

**SCHEDULED CLAIMS LIST**

INVOICE#	LINE	DUE DATE	INVOICE DATE	REFERENCE	PAYMENT AMOUNT	DIST GL ACCOUNT	CK SQ
				INVOICE TOTAL	113.47		
				VENDOR TOTAL	113.47		
				BLOOMSDALE BANK (GEN GOV TOTAL	174,008.01		
				TOTAL MANUAL CHECKS	.00		
				TOTAL E-PAYMENTS	.00		
				TOTAL PURCH CARDS	.00		
				TOTAL ACH PAYMENTS	.00		
				TOTAL OPEN PAYMENTS	174,008.01		
				GRAND TOTALS	174,008.01		

**RESOLUTION 2023-08**

**A RESOLUTION OF THE CITY OF STE. GENEVIEVE AUTHORIZING THE MAYOR TO ENTER INTO A FARM LAND LEASE AGREEMENT WITH BAHR FARMS FOR CITY OWNED PORPERTY ON PROGRESS PARKWAY.**

**WHEREAS**, the City of Ste. Genevieve (“City”) has certain real property located on Progress Parkway as that will be developed into single family housing in the future; and

**WHEREAS**, the City does not want to maintain the ground or have it degrade; and

**WHEREAS**, the City wishes to lease 40 acres that are cropable to Bahr Farms, the group who currently farms it for the Catholic Church, for the purpose of an agricultural operation as indicated in the “Farm Lease” attached as “Exhibit A”.

**BE IT THEREFORE, RESOLVED BY THE BOARD OF ALDERMEN OF THE CITY OF STE. GENEVIEVE MISSOURI AS FOLLOWS:**

**SECTION 1.** The Board of Aldermen of the City of Ste. Genevieve, Missouri hereby authorizes the Mayor to enter into a “Farm Lease” with Bahr Farms attached to and made part of this Resolution. (Exhibit “A”)

**SECTION 2. EFFECTIVE DATE.** This Resolution shall be in full force and effect from and after its date of passage and approval as provided by law.

**PASSED AND APPROVED BY THE BOARD OF ALDERMEN OF THE CITY OF STE. GENEVIEVE, MISSOURI THIS 10<sup>th</sup> DAY OF DECEMBER, 2022.**

Approved as to form:

\_\_\_\_\_  
Paul Hassler, Mayor

\_\_\_\_\_  
Mark Bishop, City Attorney

SEAL

Reviewed by:

\_\_\_\_\_  
Pam Meyer, City Clerk

\_\_\_\_\_  
Happy Welch, City Administrator

**FARM LEASE**

THIS LEASE is entered into on this \_\_\_\_ day of \_\_\_\_\_, 20 \_\_, by the City of Ste. Genevieve, Missouri, (hereinafter "City"); and Bahr Farms, 13076 Quarry Town Road, Ste. Genevieve, Missouri, 63670 (hereinafter "Lessee").

**RECITALS:**

The City is the owner of certain undeveloped real property located adjacent to Progress Parkway as shown on Exhibit "A".

The City wishes to lease 40 acres along Progress Parkway that are usable for crops as shown on the sketch map attached hereto and included in the real property as shown on Exhibit "A".

Lessee is a competent and experienced farmer and agriculturist and desires to lease the real property described in Exhibit "A" for the purpose of an agricultural operation.

The City is willing to lease the real property to Lessee for an agricultural operation, and the parties desire to execute a written lease containing the terms and conditions of their Lease.

NOW, THEREFORE, in consideration of the mutual covenants herein contained, and for other good and valuable consideration, the receipt and sufficiency of which are acknowledged by the parties hereto, it is agreed as follows:

**1. Leasehold Property Description**

The City hereby leases to the Lessee the property shown in Exhibit "A" attached hereto and incorporated herein by this reference (hereinafter "Leasehold Property") of approximately 40 acres in Part of US Survey 3252, Township 38 North, Range 9 East of the Fifth Principal Meridian, in the city limits of Ste. Genevieve in the County of Ste. Genevieve and State of Missouri.

**2. Leasehold Term, Rent and Possession**

The term of this Lease shall be for one (1) year, (the "Lease Term") commencing on the commencement date of January 1, 2022 and shall automatically renew annually for additional one year terms on February 1<sup>st</sup> each subsequent year following the initial Lease Term. This agreement can be terminated by either party for any reason upon written notice to the other party with sixty (60) days' advance notice of said termination.

Lessee shall pay rent at the end of each year of the lease term in the amount of ninety-five dollars (\$95.00) per acre per year. The annual rental amount per acre can be increased by the City upon written notice to tenant sixty (60) days prior to the renewal term(s).

**3. Permitted Use**

Lessee shall have use of the Leasehold Property granted in this Lease for any and all lawful

agricultural operation purpose, provided that these activities are consistent with existing covenants for the Leasehold Property, except that the raising or keeping of any livestock on the Leasehold Property shall not be permitted.

#### **4. Stipulations**

During the lease period, no buildings and associated structures shall be placed or built on the property by Lessee. Any proposed drainage improvements or re-contouring shall be approved in writing by the City, prior to construction or implementation of improvements. As necessary, the City has the right to carry out minor improvements to Progress Parkway and the storm drainage system.

The City makes no representations as to the availability or quality of rainfall or precipitation amounts on the Leasehold Property, nor as to the suitability of the property for agricultural operations contemplated by the Lessee.

Lessee acknowledges that it has fully inspected the demised premises and Lessee hereby accepts the demised premises, improvements and each appurtenance thereto as is, in their present state and condition, as suitable for the purpose for which the same are leased and agrees to allow for changes in such condition, occurring by reasonable deterioration between the date this Lease is executed and the date such changes shall occur.

Lessee shall pay all costs associated with the agricultural operations and pay all other charges made against the Leasehold Property, including any utility furnished to the premises during the continuance of this lease, as the same shall become due. Lessee shall pay when due all valid taxes, special assessments, excises, license fees and permit fees of whatever nature applicable to its operation or levied or assessed against Leasehold Property and to take out and keep current all necessary licenses.

#### **5. Lessee's Practices**

Lessee shall maintain the Leasehold Property and any improvements, fixtures or equipment on the Leasehold Property in a worker-like manner pursuant to the terms of this Lease. Reasonable maintenance and repairs to the Leasehold Property will be performed by Lessee as necessary.

