PRIVATE  
INFRASTRUCTURE DEDICATION

\*\*\*\*\*

**WHEREAS**, the City of Weldon Spring, Missouri, realizes a need to establish procedures in an effort to assist applicant through the process; and

**WHEREAS**, the Board of Aldermen has a desire to streamline the process to give clear and concise guidelines; and

**WHEREAS**, the Board of Aldermen wishes to formally adopt the procedures, which is marked as "Exhibit A" regarding private infrastructure dedication requests.

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

**SECTION 1:** That the Private Infrastructure Dedication Requests & Procedures for the City of Weldon Spring are hereby adopted more particularly describe in "Exhibit A." A copy of which is attached hereto and incorporated by reference herein.

**SECTION 2:** The Board of Aldermen has reviewed these procedures and deem that these procedures will help streamline the process for the applicant.

**SECTION 3: Severability.** If any term, condition, or provision of this Ordinance shall, to any extent, be held to be invalid or unenforceable, the remainder hereof shall be valid in all other respects and continue to be effective, and each and every remaining provision hereof shall be valid and shall be enforced to the fullest extent permitted by law, it being the intent of the Board of Aldermen that it would have enacted this Ordinance without the invalid or unenforceable provisions. In the event of a subsequent change in applicable law so that the provision which had been held invalid is no longer invalid, said provision shall thereupon return to full force and effect without further action by the City and shall thereafter be binding.

**SECTION 4:** That this ordinance shall be in full force and effect upon its enactment and approval.

READ TWO TIMES AND PASSED BY THE BOARD OF ALDERMEN OF THE CITY OF  
WELDON SPRING, MISSOURI, THIS \_\_\_\_\_ DAY OF \_\_\_\_\_ 2020.

\_\_\_\_\_  
Donald D. Licklider, Mayor

Attest:

\_\_\_\_\_  
William C. Hanks, City Clerk

To approve Bill

Motioned: \_\_\_\_\_

Seconded: \_\_\_\_\_

	<u>Aye</u>	<u>Nay</u>	<u>Abstention</u>
Clutter	_____	_____	_____
Hillmer	_____	_____	_____
Schwaab	_____	_____	_____
Kolb	_____	_____	_____
Martiszus	_____	_____	_____
Baker	_____	_____	_____
Licklider	_____	_____	_____

Absent: \_\_\_\_\_

### Private Infrastructure Dedication Request & Procedure:

The following is the process for any owner(s) of privately owned/maintained infrastructure to request dedication and conveyance of such improvements to the City of Weldon Spring, Missouri:

1. Owner(s) will complete an Application to Dedicate Private Infrastructure to the City of Weldon Spring form and submit it to the City Administrator (CA). Within the application form it will indicate the specific infrastructure systems such as streets, storm water collection systems or other infrastructure intended to be conveyed to the City.
  - a. Owner(s) should be specific and detailed in their request of what infrastructure is requested to be conveyed to the City.
  - b. Owner(s) must provide documentation verifying ownership or their rights of ownership to said infrastructure intended to be conveyed to the City.
  - c. If applicable, Owner(s) must provide a current/accurate copy of their Home Owners Association (HOA) Bylaws and/or Covenants and Restrictions.
  - d. Owner will include a non-refundable application fee of \$ \_\_\_\_\_ (\$ \_\_\_\_\_) intended to cover all legal and administrative expenses incurred by the City during their review of the request.
    - i. Note: If the initial fee is not adequate to cover all city expenses the City Treasurer (CT) will prepare an invoice to the Applicant requesting payment prior to further review and consideration by the City.
2. Upon receipt and payment of the Application and Fee by the Owner(s) the CA will request the City Attorney to review the Bylaws and/or Covenants and Restrictions and any other relevant documents. The purpose of this is to ensure the Owner(s) have the right to transfer and convey ownership of the defined infrastructure.
  - a. The City Attorney will submit a report of his/her findings to the CA and the CA will share the info with the Owner(s). Assuming the Owner(s) are found to be able to convey said infrastructure the process will continue.
3. The CA will request the City Engineer (CE) to review the Owner(s) request and provide a thorough cost estimate of his/her time and expenses to prepare/conduct:
  - a. Inspection of infrastructure
  - b. Provide initial report of findings detailing deficiencies to be corrected/repared and brought up to current City standards
  - c. Provide an operational maintenance/repair on an annual/ongoing cost basis of the proposed infrastructure to be dedicated so the City and Owner(s) understand to potential operational expense obligation.
4. The CE will submit the cost estimate to the CA. Upon receipt of the cost estimate the CA will share the information with the Owner(s).
  - a. The Owner(s) must then decide whether or not to proceed with the initial inspection and reporting by the CE. If the Owner(s) choose to proceed they must submit a letter certifying their intention to proceed and a down payment of 100% of the CE's cost estimate shall be made payable to the City of Weldon Spring.  
***Note: it is the Owner(s) responsibility to pay for and cover all expenses associated with the dedication process herein described.***

