

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



**CITY OF WELDON SPRING
BOARD OF ALDERMEN REGULAR MEETING
ON THURSDAY, OCTOBER 24, 2024, AT 7:30 P.M.
WELDON SPRING CITY HALL
5401 INDEPENDENCE ROAD
WELDON SPRING, MISSOURI 63304**

******BOARD OF ALDERMEN REGULAR TENTATIVE AGENDA – 10/24/24 at 7:30 PM******

- 1. CALL TO ORDER**
- 2. PLEDGE OF ALLEGIANCE**
- 3. ROLL CALL and DETERMINATION OF A QUORUM**
- 4. CITIZENS COMMENTS** – The public must be in person to speak during Citizens Comments or send comments in writing to the City Clerk (at bhanks@weldonspring.org) prior to the Board meeting. Anyone wishing to speak shall state their name, their address, and limit their remarks to 3 minutes.
- 5. APPROVAL OF MINUTES**
 - A. October 10, 2024 – Board Regular Session Minutes
- 6. CITY TREASURER'S PACKET**
 - A. Paid Bills (October 4, 2024 – October 17, 2024)
- 7. UNFINISHED BUSINESS**
 - A. Pedestrian Crossing Project – **City Administrator**
- 8. NEW BUSINESS**
 - A. Unaudited Receipts & Disbursements Statement for Fiscal Year 2024 Year-End – **City Administrator**
 - B. Employee Policy Manual Appendixes Update (**Informational**)
- 9. REPORTS & COMMITTEES**
 - A. Architectural Review Commission (ARC) – **Alderman Clutter**
 - B. City Administrator Report (**Informational**) – **City Administrator**
- 10. RECEIPTS & COMMUNICATIONS**
- 11. ADJOURNMENT**



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

CITY OF WELDON SPRING
REGULAR MEETING OF THE BOARD OF ALDERMEN
OCTOBER 10, 2024

CALL TO ORDER: The Weldon Spring Board of Aldermen met for their regular meeting at Weldon Spring City Hall, 5401 Independence Road on Thursday, October 10, 2024, at 7:30 PM with Mayor Donald Lickliger presiding.

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

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

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

Alderman Martiszus was absent.

A quorum was declared.

Also, present were Mayor Lickliger, Bob Wohler (City Attorney), Don Stolberg (City Administrator), and Bill Hanks (City Clerk).

PUBLIC COMMENTS:

Boy Scout Troop 353: Mike Taluc, Scoutmaster of Troop #353, addressed the Board regarding a request for Boy Scout Troop #353 to operate Christmas tree sales at the vacant lot adjacent to the Dairy Queen located at Independence Road.

Alderman Clutter made a motion to allow Boy Scout Troop #353 to conduct Christmas tree sales at the vacant lot next to Dairy Queen on Independence Road and waive any and all fees normally associated with conducting business within the City, seconded by Alderman Baker. **Motion carried** with 5 ayes.

MINUTES:

September 26, 2024 – Regular Board Meeting Minutes: Alderman Clutter moved to approve the minutes from the September 26, 2024, regular meeting, as submitted. The motion was seconded by Alderman Baker. **Motion carried** with 5 ayes.

TREASURER'S REPORT:

Alderman Kolb made a motion to accept the Treasurer's packet of paid bills from September 27, 2024, to October 10, 2024, and the August 2024 Credit Card Bill. The motion was seconded by Alderman Clutter. **Motion carried with 5 ayes.**

UNFINISHED BUSINESS:

There was no unfinished business at this time.

NEW BUSINESS:

Bill #1233 - An Ordinance Establishing the Procedure, Requirements, and Time Period for the Offices of Mayor and Alderman for the City of Weldon Spring, Missouri in the April 8th, 2025, Municipal Election: Alderman Kolb moved to introduce Bill #1233 for its first reading by title only. Alderman Clutter seconded the motion and the **motion carried.**

Alderman Kolb made a motion to approve Bill #1233 for its second and final reading by title only. Alderman Clutter seconded the motion.