Lessee shall carry out the agricultural operations on the Leasehold Property in and forthwith manner and attempt to optimize yields, with timely planting and harvesting of the crop. Lessee will conduct all activities on the real property including tilling, cultivation, planting and harvesting of crops in a good and farmer-like manner in accordance with the usage's and practices of good farmers in Ste. Genevieve County. Lessee shall not conduct activities or practices which will cause unnecessary erosion; waste of crop yields; noxious weeds or plant diseases to develop; nor cause damage to adjoining properties from run-off water.

Lessee acknowledges that Lessee is familiar with the quality of soil and soil conditions on the Leasehold Property and accepts the land as is without warranty or guarantee on the part of the City as to soil or soil conditions.

**6. Ownership of Improvements**

During the Term or Extended Term of this Lease, title to all improvements constructed upon the Leasehold Property shall be vested in the City. At the termination of this Lease, Lessee shall provide written notice to City of the completion of the harvest and Lessee shall promptly pay the rent to the City at that time with details of crop yields and revenue, etc. Lessee shall promptly remove all equipment and other personal property from the Leasehold Property at the completion of the Lease term.

**7. Assignment and Sublease**

Lessee shall not assign or sublease the Leasehold Property or the agricultural improvements on said Leasehold Property without the prior written consent of the City. The City shall not unreasonably withhold consent but may add certain conditions to a request for assignment of the Lease. No assignment however, shall be valid until a written instrument containing the name and address of the assignee and an assumption by the assignee of this Lease has been provided to and approved by the City.

**8. Default Cancellation and Relinquishment**

The violation by Lessee of any of the terms, conditions or covenants of this Lease shall be considered a default and may cause this Lease to be canceled and terminated at the sole discretion of the City, following at least thirty (30) days advance written notice of such default from City to the Lessee. However, the Lease shall not be canceled if within the thirty (30) day notice period, Lessee cures or remedies said default or otherwise comply with any demand contained within such written notice which cures or remedies the default.

At any time, upon thirty (30) days prior written notice to the City, provided that Lessee is not in default under this Lease, Lessee may cancel the Lease and relinquish this Lease to the City whereupon Lessee shall be relieved of any further liabilities and obligations under this Lease.

**9. Compliance with Laws**

Lessee shall at his own expense fully comply with all applicable local, state and federal regulations, rules, ordinances, and requirements which have been or may be enacted in all matters and things affecting the property granted by this Lease and agricultural operations thereon.

**10. Indemnification**

To the extent allowed by law, Lessee shall save and hold harmless, Indemnify and defend the City, its elected officials, employees and agents, in their official and individual capacities, of and from any and all liabilities, claims, losses, or damages arising out of or alleged to arise out of or indirectly connected with negligent operations of Lessee under this Lease, or arising out of the presence on the Leasehold Property of any agent contractor or subcontractor of Lessee.

**11. Scope of Agreement**

This Lease incorporates all the agreements and understandings between City and Lessee concerning the Leasehold Property granted by this Lease and the use permitted by this Lease, such agreements and understandings have been merged into this written Lease. No prior agreement or understanding, verbal or otherwise, between the City and Lessee or their agents shall be valid or enforceable unless embodied in this Lease.

12. **Amendment**

This Lease shall not be altered, changed or amended except by an instrument in writing executed by the City and Lessee.

13. **Waiver**

No waiver by the City of any breach or default by Lessee of any of the terms of this Lease shall be held to be a waiver of any subsequent breach. No waiver shall be valid or binding unless the same is in writing and signed by City.

14. **Attorney's Fees and Costs**

The parties hereto agree that if either is found by a court to have breached this Lease Agreement, reasonable attorney's fees and cost of irrigation may be recovered. If any dispute arises from this Agreement, the parties will make every possible effort to settle the dispute by the least costly methods.

15. **Applicable Law**

This Lease shall be governed by the laws of the State of Missouri.

16. **Notice**

Whenever any notice is required or permitted hereunder, such notice shall be in writing. Any notice or document required or permitted to be delivered hereunder shall be deemed to be delivered when deposited in the United States mail, postage prepaid, return receipt requested, addressed parties at their respective addresses set forth below. Notice shall be deemed to be received fifth day following posting.

Mayor Paul Hassler  
City of Ste. Genevieve  
165 S. Fourth Street  
Ste. Genevieve, MO 63670

Bahr Farms  
13076 Quarry Town Road  
Ste. Genevieve, MO 63670

17. **Access Easement**

An access easement to allow Lessee to access the Leasehold Property to begin and carry out the agricultural operations is hereby granted by the City on the date of execution of the Ordinance approving this Agreement by the Board of Aldermen.

18. **Access by Lessee**

The City and or its agents retain the right of access and right to enter and inspect the premises, and to enter at such times on City Industrial Park business and related matters.

19. **Binding Agreement**

This Lease shall bind the heirs, personal and legal representatives, successors and assigns of

the parties hereto.

20. **Covenants of the City**

The City covenants that Lessee, upon payment of rent reserved herein and the performance of each of the covenants, agreements, and conditions on the part of Lessee to be observed and performed, shall and may, peaceably and quietly have, hold and enjoy the Leasehold Property for the term thereof, free from molestation, eviction or disturbance by the City or any person claiming by, through, or under it subject to the terms and conditions of this Lease.

IN WITNESS WHEREOF, the City and Lessee have executed this Lease with option to purchase as of the date first written above.

CITY OF STE. GENEVIEVE:

LESEE:

\_\_\_\_\_  
Paul Hassler, Mayor

\_\_\_\_\_  
Bahr Farms/Kevin Bahr

\_\_\_\_\_  
Pam Meyer, City Clerk

\_\_\_\_\_  
David Bahr

(SEAL)

APPROVED AS TO FORM:

\_\_\_\_\_  
Mark Bishop, City Attorney

## **RESOLUTION 2023-09**

**A RESOLUTION OF THE CITY OF STE. GENEVIEVE, MISSOURI TO AFFIRM AN ARPA GRANT APPLICATION THROUGH THE STATE AND LOCAL CYBERSECURITY PROGRAM OF THE MISSOURI DEPARTMENT OF PUBLIC SAFETY FOR THE PURPOSE OF ASSISTING THE CITY OF STE. GENEVIEVE WITH INTERNET TECHNOLOGY EQUIPMENT, CYBERSECURITY TRAINING AND SYSTEM MONITORING.**

**WHEREAS,** The City of Ste. Genevieve is requesting funds to purchase IT equipment, cybersecurity training and system monitoring; and

**WHEREAS,** the City will request funding and use city funds as matching dollars for the purchase through Forward Slash Technology; and

**WHEREAS,** the Missouri Department of Public Safety has established an ARPA grant to assist cities in providing funding for such needs; and

**WHEREAS,** the City staff desires to apply for an ARPA Grant for the total qualifying cost of \$10,629.92 dollars with the City's match estimated cost of \$1,100.00.