- b. A full accounting of the down payment will be maintained by the City Treasurer (CT) and a project number assigned for tracking and control purposes.
5. The CE will proceed with initial inspection of said infrastructure. Upon completion of the inspection the CE will prepare a detailed report of findings and recommendation of the corrective action needed to bring the infrastructure up to current City standards; this shall include a cost estimate for the necessary repairs. The report will be shared with the Owner(s) and the CE will be available to meet with the Owner(s) and/or their designated representatives.
6. The CE will submit a 2<sup>nd</sup> cost estimate to the CA to include the following details:
  - a. Time and material to inspect construction efforts necessary to satisfy all corrective measures identified.
  - b. Time to prepare a final report and certification that all necessary repairs have been completed and are satisfactory.
  - c. Preparation of any needed survey work and/or preparation of legal descriptions necessary for the dedication and conveyance process.
7. Upon receipt of the cost estimate the CA will share the information with the Owner(s). The Owner(s) must decide whether or not they wish to proceed with implementing the identified repairs based upon the CE's findings and recommendations and indicate this in writing to the CA their desire to proceed.
  - a. If the Owner(s) choose to proceed they must submit a letter certifying their intention to proceed and a 2<sup>nd</sup> down payment of 100% of the CE's cost estimate shall be made payable to the City of Weldon Spring.
8. The Owner(s) must make arrangements to make any and all necessary repairs per the CE's findings and recommendation. These repairs must be completed in a timely manner but should not exceed twelve (12) months from the date of the CE's findings and recommendation letter. If not completed within the designated timeframe another inspection will be necessary and the Owner(s) will be required to pay for this per a CE cost estimate in advance.
9. Once the Owner(s) has completed all necessary corrective action and the CE has certified these findings in writing to the CA the following shall occur:
  - a. The CA will request the City Clerk and City Attorney prepare final dedication documents. The documents should include:
    - i. legal certification and conveyance of said infrastructure by the Owner(s) to the City
    - ii. a dedication and acceptance draft bill with a legal description exhibit attached for consideration by the Board of Aldermen
10. The CA will request the CT to review and prepare a final reconciliation of all related dedication expenses and payments made by the Owner(s).
  - a. If a positive account balance is determined, not exceeding 10% (for general administrative and legal expenses) a refund will be generated and sent to the Owner(s).
  - b. If a negative account balance is determined due to expenses exceeding the down payment made by the Owner(s) the CT will prepare a final invoice for reimbursement plus 10% to cover general administrative expenses shall be paid to the City by the Owner(s) prior to the scheduling of an agenda item before the Board of Aldermen for their consideration of the dedication.

11. The City Clerk shall place the proposed infrastructure dedication on the next available Board of Aldermen agenda for consideration.

- a. The Board of Aldermen reserves the right to accept, reject or modify any and all provisions and/or requests for dedication of infrastructure at their sole discretion.

***Note: The City does not accept the following infrastructure or maintenance responsibility for:***

- b. ***Storm water: detention basins, creeks/steams and/or open-air drainage channels***
- c. ***Street lights***
- d. ***Decorative street signage or other misc. improvements within the ROW.***



BILL NO. \_\_\_\_\_

ORDINANCE NO. \_\_\_\_\_

\*\*\*\*\*

AN ORDINANCE AUTHORIZING THE ACCEPTANCE OF THE DEDICATION OF THE  
STREETS OF THE EHLMANN FARMS SUBDIVISION BY THE CITY OF WELDON  
SPRING, MISSOURI, AND MATTERS RELATING THERETO

\*\*\*\*\*

**WHEREAS**, Fischer & Frichtel Custom Homes LLC, is the developer of  
Ehlmann Farms Subdivision; and

**WHEREAS**, Fischer & Frichtel Custom Homes LLC have requested that the  
streets of that subdivision be dedicated to the City of Weldon Spring, Missouri, and state  
that they have the authority to have the authority to make such a request; and

**WHEREAS**, the City of Weldon Spring has requested that the Developer provide  
for the guarantee of the maintenance of the improvements pursuant to section 410.460 (E)  
of the City of Weldon Spring City Code; and

**WHEREAS**, the City Engineer approved the plans and the estimated cost for the  
ten percent (10%) deposit, which shall be in the amount of eighteen thousand two hundred  
thirty-two dollars (\$18,232.00) as specified in "Exhibit A".

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

**SECTION 1:** That the Board of Alderman hereby authorizes the Mayor to execute a  
maintenance guarantee agreement, with Fischer & Frichtel Custom Homes. LLC, for the  
acceptance of the streets in the Ehlmann Farms Subdivision, which is set out in "Exhibit  
A"

**SECTION 2:** The City of Weldon Spring City Code requires that Fischer & Frichtel  
Custom Homes LLC, maintain the improvements for a period of 18 months after Board  
of Aldermen acceptance of the specific improvements for public maintenance.

