

## City of Arnold, Missouri

City Council  
Council Chambers

September 07, 2017  
7:00 P. M.

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### Agenda

1. Pledge of Allegiance:
2. Opening Prayer: TBD
3. Roll Call:
4. Business from the Floor:
5. Consent Agenda:
  - A. Regular Minutes **August 17, 2017.**
  - B. Payroll Warrant **#1271 in the Amount of \$262,990.50**  
Payroll Warrant **#1272 in the Amount of \$267,212.95**
  - C. General Warrant **#5697 in the Amount of \$650,874.76**
6. Ordinances:
  - A. **Bill No. 2674:** An Ordinance Fixing the Annual Rate of Levy for Taxes.
  - B. **Bill No.2675:** An Ordinance Amending the City Code to Repeal Section 135.160, Paragraph A, Subparagraph 4 to Eliminate the Local Preference when Awarding Competitive Bids.
7. Resolutions:
  - A. **Resolution No. 17- 50:** A Resolution Appointing Jennifer Roth as the City of Arnold Employee Delegate to the Local Government Employees Retirement System (Lagers) Annual Meeting.
  - B. **Resolution No. 17- 51:** A Resolution Appointing Nicholas L. Hummel And John George to the Veterans Commission to Serve the Remainder of a Three-Year Term.
  - C. **Resolution No. 17- 52:** A Resolution Authorizing the Mayor to Enter Into a Contract with Fleet Feet Race Productions.
  - D. **Resolution No. 17- 53:** A Resolution Accepting a Proposal from the Austin Peters Group, Inc. to Conduct a Compensation Plan Study.

E. **Resolution No. 17-54:** A Resolution Approving an Amendment to the Lease Agreement with Frey Properties for Corridor 55.

F. **Resolution No 17-55:** A Resolution Determining the Advisability of Certain Improvements to be made, Ordering the Establishment of Maxville Gardens Neighborhood Improvement District and Authorizing and Approving the Preparation of Preliminary Plans and Specifications for the Improvements Constituting the Maxville Gardens Neighborhood Improvement Project.

8. Motion:

A. A Motion to Hold a Closed Session Immediately Following the City Council Meeting for the Purpose of Discussing Real Estate Pursuant to RSMo Section 610.021 (2).

9. Reports from Mayor, Council, and Committees:

10. Administrative Reports

11. Adjournment

**Next Regular City Council Meeting September 21, 2017 @ 7:00 p.m.  
Next Work Session September 14, 2017 at 7:00 p.m.**

Mayor Ron Counts called the meeting to order at 7:00 p.m.

The Pledge of Allegiance was recited.

Pastor Rick Wallace from Gateway River Church offered the opening prayer.

Mayor Counts asked for a moment of silence for Sam Rauls.

Those present per roll call taken by City Clerk Tammi Casey: Mayor Counts, Fleischmann, Cooley (arrived 7:14 pm), Hood, McArthur, Sullivan, Owens, Fulbright, Plunk, Richison, Holden, Sweeney, Brown, Blattner, Kroupa (arrived 7:03 pm), Chief Shockey.

#### **BUSINESS FROM THE FLOOR**

NONE

#### **CONSENT AGENDA**

- A. MINUTES FROM AUGUST 3, 2017 MEETING**
- B. PAYROLL WARRANT NO. 1270 IN THE AMOUNT OF \$264,424.90**
- C. GENERAL WARRANT NO. 5696 IN THE AMOUNT OF \$1,630,346.30**

**Jason Fulbright made a motion and so moved to approve the consent agenda.** Seconded by Vern Sullivan. Roll call vote: Fleischmann, yes; Cooley, (not in room); Hood, yes; McArthur, yes; Sullivan, yes; Owens, yes; Fulbright, yes; Plunk yes; 7 Yeas: **Consent agenda approved.**

#### **ORDINANCES**

**BILL NO. 2672 – AN ORDINANCE AMENDING CHAPTER 210, ANIMALS OF THE CODE OF ORDINANCES BY AMENDING 210.010, DEFINITIONS, 210.040 OWNER REQUIRED TO CONTROL ANIMAL, AND 210.170, MAXIMUM NUMBER OF PETS** was read once by City Clerk Tammi Casey.

**Jason Fulbright made a motion and so moved to amend Bill No. 2672 to delete Section 2 of proposed ordinance.** Seconded by Mark Hood. Roll call vote: Fleischmann, yes; Cooley, (not in room); Hood, yes; McArthur, yes; Sullivan, yes; Owens, yes; Fulbright, yes; Plunk yes; 7 Yeas: **Motion carried.**

**BILL NO. 2672 – AN ORDINANCE AMENDING CHAPTER 210, ANIMALS OF THE CODE OF ORDINANCES BY AMENDING 210.010, DEFINITIONS, 210.040 OWNER REQUIRED TO CONTROL ANIMAL, AND 210.170, MAXIMUM NUMBER OF PETS, AMENDED TO DELETE SECTION 2 OF PROPOSED ORDINANCE** was read twice by City Clerk Tammi Casey. Roll call vote: Fleischmann, yes; Cooley, (not in room); Hood, yes; McArthur, yes; Sullivan, yes; Owens, yes; Fulbright, yes; Plunk yes; 7 Yeas: **Ordinance passed.**

**BILL NO. 2673 – AN ORDINANCE PROVIDING FOR THE ADOPTION OF THE FISCAL YEAR 2018 BUDGET AND AMENDING THE FISCAL YEAR 2017 BUDGET FOR ESTIMATED YEAR-END RESULTS** was read twice by City Clerk Tammi Casey. Roll call vote: Fleischmann, yes; Cooley, (not in room); Hood, yes; McArthur, yes; Sullivan, yes; Owens, yes; Fulbright, yes; Plunk yes; 7 Yeas: **Ordinance passed.**

## **RESOLUTIONS**

**RESOLUTION NO. 17-43 – A RESOLUTION AUTHORIZING THE MAYOR TO ALLOW THE USE OF THE JEFFERSON COUNTY COOPERATIVE PURCHASE PROGRAM FOR THE PURCHASE OF CONCRETE READY MIX IN THE 2018 BUDGET YEAR FOR USE BY THE CITY’S PUBLIC WORKS DEPARTMENT FOR CONCRETE STREET AND SIDEWALK REPAIRS FOR THE CITY OF ARNOLD**

**Vern Sullivan made a motion and so moved to approve Resolution No. 17-43.** Seconded by EJ Fleischmann. Roll call vote: Fleischmann, yes; Cooley, (not in room); Hood, yes; McArthur, yes; Sullivan, yes; Owens, yes; Fulbright, yes; Plunk yes; 7 Yeas: **Resolution approved.**

**RESOLUTION NO. 17-44 – A RESOLUTION AUTHORIZING THE MAYOR TO ALLOW THE USE OF THE MODOT/STATE COOPERATIVE PURCHASE PROGRAM FOR THE PURCHASE OF ASPHALT BITUMINOUS MATERIAL FOR USE BY THE CITY’S PUBLIC WORKS DEPARTMENT FOR ASPHALT/CONCRETE STREET REPAIR FOR THE CITY OF ARNOLD**

**Mark Hood made a motion and so moved to approve Resolution No. 17-44.** Seconded by Jason Fulbright. Roll call vote: Fleischmann, yes; Cooley, (not in room); Hood, yes; McArthur, yes; Sullivan, yes; Owens, yes; Fulbright, yes; Plunk yes; 7 Yeas: **Resolution approved.**

**RESOLUTION NO. 17-45 – A RESOLUTION AUTHORIZING THE MAYOR TO ALLOW THE USE OF THE MODOT/STATE COOPERATIVE PURCHASE PROGRAM FOR THE PURCHASE OF ROCK MATERIALS FOR USE BY THE CITY’S PUBLIC WORKS DEPARTMENT FOR GRANULAR BASE IN DOING ASPHALT CONCRETE STREET REPAIR FOR THE CITY OF ARNOLD**

**Jason Fulbright made a motion and so moved to approve Resolution No. 17-45.**

Seconded by Brian McArthur. Roll call vote: Fleischmann, yes; Cooley, (not in room); Hood, yes; McArthur, yes; Sullivan, yes; Owens, yes; Fulbright, yes; Plunk yes; 7 Yeas: **Resolution approved.**

**RESOLUTION NO. 17-46 – A RESOLUTION AUTHORIZING THE MAYOR TO ENTER INTO A TASK ORDER WITH INTUITION & LOGIC TO PROVIDE CONTINUING ENGINEERING DESIGN SERVICES FOR THE MS4 (MUNICIPAL SEPARATE SEWER SYSTEMS) STORM WATER SERVICES FOR THE CITY OF ARNOLD**

**Jason Fulbright made a motion and so moved to approve Resolution No. 17-46.**

Seconded by Brian McArthur. Roll call vote: Fleischmann, yes; Cooley, (not in room); Hood, yes; McArthur, yes; Sullivan, yes; Owens, yes; Fulbright, yes; Plunk yes; 7 Yeas: **Resolution approved.**

**RESOLUTION NO. 17-47 – A RESOLUTION AUTHORIZING THE MAYOR TO ENTER INTO A CONTRACT WITH R & F TILE & MARBLE COMPANY INC.**

**Vern Sullivan made a motion and so moved to approve Resolution No. 17-47.**

Seconded by Gary Plunk. Roll call vote: Fleischmann, yes; Cooley, (not in room); Hood, yes; McArthur, yes; Sullivan, yes; Owens, yes; Fulbright, yes; Plunk yes; 7 Yeas: **Resolution approved.**

Butch Cooley arrived in the council chambers.