**NOW THEREFORE BE IT RESOLVED BY THE BOARD OF ALDERMEN OF THE CITY OF STE. GENEVIEVE, MISSOURI AS FOLLOWS:**

**SECTION ONE:** The City Staff and officials of the City of Ste. Genevieve are hereby authorized to prepare and submit an application for a Missouri Division of Public Safety ARPA Fund Grant to fund ninety percent (90%) of the total qualifying costs for IT equipment, Cybersecurity Training, and System Monitoring. The City Staff and officials are directed to take such action as necessary to implement this Resolution.

**SECTION TWO:** This resolution is in full force and effect from and after its passage and approval as provided by law.

**PASSED AND APPROVED BY THE BOARD OF ALDERMEN OF THE CITY OF STE. GENEVIEVE, MISSOURI THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2022.**



APPROVED AS TO FORM:

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Paul Hassler, Mayor

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Mark Bishop, City Attorney

ATTEST:

REVIEWED BY:

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Pam Meyer, City Clerk

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Happy Welch, City Administrator

**RESOLUTION 2023 – 10**

**A RESOLUTION APPOINTING GARY ROTH TO THE STE. GENEVIEVE PARKS AND RECREATION BOARD**

**WHEREAS**, Gary Roth, 389 S. Fourth Street, has agreed to be appointed and serve the remainder of an existing three year term of John Conard on the Ste. Genevieve Parks & Recreation Board that will expire in March, 2023; and

**WHEREAS**, the Mayor advises the Board of Aldermen of his recommendation to appoint Mr. Roth.

**NOW THEREFORE, THE BOARD OF ALDERMEN OF THE CITY OF STE. GENEVIEVE DOES HEREBY CONSENT AND RESOLVE AS FOLLOWS:**

**Section 1.** Mr. Gary Roth is hereby appointed to the Ste. Genevieve Parks and Recreation Board this 8<sup>th</sup> day of DECEMBER, 2022.

**Section 2.** The Mayor shall make this appointment to the Parks and Recreation Board and that the City Staff and officials are directed to take such actions as necessary to implement this Resolution.

Done and approved this 8<sup>TH</sup> day of DECEMBER, 2022.

Approved as to form by:

\_\_\_\_\_  
Paul Hassler, Mayor

\_\_\_\_\_  
Mark Bishop, City Attorney

Attest:

Reviewed by:

\_\_\_\_\_  
Pam Meyer, City Clerk

\_\_\_\_\_  
Happy Welch, City Administrator

**RESOLUTION 2023-11**

**A RESOLUTION RE-APPOINTING ANTHONY “TONY” GRASS TO THE STE. GENEVIEVE PLANNING AND ZONING COMMISSION.**

**WHEREAS**, Anthony “Tony” Grass, 956 N. Fourth Street, has agreed to serve another term on the Ste. Genevieve Planning and Zoning Commission that will expire January 1, 2027.

**WHEREAS**, the Mayor advises the Board of Aldermen of his recommendation to re-appoint Mr. Grass.

**NOW THEREFORE, THE BOARD OF ALDERMEN OF THE CITY OF STE. GENEVIEVE DOES HEREBY CONSENT AND RESOLVE AS FOLLOWS:**

Mr. Anthony “Tony” Grass, is hereby re-appointed to the Ste. Genevieve Planning & Zoning Commission this 10<sup>th</sup> day of December, 2022.

The Mayor shall make this appropriate appointment to Planning and Zoning Commission and that the City Staff and officials are directed to take such actions as necessary to implement this Resolution.

Done and approved this 10<sup>th</sup> day of December, 2022.

Approved by:

\_\_\_\_\_  
Paul Hassler, Mayor

\_\_\_\_\_  
Mark Bishop, City Attorney

Attest:

Reviewed by:

\_\_\_\_\_  
Pam Meyer, City Clerk

\_\_\_\_\_  
Happy Welch, City Administrator

**RESOLUTION 2023-04**

**A RESOLUTION BY THE BOARD OF ALDERMEN OF THE CITY OF STE. GENEVIEVE, MISSOURI AUTHORIZING THE MAYOR TO ENTER INTO AN AGREEMENT WITH THE STE. GENEVIEVE R-II SCHOOL DISTRICT FOR THE DONATION OF A 2018 FORD EXPLORER TO BE USED BY THE SCHOOL RESOURCE OFFICER AND DECLARING THE VEHICLE SURPLUS.**

**WHEREAS**, the Police Department sees fit to declare the 2018 Ford Explorer (VIN 44095) surplus; and

**WHEREAS**, the Police Department advises the Board of Alderman that it would be in the best interest of the Community for the City to donate the vehicle with existing emblems to remain on the vehicle to the Ste. Genevieve R-II School District (“District”) for the sole use of the School Resource Officer (“SRO”) who is deputized as a police officer with the Ste. Genevieve Police Department; and

**WHEREAS**, the Board of Aldermen have worked with the District previously to provide a vehicle for the SRO to perform their duties and responsibilities with adequate equipment.


**BE IT THEREFORE RESOLVED BY THE BOARD OF ALDERMEN OF THE CITY OF STE. GENEVIEVE, MISSOURI AS FOLLOWS:**


**SECTION 1.** The Ste. Genevieve Board of Aldermen hereby declares the 2018 FORD Explorer (VIN 1FM5K8AR2JGA44095) surplus and wishes to enter into the attached agreement with Ste. Genevieve R-II School District to allow the 2018 FORD Explorer to be transferred to the Ste. Genevieve R-II School District for the exclusive use of the School Resource Officer.

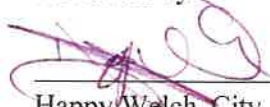
**SECTION 2. EFFECTIVE DATE.** This Resolution shall be in full force and effect from and after its passage and approval as provided by law.

**PASSED AND APPROVED BY THE BOARD OF ALDERMEN OF THE CITY OF STE. GENEVIEVE, MISSOURI THIS 10<sup>th</sup> DAY OF NOVEMBER, 2022.**

  
\_\_\_\_\_  
Paul Hassler, Mayor

Approved as to form:  
  
\_\_\_\_\_  
Mark Bishop, City Attorney

SEAL  
  
\_\_\_\_\_  
Pam Meyer, City Clerk

Reviewed by:  
  
\_\_\_\_\_  
Happy Welch, City Administrator

## Staff Report

December 8, 2022

To: Board of Aldermen  
From: Happy Welch  
Re: School SRO



### Issue:

At the last board meeting Resolution 2023-01 was presented allowing the City to donate a marked vehicle to the school district for use by the SRO. The resolution passed 6-2 in favor.