**SECTION 3:** Prior to the Board of Aldermen's acceptance of the specific  
improvements, City Codes require a ten (10%) percent deposit (of the overall cost  
estimate approved by the City Engineer), in the sum of eighteen thousand two hundred  
thirty-two dollars (\$18,232.00).

**SECTION 4:** That this ordinance shall be in full force and effect upon its enactment and Approval.

APPROVED BY THE MAYOR OF THE CITY OF WELDON SPRING THIS \_\_\_\_\_ DAY  
OF \_\_\_\_\_ 2020.

\_\_\_\_\_  
Donald D. Licklider, Mayor

Attest:

\_\_\_\_\_  
William C. Hanks, City Clerk

To approve Bill

Motioned: \_\_\_\_\_

Seconded: \_\_\_\_\_

	<u>Aye</u>	<u>Nay</u>	<u>Abstention</u>
Clutter	_____	_____	_____
Hillmer	_____	_____	_____
Schwaab	_____	_____	_____
Kolb	_____	_____	_____
Martiszus	_____	_____	_____
Baker	_____	_____	_____
Licklider	_____	_____	_____

Absent: \_\_\_\_\_

CITY OF WELDON SPRING  
LENDER ESCROW AGREEMENT  
MAINTENANCE GUARANTEE

THIS MUTUAL AGREEMENT is made and entered into by  
[FISCHER & FRICHTEL CUSTOM HOMES LLC](#) (“Developer”) and [LINDELL BANK INC.](#)  
 (“Lender”) and CITY OF WELDON SPRING, MISSOURI (“City”).

WHEREAS, the Municipal Code of the City requires that a Developer maintain the improvements for 18 months after Board of Aldermen acceptance of the specific improvements for public maintenance. Prior to the Board of Aldermen’s acceptance of the specific improvements the Municipal Code requires the deposit from a Developer for maintenance obligations that shall be in the amount of ten percent (10%) of the estimated cost for the required specific improvements; and

WHEREAS, pursuant to the Municipal Code of the City, the City has requested that the Developer provide for the guarantee of the maintenance of the improvements; and

WHEREAS, the Plans have been approved by the City Engineer and the cost of ten percent (10%) the required specific improvements have been estimated to be in the amount of Eighteen Thousand Two Hundred Thirty-Two Dollars (\$18,232.00), hereinafter called the “Estimated Sum”), as set forth on the estimate attached hereto and incorporated herein as Exhibit A; and

WHEREAS, The Municipal Code of the City allows a Maintenance Guarantee of a suitable Lender Escrow Agreement to the Weldon Spring Board of Aldermen’s acceptance for public maintenance of the specific improvements by the City.

NOW, THEREFORE, in consideration of the covenants, promises and agreements herein provided, it is hereby mutually agreed that:

1. The Developer has given to the Lender a promissory note, the proceeds of which include the sum of Eighteen Thousand Two Hundred Thirty-Two Dollars, the Estimated Sum, which shall be used for the maintenance guarantee for the installed specific improvements in accordance with the Plans and the ordinances of the City regulating the improvements. The lender is obligated, among other things, in the promissory note and obligations herein to hold the Estimated Sum as per ordinances of the City regulating the improvements.

2. The estimated Sum guarantees the maintenance of the Work and shall be held by the Lender subject to the terms hereof.

3. In the event the Estimated Sum is insufficient to complete the Maintenance Work, the Developer will deposit with the Lender an additional sum of money that will be required to complete the Maintenance Work, and said additional sum shall be subject to the terms of this Agreement. The Lender shall not release the Developer from its obligations with respect to the Estimated Sum until the Board of Aldermen has approved the final release of the Maintenance Guarantee.

4. In all cases, the total monies escrowed for the Maintenance Work shall be retained for a maintenance warranty period of 18 months after acceptance of the dedication of said specific improvements by the Weldon Spring Board of Aldermen or 18 months after occupancy of ninety-five percent (95%) of all the lots in the subdivision plat(s) subject to the maintenance guarantee deposit agreement whichever occurs sooner.

5. Developer agrees to maintain all improvements from any defects, deficiencies, and damages that may exist or arise, abatement of nuisances caused by such improvements, removal of mud, debris from construction, erosion control, and other related construction material.

Irrespective of other continuing obligations, the developer's street de-icing and snow removal obligations shall terminate on the date a street is accepted by the City for public maintenance.

6. Upon expiration of the maintenance obligation established herein, the City Engineer shall cause a final inspection to be made of the required improvements. The developer shall maintain all City Engineer determined defects, deficiencies, and damages to the specific improvements that are determined during the final inspection. If no defects or deficiencies are determined by the City Engineer as a result of the final inspection, or re-inspection after identified deficiencies are corrected, the City Engineer shall recommend in writing to the Weldon Spring Board of Aldermen to approve the final release of the maintenance guarantee.