**RESOLUTION NO. 17-48 – A RESOLUTION AUTHORIZING THE MAYOR TO ENTER INTO AN AGREEMENT WITH TECH ELECTRONICS**

**Butch Cooley made a motion and so moved to approve Resolution No. 17-48.**

Seconded by EJ Fleischmann. Roll call vote: Fleischmann, yes; Cooley, yes; Hood, yes; McArthur, yes; Sullivan, yes; Owens, yes; Fulbright, yes; Plunk yes; 8 Yeas: **Resolution approved.**

**RESOLUTION NO. 17-49 – A RESOLUTION APPROVING NEW RATES AT THE RECREATION CENTER AND POMME CREEK GOLF COURSE**

**Gary Plunk made a motion and so moved to approve Resolution No. 17-49.**

Seconded by EJ Fleischmann. Roll call vote: Fleischmann, yes; Cooley, yes; Hood, yes; McArthur, yes; Sullivan, yes; Owens, yes; Fulbright, yes; Plunk yes; 8 Yeas: **Resolution approved.**

**MOTIONS**

- A. A MOTION TO HOLD A CLOSED SESSION IMMEDIATELY FOLLOWING THE CITY COUNCIL MEETING FOR THE PURPOSE OF DISCUSSING REAL ESTATE PURSUANT TO RSMo SECTION 610.021 (2)**

**Jason Fulbright made a motion and so moved to hold a closed session following the council meeting.** Seconded by Mark Hood. Roll call vote: Fleischmann, yes; Cooley, yes; Hood, yes; McArthur, yes; Sullivan, yes; Owens, yes; Fulbright, yes; Plunk yes; 8 Yeas: **Motion carried.**

**REPORTS FROM MAYOR, COUNCIL AND COMMITTEES**

**Mayor Counts** – Encouraged everyone to use only approved solar eclipse glasses on Monday.

**Gary Plunk – Ward 4** – Informed council that he and Vern Sullivan attended the Veterans Commission meeting last night.

**Vern Sullivan – Ward 3** – Stated there were two members of the VFW at the Veterans Commission meeting last night. Both organizations are working very well together to accomplish mutual goals.

**Butch Cooley – Ward 4** – Apologized for arriving late this evening, but had attended the visitation for Sam Rauls.

**Dan Kroupa** – Thanked Bryan Richison for providing the golf course budget numbers to him for review.

**ADMINISTRATIVE REPORTS**

**Bryan Richison** – Informed everyone that City Hall will be open on Monday, August 21<sup>st</sup>. While we will not be closed due to the eclipse, he has granted permission for staff to go outside to view. Mr. Richison thanked staff for their hard work regarding the budget and also thanked council for approving it.

Mayor Counts commended Bryan for his hard work in preparing the budget.

**Ed Blattner** – Invited council to visit and study the Storm Water page on the city's website. There will be a Public Hearing on September 21, 2017 regarding this subject.

**Mary Holden** – Informed council that there was another small fire at Metal Container. It occurred when they started up the equipment for the first time that caused the last fire, however the Fire Department was on stand by and it was extinguished very quickly.

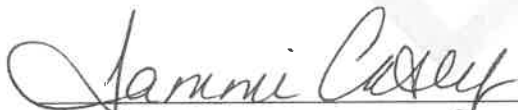
Mayor Counts announced a five minute recess before going into closed session.

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Closed session ended at 8:10 p.m.

A motion to adjourn the meeting was made by Jason Fulbright. Seconded by David Owens. Voice vote: All yeas.

Meeting adjourned at 8:10 p.m.

  
City Clerk Tammi Casey, MRCC

**CITY OF ARNOLD, MISSOURI**

**ROLL CALL**

**MEETING:** REGULAR

**DATE:** 8/17/2017

**PAGE:**

**BILL NO - RESOLUTION - MOTION**

**COUNCIL MEMBERS:**

		ROLL CALL	CONSENT AGENDA	MOTION TO AMEND BILL NO. 2672	BILL NO. 2672	BILL NO. 2673	RESOLUTION NO. 17-43
<b>MAYOR</b>	RON COUNTS	PRESENT					
<b>COUNCIL:</b>	EJ FLEISCHMANN	PRESENT	YES	YES	YES	YES	YES
<b>COUNCIL:</b>	BUTCH COOLEY	ARRIVED 7:14 P.M.	-	-	-	-	-
<b>COUNCIL:</b>	MARK HOOD	PRESENT	YES	YES	YES	YES	YES
<b>COUNCIL:</b>	BRIAN MCARTHUR	PRESENT	YES	YES	YES	YES	YES
<b>COUNCIL:</b>	VERN SULLIVAN	PRESENT	YES	YES	YES	YES	YES
<b>COUNCIL:</b>	DAVID OWENS	PRESENT	YES	YES	YES	YES	YES
<b>COUNCIL:</b>	JASON FULBRIGHT	PRESENT	YES	YES	YES	YES	YES
<b>COUNCIL:</b>	GARY PLUNK	PRESENT	YES	YES	YES	YES	YES
<b>CITY ADMINISTRATOR</b>	BRYAN RICHISON	PRESENT	<b>PARKS DIR:</b>	DICKIE BROWN			PRESENT
<b>CITY CLERK</b>	TAMMI CASEY	PRESENT	<b>PUBLIC WORKS:</b>	ED BLATTNER			PRESENT
<b>COM DEV</b>	MARY HOLDEN	PRESENT	<b>TREASURER:</b>	DAN KROUPA			ARRIVED 7:03 P.M.
<b>CITY ATTORNEY</b>	BOB SWEENEY	PRESENT	<b>POLICE DEPT.</b>	CHIEF SHOCKEY			PRESENT





**CITY OF ARNOLD, MISSOURI**

**ROLL CALL**

**MEETING:** REGULAR

**DATE:** 8/17/2017

**PAGE:** 3

**BILL NO - RESOLUTION - MOTION**

**COUNCIL MEMBERS:**

**MAYOR**            RON COUNTS

**COUNCIL:**      EJ FLEISCHMANN

**COUNCIL:**      BUTCH COOLEY

**COUNCIL:**      MARK HOOD

**COUNCIL:**      BRIAN MCARTHUR

**COUNCIL:**      VERN SULLIVAN

**COUNCIL:**      DAVID OWENS

**COUNCIL:**      JASON FULBRIGHT

**COUNCIL:**      GARY PLUNK

**CITY ADMINISTRATOR**      BRYAN RICHISON

**CITY CLERK**                      TAMMI CASEY

**COM DEV**                              MARY HOLDEN

**CITY ATTORNEY**              BOB SWEENEY

MOTION TO HOLD CLOSED SESSION	BILL NO - RESOLUTION - MOTION				

**PARKS DIR:**              DICKIE BROWN

**PUBLIC WORKS:**          ED BLATTNER

**TREASURER:**              DAN KROUPA

**POLICE DEPT.**              CHIEF SHOCKEY

BILL NO. 2674

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

AN ORDINANCE FIXING THE ANNUAL RATE OF LEVY FOR TAXES

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BE IT ORDAINED BY THE COUNCIL OF THE CITY OF ARNOLD, MISSOURI, AS FOLLOWS:

Section 1. Rate. The tax rate hereby levied for the fiscal year beginning September 1, 2017, and ending August 31, 2018 is Thirty-Nine and Two Hundredth Cents (\$0.3902) per One Hundred Dollars (\$100.00) assessed valuation.

Section 2. Effective Date. This ordinance shall be in full force and effect upon its passage and approval.

READ TWO TIMES, PASSED AND APPROVED THIS \_\_\_\_\_ DAY OF September 2017.

\_\_\_\_\_  
Presiding Officer of the City Council

\_\_\_\_\_  
Mayor Ron Counts

ATTEST:

\_\_\_\_\_  
City Clerk Tammi Casey

1st reading: \_\_\_\_\_

2nd reading: \_\_\_\_\_

APPROVED AS TO FORM:

\_\_\_\_\_  
City Attorney

**City of Arnold  
NOTICE OF PUBLIC HEARING**

A hearing will be held at 7:00 p.m., September 7, 2017, at Arnold City Hall at which citizens may be heard on the property tax rates proposed to be set by the City of Arnold. The tax rates shall be set to produce the revenue for the budget for the fiscal year beginning September 1, 2017, shows to be required from the property tax. This tax rate is determined by dividing the amount of revenue required by the current assessed valuation. The result is multiplied by 100 so the tax rate will be expressed in cents per \$100 valuation.

ASSESSED VALUATION (after Board of Equalization)		
Category	Current Tax Year	Prior Tax Year
Real Estate	\$ 287,126,800	\$ 271,102,860
New Construction	1,276,700	2,800,600
Railroad & Utility	<u>7,899,361</u>	<u>7,792,050</u>
	\$ 296,302,861	\$ 281,695,510

PROPOSED TAX RATE & REVENUE BUDGETED				
	Levy per \$100 Valuation		Amount of Property Tax Revenue	
	FY 2018	FY 2017	FY 2018	FY 2017
General Fund	39.02 cents	40.03 cents	\$ 1,156,174	\$ 1,127,627

Tammi Casey, City Clerk  
City of Arnold

Tax Rate Summary

For Political Subdivisions Other Than School Districts Levying a Single Rate on All Property

City of Arnold 09-050-0001 Real Property Tax
(Name of Political Subdivision) (Political Subdivision Code) (Purpose of Levy)

The information to complete the Tax Rate Summary Page is available from prior year forms, computed on the attached forms, or on this page. Information on this tab takes into consideration any voluntary reduction(s) taken in previous even numbered year(s). If in an even numbered year, the political subdivision wishes to no longer use the lowered tax rate ceiling to calculate its tax rate, it can hold a public hearing and pass a resolution, a policy statement, or an ordinance justifying its action prior to setting and certifying its tax rate. The information on the Informational Data tab provides the rate that would be allowed had there been no previous voluntary reduction(s) taken in an even numbered year(s).

Table with 2 columns: Description (A-F, G1-G2, H, I, J, AA, BB) and Tax Rate. Includes rows for Prior Year Tax Rate Ceiling (0.4003), Current Year Rate Computed (0.3902), Amount of Rate Increase Authorized by Voters for Current Year, Rate to Compare to Maximum Authorized Levy to Determine Tax Rate Ceiling (0.3902), Maximum Authorized Levy, Current Year Tax Rate Ceiling (0.3902), Less Required Sales Tax Reduction, Less 20% Required Reduction 1st Class Charter County Political Subdivision NOT Submitting an Estimate Non-Binding Tax Rate to the County(ies), Less Voluntary Reduction By Political Subdivision, Plus Allowable Recoupment Rate, Tax Rate To Be Levied, Rate To Be Levied For Debt Service, and Additional Special Purpose Rate Authorized By Voters after the prior year tax rates were set.