Afterwards I was approached about the thought process we went through to present the resolution and can it be brought back for further discussion. I was approached by a number of board members and have included the resolution reconsideration on the agenda.

I researched Roberts Rules of Order and anyone may make a motion to Amend or Rescind a previous adoption and since we have placed this on the agenda it only needs a simple majority for a new decision. Someone will have to make a motion to Rescind or Amend the previous resolution and you can have discussion after a motion and 2<sup>nd</sup>.

Attached to this staff report is research done by Chief Crump.

In my research I have found this:

An Explorer SUV on the open market is valued at \$14,000 to \$19,000 but police interceptors are not going that high on PurpleWave.com.

Cities are all across the board on SRO participation or no participation:

Trenton, MO (5600) City does not financially support SRO, does not commission

Platte City, MO (5000) City does not financially support SRO, does not commission

Horton, MO (2000) They have an MOU with the cost split 50/50

Lebanon, MO (15,000) Split with district paying 9 months salary/benefits and city paying 3 months

Plattsburg, MO (2202) 75% school/25% city, currently no one employed

Malden, MO (4277) SRO employed by school, commissioned as a reserve officer

### Recommendation:

The board can reconsider or amend and discuss next steps for city staff.

Happy,

I have done some of the research that was requested. SRO Clark also assisted and reached out to some of the SROs to get information.

As far as what value the SRO is to the city and the police department, the SRO handles all criminal cases and investigations within the school district. SRO Clark also handles all vehicle crash reports that occur on school property. The SRO handled 47 reportable offenses that occurred in our jurisdiction during the 2021/2022 school year. So far, this school year the SRO has handled 24 reportable offenses that occurred in our jurisdiction. This does not include the numerous reported offenses that do not reach the criteria for a report but are investigated by the SRO.

Our expenses affiliated with the SRO program are as follows.

We provide the SRO with her handgun.

We provide the SRO with an old handheld police radio.

We provide the SRO with firearms qualification.

The initial cost of the handgun was approximately \$500.00. The annual cost for qualification for the SRO is less than \$100.00 and the handheld radio is one that was replaced and taken out of rotation by our department.

The Ste. Genevieve School District provides the SRO with the license for ITI software, all uniforms and needed equipment, and all trainings and pays 100% of the salary and benefits.

When researching purple wave to try to determine current value of the 2018 Ford Explorer, I discovered in recent weeks that similar vehicles have sold for between \$7,500 and \$13,000.

## **Farmington**

-3 SRO's

-All SRO's are employed by Farmington City Police Department

-School pays the PD for half of the SRO's salary, retirement, and health insurance.

-PD pays for:

- \*POST training and other trainings for SRO.

- \*Uniforms

- \*Overtime

- \*Vehicles

## **Festus**

-4 SRO's

-All SRO's employed by Festus Police Department

-Two of the SRO's are considered 10 month employees for the school and the other two are considered 12 month employees for the school. The school pays the PD the salary amount for the two SRO's that are employed for the 10 months as well as the salary amount for the two SRO's that are employed for 12 months. The PD then pays the SRO's.

- \*The estimated amount for the 10 month SRO's was around \$75,000 a year. The estimated amount for the 12 month SRO's was around \$100,000 a year.

-PD pays for: vehicle, gas, equipment, uniforms, and health insurance.

-The school pays for the SRO's POST training and other trainings.

-PD pays for ITI software.

## **Bismarck**

-1 SRO

-Employed by the school district

City provides SRO with training and ITI access.

## North County

-2 SRO's

-SRO's are employed by the school district.

-Salary is paid in full by the school district.

-Patrol cars were bought by the school from the police department at a reduced cost.

-School provides a stipend to SRO's for uniforms, equipment, etc.

-School pays for the annual SRO conference and other conferences/trainings.

-Contributions by the police department's:

- \*Mobile Data Terminals are loaned to the SRO's

- \*St. Francois County Sheriff's Department pays for ITI software and has an agreement with the school to allow SRO's to use the software.

- \*Police department pays for online CEH program and allows SRO's to have access to this.

## Central

-4 SRO's

-SRO's are employed by Park Hills Police Department.

-PD pays for:

- \*Equipment

- \*Uniforms

- \*Vehicles are owned by PD and loaned out to the SRO's

- \*ITI Software

- \*Firearm qualification costs

-Salary: portion is paid by the school and a portion is paid by the PD.

-Several years ago It was estimated that the cost for each SRO was around \$70,000 a year. School only pays portion of that.



 **JOB DESCRIPTION****JOB TITLE:**

School Resource Officer

**QUALIFICATIONS:**

- Certificate, license, or other legal credential required.
- Degree(s) or certification required in the area of major study.
- Kind and amount of prior job experience required.
- Physical and mental condition fitting him/her to work or associate with children.
- Ability to communicate effectively with community, students, staff and parents.
- Such alternatives to the above qualifications as the Board of Education may find appropriate.

**REPORTS TO:**

Assistant Superintendent, Superintendent and Principals

**DESCRIPTION/ EXPECTATIONS:**

1. To be an extension of the superintendent's office and each building principal's office for administrative control and assignment.
2. To be a visible, active law enforcement figure on each campus dealing specifically with law enforcement matters originating on the assigned campus.
3. To be a classroom resource for law education using district approved materials.
4. To be a resource for students and attempt to create a positive, productive connection to a law enforcement figure.
5. To be a resource for teachers, parents, and students for conferences on an individual basis dealing with individual problems or questions, particularly in the areas of conflict resolution and substance control.
6. To appear before groups associated with the assigned campus and speak on requested topics, particularly conflict resolution and substance control.
7. To become familiar with all community agencies which offer assistance to dependency and delinquency prone youth and their families, such as mental health clinics, drug treatment centers, etc.
8. To develop plans and strategies to prevent and/or minimize dangerous situations which might result in student unrest.
9. To develop plans to deal and react to situations of student violence, hostage situations, bomb threats, and other situations of danger to students and/or school employees.
10. To provide community-wide crime prevention presentations on request, that include but are not limited to:
  - a. Drugs and the law - adult and Juvenile
  - b. Alcohol and the law - adult and Juvenile
  - c. Sexual assault prevention
  - d. Safety programs - adult and Juvenile
  - e. Violence and the School
  - f. Violence and the Community
  - g. Trespassing
  - h. Education of Juvenile Crime/Law
  - i. Education in Law Enforcement Matters