On a roll call vote, the Bill #1233 was placed as Ordinance 24-19 as followed:

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

215 Caliburn Court Escrow Release: Alderman Clutter made a motion to release \$5,000.00 from escrow for construction of a home at 215 Caliburn Court, seconded by Alderman Baker. **Motion carried with 5 ayes.**

Pedestrian Crossing Update: There was lengthy discussion about the miscommunication associated with the project's bid documents and the \$3,000 mobilization fee charged by Vision Construction with the change order took place. This item was tabled until the October 24, 2024, Board meeting so the City Administrator can get more information on this issue from Cochran Engineering and Vision Construction.

Westwood Sidewalk Extension Project Change Order: Alderman Baker made a motion to approve the \$38,736. 23 change order for repairs to the sidewalks, the median, and the sinkhole. The repairs are on Weldon Spring Parkway and on O'Fallon Road. This motion was seconded by Alderman Kolb. **Motion carried with 5 ayes.**

Golf Cart Parking: Mr. Stolberg (City Administrator) informed the Board that City's staff will convert the two parallel parking spots, which is in front of the playground at Weldon Spring City Park, into eight to ten parking spots for golf carts.

REPORTS AND COMMITTEES:

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

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

Alderman Clutter asked why the Parks & Recreation Advisory Committee recommended that the City to hold their Independence Celebration on June 28, 2025. After a brief discussion, the Board wants to hold the Independence Celebration on July 4, 2025, or July 5, 2025.

Alderman Clutter suggested the Board to schedule a Work Session on a separate day (from a Board meeting) to discuss the City's priorities and the future of City Hall.

ADJOURNMENT:

Alderman Kolb moved to adjourn the meeting at 8:32 PM, seconded by Alderman Clutter. **Motion carried with 5 ayes.**

Respectfully submitted,

William C. Hanks, City Clerk

**PAID BILLS TO BE APPROVED
OCT 4, 2024 -- OCT 17, 2024**

EXCEPT FOR THE ITEMS NOTED, THE ATTACHED LIST IS APPROVED BY THE BOARD OF ALDERMAN FOR PAYMENT. APPROVED THIS
24TH DAY OF OCT 2024 _____, MAYOR

CLAIMS REPORT 10/17/24			
VENDOR	REFERENCE	AMOUNT	CHECK # CHECK DATE
AMEREN MISSOURI	SIEDENTOP PARK 08/25-09/24	\$14.20	10240388 10/15/2024
BRIAN THIEMANN	SECOND INSTALLMENT FIREBALL	\$4,000.00	16894 10/11/2024
CUIVRE RIVER ELECTRIC	MON ELE CH 08/21-09/23/24	\$217.30	10240379 9/30/2024
CUIVRE RIVER ELECTRIC	MON ELE SHED 08/21-09/23	\$198.50	10240380 9/30/2024
CUIVRE RIVER ELECTRIC	MON ELE CABIN 08/21-09/23	\$42.17	10240381 9/30/2024
CUIVRE RIVER ELECTRIC	MON ELE 08/21-09/23 BARN	\$45.00	10240382 9/30/2024
DIGITAL SOUND	EVENT FIREBALL IN THE PARK	\$600.00	16895 10/11/2024
DOUGLAS R SMITH	MUNI COURT PA SEPT24	\$650.00	9916 9/30/2024
DUCKETT CREEK SANITARY DISTRIC	SEWER FEE AUG24 5401 IND	\$26.75	10240383 9/30/2024
M & M GOLF CARS - O'FALLON	3- 6 PASSENGER GOLF CARS	\$985.00	16896 10/11/2024
MCCONNELL & ASSOCIATES	SEALCOAT PARKING LOT	\$12,113.50	16893 10/8/2024
MISSOURI AMERICAN WATER COMPANY	WS PARK 08/17-09/18/24	\$59.76	9917 9/30/2024
QUADIENT LEASING USA, INC	POSTAGE MACHINE LEASE	\$149.91	10240389 9/30/2024
R & R SANITATION	RESTROOMS FOR FIREBALL	\$758.00	16897 10/11/2024
ROBERT WOHLER	LEGAL FEES SEPT24	\$360.00	9919 9/30/2024
ST CHARLES IT	IT SERVICES SEPT24	\$712.50	9918 9/30/2024
ULINE	PAPER TOWELS	\$113.34	10240390 10/15/2024
VERIZON WIRELESS	MONTHLY CELL 8/20-09/19	\$326.22	10240384 9/30/2024
WEX BANK	FLEET GAS CARD	\$309.29	10240391 9/30/2024
Accounts Payable Total		\$21,681.44	