CERTIFICATION OF NON-BINDING ESTIMATE TAX RATE TO COUNTY CLERK(S)

I, the undersigned, City Clerk (Office) of City of Arnold (Political Subdivision) levying a rate in Jefferson County (ies) do hereby certify that the data set forth above and on the accompanying forms is true and accurate to the best knowledge and belief.

Please complete Lines G - BB, sign this form, and return to the County Clerk(s) for Estimate Non-Binding Tax Rate.

(Date) (Signature) Tammi Casey (Print Name) (636) 282-6660 (Telephone)

Proposed rate to be entered on tax books by County Clerk Based on Certification from the Political Subdivision: Lines J AA BB Section 137.073.7 RSMo, states that no tax rate shall be extended on the tax rolls by the county clerk unless the political subdivision has complied with the foregoing provisions of this section.

(Date) (County Clerk's Signature) (County) (Telephone)

NOTE: THIS IS AN INFORMAL TAX RATE CALCULATOR FILE INTENDED FOR POLITICAL SUBDIVISION PRELIMINARY CALCULATIONS ONLY. THIS FILE IS NOT INTENDED TO BE USED BY THE POLITICAL SUBDIVISION TO SUBMIT THEIR TAX RATE TO THE COUNTY.

ONLY THE PROFORMA PRINTED FROM THE STATE AUDITOR'S ON-LINE TAX RATE SYSTEM SHOULD BE SUBMITTED TO THE COUNTY TO SET THE FINAL TAX RATE. IF THIS POLITICAL SUBDIVISION LEVIES A PROPERTY TAX RATE PARTIALLY OR WHOLLY IN CLAY COUNTY, JACKSON COUNTY, ST. LOUIS COUNTY, OR THE CITY OF ST. LOUIS AND CHANGES ARE NECESSARY TO THE 2016 TAX RATE FORMS, PLEASE LOG ONTO THE STATE AUDITOR'S TAX RATE SYSTEM AND ENTER UPDATED INFORMATION TO MAKE THOSE CHANGES AND SELECT SUBMIT. CONTACT THE STATE AUDITOR'S OFFICE IF YOU HAVE MISPLACED YOUR USER ID AND/OR PASSWORD.

OTHERWISE FOR POLITICAL SUBDIVISIONS NOT PARTIALLY IN CLAY COUNTY, JACKSON COUNTY, ST. LOUIS COUNTY, OR THE CITY OF ST. LOUIS CONTACT YOUR COUNTY CLERK(S) TO HAVE THEM LOG ONTO THE STATE AUDITOR'S TAX RATE SYSTEM TO MAKE ANY NECESSARY CHANGES.

Tax Rate Form A

For Political Subdivisions Other Than School Districts Levying a Single Rate on All Property

<u>City of Arnold</u>	<u>09-050-0001</u>	<u>Real Property Tax</u>
(Name of Political Subdivision)	(Political Subdivision Code)	(Purpose of Levy)

Computation of reassessment growth and rate for compliance with Article X, Section 22 and Section 137.073 RSMo.

1. **(2017) Current Year Assessed Valuation** Include the current state and locally assessed valuation obtained from the County Clerk, County Assessor, or comparable office finalized by the local board of equalization.

(a) <u>296,302,861</u>	+ (b) <u>0</u>	= <u>296,302,861</u>
(Real Estate)	(Personal Property)	(Total)
2. **Assessed Valuation of New Construction & Improvements**

2(a) - Obtained from the County Clerk or County Assessor.                      2(b) - Increase in Personal Property. Use the formula listed under Line 2(b).

(a) <u>1,276,700</u>	+ (b) <u>0</u>	= <u>1,276,700</u>
(Real Estate)	Line 1(b) - 3(b) - 5(b) + 6(b) + 7(b)	(Total)

**If Line 2b is Negative, Enter Zero**
3. **Assessed Value of Newly Added Territory** Obtained from the County Clerk or County Assessor.

(a) <u>0</u>	+ (b) <u>0</u>	= <u>0</u>
(Real Estate)	(Personal Property)	(Total)
4. **Adjusted Current Year Assessed Valuation [Line 1 (Total) - Line 2 (Total) - Line 3(Total)]**

295,026,161
5. **(2016) Prior Year Assessed Valuation** Include prior year state and locally assessed valuation obtained from the County Clerk, County Assessor, or comparable office finalized by the local board of equalization. Note: If this is different than the amount on the Prior Year Form A, Line 1, then revise the Prior Year tax rate form to re-calculate the prior year tax rate ceiling. Enter the revised prior year tax rate ceiling on this year's Tax Rate Summary Page, Line A.

(a) <u>281,695,509</u>	+ (b) <u>0</u>	= <u>281,695,509</u>
(Real Estate)	(Personal Property)	(Total)
6. **Assessed Value of Newly Separated Territory** Obtained from the County Clerk or County Assessor.

(a) <u>0</u>	+ (b) <u>0</u>	= <u>0</u>
(Real Estate)	(Personal Property)	(Total)
7. **Assessed Value of Property Locally Assessed in Prior Year, but State Assessed in Current Year** Obtained from the County Clerk or County Assessor.

(a) <u>0</u>	+ (b) <u>0</u>	= <u>0</u>
(Real Estate)	(Personal Property)	(Total)
8. **Adjusted Prior Year Assessed Valuation [Line 5 (Total) - Line 6 (Total) - Line 7 (Total)]**

281,695,509

Information on this page takes into consideration any voluntary reduction(s) taken in previous even numbered year(s). If in an even numbered year, the political subdivision wishes to no longer use the lowered tax rate ceiling to calculate its tax rate, it can hold a public hearing and pass a resolution, a policy statement, or an ordinance justifying its action prior to setting and certifying its tax rate. The information on the Informational Tax Rate Data tab provides the rate that would be allowed had there been no previous voluntary reduction(s) taken in an even numbered year(s).

For Political  
Subdivision Use  
in Calculating its  
Tax Rate

- |  |                    |
|--|--------------------|
| 9. <b>Percentage Increase in Adjusted Valuation</b> of existing property in the current year over the prior year's assessed valuation.<br>[(Line 4 - Line 8) / Line 8 x 100]   | <u>4.7323%</u>     |
| 10. <b>Increase in Consumer Price Index</b> as certified by the State Tax Commission.  | <u>2.1000%</u>     |
| 11. <b>Adjusted Prior Year Assessed Valuation</b> (Line 8)   | <u>281,695,509</u> |
| 12. <b>(2016) Tax Rate Ceiling from Prior Year</b> (Tax Rate Summary Page, Line A)   | <u>0.4003</u>      |
| 13. <b>Maximum Prior Year Adjusted Revenue</b> from property that existed in both years. [(Line 11 x Line 12) / 100]   | <u>1,127,627</u>   |
| 14. <b>Permitted Reassessment Revenue Growth</b><br>The percentage entered on Line 14 should be the lower of the actual growth (Line 9), the CPI (Line 10), or 5%.<br>A negative figure on Line 9 is treated as a zero for Line 14 purposes. Do not enter less than 0, nor more than 5%. | <u>2.1000%</u>     |
| 15. <b>Additional Reassessment Revenue Permitted</b> (Line 13 x Line 14)   | <u>23,680</u>      |
| 16. <b>Total Revenue Permitted in Current Year.*</b> from property that existed in both years. (Line 13 + Line 15)   | <u>1,151,307</u>   |
| 17. <b>Adjusted Current Year Assessed Valuation</b> (Line 4)   | <u>295,026,161</u> |
| 18. <b>Maximum Tax Rate Permitted by Article X, Section 22 and Section 137.073 RSMo.</b><br>[(Line 16 / Line 17) x 100]<br>Round a fraction to the nearest one/one hundredth of a cent.<br><b>Enter this rate on the Tax Rate Summary Page, Line B.</b>                                  | <u>0.3902</u>      |

\* To compute the total property tax revenues BILLED for the current year (including revenues from all new construction and improvements and annexed property), multiply Line 1 by the rate on Line 18 and divide by 100. The property tax revenues BILLED would be used in estimating budgeted revenues.

**TAX RATE DATA ENTRY PAGE**

Printed on: 8/17/2017

For Political Subdivisions Other Than School Districts Levying a Single Rate on All Property

**Political Subdivision Code:** 09-050-0001  
**Political Subdivision Name:** City of Arnold  
**Purpose:** Real Property Tax

**INFORMAL TAX RATE CALCULATOR FILE**  
**YEAR:** 2017

INSTRUCTIONS: COMPLETE THE HIGHLIGHTED CELLS TO USE THIS TAX RATE CALCULATOR.

CLICK ON THE TABS BELOW TO VIEW THE SUMMARY PAGE, FORM A, FORM B, FORM C, AND INFORMATIONAL DATA.  
 PRINT OFF THE SUMMARY PAGE, FORM A, FORM B, FORM C, & INFORMATIONAL DATA IF DESIRED.

Information gathered on this tab is used to calculate the Summary Page, Form A, Form B, Form C, & Informational Data tabs. Data entered in Column 1 is used to calculate the Tax Rate Ceiling had no voluntary reductions been taken in a prior even numbered year (see the Informational Data tab for this calculation). **The political subdivision must use Column 2 for setting its property tax rate (see the Summary Page and Form A for this calculation).** The numbers in the Column 2 may be different from Column 1 if a voluntary reduction was taken in a prior even numbered year.