7. That the City hereby accepts this agreement as a satisfactory Lender Escrow Agreement under the provisions and requirements of The Municipal Code of the City of Weldon Spring. The maintenance deposit shall be retained by the City of Weldon Spring to guarantee maintenance of required improvements and, in addition to being subject to the immediate order of the City Engineer, to defray or reimburse any cost to the City of Weldon Spring of repairs of improvements related to the subdivision which the developer fails or refuses to perform. Such costs shall include off-site drainage caused by deficiencies in the improvements or failure of maintenance. Except in emergency circumstances or where action is otherwise required before written notice can be provided, the City Engineer shall provide the developer with a written demand and opportunity to perform the needed maintenance before having such corrective maintenance performed by the City. The City Engineer shall have the authority to require the maintenance deposit to be replaced or replenished by the developer in any form permitted for an original deposit where the amount remaining is determined to be insufficient or where the maintenance deposit was drawn upon by the City for maintenance.

8. It is hereby further agreed by the Lender: (A) that in full consideration of its covenants, promises and agreements, the Lender has received the sum of Eighteen Thousand Two Hundred Thirty-Two Dollars lawful money and other valuable considerations, receipt thereof from the Developer being hereby admitted and acknowledged: And (B) that the Lender hereby acknowledges the receipt and deposit of the Estimated Sum and guarantees that the same shall be held as hereinabove provided and shall be released only in accordance with the terms herein set forth. Further, the Lender recognizes that if the developer fails to perform its obligations that the City of Weldon Spring will take appropriate action to recover said escrow amount due. If escrow is not satisfactory to complete the work in a workmanlike manner, and either the Developer or the Lender fails or, refuses to comply with its obligations, the Developer or the Lender not in compliance will not be eligible to enter into another Lender Escrow Agreement with the City until the work is satisfactorily completed. The Lender hereby acknowledges the availability of the Estimated Sum through the promissory note, and guarantees that the same shall be disbursed as herein provided and the obligations with respect to the Estimated Sum shall be released only in accordance with the terms herein set forth.

9. Any notices or approvals required in this Agreement shall be given in writing. A party giving such notice shall deliver by certified mail to the party being notified, postage prepaid, as follows:

If to Developer:

Fischer & Frichtel Custom Homes LLC  
ATTN: Chris DeGuentz  
695 Trade Center Blvd. Suite 200  
Chesterfield Mo. 63005

If to Lender:

Lindell Bank Inc  
ATTN: Joe Fix  
6900 Clayton Avenue  
St. Louis Mo. 63139

If to City: Engineer, City of Weldon Spring  
c/o St. Charles Engineering & Surveying  
801 South Fifth Street  
St. Charles, MO 63303  
Attn: Michael N. Meiners

The date of service of any notice shall be the date of personal delivery or the date the same is deposited in the United States mail.

IN WITNESS WHEREOF, the parties hereto have hereunto set their hands and seals as of

the 13 day of FEB. 2020



Secretary MARIA C. MADDEN

[SEAL]

ATTEST:

Chris DeGuentz  
Secretary CHRIS DEGUENTZ

"NO SEAL"

[SEAL]

ATTEST:

City Clerk

By Chris DeGuentz  
Name: Chris DeGuentz  
Title: Vice President

"Developer"

By Joseph Fix  
Name: Joseph Fix  
Title: Exec Vice President

"Lender"

APPROVED:

CITY OF WELDON SPRING,  
MISSOURI

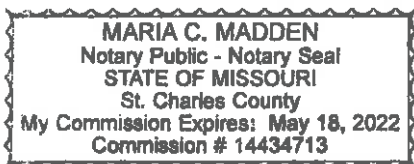
By: \_\_\_\_\_  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_

"City Engineer"

STATE OF MISSOURI )  
 ) SS  
COUNTY OF ST. CHARLES )

On this 13 day of FEB., 2020 before me appeared  
CHRISTOPHER T. DEGUENTZ to me personally known, who, being by me  
duly sworn, did say that he is the officer of the FLINER & PRINTER CUSTOM FORMS a Corporation of the  
State of Missouri, and that the seal affixed to the foregoing instrument is the corporate seal of said  
corporation, and that said instrument was signed and sealed in behalf of said corporation, by  
authority  
of its Board of Directors; and the said officer acknowledged said instrument to be the free act and  
deed of said corporation.

IN TESTIMONY WHEREOF, I have hereunto set my hand and affix my official seal in the  
County and State aforesaid, the day and year first above written.

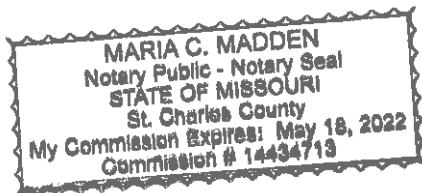


Maria C Madden  
Notary Public  
My Term Expires: May 18, 2022

STATE OF MISSOURI )  
 ) SS  
COUNTY OF ST. CHARLES )

On this 13<sup>th</sup> day of February, 2020 before me appeared  
Joseph Fix to me personally known, who, being by me  
duly sworn, did say that he is the officer EXEC. VICE PRESIDENT, and that the seal affixed to  
the foregoing instrument is the corporate seal of said bank, and that said instrument was signed and  
sealed in behalf of said corporation, by authority of its Board of Directors; and the said officer  
acknowledged said instrument to be the free act and deed of said corporation.