 **JOB DESCRIPTION**

- Assist the school administration with anyone who is causing a disruption, truancy issues, and any criminal activities occurring on campus.
- Perform ongoing security checks of the campus and make recommendations to the school administrator.
- Attend faculty meetings when requested by the school administrator.
- Attend conferences with students, parents, and faculty members when necessary to assist them with law enforcement issues and/or crime prevention.
- Function as an information source for law enforcement and juvenile officials.
- Assist the school administrator in developing and implementing plans and strategies to prevent and handle dangerous situations.
- Attend meetings with other SRO's and school officials to exchange information and ideas.
- Serve as a liaison between law enforcement, school personnel, and parents.
- Coordinate all activities with the school administrator and seek their advice, permission, and guidance prior to enacting programs within the school.
- Adhere to the Ste. Genevieve County R-II School District Board Policies at all times.
- Keep names of students and actions taken by school administration in the strictest confidence.

**TERMS OF EMPLOYMENT:**

Salary, work day, and year to be established by the Board of Education.

**EVALUATION**

Performance of this job will be evaluated annually in accordance with provisions of the Board of Education's policy on Evaluation of Classified Personnel.

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**Staff Report**

December 8, 2022

To: Board of Aldermen  
From: Happy Welch  
Re: Progress Pkwy Striping



**Issue:**

The City has been looking for a company to restripe Progress Parkway for a year and a half after we complete crack sealing the street and advertised for bids in the November 23 edition of The Herald newspaper and contacted striping companies. This is to restripe the center dash line, outside solid lines and redo the turn arrows at Highway 32.

We received one bid:

Bob Otto Striping Services - \$11,400

**Recommendation:**

Approve bid from Bob Otto Striping Services for \$11,400 to restripe Progress Parkway and get on the schedule.

**Progress Parkway Bid Opening**  
**11/30/2022 10a**

Name	Address	Bid Amount
BOB OTTO STRIPING SERVICES	Cedarhill, MD	\$ 11,400. <sup>00</sup> —

Those present for the bid:

Donny Welch  
Pam Meyer

## Staff Report

December 8, 2022

To: Board of Aldermen  
From: Happy Welch  
Re: Salary Study



### **Issue:**

We received two salary studies this time around from two recommended companies. We advertised in the November 23 edition of The Herald and made contact to 3 companies with two respondents:

CBIZ – St. Louis

The Austin Peters Group – Fort Collins, CO

Both groups came in fairly close to each other for the salary study portion and can do more with Austin Peters providing an FLSA review in the study whereas CBIZ would be a separate charge. CBIZ has done more research in southeast Missouri while Austin Peters did Festus and Arnold and will be working on Crystal City in 2023. Both will provide the Salary Schedule and provide instruction on how to keep it up to date. Both will deliver a product in 6-8 weeks. All interviewing will be done remotely. CBIZ has been in the neighborhood and will have a better read on area comparative businesses, whereas the Austin Peters Group overall cost is low. Either can have additions or in person visits with a \$25,000 budget to work with.

### **Recommendation:**

CBIZ with its previous work in southeast Missouri and the level of detail provided in the proposal.



**Proposal for Services  
Salary Survey  
November 29, 2022**



Beth Tatarko  
President  
4809 Prairie Vista Drive  
Fort Collins, CO 80526  
etatarko@austinpeters.com  
970-266-8724  
www.austinpeters.com

# 1. Firm History

The Austin Peters Group was established in 1998. APG is co-owned by Rebecca Crowder, President, and Elizabeth Tatarko, Vice-President. Elizabeth (Beth) Tatarko will be the primary contact for the project. The Austin Peters Group combines the experience and energy to provide high-quality, tailored products that meet the demands of our customers. The firm prides itself in being highly responsive to its client needs. **The Austin Peters Group has completed projects similar to this for over 160 local governments. We have been assisting local governments since 1998.**

Colorado Office:

The Austin Peters Group  
4809 Prairie Vista Drive  
Fort Collins, Colorado 80526  
970-266-8724  
etatarko@austinpeters.com  
www.austinpeters.com

The following is an overview of our project team, which includes qualifications, education, professional registrations, and areas and years of service in the respective field.

## **Beth Tatarko, President, and Founder**

Beth is founder and President of APG. She has worked with government and non-profit organizations for more than 35 years, including 24 years with APG. Her expertise includes compensation and wage studies, executive recruitment, performance evaluation and training, program evaluation and grant writing, and organizational development and customized training. Her clients are largely in the West and Midwest. Beth has provided technical assistance to more than 200 local, regional, and state organizations. She has completed nearly 160 compensation, benefits, classification, and performance evaluation projects. She also served six years as a local elected official and chaired a successful school bond campaign for \$97.3 million. She has attended the Center for Creative Leadership, is certified in Myers-Briggs Type Indicator and is a certified trainer for Development Dimensions International and 7-Habits of Highly Effective People. She received special training from the University of Minnesota in leading focus groups. She holds a Bachelor of Science in Political Science and a Master of Science in Regional and Community Planning from Kansas State University. Beth was the Project Manager for Johnson County's Performance Evaluation program involving more than 4,000 employees. She is the author of Performance Based Evaluation Competencies currently used by Civic Plus/Civic HR. Professional Memberships and Certifications: SHRM, IPMA-HR, Myers Briggs Type Indicator, DDI Trainer, Center for Creative Leadership graduate, and Focus Group Facilitator at University of Minnesota. Project Responsibility: Project Manager, responsible for oversight and detailed involvement of entire project.

**Peter Tatarko, Bachelor of Science, Consultant**

Peter has worked for APG for 5 years. He works on salary and benefit studies, collecting and analyzing data for employee surveys, and developing advanced applications for sorting and managing large data sets. Prior to his recent return to APG, he was a consultant with Cerner Corporation working with clients on project implementation, traveling the United States. Project Responsibility: Market study research, analysis, data collection, and report development.

## **2. Qualifications**

**Partial List of Public Clients**

Below is a partial list of public clients, and more specific information is available upon request. Private sector clients are not listed.