Column 1	Column 2
Based on Prior Year Tax Rate Ceiling as if No Voluntary Reductions were Taken in a Prior Even Numbered Year	For Political Subdivision Use in Calculating its Tax Rate
_____	0.4003
_____	_____

**Tax Rate Summary Page**

- (2016) Prior Year Tax Rate Ceiling Revised if Applicable  
 Column 1 (Prior Year Informational Tax Rate Data, Line F)  
 Column 2 (Prior Year Tax Rate Summary Page, Line F minus Line H)
- Most recent voter approved rate (Prior Year's Tax Rate Summary Page, Line E or Form B, Line 15 if new ballot)

**PART A. Enter only the Assessed Valuation**

	Real Estate	Personal Property	Total
1) (2017) Current Year Assessed Valuation	296,302,861	_____	_____
2) New Construction and Improvements	1,276,700	Calculated Amount	_____
3) Newly Added Territory	_____	_____	_____
4) (2016) Prior Year Assessed Valuation	281,695,509	_____	_____
5) Newly Separated Territory	_____	_____	_____
6) Property Changed from Local to State Assessed	_____	_____	_____

**PART B. Additional Voter Approved Rates - See Form B for additional instructions.**

- Date of Election: \_\_\_\_\_ 3) Election Results: Yes: \_\_\_\_\_ No: \_\_\_\_\_
  - 1a) Is this Election Increasing an Existing Rate? \_\_\_\_\_ (Yes or No)
  - 2a) Voter Approved Tax Rate or Increase. Attach Ballot. Amount of Increase (an "increase of") \_\_\_\_\_ or \_\_\_\_\_ 4) Expiration Date (If Applicable): \_\_\_\_\_
  - 2b) Stated Rate Approved (an "increase to") \_\_\_\_\_
- Ballot Language Approved: Attach a sample ballot or state the proposition posed to the voters exactly as it appeared on the ballot.

**PART C. Debt Service Requirements - See Form C for additional instructions.**

- (2018) Principal and Interest Payments for Next Calendar Year (Form C, Line 2) \_\_\_\_\_
- Estimated Cost of Collection & Allowance for Delinquencies (Form C, Line 3) \_\_\_\_\_
- (2019) Reasonable Reserve for Payments for Year Following Next Calendar Year (Form C, Line 4) \_\_\_\_\_
- (2017) Anticipated December 31st Balance (Form C, Line 6) \_\_\_\_\_

House value	\$ 75,000.00	\$ 100,000.00	\$ 150,000.00	\$ 175,000.00	\$ 200,000.00	\$ 225,000.00	\$ 250,000.00
FY18 Estimated RE tax \$	55.60	\$ 74.14	\$ 111.21	\$ 129.74	\$ 148.28	\$ 166.81	\$ 185.35
FY17 Estimated RE tax \$	57.04	\$ 76.06	\$ 114.09	\$ 133.10	\$ 152.11	\$ 171.13	\$ 190.14
Difference \$	(1.44)	\$ (1.92)	\$ (2.88)	\$ (3.36)	\$ (3.84)	\$ (4.32)	\$ (4.80)



BILL NO. 2675

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

AN ORDINANCE AMENDING THE CITY CODE TO REPEAL SECTION 135.160,  
PARAGRAPH A, SUBPARAGRAPH 4 TO ELIMINATE THE LOCAL PREFERENCE  
WHEN AWARDING COMPETITIVE BIDS.

---

WHEREAS, the City Code currently allows a local preference of 5% when awarding competitive bids;  
and

WHEREAS, such a preference is not consistent with objective and prudent fiscal management practices;

NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF ARNOLD,  
MISSOURI, AS FOLLOWS:

Section 1. Section 135.160, Paragraph A, Subparagraph 4 is hereby repealed.

READ TWO TIMES, PASSED AND APPROVED THIS \_\_\_\_\_ DAY OF SEPTEMBER 2017.

\_\_\_\_\_  
Presiding Officer of the City Council

\_\_\_\_\_  
Mayor Ron Counts

ATTEST:

\_\_\_\_\_  
City Clerk Tammi Casey

1st reading: \_\_\_\_\_

2nd reading: \_\_\_\_\_

APPROVED AS TO FORM:

\_\_\_\_\_  
City Attorney Robert Sweeney

RESOLUTION NO: 17-50

**A RESOLUTION APPOINTING JENNIFER ROTH AS THE CITY OF ARNOLD  
EMPLOYER DELEGATE TO THE LOCAL GOVERNMENT EMPLOYEES  
RETIREMENT SYSTEM (LAGERS) ANNUAL MEETING**

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WHEREAS, the City of Arnold has been a member of the LAGERS system since 1984; and

WHEREAS, an employer delegate is requested to attend the LAGERS annual meeting;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF  
ARNOLD, MISSOURI:

Section 1. Jennifer Roth, PR Specialist is appointed to represent the City of Arnold at the  
LAGERS annual meeting at Lake Ozark, MO on October 19 and 20, 2017.

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Presiding Officer of the City Council

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Mayor Ron Counts

ATTEST:

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City Clerk Tammi Casey

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

RESOLUTION NO: 17-51

A RESOLUTION APPOINTING NICHOLAS L. HUMMEL AND JOHN GEORGE TO  
THE VETERANS COMMISSION TO SERVE THE REMAINDER OF THE THREE-  
YEAR TERM.

---

BE IT RESOLVED by the Council of the City of Arnold, Missouri that Nicholas L. Hummel is hereby appointed to the Veterans Commission to serve the remainder of a three-year term terminating on April 1, 2020, or until a successor has been appointed and qualified.

BE IT RESOLVED by the Council of the City of Arnold, Missouri that John George is hereby appointed as a Designated Member of the VFW Post 2593 to the Veterans Commission to serve the remainder of a three-year term terminating on August 31, 2019, or until a successor has been appointed and qualified.

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Presiding Officer of the City Council

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Mayor Ron Counts

ATTEST:

---

City Clerk Tammi Casey

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

Nicholas L. Hummel

Born 6-7-47

Education - Cleveland High School, St. Louis ,Mo. Graduate June 1965

Southeast Missouri State College 65- 67 Pre- Engineering

Enlisted in U.S, Marine Corps Jan. '68

Platoon Honorman for Platoon 118 upon completion of Boot Camp

Served Republic of South Vietnam "68 - "69 Radioman & Cable Spicer

Received Naval Commendation Medak w/ Combat Valor

Honorable discharge 9/69

Joined Marine Corps League, South St, Louis Detachment 183, 1986

Served as Adjutant for six years. Helped coordinate Vets Jam @ Jefferson Barracks Park for several years.

Resurrected Jeffco Detachment in 2007 , Commandant for one year.

Chair Toys for Tots Drive in Jefferson County last 8 years.

Raise funds for The Injured Maine Fund, and Focus Foundation

Current Paymaster for Jeffco Detachment, Life Member.

Reside 3959 Jeffco Blvd, Arnold,Mo.

*Cell 314-580-6798 Home 636-2230067*

Married, 3 Children, all on their own, one deceased.

Moved to Arnold 2001

On Jefferson County Veterans Tribute Committee to build Veterans Park

Member St. Joseph.s Church, Imperial, Mo.

Member Knights of Columbus, Kimmswick Council

## Mary Ellen Cox

---

**From:** John Georgejdg <jdg7881john@aol.com>  
**Sent:** Thursday, August 17, 2017 8:48 PM  
**To:** Mary Ellen Cox  
**Subject:** Veterans Comission

2593

Hello Mary Ellen,

My name is John George. I am a Viet Nam Veteran and Life member of VFW post ~~2591~~ in Arnold Mo. I also am a member and officer of the Marine Corps League 707 Detachment.

My address is 1130 Liberty Crossing, Herculaneum Mo. 63048. I can be reached at 636-575-5781. I, along with Nick Hummel, will be representing the Arnold VFW in the Veterans Commission if acceptable.

If you need any further information, please call or text me at: 636-575-5781. or by email: [jdg7881john@aol.com](mailto:jdg7881john@aol.com)

Thank you.  
John George

RESOLUTION NO: 17-52

A RESOLUTION AUTHORIZING THE MAYOR TO ENTER INTO A  
CONTRACT WITH FLEET FEET RACE PRODUCTIONS

---

BE IT RESOLVED, by the Council of the City of Arnold, Missouri, that the Parks and Recreation Department, is hereby authorized to accept Fleet Feet Race Productions' contract for the agreed upon services pertaining to the City of Arnold's 5K Turkey Trot.

A copy of said contract is attached hereto and made a part hereof reference.

\_\_\_\_\_  
Presiding Officer of the City Council

\_\_\_\_\_  
Mayor Ron Counts

ATTEST:

\_\_\_\_\_  
TAMMI CASEY, CITY CLERK

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

**Turkey Trot STL – Arnold**  
**Services Agreement**

This is Race Productions contract between FLEET FEET Race Productions ("FFRP") and City of Arnold ("Arnold") documents the services and deliverables to be provided by each party for the November 23 2017 (formerly called the Arnold Gobble Gobble) Turkey Trot STL Arnold ("the Event") at Arnold City park.

This Contract Agreement was prepared on August 14, 2017 by Jake Goldsborough, Director of Race Productions.

---

1. **Services to be performed by FFRP**

- a. Host a thanksgiving morning race branded as Turkey Trot STL – Arnold presented by the City of Arnold
- b. Market the event on the Turkey Trot STL website, online registration process, Google ads, Six Flags ads, Family Arena ads, newsletter blasts, and all other marketing efforts for the Turkey Trot STL event series.
- c. Provide participant swag (shirt, beanie or gift card) at a cost not to exceed \$9 per participant
- d. Manage online registration for the event, including collecting additional donations for the Arnold Food Pantry
- e. Host and staff an in-store packet pick-up at Fleet Feet South County on Tuesday, November 21
- f. Transfer materials for packet pickup at Arnold Recreation Center on Wednesday, November 22 – Arnold to staff
- g. Assist with race day packet pickup
- h. Provide race bibs
- i. Send a race information email to all pre-registered participants race week detailing packet pickup and race details
- j. Time the race using start line and finish line timing and produce live results, including on-site results on our Results Monitor
- k. Send personalized results emails to all participants who provide an email address
- l. Provide award plaques for the event winners and age group winners
- m. Send an event survey to all participants who provide an email address, and share the results with City Arnold, in order to get feedback on how to improve the event.
- n. Provide a race photographer and post event photos
- o. PA System rental

2. **Fees:**

Arnold agrees to reimburse FFRP the following fees for the above services:

- a. \$2.80 per registrant for timing and results
- b. \$300 for the start line timing (to provide net chip times)
- c. Actual costs for participant swag for the Arnold location – Estimated \$5-7 per participant, but not to exceed \$9 per participant.
- d. Cost of plaques – 90 small plaques @ \$5 per plaque.
- e. PA System rental/ setup - \$250

3. **Services to be performed by Arnold**

- a. The City of Arnold will retain ownership of the event, and maintain responsibility for all other logistics of the event.
- b. Manage race day packet pick-up and registration
- c. Staff the main road traffic control, parking areas and course with volunteers for safety and wayfinding.
- d. MC the event, present awards.