IN TESTIMONY WHEREOF, I have hereunto set my hand and affix my official seal in the  
County and State aforesaid, the day and year first above written.



Maria C Madden  
Notary Public  
My Term Expires: May 18, 2022



STATE OF MISSOURI                    )  
  ) SS  
COUNTY OF ST. CHARLES            )

On this \_\_\_\_\_ day of \_\_\_\_\_, before me appeared \_\_\_\_\_ to me personally known, who, being by me duly sworn, did say that \_\_\_\_\_ is the \_\_\_\_\_ of CITY OF WELDON SPRING, a municipal corporation of the State of Missouri, and that the seal affixed to the foregoing instrument is the corporate seal of said corporation, and that said instrument was signed and sealed in behalf of said municipal corporation, by authority of its Board of Directors; and the said \_\_\_\_\_ acknowledged said instrument to be the free act and deed of said municipal corporation.

IN TESTIMONY WHEREOF, I have hereunto set my hand and affix my official seal in the County and State aforesaid, the day and year first above written.

\_\_\_\_\_  
Notary Public  
My Term Expires: \_\_\_\_\_.

EXHIBIT A

**EHLMANN FARMS**

**CITY OF WELDON SPRING**

**Escrow Cost Estimate**

5/17/2016

<b>Street Trees</b>			
Description	Quantity	Unit Cost	Total
Street Trees	47 EA	\$ 110.00	\$ 5,170
Subtotal			\$ 5,170

<b>Landscaping</b>			
Description	Quantity	Unit Cost	Total
Ornamental Trees	7 EA	\$ 110.00	\$ 770
Evergreen Trees	13 EA	\$ 110.00	\$ 1,430
Replacement Trees	22 EA	\$ 110.00	\$ 2,420
Subtotal			\$ 4,620

<b>Storm Sewer</b>			
Description	Quantity	Unit Cost	Total
12" RCP	224 LF	\$ 21.00	\$ 4,704
15" RCP	385 LF	\$ 23.00	\$ 8,855
24" RCP	26 LF	\$ 34.00	\$ 884
30" RCP	48 LF	\$ 49.00	\$ 2,352
Pipe Bedding 12" RCP	224 LF	\$ 3.70	\$ 829
Pipe Bedding 15" RCP	385 LF	\$ 3.75	\$ 1,444
Pipe Bedding 24" RCP	26 LF	\$ 3.90	\$ 101
Pipe Bedding 30" RCP	48 LF	\$ 4.00	\$ 192
Jetting	683 LF	\$ 1.50	\$ 1,025
24" FES	1 EA	\$ 724.00	\$ 724
30" FES	1 EA	\$ 931.00	\$ 931
Manhole	3 EA	\$ 1,000.00	\$ 3,000
Area Inlet	4 EA	\$ 1,200.00	\$ 4,800
Curb Inlet	1 EA	\$ 1,200.00	\$ 1,200
Outfall Structure	1 SF	\$ 2,500.00	\$ 2,500
Rock Blanket	575 SF	\$ 7.00	\$ 4,025
Subtotal			\$ 37,565
5% of Subtotal			\$ 1,878

**Water Quality**

Description	Quantity	Unit Cost	Total
4" PVC (SCH 40) Underdrain	80 LF	\$ 8.00	\$ 640
Cleanout on 4" Underdrain	3 EA	\$ 200.00	\$ 600
Bio-Retention	2,275 SF	\$ 18.00	\$ 40,950
Bio-Retention Seeding	1 EA	\$ 5,000.00	\$ 5,000
Subtotal			\$ 47,190

**Paving**

Description	Quantity	Unit Cost	Total
6" Concrete Pavement	1,433 SY	\$ 35.00	\$ 50,155
4" Type 5 Aggregate Base	1,535 SY	\$ 4.40	\$ 6,754
6" Vertical Concrete Curb	101 LF	\$ 8.50	\$ 859
Street Sign	1 EA	\$ 200.00	\$ 200
Stop Sign	1 EA	\$ 200.00	\$ 200
Sawcut Pavement	92 LF	\$ 10.00	\$ 920
Subtotal			\$ 59,088
5% of Subtotal			\$ 2,954

**Concrete Sidewalk**

Description	Quantity	Unit Cost	Total
Concrete Sidewalk 4' wide	1,128 SF	\$ 4.70	\$ 5,302
Concrete Sidewalk 5' wide	4,976 SF	\$ 4.70	\$ 23,387
Subtotal			\$ 28,689

Total	\$ 90,501
Plus 10% Contingency Cost	\$ 18,232
<b>Grand Total</b>	<b>\$ 108,733</b>

10% MAINTENANCE ESCROW = \$18,232.00



# CITY OF WELDON SPRING

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

## MEMORANDUM

To: Mayor and Board of Aldermen

Date: 02/25/20

From: Michael Padella, City Administrator

Subject: Community Development Staffing Restructuring

Cc: Bill Hanks, City Clerk

On 01/20/20 the City Engineer, Mike Meiners, submitted a notice of rate sheet increase for City Engineering and related civil engineering and surveying services, see attachment as reference. In response to this request the City Administration has reviewed the options for professional services in the areas of City Engineering and also City Planning services, which have historically been outsourced to professional consultants meeting certain qualifications of the City.