**City of Arnold, Missouri**

A revision of job descriptions was conducted for a more thorough review of Americans with Disabilities Act functions along with more accurate descriptions. A classification and compensation study was accomplished in coordination with the job description revision. A salary and benefit survey was conducted for an external review of the market. This project was completed for all employees.

**City of Cameron, Missouri**

A revision of job descriptions was conducted for a more thorough review of Americans with Disabilities Act functions along with more accurate descriptions. A classification and compensation study was accomplished in coordination with the job description revision. A salary and benefit survey was conducted for an external review of the market. This project was currently being completed for all employees.

**City of Cuba, Missouri**

A revision of job descriptions was conducted for a more thorough review of Americans with Disabilities Act functions along with more accurate descriptions. A classification and compensation study was accomplished in coordination with the job description revision. A salary and benefit survey was conducted for an external review of the market. This project was completed for all employees.

**City of Festus, Missouri**

A revision of job descriptions was conducted for a more thorough review of Americans with Disabilities Act functions along with more accurate descriptions. A classification and compensation study was accomplished in coordination with the job description revision. A salary and benefit survey was conducted for an external review of the market. This project was completed for all employees.



**City of Leander, Texas**

A revision of job descriptions was conducted for a more thorough review of Americans with Disabilities Act functions along with more accurate descriptions. A classification and compensation study was accomplished in coordination with the job description revision. A salary and benefit survey was conducted for an external review of the market. A salary survey update was completed in 2018. This project was conducted with all full-time employees.

**Housing Authority City of Austin, Texas**

A revision of job descriptions was conducted for a more thorough review of Americans with Disabilities Act functions along with more accurate descriptions. A classification and compensation study was accomplished in coordination with the job description revision. A salary and benefit survey was conducted for an external review of the market. This project was conducted with all full-time employees.

**San Antonio Housing Authority, Texas**

A revision of job descriptions was conducted for a more thorough review of Americans with Disabilities Act functions along with more accurate descriptions. A classification and compensation study was accomplished in coordination with the job description revision. A salary and benefit survey was conducted for an external review of the market. This project was conducted with all full-time employees.

**City of Baldwin City, Kansas**

A salary and benefit survey was conducted for an external review of the market. This project was conducted with all full-time employees. A follow up market survey was recently completed.

**City of Bonner Springs, Kansas**

A revision of job descriptions was conducted for a more thorough review of Americans with Disabilities Act functions along with more accurate descriptions. A classification and compensation study was accomplished in coordination with the job description revision. A salary and benefit survey was conducted for an external review of the market. This project was conducted with all full-time employees. After the City adopted a pay structure, the consulting team guided the implementation of a pay-for-performance system that has customizable performance factors.

**City of Hesston, Kansas**

A revision of job descriptions was conducted for a more thorough review of Americans with Disabilities Act functions along with more accurate descriptions. A classification and compensation study was accomplished in coordination with the job description revision. A salary and benefit survey was conducted for an external review of the market. This project was conducted with all full-time employees.

**City of Lansing, Kansas**

**City of Clinton, Iowa**

A revision of job descriptions was conducted for a more thorough review of Americans with Disabilities Act functions, along with more accurate descriptions. A classification and compensation study was accomplished in coordination with the job description revision. A salary and benefit survey was conducted for an external review of the market. This project was conducted with all full-time employees.

**City of Marshalltown, Iowa**

A revision of job descriptions was conducted for a more thorough review of Americans with Disabilities Act functions, along with more accurate descriptions. A classification and compensation study was accomplished in coordination with the job description revision. A salary and benefit survey was conducted for an external review of the market. This project was conducted with all full-time employees.

**City of Nevada, Iowa**

A revision of job descriptions was conducted for a more thorough review of Americans with Disabilities Act functions, along with more accurate descriptions. A classification and compensation study was accomplished in coordination with the job description revision. A salary and benefit survey was conducted for an external review of the market. This project was conducted with all full-time employees. The project also included review, evaluation and training on performance evaluation.

**City of North Liberty, Iowa**

A revision of job descriptions was conducted for a more thorough review of Americans with Disabilities Act functions, along with more accurate descriptions. A classification and compensation study was accomplished in coordination with the job description revision. A salary and benefit survey was conducted for an external review of the market. This project was conducted with all full-time employees.

**City of La Vista, Nebraska**

A revision of job descriptions was conducted for a more thorough review of Americans with Disabilities Act functions along with more accurate descriptions. A classification and compensation study was accomplished in coordination with the job description revision. A salary and benefit survey was conducted for an external review of the market. This project was conducted with all full-time employees. After the City adopted a pay study and had their strategic plan updated by the consulting team, the team developed low-cost solutions to their pay-for-performance system.

- of market'. APG will review positions for exempt and nonexempt status under FLSA.
- APG will review the existing compensation policy with current guidelines and procedures and make recommendations as needed to maintain an updated compensation system.
  - The consulting team provides regular updates (generally every two weeks) to the City Administrator. The consultants will discuss scope of work complete, data collection, schedule and progress, challenges, and provide updates or changes. These reports may be disseminated as deemed appropriate.

### **City Staff Support**

The City will provide the following support:

- Arrange for all meetings, video calls, conference calls.
- Copy and distribute memos, questionnaires, information to department heads and employees in a timely manner (as requested by the consulting team).
- Provide copies of all job descriptions (Word format), job classifications, pay plans, existing classifications, and provide copies of all wage and salary schedules (Excel format).
- Provide copies of prior studies/documents (if the City deems appropriate).
- Provide a listing of all employee names, titles, departments, supervisors, years of service, last pay raises, current salaries, annual overtime salaries, exempt versus non-exempt status, and current ranges (in Excel format).
- Ensure manager accountability in keeping the project schedule moving.
- Provide copies of personnel policies and handbooks (if possible electronically).

### **Final Product**

The Austin Peters Group will provide the City with:

1. A classification structure that consolidates the current system and/or creates classifications, and recommends the appropriate assignment for all City positions within this structure.
2. Provide a Fair Labor Standards Act audit and report for any changes in exemptions.
3. Develop a competitive pay structure for all jobs to meet the market.
4. Make recommendations if appropriate for pay range adjustments, compression of pay, and benefit changes. Each pay range shall reflect Minimum, Midpoint and Maximum Range.
5. Provide the City with a simplistic and manageable system that outlines methodology, findings, conclusions, and recommendations.

### **Miscellaneous**

- Survey information may be obtained from the following sources in addition to a customized survey – Missouri Municipal League and Bureau of Labor Statistics.