Agreed as of \_\_\_\_\_, \_\_\_\_\_

**City of Arnold**

**Fleet Feet Race Productions:**

By: \_\_\_\_\_

By: \_\_\_\_\_

Title: \_\_\_\_\_

Title: \_\_\_\_\_

RESOLUTION NO: 17-53

**A RESOLUTION ACCEPTING A PROPOSAL FROM THE AUSTIN PETERS GROUP, INC. TO CONDUCT A COMPENSATION PLAN STUDY.**

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WHEREAS, the City of Arnold has not conducted a comprehensive review and update of its compensation plan in at least a decade; and

WHEREAS, the City issued a request for proposals for consulting services to perform a compensation plan study; and

WHEREAS, a selection committee reviewed all the proposals, interviewed four consulting firms and is recommending the selection of The Austin Peters Group, Inc.;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF ARNOLD, MISSOURI:

Section 1. The attached proposal from The Austin Peters Group Inc. is hereby accepted. The Mayor and/or City Administrator are authorized to sign any necessary documents for the implementation of the compensation study.

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Presiding Officer of the City Council

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Mayor Ron Counts

ATTEST:

---

City Clerk Tammi Casey

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





**Proposal for Services  
City of Arnold, MO  
Pay Plan Consultant  
July 21, 2017**

**THE  
AUSTIN PETERS  
GROUP, INC.**

Rebecca G. Crowder, President  
Elizabeth Tatarko, Vice President  
P.O. Box 27196  
Overland Park, Kansas 66225  
Ph (913) 851-7530  
Fax (913) 851-7529  
bcrowder@austinpeters.com  
www.austinpeters.com



April 21, 2017

Bryan Richison  
City Administrator  
2101 Jeffco Boulevard  
Arnold, MO 63010  
Via email: brichison@arnoldmo.org

Dear Mr. Richison:

Enclosed please find a Pay Plan proposal for Arnold. This proposal covers the positions outlined in the RFP. Our proposal includes: collection of benchmark data, development of a new pay matrix, revision of job descriptions, determination of FLSA (Fair Labor Standards Act) classification, review of performance evaluation processes, and development of a process to determine pay adjustments for long-term or returning part-time employees.

We have an extensive background working with city and county government, elected officials, and public-sector employees on these types of projects. I have personally worked in local government as a budget analyst for the largest county in Kansas City, a management assistant for the City of Janesville, Wisconsin with duties covering all of public works, planning, building inspection, water/wastewater, solid waste and a landfill, and as a Human Resource Manager for a City.

Our depth of experience with other counties and cities of similar size is a plus in this proposal. This proposal is valid for 90 days. We look forward to talking with you to discuss your needs.

Sincerely,

Rebecca G. Crowder, President  
P.O. Box 27196  
Overland Park, Kansas 66225  
Ph (913) 851-7530  
bcrowder@austinpeters.com

**Pay Plan Consultant, Arnold, MO**

2



# Firm Information

The Austin Peters Group, Inc.  
12769 Cody St.  
Overland Park, Kansas 66225  
Ph (913) 851-7530  
[www.austinpeters.com](http://www.austinpeters.com)

The Austin Peters Group, Inc. (APG) is a corporation established in 1998. The company is incorporated in the state of Kansas. It is a privately owned, certified Women Business Enterprise (WBE). APG is co-owned by Rebecca Crowder, President, and Elizabeth Tatarko, Vice-President. Rebecca Crowder will be the primary contact for the project.

A small company based in Overland Park, Kansas, 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 a 100 local governments. We have been assisting local governments since 1998.**

## Scope of Services

### *A. Identification of Compensation Benchmark*

Positions will be evaluated in comparison to the economic market conditions for entry-level, professional, and management personnel. In order to accomplish the external market review of positions, ten or more comparable organizations (*e.g.* similar cities) and ten or more local private-sector market competitors will be surveyed as determined by the City Management and the consulting team.

Department heads are often consulted regarding respondents who have similar or different structures and organizations to ensure that there is good data. External data sources may be used to supplement responses (for example the Missouri Municipal League Data, or Bureau of Labor Statistics data) where we have a challenge in collection of information.

The determination of the appropriate market is based on three factors: 1) occupation (similar jobs or

positions that require similar knowledge, skills and abilities); 2) geography (the distance that people are willing to commute to work); and 3) industry (competing with employers that have a similar product line). With regard to occupation, the comparisons selected are direct one-to-one matches for positions. In the survey conducted, most positions will have an occupation match, which means that across organizations the titles and positions carry similar degrees of knowledge, skills, and ability. The second factor in determining the market is geography and the distance that people are willing to commute to work. The third element is competition with employers who have a similar product line.

Each Market Peer will be asked to provide the following:

- A brief survey response regarding salary and benefits;
- Mail or email job descriptions;
- A current salary spreadsheet of employees by Department, Position, Minimum Pay, Maximum Pay, Average or Actual Pay, Number of People in Position, Number of People Supervised by Position, Exempt or Non-exempt status under Fair Labor Standards Act. A sample and guide was provided to assist respondents.

Each Market Peer will be contacted a minimum of four times using email and telephone. Many Market Peers are contacted more than four times to clarify positions, reporting, and responsibilities. Some peers were able to provide all of the data requested, while others were able to provide partial information.

APG works with the Council for Community and Economic Research (C2ER) to purchase Cost of Living Index data (COLI). The Cost of Living Index is the most reliable source of City-to-City comparisons of key consumer costs available anywhere. COLI data is recognized by the U.S. Census Bureau, U.S. Bureau of Labor Statistics, CNN Money, and the President's Council of Economic Advisors. This information may be used to adjust peer data to make it comparable to the City of Arnold, Missouri (this is an illustration only and includes communities that are smaller than Arnold, in the actual instrument there would be larger and smaller organizations identified as competitors).

Table 1: Participants	County	COLI
Clayton City	St. Louis	108.2
Jackson City	Cape Girardeau	96
Jennings	St. Louis	108.2

Lake St. Louis	St. Charles	99.6
Overland City	St. Louis	108.2
St. Ann	St. Louis	108.2
Arnold	Jefferson County	95.7

## *B. Survey Benchmark Organization*

At least 50 positions will be surveyed and used as benchmark positions for extrapolating data to groupings (or classes) of positions. Every effort will be made to have a minimum of eight responses for each position surveyed. Additional organization information will be collected in the market survey to include: insurance plans and descriptions, employer contributions for single, family, vacation and leave policies.

Respondents will receive a summary of the position being surveyed and will be asked to score how closely the respondent's position matches the benchmark position in the survey. This assists the consultant with the determination of content and duty comparisons.

After surveys are received, the consultant often communicates with the respondents to confirm information and responses or review job descriptions. Department heads will be interviewed and surveyed regarding market competition and staffing turnover to ensure that critical positions are surveyed.

The final report will demonstrate each response and provide a summary of (as well as graphic and numerical differences between) the City and its respondents

## *C. Compensation Matrix*

The Austin Peters Group reviews the current compensation and pay ranges for the City's positions. The Austin Peters Group will evaluate jobs for internal equity using the following factors listed below. This is highly valuable for establishing internal equity and knowing how to place positions that don't correlate to the market:

- Supervisory
- Knowledge and Experience

- Budgetary
- Decision-making
- Public contact
- Working conditions
- Physical requirements

During the initial meeting process with City Management, the key factors will be reviewed and a determination will be provided regarding factors and weighting. **All employees** will be asked to complete a position questionnaire.

During the initial meeting the process, tasks to be performed, intended outcomes, staff availability, and points of contact will be addressed.

Prior to the first meeting, the consulting team will have received the background materials in order to be prepared.

During this process, the consulting team will meet with department heads and managers to: discuss position questionnaires, confirm job description content, and answer general questions about the position's responsibilities.

Further, as stated above, the team will then interview employees and conduct worksite tours. The combination of **position questionnaires, interviews, and onsite observations** provides an understanding to initially complete the internal equity process.

The department heads will review the results for their departments and provide feedback to the consulting team regarding position evaluation or job ranking. Additionally, a management representative will review a preliminary job ranking and market analysis and provide the consulting team with feedback on their findings.

## Classification

The consulting team will place all positions into pay ranges or classifications based on using a scoring system for the following factors:

- Supervisory
- Knowledge and Experience
- Budgetary

- Decision-making
- Public contact
- Working conditions
- Physical requirements

Pay ranges will be a set number and market findings will guide each classification recommendation. Flexibility between ranges for future placements (those will be outlined as “reserved for future placements” in the recommendations) will be included if needed.

The Austin Peters Group will provide a draft of these findings to the management contact for feedback. The consultants will use the management contact representative to help guide recommended changes in compensation strategies, as outlined in the request for proposal. We will also provide strategies and connections with flexible pay structures and alternative cost impacts as appropriate.