CITY OF WELDON SPRING

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MEMORANDUM

To: Mayor and Board of Aldermen Date: October 7, 2024
From: Don Stolberg, City Administrator
Subject: Pedestrian Crossings
Cc: City Engineer; City Attorney

The original plan for the Pedestrian Crossings Project included crosswalk improvements at the crosswalk on Weldon Spring Parkway at the Pocket Park as well as five other locations. These were drawn up and presented to the Board of Aldermen and the crosswalk at the Pocket Park was removed from the project by majority vote of the Board of Aldermen.

Between the time that the project was designed and approved (with the removal of the pocket park portion) by the Aldermen, the engineering firm overseeing the project has had at least two changes of primary engineer on the project, which appears to have resulted in the incorrect version of the plan being brought forth and bid upon. This version included the pocket park portion and the Construction company selected (Vision Construction) has already ordered the materials and signage for the crosswalk.

There are two options available at this time:

1. We can allow Vision Construction to continue with the plan that includes the pocket park, to include signage and crossing signals; or
2. We can ask them to exclude the pocket park crosswalk, which will require the City to pay for any return fees, restocking of materials, and construction time and effort already spent. I am checking to see how much that would be, but it is my understanding that the signage and signals have already been ordered. Once I have definitive costs, I will share this with you.

City of Weldon Spring, Missouri
Unaudited Statement of Receipts, Disbursements,
and Indebtedness
For the 12 Months Ended September 30, 2024

	General	Notations	Municipal	Notations	Revenue	Notations	Escrow &	Notations	
	Fund		Building &		Sharing &		Maintenance		
			Park Fund		Road Funds		Funds		Total
Revenues:									
Franchise Fees	\$475,949								\$475,949
Licenses and Permits	\$56,661		\$6,052						\$62,713
Court Fines and Fees	\$102,730				\$4,707				\$107,437
Local Sales Tax			\$449,886		\$778,746	1			\$1,228,632
Metro Park District Tax			\$17,368						\$17,368
Motor Vehicle Sales and Fees					\$288,209				\$288,209
Other (Includes Interest)	\$145,905		\$70,049		\$8,222				\$224,176
Total Revenues	\$781,245		\$543,355		\$1,079,884				\$2,404,484
Expenditures:									
Personnel Services	\$399,906		\$168,695		\$79,890				\$648,491
Professional Services	\$41,854		\$242,851		\$91,684				\$376,389
Operating Expenses	\$164,253		\$135,297		\$28,314				\$327,864
Law Enforcement					\$245,255	2			\$245,255
Capital Improvements	\$2,460	3	\$380,348	4					\$382,808
Roadway Maintenance Expenses					\$161,012				\$161,012
Safety Cameras					\$40,347				\$40,347
Total Expenditures	\$608,473		\$927,191		\$646,502				\$2,182,166
Total Revenues Less Expenditures	\$172,772		-\$383,836		\$433,382				\$ 222,318

FOOTNOTES

- (1) Roads & Police 1% Sales Tax.
- (2) Law Enforcement (Policing Services) is paid quarterly.
- (3) New computers for office staff.
- (4) Park improvements.



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MEMORANDUM

To: Mayor Licklider & Board of Aldermen

Date: 10/18/24

From: Don Stolberg, City Administrator

Re: Updates to Employee Policy Manual Appendixes: A, B, and C.

CC: Bill Hanks, City Clerk; Andrew Johns, City Treasurer

Per the City's Employee Policy Manual, there are several supplemental Appendixes which the City Administrator may update from time to time and require the review of the Mayor and Board of Aldermen. With the planned creation of the new full-time position, "Events Planner/Grant Writer/Administrative Assistant", now is an excellent opportunity to review and update the various Appendixes. Below is an itemized summary of each Appendix followed by a copy of the revised documents.

1. Appendix A: Supervisory Chart

- a. This document is referenced in the Employee Policy Manual under Section 100.088 "Supervisory Chart" on page 11.
- b. The purpose of this document is to provide a clear flowchart of the organizational structure including supervisory responsibilities and position backup/coverage overview details.