**Mr. Greg McDanel**, City Manager, 415 N. Market, Maryville MO 64468. (660) 562-8001.  
gmcdanel@maryville.org.

### **What our Client's Say ...**

Overall, Austin Peters provided a timely process that helped us accomplish our goal of retaining and attracting good employees for our community. **Jason Rabe, City Manager, City of Beloit, Kansas**

The employees at the Austin Peters Group were approachable and responsive to all of our questions. They took the time to meet with each one of our employees to learn about their positions, as well as all members of our governing body to learn their goals for the compensation study. Even now that our project is complete, whenever we have a question, they still get back to us in a very timely manner. **Tim Vandall, City Administrator, City of Lansing, Kansas**

The staff of Austin Peters Group are a hardworking, professional and an engaging bunch that helped us determine fair and appropriate wages for employees no matter if they've been here 20 days or 20+ years. They helped Butler County become one of the best employers in the area. **Ann Carpenter, Administrator, Juvenile Justice Administration, Butler County, Kansas**

## **6. Supplementary Information**

### **Products and Services**

#### **Compensation and Benefit Studies**

Compensation and benefit studies and solutions

Job evaluation

Market analysis

Benefits solutions

Total rewards strategy development

#### **Human Resource Consulting**

Compliance with federal employment law

Employee handbooks

Human resource solutions

Job descriptions

Employee surveys



# CBIZ Compensation Consulting

## PROPOSAL TO SERVE:



COMPENSATION CONSULTING SERVICES

NOVEMBER 2022



Our business is growing yours

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



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## Compensation Experts in the Public Sector

CBIZ provides national-caliber expertise combined with highly personalized service delivered at the local level. CBIZ Compensation Consulting, which is a national practice for the Firm, is based in St. Louis, Missouri. Key compensation experts are based at this location and provide services to clients from coast to coast.

CBIZ has developed a comprehensive approach to assist Public Sector clients in meeting their human resources needs. The Firm has experienced great success by distinguishing itself from both small and large consulting firms. That is, CBIZ offers the resources and methodologies of larger firms, while also providing the flexibility and dedicated attention of smaller consulting firms.

CBIZ values the importance of each client and respects all decisions and ideas as we work collectively to achieve a common objective that will benefit the client for years to come.

CBIZ is highly experienced in providing compensation consulting services to the Public Sector. We serve small municipalities to large state governments and all categories in between—including public utilities, public pension funds, and public-private partnerships.

### **Our Competitive Advantages**

- We provide the same expertise and data as the other national firms; however, our focus is on the middle market. The Firm was founded on the premise that middle-market organizations are more complex and move faster in today's interconnected world.
- Edward R. Rataj, the Firm's Compensation Consulting Division Managing Director, is a Master Certified Compensation Professional (MCCP). His compensation expertise has been cited in media publications such as the *Wall Street Journal* and *Smart Money* magazine. Few competitors can offer such compensation experience and expertise.
- Our unique industry experience and relationships, coupled with our highly skilled technical experts, means we will do much more than walk you through a process. We can deliver optimal results and value in an efficient manner by working closely with the City.



## PROJECT APPROACH

It is our understanding that the City is seeking a qualified compensation consulting firm to assist in reviewing and updating its formal market-competitive compensation plan for its employees.

In an effort to meet the City's needs, CBIZ proposes to conduct the project steps detailed on the following pages. The objective of the study will be to provide the City with a compensation plan that will continue to accurately reflect job roles and responsibilities, establish an organizational structure that is flexible in order to accommodate the City's growth and is well-aligned with its broader goals and strategies.

### Project I: Organization-wide Compensation Study

#### Step 1 – Planning Discussion

- Conduct a virtual meeting with the internal project team to discuss foundational aspects of the project, such as:
  - The compensation philosophy, including defining the market placement strategy and competitive labor market(s) in terms of geography, industry, and size of organization.
  - Differentiation or segmentation whereby segments of the workforce may warrant a separate compensation philosophy or special needs.
  - Current program strengths, areas for improvement, key challenges, and culture.
  - The ideal competitive positioning various rewards components, such as base salary, total cash compensation, and benefits.
  - The organizational structure, hierarchy of jobs, and ability for employees to advance through the organization.
  - The project goals and schedule, including key dates with employees, leadership, and governing bodies.

#### Step 2 – Data Collection and Reconciliation

- Submit a data request, detailing the items necessary for the project.
  - Data collected will relate to organization scoping metrics, employee census information, current pay practices and programs, current job documentation, organization charts, internal equity, etc.
- Assess the data in its entirety to ensure that all necessary information has been submitted and that there are no discrepancies. This step will ensure that the new compensation plan reflects current and accurate job titles and supporting documentation for each employee included in the plan.
- Reconcile submitted job descriptions with employee job titles to make sure that a job description for each employee is available and that all job descriptions are still in use and valid.
- Evaluate the need to have employees complete a web-based job analysis questionnaire (JAQ) to gather employee data for the current duties, responsibilities, qualifications, skills, and working conditions necessary to perform the job.
  - Having valid job documentation is critical to this process. As such, there is no additional cost to perform this step.

#### Step 3 – Evaluate Job Documentation

- Ensure that job documentation is complete, current, and accurate in order to understand how the jobs are currently performed so that they can be evaluated and matched to the best-available market comparison.
- Review job titles and propose changes to improve internal consistency and match external standards.
- Evaluate adding or removing positions to support organization design changes in line with the planning discussion.

#### Step 4 – External Market Analysis

- Conduct published survey benchmarking analysis to collect and document competitive base salary and total cash compensation (base salary plus annual incentive) data for all of the jobs included in the scope of the proposal.
- Analysis will be based on comparable organizations as discussed in the planning discussion.
  - The three most important labor market characteristics are the size of the organization, geographic scope, and industries from which an organization recruits talent.





- Where pay for peer employees with greater tenure is same or substantially similar to those with low tenure.
- Where there is insufficient separation in pay between employee and supervisors.
- Assess the financial impact of implementing the recommended compensation practices.

Image 2



## Step 7 – Finalize Results

- Conduct a virtual meeting to review the draft results of the full project deliverables. Items for review include:
  - Market pricing results
  - Pay structure design
  - Internal equity of each job
  - Review the implementation cost analysis
- Discuss the need for compression-based pay adjustments to alleviate internal pay compression and/or improve the overall pay competitiveness to the market.
- Provide copies of project report and supporting exhibits.
- Discuss and determine the optimal implementation strategy that considers cost, culture, timeline, and other issues.
- Gather internal equity feedback regarding adjustments needed to correct for internal comparisons between jobs.
- Identify salary structure adjustments needed to cost of cultural considerations.
- Work through feedback requests and issue the final project report.
- Be available to present high-level results to employees and answer questions (includes 1 virtual meeting).