## **Maintenance of a Plan**

For future maintenance of a pay plan system, the guidebook, spreadsheets, and electronic documents will be handed over to the appropriate personnel. Additional polices will be provided to help maintain the system, these include:

- Pay practices administration
- Movement of pay ranges
- Longevity
- Topping out at pay range maximum
- Being below pay range minimum
- Other policy options

The Austin Peters Group will prepare final recommendations of policy changes, salary changes, the reclassification process (for future requests), and pay schedules for the management’s consideration. Final documents will form a **guidebook for implementation**. These documents will be provided in an electronic format. Consultants will spend time with staff reviewing the documents and providing training for implementation.

## ***D. Job Description Development***

The Austin Peters Group’s objective is to review, modify and/or create job descriptions with the goal of

bringing the City's job descriptions in line with the employment market and best practice guidelines. The development of job descriptions will focus on responsibilities and duties, qualifications, working conditions, physical requirements, and other relevant information such as certifications and whether the position is in a supervisory role. The requirements for performing the position under a minimum and preferred standard will be outlined by education and/or experience depending on the role, along with additional requirements to be in compliance with equal employment opportunity and American with Disabilities Act (Amended).

Each position will fill out a position questionnaire that is reviewed by the department head and includes a copy of the current job description. The questionnaire will ask additional questions which help guide in the job description update (and support other parts of the project such as Fair Labor Standards Act Review, internal equity evaluation) which will include:

1. Essential and marginal duties that are specific to the position (ADAA amendment related);
2. Appropriate physical and non-physical requirements (ADAA amendment related);
3. Working conditions (ADAA amendment related);
4. Qualifications (education and/or experience), Licensing/Certification, specifications (knowledge, skills and abilities), accountabilities, and organizational relationships (related to EEO compliance and performance management).

The consultant will draft the job description and will clarify with department heads any discrepancies. Once the job description has been completed they will be given to the City Administrator for final internal approval. The job descriptions will be provided in a uniform format that is consistent with the City's other job descriptions.

### ***E. FLSA (Fair Labor Standards Act) Review***

Supervisors will fill out a questionnaire that guides the consultant in evaluating Fair Labor Standards Act compliance, then the consultant will discuss the particular position with the Supervisor if there are questions about duties. The questionnaire will focus on responsibilities, decision making, qualifications, and supervision. Not all positions will be evaluated for FLSA compliance only those in question.



## *F. Performance Evaluation*

This proposal includes evaluation of the current performance evaluation process. The consulting team will evaluate whether the current system does the following effectively:

- Manages employee performance in a consistent, quantifiable manner with a clearly defined scoring metric.
- Increases employee engagement and ownership of performance evaluation as an ongoing process versus an annual event and one where individual performance is recognized.
- Creates a career and personal development plan for each employee that is aligned with the vision, strategies, and objectives of the City.
- Provide a systematic view of employee performances and gaps.

APG proposes several steps in this evaluation process.

- **Step 1: Solicit Input from Stakeholders.** The consulting team will conduct a meeting with Department Heads to facilitate discussion of the strengths, weaknesses, and proposed changes desired in a performance management system. The consulting team will also solicit feedback from employees through an employee survey regarding use of the current assessment tool and desired outcomes in adopting a new system. APG will provide an in depth analysis of Best Practices in Employee Performance Evaluation and an assessment tools and processes. Additional feedback will be sought using two employee focus groups. The purpose of these focus groups will be to assist with a strength and weakness assessment, and to provide input into a conceptual design change, if any, to include what elements are needed for customization according to their feedback. The focus groups will also be a strategy to encourage employee buy-in and participation championing the project. The outcome will be feedback consistent with design and any customization aligned with the organization's values, goals, and culture. To summarize, feedback will be gained through: Department Head Meetings and Focus Groups.
- **Step 2: Provided Customized Suggestions for the City.** Once feedback and direction have been solicited, APG will present either modification/alternatives to the existing system or a new structure with recommended additional features. APG will facilitate consensus among stakeholders to agree upon items such as: any changes to the current format, and if so, how that might be set up, any use of competencies, development of performance goals, when and how reviews will be completed, how they will be connected to pay, and what opportunity is available for employee input.

Based on these two steps APG will at that point provide the City a Merit Evaluation Report with recommendations. Depending on the recommendations and evaluation, the City may wish to engage

APG with a contract addendum to provide a more customized tool by each position, to include training, a pilot phase for roll out, and a final phase of changes to the merit evaluation process.

## *G. Pay Increase Process*

The Austin Peters Group will work with the management team to identify policy alternatives for determining pay increases for long-term or returning part-time employees. Part of the solution to this question will be addressed through an employee survey that will be conducted for all full time and part time employees. The survey instrument addresses employee priorities, performance management issues, and will identify in this case identify what motivates long-term or returning part-time employees beyond pay.

## **Additional Information**

The consulting team has learned over the last several years that it is not enough to provide clients with outcomes and processes for compensation and classification studies. Staff training can be a key component to successful outcomes. The consulting team will hold a mock-training session with the human resource staff and leadership team with “fake” non-City positions to demonstrate how internal equity and market equity are conducted by the consulting team. These mock exercises greatly affect participant understanding of the process and further enhance communication. This will also help maintain the system and address future requests for reclassification, which the team will provide guidance to address. The Austin Peters Group believes if we train a team and they are comfortable with the process, there will be more success in maintaining the system in the future.

Austin Peters Group will keep parties informed through the process, this has ensured our overall success rate of 98% implementation in projects of this nature, each area is deemed critical.

## **Governing Body**

At the start of the project, we propose a meeting with officials, which is used to develop a common understanding of the project and a direction with the City. At the end of the project, the team will also present findings to the City Officials.

## **Employee Communications**

The consulting team begins the communication process with a letter to all employees outlining

expectations, the purpose of the study, and how employees can contact the consulting team at any point in the process to clarify or ask questions.

During the beginning when the consulting team is onsite, there will be:

- A kick-off/orientation meetings where employees can ask questions and receive answers
- Open-door policy, where employees may call consultants at anytime
- Employee surveys

All employees will be asked to complete a position questionnaire (these are usually completed in teams by position, or individually at the employee's choosing), which will form the basis of the employee interviews, along with job descriptions. Next, the consulting team interviews all employees by position during a 20-minute process to determine the scope of the position responsibilities, internal equity factors, market influences, and current job description. This is important to updating the job description. For those employees on different shifts, additional interview times are added to accommodate as many employees as possible.

Following the interviews, the department head or designee will lead an onsite/worksite visit or tour where the consulting team can observe employees at work, first-hand. After this step, employees may pose questions to their department head, or to the consulting team directly. Usually, employees are eager to respond to consultant's questions and provide follow-up information.

At the end of the process, the management team might ask APG to assist with development of a personal letter indicating the specific impact that the recommendations have on their position.

### **City Team/Stakeholder/Department Head**

The City Administrator, Department Heads, and Human Resources form the backbone of communication between the consulting team and the employees. It is critical to the project's success that they actively participate with the consulting team in the process.

At the beginning of the process, there will be several City Team/Stakeholder meetings. Information is exchanged between the consultants and the department heads several times on the phone, in writing, face-to-face, and via email. The City Administrator and Department Heads are also interviewed in a more extensive way regarding department background, organization, culture, and internal/external department issues.

The consulting team will conduct site visits and worksite visits with the department head's assistance.

This allows the team to see first-hand the requirements of the position.

The consulting team meets with the human resource representative or designated contact during each onsite visit. The consulting team's initial discussion with management or the human resource representative sets the parameters and expectations that drive project recommendations.

## Regular Updates

The consulting team provides a bi-weekly or weekly update to the Human Resources Director. The consultants will discuss scope of work complete, data collection, schedule and progress, challenges, and provide updates or changes. Further, the consulting team will provide regular updates to the City Team on project progress as instructed by the City.

## Roles Overview

Throughout the study and during each phase the role of The Austin Peters Group, Arnold, and its workforce is a partnership. Below is an outline of roles and involvement:

### Employees

**Compensation and Classification Analysis**—Employees are involved in position questionnaires, face-to-face interviews by positions, consulting team on-site department tours, employee involvement surveys, one employee question-and-answer sessions, open-door policy on our behalf that they can contact us anytime, management may ask APG assist with developing a specific letter regarding recommendations prior to adoption.

**Job Description Development**—Employees are directly involved in providing input for their position description. APG uses an interview process to update and integrate changes into current descriptions. If a description does not exist, employees are involved in position questionnaires and face-to-face interviews by positions to assist in development of new job descriptions.

**Merit Evaluation** — APG is proposing to conduct focus groups with employees to discuss the strengths and weaknesses of the current merit evaluation process.

### City Team/Stakeholder Group: Administration and Department Heads/Elected Officials

**Compensation and Classification Analysis** —Administration and department heads are

involved at the same level as employees. In addition, they will help with a specific questionnaire about the market, they will receive specific training on the criteria used to evaluate positions, they will receive drafts (sometimes several) of their direct reports' information and will provide comments, and they will receive pay range recommendations prior to final presentation to the governing body. The City Team/Stakeholder group will meet initially with the consulting team at the start of the project and continuously at each stage. Generally speaking, additional review and meetings are required with the City Administrator, Assistant City Administrator, Human Resources Director, and possibly the Finance Director.

**Job Description Development** — Administration and department heads are involved at the same level as employees. In addition, they will help with editing, they will receive drafts (sometimes several) of their direct reports' information and will provide comments, and they will receive documents prior to governing body receipt. The City Team/Stakeholder group will meet initially with the consulting team at the start of the project.

**Merit Evaluation** — APG is proposing to conduct facilitated meeting discussions with department heads to discuss the strengths and weaknesses of the current merit evaluation process.

## Governing Body

**Compensation and Classification Analysis** —The consulting team will meet with the governing body (if they wish) prior to the project commencing to answer strategic and policy questions, and provide overall direction to the consulting team. The consulting team will meet with the governing body to present findings in a work session or other format as appropriate.

**Job Description Development** — The consulting team will meet with the governing body to present findings in a work session or other format as appropriate. The governing body will have final copies of all job descriptions or as directed by management.