### **Background**

Current City Codes identify four key roles and responsibilities that are tasked with various levels of plan review, inspection and oversight and approval authority. The four roles are: Zoning Commissioner, Stormwater Manager, City Planner and City Engineer. Without extensive code rewrites/updates it is essential that the City maintain these four key roles as identified and referenced by City Code.

The professional consultants currently are Mike Meiners who has been City Engineer since 1991. Additionally, the City has retained the services of a "Backup City Engineer" for instances when the Mr. Meiners or his firm was representing a private developer conducting business in the City or when submit and selected as special project design engineer; the Backup City Engineer duties have been performed by Harold Belzer, a retired civil engineer. Todd Streiler was selected and engaged as a consultant and has provided professional planning services to the City since 2013; prior to this date the City had retained external planning services from two other consultants.

During these time frames the City has employed a Zoning Commissioner to handle the general permit application process, distribute and be the initial point of contact for various planning and land use applicants. In 2007 the City created the position of Stormwater Manager, the purpose of which was to take certain duties and responsibilities away from the City Engineer related to MS4 regulation compliance and other stormwater matters because it was not necessary to have a PE conduct such duties and it was perceived as a cost savings compared to having an external consultant carry them out. The Stormwater Manager position has evolved over time and has been cross trained to cover and assist with code enforcement efforts and zoning commissioner duties.

Over the years there has been discussion about having the internal staff consisting of the Zoning Commissioner and Stormwater Manager take on greater responsibilities and duties in the areas of

engineering and planning. The issue in the past that existed was the internal staff members were resistant to taking on additional duties and responsibilities and/or lacked some of the qualifications/experience necessary to successfully accomplish such duties.

**Table A: City Professional Consultant Expense History:**

Account Name	Fund:	FY 15 Actual	FY 16 Actual	FY 17 Actual	FY 18 Actual	FY 19 Actual	FY 20 Budget	FY 2020 YTD (4 months)
City Engineer	General	48,556	49,917	49,268	19,002	36,016	20,000	5,785
Backup City Engineer	General	3,875	1,700	1,200	1,450	1,050	1,325	1,100
City Engineer - Roads	State Rev. Sharing	0	0	6,325	21,995	49,169	17,000	7,555
Backup City Engineer - Roads	State Rev. Sharing	0	0	1,500	0	4,250	2,000	750
City Planner	General	16,842	7,831	26,156	29,979	13,270	6,250	0
<b>Sub Totals:</b>		<b>69,273</b>	<b>59,448</b>	<b>84,449</b>	<b>72,425</b>	<b>103,755</b>	<b>46,575</b>	<b>15,190</b>

**NOTE:** It is important to point out that some of the above expenditure totals by consultant include activities for "special projects" such as Roadway Design, Survey Work, DNR Audit Response, Major Code Updates, etc.

#### **Current Conditions & Opportunities**

Today we employ two highly experienced and seasoned internal professionals filling the roles of Zoning Commissioner and Stormwater Manager respectively. Additionally, both of these individuals are willing to take on additional duties and responsibilities. However, they have also expressed some stipulations such as remaining part-time with some flexibility in scheduling and time off for family time and vacation purposes.

By combining and expanding duties of the internal staff positions and modifying the job titles and updating job descriptions the City can achieve more in-house and begin minimizing the reliance of external consultants. The Stormwater Manager's position and job description can be modified to include City Engineering duties and responsibilities taking the later as the primary title for the revised position. Additionally, the Zoning Commissioner's position and job description can be modified to include the City Planning duties and responsibility taking the later as the primary title for the revised position.

Many opportunities can be achieved if this course or direction is undertaken. They include enhancements in the following areas:

- **Development Review:**
  - Streamline development review process to be the 'one stop-shop' for applicants. Processes can be adjusted slightly, and some time savings achieved by no longer having to outsource development review and/or send plans to 3<sup>rd</sup> party consultants off sight.
  - Summary staff reports would truly be 'staff reports' prepared and disseminated by internal staff and not external consultants.
- **Public Works:**
  - Greater development of a five-year infrastructure plan identifying maintenance needs short and long term and prioritizing of resources. This is currently taking place, however, the cost to achieve is much higher due to the work being conducted by professional consultants.