2. Appendix B: Wage Schedule

- a. This document is referenced in the Employee Policy Manual under Sections 100.105 "Budgeting for Performance Based Wage Increases" and Section 100.130 "Performance Evaluations" on pages 12-14 respectively.
- b. The purpose of this document is to list the paid employee positions, minimum and maximum rates of pay, and grade level for each position. Furthermore, it serves as a guide for supervisors when conducting annual performance evaluations and determining the amount of increased pay eligibility.

3. Appendix C: Fringe Benefit Schedule

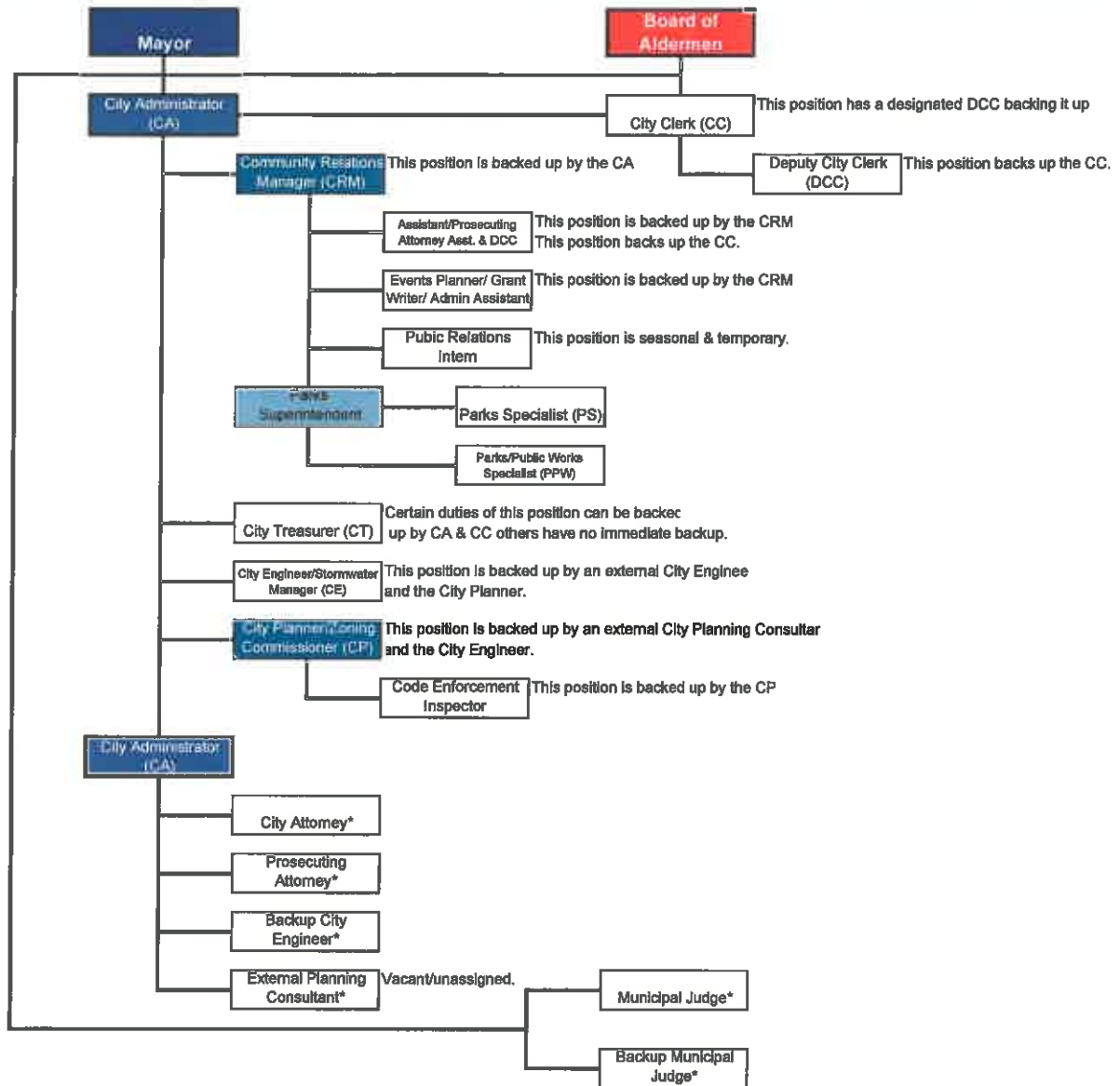
- a. This document is referenced in the Employee Policy Manual under Section 100.500 "Health Insurance" and Section 100.510 "Dental Insurance" on pages 44-45 respectively.
- b. The purpose of this document is to establish the portion/percentage for each defined fringe benefit that the City pays versus the portion that the individual employee pays. It also details other related fringe benefits.