## Step 8 – Salary Administration Guide

- Equip the City with a salary administration guide that provides direction for maintaining the compensation plan.
- Topics may include:
  - annual compensation planning
  - pay increase recommendations
  - hiring pay
  - promotions
  - demotions
  - job classification/reclassification
  - assigning new jobs to the pay structure
  - policy exceptions
  - approvals and notifications

## Annual Salary Planning Letter

- Provide the City with an annual letter of salary trend market intelligence for up to five years. The letter will assist with the following:





etc. These draft policies and procedures will be provided to the City in Microsoft Word to allow revisions by the organization.





## MUNICIPAL CLIENTS

CBIZ frequently conducts classification and compensation studies for our municipal clients. Projects similar to that requested by the City that have been recently performed by CBIZ are listed below.

- City of Fredricktown, MO
- Ste. Genevieve County, MO
- City of Perryville, MO
- Perry County, MO
- City of Wentzville, MO
- City of Frontenac, MO
- City of Shawnee, KS



## ACCEPTANCE AND AUTHORIZATION

If the City agrees with and accepts the contents of this proposal (including, but not limited to the Project Approach and Professional Fees and Expenses), please sign in the space provided below and return one signed copy of the proposal to CBIZ via e-mail (rblackwell@cbiz.com).

CBIZ's compensation professionals assert that they will not be acting as a member of management or making management decisions or providing the primary basis for management to make decisions that are significant to the subject matter under audit. Other factors that should be considered in making decisions include, but are not limited to, employee performance, tenure, and experience as well as economic and organizational influences.

You agree that CBIZ may use descriptive information about the City in our internal client database (e.g., the number of your employees, or the size of your revenue) so we can identify other business services or products that might be useful to you. We do not sell this information to anyone, and you will not be contacted by anyone other than us to determine if you have any interest in receiving our other services or products.

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Accepted by the City of Ste. Genevieve

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Title

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Date

*Please select the approved scope of work:*

Project I: Organization Wide Compensation Study

Project II: Fair Labor Standards Act Review

Project III: Performance Management Framework

**All Projects Selected**



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**Jennifer Fischer, SHRM-SCP**  
**Project Manager, Compensation Consulting**

*University of Missouri-Columbia, M.B.A.*  
*University of Missouri-Columbia, B.S.B.A, Human Resource Management*

Ms. Fischer is a Project Manager for CBIZ Compensation Consulting in the St. Louis, Missouri office where she oversees a team of compensation consultants and provides project management oversight and quality control. She brings over twenty-five years of experience in providing compensation and HR consulting services as an external consultant, as well as internally within corporate management teams.

Ms. Fischer has significant experience in all facets of human resources, including broad based compensation design and analysis, employee and leadership development, policy and procedure design and implementation, compliance, organizational assessment, mergers and acquisitions, and systems integration. She has worked across multiple industries as both a consultant and a business leader.

Ms. Fischer obtained her Master of Business Administration degree from the University of Missouri-Columbia, where she taught an undergraduate level Management course. She also received her Bachelor of Science Business Administration degree from the University, majoring in Human Resources Management.



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**Taylor Sprague**  
**Senior Compensation Consultant**

*University of Missouri-Columbia, B.S. Human Environmental Science*

Mr. Sprague is a Senior Consultant with CBIZ Compensation Consulting in the Denver office. Since joining CBIZ, Mr. Sprague's experience includes the use of compensation surveys to conduct market analysis for a wide variety of positions, industries and organizations in regard to the design of compensation plans. He also has experience evaluating job questionnaires and compiling custom compensation survey reports for specific position and industry benchmarking.

Mr. Sprague received a B.S. in Human Environmental Science with an emphasis in Personal Financial Planning, and a minor in Business from the University of Missouri-Columbia.



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**Adam Reckamp**  
**Compensation Consultant**

*University of Missouri-Columbia, B.S. Journalism*

Mr. Reckamp is a Consultant with CBIZ Talent & Compensation Solutions working out of the St. Louis office. Since joining CBIZ, his experience includes compensation market analysis across a wide scope of industries, positions and types of organizations. In addition to his work on organization-wide compensation studies, Mr. Reckamp is experienced in conducting executive compensation analyses as well as with job evaluation and documentation.

Mr. Reckamp earned a B.S. in Journalism and a minor in Business from the University of Missouri-Columbia.

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## APPENDIX B: DATA REQUEST

- Compensation data for employees included in the scope of the study in an email in a Microsoft Excel, tab, or comma delimited text file. The following data fields are extremely important:
  - Name
  - Unique employee identification number (not Social Security Number)
  - Job titles and job codes
  - Date of hire
  - Date of service within the current title
  - Department name
  - Standard hours worked per period (to calculate full-time equivalent)
  - Exempt/Non-exempt status
  - Supervisor name
  - Supervisor employee identification number
  - Current Salary (annual or hourly)
  - Current salary grade/range (if available/applicable)
  - Target bonus (if available/applicable)
  - Actual most recent bonus awarded (if available/applicable)
  - Most recent performance score (if available)
- Copies of job descriptions and organizational charts, if available.
- Human Resource policies and procedures, including salary administration policies and procedures.
- Current or most recent fiscal year revenue/budget
- Any additional salary structure(s) information such as the number of salary grades, minimum, maximum and steps for each grade and which job titles slot into which structures and grades.
- A copy of past compensation study results.
- Copies of any salary surveys which you currently use (original hard copies are acceptable and will be returned at the end of the project).

**Staff Report**

December 8, 2022

To: Board of Aldermen  
From: Happy Welch  
Re: Real Estate Broker



**Issue:**

The Real Estate Broker committee met on November 21 to review the single submittal to the RFQ and discuss the company and next steps.

The committee determined that the submittal from Whitetail Properties Real Estate did not specifically meet all of the criteria as it relates to Experience and Qualifications for residential development projects and believe the city should go out again to solicit more firms to submit on the RFQ. Whitetail Properties will still be considered in the next round.

The committee also wanted to meet with the city attorney to determine the city's rights and responsibilities in the language of a sales contract to require the new owner to develop residential lots and connect streets as shown in the comprehensive plan.

**Recommendation:**

Reopen solicitation for the Real Estate Brokerage RFQ and readvertise in more media channels and solicit more brokerage firms.