- Maintenance Work Orders: complaints related to streets could be handled quicker, with more skilled specialized staff in-house.
- Coordination and interface with special project consultants with primary responsibility to represent the City's best interests. Currently we rely on consultants to review other consultant's work/performance.
- Interface with County Highway Department: An internal City Engineer can better coordinate with the County Highway Dept. and pull from a position of greater experience and expertise as it relates to best practices.
- Greater Distinction Between Staff & Consultants:
  - Historically the lines have been difficult to distinguish at times between "staff" and "professional consultants". There will still be a need from time to time to have professional consultants carry out and conduct special projects such as Comprehensive Plan Rewrites/Updates, Major Code Rewrites/Updates, Road Project Design/Construction Management, and even Right-of-Way/Easement Negotiation Support. The difference going forward is the City would have specialized/skilled members of staff who would act as primary interface and points of contact with the outside consultants.
- Overall Efficiencies and Cost-savings to the City:
  - It is not clear what the exact cost savings would be if a restructuring is undertaken as this will be directly correlated with the number of "special projects" undertaken which may still require an external consultant. However, it is estimated that there would be greater control on the part of the City staff to undertake the day to day operations and achieve greater efficiencies.
  - The following is a cost estimate for combining and expanding the existing position duties with those of city engineering and city planning:

**Table B:**

<b>Current vs. Expanded Position Wage Ranges/Projections:</b>						
<b>Position:</b>	<b>Grade Level:</b>	<b>Status:</b>	<b>Avg. Hours:</b>	<b>Minimum:</b>	<b>Median:</b>	<b>Maximum:</b>
Storm Water Manager (SWM)	12	P-P/T	12/per week	\$ 17.95	\$ 24.01	\$ 30.07
Storm Water Manager (SWM)	<b>Annual Range:</b>		624	\$11,200.80	\$14,983.36	\$18,765.93
City Engineer/SWM	19	P-P/T	25/per week	\$ 24.60	\$ 32.26	\$ 39.33
City Engineer/SWM	<b>Annual Range:</b>		1300	\$31,980.00	\$41,937.97	\$51,129.00
Zoning Commissioner (ZC)	13	P-P/T	20/per week	\$ 18.90	\$ 25.28	\$ 31.66
Zoning Commissioner (ZC)	<b>Annual Range:</b>		1040	\$19,656.00	\$26,290.45	\$32,924.90
City Planner/ZC	17	P-P/T	25/per week	\$ 22.70	\$ 29.77	\$ 36.29
City Planner/ZC	<b>Annual Range:</b>		1300	\$29,510.00	\$38,697.33	\$47,177.00

#### **Path Forward & Recommendation**

In order to proceed with a merger of duties and responsibilities for the Storm Water Manager-City Engineer and the Zoning Commissioner-City Planner respectively, the Board of Aldermen would need

to ratify or approve an "Amended Wage Schedule – Appendix B" (below) essentially creating a new wage range by expanding existing positions' duties.

**Table C:**

<b>Appendix B.</b>	<b>Proposed Amendment 2020 Wage Schedule - 02/25/2020</b>				
<b>Position:</b>	<b>Grade Level:</b>	<b>Minimum:</b>	<b>Mid-Point:</b>	<b>Maximum:</b>	<b>2020 Current:</b>
Storm Water Manager	12	\$17.95	\$24.01	\$29.60	\$25.00
Zoning Commissioner	13	\$18.90	\$25.28	\$31.16	\$25.00
City Planner/ZC	17	\$22.70	\$29.77	\$36.29	TBD
City Engineer/SWM	19	\$24.60	\$32.26	\$39.33	TBD

If the above is agreeable, recommended next steps include revising current job descriptions for the Zoning Commissioner and Storm Water Manager positions to include the expanded duties, an effective start date established and a "transition period" established. In the meantime, the City should ratify the current City Engineer, Mike Meiners, requested rate increase. The Transition Period would be the formal transfer of City Engineer and City Planner duties from the current external professional consultants to the newly redefined internal staffing positions. I estimate a 2-3-month transition period with more time for the City Engineering duties/responsibilities and less for the City Planner's.

After the Transition Period has concluded, I further recommend the internal City Engineer and City Planner to work with the City Administrator to develop a scope of services and qualifications and for the City to seek "On-call" Civil Engineering services and City Planning services for special projects as identified and prioritized by the Mayor and Board of Aldermen through a formal Request for Qualifications (RFQ) process. Again, such special projects as a Comprehensive Plan Rewrite/Update or Roadway Engineering Design/Construction Management services/activities all of which are not achievable with internal staff alone with the budgeted average work hours shown in Table B above. This final step will essentially serve as a 'clean-break' between the City and the current external professional consultants (who will be welcome to provide a response to the City's RFQ, but under restructured and well-defined scope of services).