## City Staff Support

The City will provide the following support:

- Arrange for all meetings, including arranging meeting space and providing meeting confirmation.
- Copy and distribute memos, questionnaires, information to 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, pay ranges by employee (Excel format), 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).
- Provide copies of organizational chart, City's mission, vision, strategic planning documents.
- Provide organizational charts, budgets, and other related information.
- Provide any previous studies on health insurance, salary, satisfaction surveys, exit interview data, turn-over data, attitude surveys, information about where employees who leave the City go to work, etc.
- We request background documents so that we have a thorough understanding of past practices and future goals for the City.

## 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 recommend the appropriate assignment for all City positions within this structure. Provide appropriate implementation and maintenance manuals.
2. Provide a Fair Labor Standards audit and report any changes in exemptions.
3. Develop a competitive pay structure for all jobs using the point factor evaluation process. Pay structure shall be in a Microsoft Excel format.
4. Identify the methodology and point scheme used to evaluate each job, and the total points assigned to each job and placement points used within each pay grade.
5. Each pay grade shall reflect Minimum, Midpoint and Maximum Range.
6. Make recommendations if appropriate for any changes in hire rates, promotion rates, demotion rates, incentive and certification pay, on-call compensation, and other monetary incentives such as wellness incentives, longevity and other issues specific to the City of Arnold. This includes how to effectively deal with pay compression that may currently exist or result with any range adjustments.

7. Provide the City with a simplistic and manageable system that outlines methodology, findings, conclusions and recommendations.
8. Job analysis questionnaire and procedures for future updating and new position creation.
9. Job descriptions for each position that uniformly reflects distinguishing characteristics, essential and marginal job functions, minimum qualifications, physical and working conditions, license requirements, regulatory requirements and special responsibilities. The consultant will ensure that all classifications/positions are in full compliance with all applicable federal and state statutes and regulations, including the Americans with Disabilities Act.
10. Develop and fully define in writing a systematic procedure for evaluating positions using the “point factor method.” Provide worksheets for departments to request a job evaluation for an upgrade within a position or new position for submission to the Human Resources Department. Provide worksheets for Human Resources Department personnel to perform future job evaluations or upgrades.

## Work Schedule

Completion Date	Task	Responsible	Deliverables
	Letter of agreement	Arnold	Returns signed copy to the Austin Peters Group and processes invoice for deposit.
	Meeting with City Team/Stakeholders regarding project. Hold one Employee Meetings for orientation and kick off of project.	Austin Peters Group/ Arnold	The consulting team meets with the City Team/Stakeholder Group to answer a set of questions that will direct the consulting team in development of recommendations. Employee orientation session is held.
<b>Week 1-3</b>	Market questionnaire delivered to City department head only	Austin Peters Group/ Arnold	Questionnaires are delivered electronically. Market questionnaire is filled out by the department head and returned by day 5 via fax to the Austin Peters Group (913-851-7529).
	Market questionnaire from department head	Austin Peters Group	Department heads answer questions required for market study process to start.



<b>Week 1</b>	Position evaluation questionnaire distributed to City employees	Austin Peters Group/ Arnold	Questionnaires are delivered electronically. Position evaluation questionnaires are filled out by all employees and returned to their supervisors by day 10. Position evaluation questionnaires are distributed with a memo outlining the project.
<b>Week 3</b>	Market survey commences	Austin Peters Group	Market analysis (respondents will have 14 days to turn survey around to APG).
<b>Week 3</b>	Employee Q & A	Austin Peters Group	One employee session is held for questions and answers during the onsite process.
<b>Week 3</b>	Department/ supervisor/ employee interviews	Austin Peters Group	Employees are interviewed for internal equity purpose and job description confirmation purposes. Work Site Tours. Employee Survey.
<b>Week 10</b>	Department head/City Administrator	Austin Peters Group	Draft of internal equity. Evaluation of merit with dept. heads. Conduct merit focus groups with employees.
<b>Week 14</b>	City Administrator/ department head	Austin Peters Group	Draft of findings with preliminary range recommendations and financial impact.
<b>Week 18</b>	City Administrator	Austin Peters Group	Draft of findings with preliminary recommendations. FLSA Report. Merit Evaluation Findings. Delivery of Job Descriptions.
<b>Week 20</b>	Meet with governing body	Austin Peters Group	Final recommendations.
<b>Week 22</b>	Guidebook and Training	Austin Peters Group	Convey final documents. Provide workbook for implementation to HR.



<b>Week 22</b>	Memo to City Administrator on any Changes	Austin Peters Group	Convey final memo to City Administrator on any changes.
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## Partial List of Clients

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

### 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.

### 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 Iowa City, 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.

### **City of Newton, 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 Maryville, 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 conducted with all full-time employees.

### **City of Jefferson City, 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 conducted with all full-time employees.

### **City of Washington, 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 is underway and coordination with the job description revision. A salary and benefit survey is being conducted for an external review of the market. This project includes all full-time employees. After the City adopts a pay structure, the consulting team will guide implementation of a pay-for-performance system that has customizable performance factors.

## **City of Moberly, Missouri**

A classification and compensation study was accomplished in coordination. A salary and benefit survey was conducted for an external review of the market. This project was conducted with all full-time employees.

## **Routt County, Colorado (Steamboat)**

This project was an extensive market evaluation of all full-time and part-time positions. The classification and compensation study was accomplished in coordination with the market review and update for over 170 positions. The salary and benefit survey involved working with more than 20 participants to determine market recommendations for wages and benefits. All employees were interviewed as a part of the process, and the consultants worked hand-in-hand with administration and the governing body to implement recommendations.

## **Johnson County, Kansas**

System-wide implementation of performance evaluation system for more than 4,000 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.

## **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. After the City adopted a pay structure, the consulting team guided implementation of a pay-for-performance system that has customizable performance factors.

## Flint Hills Services

After the organization adopted a pay structure, the consulting team guided implementation of a pay-for-performance system that has customizable performance factors.

## Sprint—Worldwide

Three consultants have been involved in design, implementation, and training for Sprint’s performance evaluation.

## US Army, Navy, Marines

Two consultants have been involved in design and delivery of specific training for performance evaluation.

## Experience - Project Manager and Team

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.

### Elizabeth Tatarko, Masters in Urban Planning—Vice President

Elizabeth has served local and state government—as well as non-profit organizations—for more than 25 years. Prior to joining The Austin Peters Group, she was the Assistant Director of the Kansas Center for Rural Initiatives at Kansas State University.

Elizabeth has provided technical assistance to more than 200 local, regional, and state organizations. She provides expertise in -- Evaluation and survey design; Community and economic development; Citizen involvement; Community participation; Conflict resolution; Focus groups; and Strategic planning.

Over the past several years, Elizabeth has co-authored nearly all of the studies undertaken by The Austin Peters Group, Inc. local government and worked directly with nearly all of Austin Peters Group, Inc. 80 local government clients, and worked with more than 20 communities in citizen attitude survey research, focus group research, and individual interviews. She has also served as a program evaluator for university and state government programs.

Elizabeth has served as an organizer and leader for training programs that have reached more than 5,000 persons. She received specialized training in conducting focus groups from the University of Minnesota under the guidance of Dr. Richard Krueger, the national leader in this field. She holds a

Bachelor of Science in Political Science and a Master of Science in Regional and Community Planning from Kansas State University.

Elizabeth was the Project Manager for Johnson County's Performance Evaluation program involving more than 4,000 employees. She also served as co-project manager for the Ford County Organizational Assessment. Professional Memberships and Certifications: APA, Myers Briggs Type Indicator, DDI Trainer, Center for Creative Leadership graduate, Focus Group Facilitator University of Minnesota. Training and experience includes all major projects in partial list below.

**Project Responsibility:** Co-Project Manager, responsible for oversight and detailed involvement of entire project.

### **Rebecca Crowder, Masters in Public Administration, SPHR—President**

The founder and President of The Austin Peters Group, Inc., Rebecca has more than 25 years of local government management experience. Rebecca has provided management assistance to over 200 local government clients on a variety of management issues. She has researched and authored more than 200 studies. Rebecca has organized and led training programs for over 5,000 participants on issues such as diversity awareness, human resource management, team building, budget and finance, role of boards, goal setting and strategic planning. Past positions -- Human Resource/Administrative Services Director—Merriam, Kansas; Management Consultant—University of Tennessee Municipal Technical Advisory Service; Management Assistant—Janesville, Wisconsin; Budget Analyst—Johnson County, Kansas

Rebecca's extensive local government experience has touched all local service areas, including: police, fire, public works, engineering, water, wastewater, building inspection, planning, solid waste, library, mental retardation services, administration, county elected officials, courts and juvenile justice, and more. She holds a Bachelor of Arts in Political Science from Kansas State University and a Master of Public Administration from the University of Missouri at Columbia. Former National Society for Human Resource Certification instructor for four years at Washburn University, teaching the compensation and classification certification (among others). Rebecca has led all projects listed in experience statement. Professional Memberships and Certifications: ICMA, SHRM, DDI Trainer, Zenger Miller Trainer.

**Project Responsibility:** Project Manager responsible for oversight and detailed involvement of entire project.

## Marla Flentje, Masters in Public Administration—Senior Consultant (independent contractor)

Marla has over 20 years' experience in consulting, facilitating, and teaching professional development programs for state, local, and community organizations. For several years, she has organized the annual Kansas Association of Counties compensation survey with 105 counties.

Marla has served as director for a state university-based unit that provides research, support, and technical assistance to local governments. She holds a Master's degree in Public Administration from Wichita State University. Marla was instrumental in the facilitation of Johnson County's performance evaluation program. Professional Memberships and Certifications include ICMA and Conflict Resolution and Management. Ms. Flentje works as an independent consultant for The Austin Peters Group.

**Project Responsibility:** Facilitation, department interviews.

## Jay Crowder, Masters in Human Development, SPHR—Senior Consultant

Jay has held leadership and professional positions in two Fortune 250 companies and in County government. His 25 years of experience are in the areas of -- Affirmative action; Fair employment practices (ADA, FMLA, Title VII); Human resource planning; Recruitment; Compensation; Performance management; 360-degree evaluation process; Employee relations; Training and development; Employee relocation; Union avoidance; Worker's compensation; and Immigration.