Appendix B.		Revised 2025 Wage Schedule - 09/11/24										Cost of Living Adjustments (COLA):		FY Budgeted Merit Increase:									
Revision based upon the 2024-2025 Performance Reviews													Year:	Adjustment:									
Position:	Grade Level:	Minimum:	Mid-Points:	Maximum:	New Maximum (based on '25 COLA)	2024 - 2025 Current:	Position Status:	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025**	
Public Relations Intern	2	\$12.30	\$14.64	\$16.98	\$16.98	\$15.00	PT																3.00%
Parks Specialist (One)	3	\$12.75	\$16.81	\$20.87	\$21.54	Not being filled	PT																2.30%
Parks Specialist (Two)	4	\$13.95	\$18.85	\$23.75	\$24.51	\$17.43	PT - Filled																2.80%
Parks/Public Works Specialist	9	\$15.86	\$22.15	\$28.44	\$29.35	\$19.50	FT - Filled																3.00%
(NEW) Grants Coordinator/ Admin Assist	8	\$14.72	\$22.19	\$29.66	\$30.61	\$0.00	New FT Position																4.00%
Parks Superintendent	10	\$16.64	\$24.37	\$32.09	\$33.12	\$25.00	FT - Filled																4.00%
Parks & Facilities Manager	12	\$20.75	\$29.20	\$37.64	\$38.84	Not being filled	FT																4.00%
Code Enforcement Inspector	8	\$14.72	\$22.19	\$29.66	\$30.61	\$18.50	PT - Filled																4.00%
Admin Ass/ Prosecuting Asst.	8	\$14.72	\$22.19	\$29.66	\$30.61	\$21.68	FT - Filled																4.00%
Community Relations Coordinator	10	\$16.64	\$25.31	\$33.98	\$35.07	Not being filled	FT																3.00%
City Treasurer	11	\$17.68	\$26.66	\$35.63	\$36.77	\$23.00	FT - Filled																4.00%
Community Relations Manager	12	\$18.67	\$28.16	\$37.64	\$38.84	\$26.75	FT - Filled																3.75%
Storm Water Manager (SWM)	12	\$18.67	\$28.16	\$37.64	\$38.84	Not being filled	PT																5.00%
Zoning Commissioner (ZC)	13	\$24.86	\$32.56	\$40.26	\$41.55	Not being filled	PT																4.00%
City Clerk	15	\$21.63	\$32.61	\$43.59	\$44.98	\$33.38	FT - Filled																4.00%
City Planner/ZC	17	\$23.61	\$34.88	\$46.14	\$47.62	\$37.40	PT - Filled																5.00%
City Engineer/SWM	19	\$25.58	\$37.78	\$49.97	\$51.57	\$41.83	FT - Filled																4.00%
City Administrator	20	\$31.77	\$42.67	\$53.56	\$55.27																		
Approved:													City Administrator		Date:								
Not being filled																							
New Position																							

Note: ** indicates an estimate of COLA for future years per Social Security Administration (SSA).

Appendix A:

City of Weldon Spring, Missouri
Supervisory Chart & Position Backup Detail



Note: * Indicates Professional Services which are contracted and sourced externally

Appendix C:				
Fringe Benefit Schedule:				
Category:	Health Insurance Cost-share (City/Employee):	Dental Insurance Cost-share (City/Employee):	Vision Insurance Cost-share (City/Employee):	Life/AD&D Insurance:
Full-time Employee	90%/10%	90%/10%	90%/10%	100%
FT- Family/ Dependents	65%/35%	65%/35%	65%/35%	N/A
FT - Medicare Eligible Employee	\$175/month flat stipend	90%/10%	90%/10%	100%

Note: FT = Full-time Employee