One final note on a separate but related subject. The Board has expressed the desire for staff to conduct a review of the current "Fee Schedule" for various Development Review Applications. The City's current Fee Schedule for such things as Preliminary Plat, Area Plans, Rezoning, Conditional Use Permits, Section Plans, Final Record Plats/Plans, etc. are based upon the City's current structure/arrangement with the goal of covering all paid external consultant expenses incurred by the City due to private development. If the City restructures and follows the path forward outlined above the current Fee Schedule will likely be higher than permitted by state statute (cover costs plus 10% for general administration expenses incurred by City). I recommend postponing a full analysis of the Fee Schedule until 12 months after implementation of the above so that staff can gather data for the time it takes them to conduct development reviews/site inspections vs. what it costs the City for external professional consultants expenses, which are more easily itemized and associated with any given development application/project.



# CITY OF WELDON SPRING

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## MEMORANDUM

To: Mayor and Board of Aldermen

Date: 03/06/20

From: Michael Padella, City Administrator

Subject: Community Development Staffing Restructuring – 2<sup>nd</sup> Memo

Cc: Bill Hanks, City Clerk

Building on the Confidential Memo dated 02/25/20 discussing the Community Development Staffing Restructuring, this is a follow-up correspondence with additional information and recommendation on next steps.

For better clarification and definition, attached is Table D, listing various examples of what types of activities and duties will be conducted with "in-house" staff vs. external consultants in the future if the restructuring and expansion of duties to existing staff positions is approved by the BOA. Table D provides a comprehensive but not exclusive list of the types of activities that will be carried out in-house vs. externally with professional consultants. In some cases, there may be some overlap, this is intended to reflect the possible need for external assistance on a particular item.

Time is of the essence as the City Engineer has begun to charge the higher hourly rates effective on 01/31/2020. Therefore, in order to begin this transition and implement the expanded duties for engineering and planning activities, the BOA would need to approve the following modification to the City's current Wage Schedule – Appendix B., the proposed amendment is reflected below in Table C.

**Table C:**

Appendix B.	Proposed Amendment 2020 Wage Schedule - 02/25/2020				
Position:	Grade Level:	Minimum:	Mid-Point:	Maximum:	2020 Current:
Storm Water Manager	12	\$17.95	\$24.01	\$29.60	\$25.00
Zoning Commissioner	13	\$18.90	\$25.28	\$31.16	\$25.00
City Planner/ZC	17	\$22.70	\$29.77	\$36.29	TBD
City Engineer/SWM	19	\$24.60	\$32.26	\$39.33	TBD



Once approved by the BOA the Administration will incorporate the above Table C. Amendment to the Wage Schedule – Appendix B. The Administration will then be able to proceed with implementation and the transition of duties as outlined in Table D., attached.

It is the Administration's recommendation and intention to expedite the transition and expansion of duties as to minimize the City's reliance on external professional consultants in the areas of Engineering and Planning, while expanding the City's ability to utilize internal staff to conduct and complete such tasks and duties currently outsourced.

In closing, the Administration believes that there will be overall cost saving experienced by the City over the long-term, but more important than the potential savings is the belief that services to the constituents and development community conducting business with the City will greatly enhance. The City will be more responsive and have greater control over the development process and public infrastructure maintenance demands/needs of the City going forward.

Table D. Staffing Responsibilities and Duties vs. External Professional Consultants:					
Number:	Activity/Duty:	Internal City Engineer/SWM:	Internal City Planner/ZC:	External Engineer:	External Planner:
1.a	Applications for Development (P&Z)	X	X		
1.b	Prepare Staff Reports - Development Projects		X		
1.c	Construction Site Inspections	X			
1.e	Existing Code Interpretation (2nd opinion as needed)				X
2.a	Street Maintenance Management	X			
2.b	Develop & Maintain Street Condition Inventory	X			
2.c	Prepare Maintenance Public Works RFP's	X			
2.d	Process Public Works' Work Orders	X			
2.e	Minor/Maintenance Construction Management	X			
2.f	Conduct and log city street traffic counts	X			
3.a	General Land Use Applications	X	X		
3.b	Grading Permit Applications	X			
3.c	Work in ROW Applications	X			
4.a	Flood Plain Management	X			
5.a	Stormwater MS4 Enforcement	X			
6.a	Manage Code Enforcement Activities		X		
7.a	Coordinate/Interface with ARC		X		
7.b	Coordinate/Interface with P&Z		X		
7.c	Coordinate/Interface with Board of Adjustment		X		
8.a	Represent the City on Engineering/Planning Issues	X	X		
8.b	Interact with County Hwy Dept.	X			
8.c	Interface w/ External Consultants	X	X		
8.d	Provide Guidance to Prospective Developers	X	X		
9.a	Professional Engineering Design			X	
9.b	Site Plan Preparation for City Projects			X	
9.c	Major Project Construction Engineering			X	
9.d	Land Surveying Services			X	
9.e	Prepare Applications Requesting Road Funding	X		X	
10.a	Minor Code Review/Recommendations	X	X		
11.a	Major Code (Chapter 400) Revisions/Updates			X	X
12.a	Comprehensive Plan Updates/Rewrites				X