Jay holds a Bachelor's Degree in Human Development from the University of Kansas and a Master's Degree in Human Resource Development from Vanderbilt University. Training and experience include specific studies, as well as the former Classification and Compensation Analyst for Johnson County, Kansas (current employees total over 4,000). Professional memberships and certifications include ICMA, SHRM.

**Project Responsibility:** Consultant on employment law and human resource needs.

## References

Ms. Laura Smith  
City Administrator  
City of Mission Kansas  
6090 Woodson

Mission, KS 66202

913-676-8352

lsmith@missionks.org

Classification and Compensation project, market survey, job description revisions.

Ms. Gail Strope

City of Jefferson

320 E. McCarty

Jefferson City, MO 65101

(573) 634-6529

gstrope@jeffcitymo.org

Classification and Compensation project, market survey, job descriptions, FLSA review

Gloria Morgan, PHR

Director of Human Resource

Housing Authority of the City of Austin

1124 S. IH-35, Austin, TX 78704

(512) 477-4488 Ext. 2500

gloriam@hacanet.org

Classification and Compensation project, market survey, job description revisions

Ms. Sarah Plinsky, Assistant County Administrator

Douglas County

1100 Massachusetts

Lawrence, KS 66044

(785) 832-5329

[splinsky@douglas-county.com](mailto:splinsky@douglas-county.com)

Classification and Compensation project, market survey, job description revisions

Mary Trentmann, City Clerk/H.R. Manager

City of Washington

405 Jefferson Street

Washington, MO 63090

636-390-1006

[mtrentmann@ci.washington.mo.us](mailto:mtrentmann@ci.washington.mo.us)

Classification and Compensation project, market survey, job description revisions, performance evaluation

## Fees

Scope and Cost	Cost
<b>Compensation and Classification   Job Descriptions   Market   Recommendations   Merit</b>	
1. Conduct interviews with department heads, administration, managers and employees by position, site tours	
2. Compare current job classification to work being assigned and evaluate for internal equity	
3. Rewrite job descriptions	\$325/per position
4. Review Fair Labor Standards Act Exemptions	
5. External equity - market analysis of peers for 50 positions (flat rate)	\$6,500
6. Recommendations for market, ranges, alternatives with fiscal impacts, flexibility of structure, pay compression, implementation by position, policy considerations, presentations	\$9,600
7. Merit Evaluation	\$4,000
8. Travel costs	\$3,600

75  
24,375

48,075

## Additional Work

The rate for this project \$125/hour. This hourly rate will be applied for any additional services beyond the scope of services outlined in this request for proposal response.



## **Miscellaneous**

### *Products and Services*

## **Management Recruitment and Development**

Executive and managerial recruitment and selection

Team building

Strategic planning

Performance evaluation

Human resource management

Organizational climate surveys

Program evaluation

Facilitation

## **Compensation and Benefits**

Compensation and benefit studies and solutions

Job evaluation

Market analysis

## **General Employment**

Compliance with federal employment law

Employee handbooks

Job descriptions

Employment mediation

Third party investigation

Sexual harassment training

Interviewing techniques

Conducting background checks

## **Leadership Development**

Achieve global products

Myers Briggs Type Indicator

Communication styles

Conflict resolution  
Supervisory training  
Employee development planning

### **Affirmative Action Planning**

Affirmative action planning  
Compensation analysis  
Equal opportunity surveys  
Quarterly management reports  
Recruitment and placement support  
Diversity and sensitivity training

Exhibit A  
Affidavit of Work Authorization

Comes now Rebecca Crowder (name) as President (office held) first being duly sworn, on my oath, affirm The Austin Peters Group (company name) is enrolled and will continue to participate in a federal work authorization program in respect to employees that will work in connection with the contracted services related to **Electronic Content Management System**, for the duration of the contract, if awarded in accordance with RSMo Chapter 285.530 (2). I also affirm that The Austin Peters Group (company name) does not and will not knowingly employ a person who is an unauthorized alien in connection with the contracted services related to **Electronic Content Management System** for the duration of the contract, if awarded.

In Affirmation thereof, the facts stated above are true and correct (The undersigned understands that false statements made in this filing are subject to the penalties provided under Section 575.040, RSMo).

Rebecca Crowder  
Signature

Rebecca Crowder  
Printed Name

president  
Title

7-19-17  
Date

Subscribed and sworn to before me the 19<sup>th</sup> day of July. I am commissioned as a notary public within the county of Johnson, State of Kansas, and my commission expires on 3/10/18.

[Signature]  
Signature of notary

7/19/17  
Date

JAMES REYNOLDS  
Notary Public-State of Kansas  
My Appt. Expires 3/10/18

**THE E-VERIFY  
MEMORANDUM OF UNDERSTANDING  
FOR EMPLOYERS**

**ARTICLE I  
PURPOSE AND AUTHORITY**

The parties to this agreement are the Department of Homeland Security (DHS) and the The Austin Peters Group, Inc. (Employer). The purpose of this agreement is to set forth terms and conditions which the Employer will follow while participating in E-Verify.

E-Verify is a program that electronically confirms an employee's eligibility to work in the United States after completion of Form I-9, Employment Eligibility Verification (Form I-9). This Memorandum of Understanding (MOU) explains certain features of the E-Verify program and describes specific responsibilities of the Employer, the Social Security Administration (SSA), and DHS.

Authority for the E-Verify program is found in Title IV, Subtitle A, of the Illegal Immigration Reform and Immigrant Responsibility Act of 1996 (IIRIRA), Pub. L. 104-208, 110 Stat. 3009, as amended (8 U.S.C. § 1324a note). The Federal Acquisition Regulation (FAR) Subpart 22.18, "Employment Eligibility Verification" and Executive Order 12989, as amended, provide authority for Federal contractors and subcontractors (Federal contractor) to use E-Verify to verify the employment eligibility of certain employees working on Federal contracts.

**ARTICLE II  
RESPONSIBILITIES**

**A. RESPONSIBILITIES OF THE EMPLOYER**

1. The Employer agrees to display the following notices supplied by DHS in a prominent place that is clearly visible to prospective employees and all employees who are to be verified through the system:
  - a. Notice of E-Verify Participation
  - b. Notice of Right to Work
2. The Employer agrees to provide to the SSA and DHS the names, titles, addresses, and telephone numbers of the Employer representatives to be contacted about E-Verify. The Employer also agrees to keep such information current by providing updated information to SSA and DHS whenever the representatives' contact information changes.
3. The Employer agrees to grant E-Verify access only to current employees who need E-Verify access. Employers must promptly terminate an employee's E-Verify access if the employer is separated from the company or no longer needs access to E-Verify.

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4. The Employer agrees to become familiar with and comply with the most recent version of the E-Verify User Manual.

5. The Employer agrees that any Employer Representative who will create E-Verify cases will complete the E-Verify Tutorial before that individual creates any cases.

a. The Employer agrees that all Employer representatives will take the refresher tutorials when prompted by E-Verify in order to continue using E-Verify. Failure to complete a refresher tutorial will prevent the Employer Representative from continued use of E-Verify.

6. The Employer agrees to comply with current Form I-9 procedures, with two exceptions:

a. If an employee presents a "List B" identity document, the Employer agrees to only accept "List B" documents that contain a photo. (List B documents identified in 8 C.F.R. § 274a.2(b)(1)(B)) can be presented during the Form I-9 process to establish identity.) If an employee objects to the photo requirement for religious reasons, the Employer should contact E-Verify at 888-464-4218.

b. If an employee presents a DHS Form I-551 (Permanent Resident Card), Form I-766 (Employment Authorization Document), or U.S. Passport or Passport Card to complete Form I-9, the Employer agrees to make a photocopy of the document and to retain the photocopy with the employee's Form I-9. The Employer will use the photocopy to verify the photo and to assist DHS with its review of photo mismatches that employees contest. DHS may in the future designate other documents that activate the photo screening tool.

Note: Subject only to the exceptions noted previously in this paragraph, employees still retain the right to present any List A, or List B and List C, document(s) to complete the Form I-9.

7. The Employer agrees to record the case verification number on the employee's Form I-9 or to print the screen containing the case verification number and attach it to the employee's Form I-9.

8. The Employer agrees that, although it participates in E-Verify, the Employer has a responsibility to complete, retain, and make available for inspection Forms I-9 that relate to its employees, or from other requirements of applicable regulations or laws, including the obligation to comply with the antidiscrimination requirements of section 274B of the INA with respect to Form I-9 procedures.

a. The following modified requirements are the only exceptions to an Employer's obligation to not employ unauthorized workers and comply with the anti-discrimination provision of the INA: (1) List B identity documents must have photos, as described in paragraph 6 above; (2) When an Employer confirms the identity and employment eligibility of newly hired employee using E-Verify procedures, the Employer establishes a rebuttable presumption that it has not violated section 274A(a)(1)(A) of the Immigration and Nationality Act (INA) with respect to the hiring of that employee; (3) If the Employer receives a final nonconfirmation for an employee, but continues to employ that person, the Employer must notify DHS and the Employer is subject to a civil money penalty between \$550 and \$1,100 for each failure to notify DHS of continued employment following a final nonconfirmation; (4) If the Employer continues to employ an employee after receiving a final nonconfirmation, then the Employer is subject to a rebuttable presumption that it has knowingly

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employed an unauthorized alien in violation of section 274A(a)(1)(A); and (5) no E-Verify participant is civilly or criminally liable under any law for any action taken in good faith based on information provided through the E-Verify.

b. DHS reserves the right to conduct Form I-9 compliance inspections, as well as any other enforcement or compliance activity authorized by law, including site visits, to ensure proper use of E-Verify.

9. The Employer is strictly prohibited from creating an E-Verify case before the employee has been hired, meaning that a firm offer of employment was extended and accepted and Form I-9 was completed. The Employer agrees to create an E-Verify case for new employees within three Employer business days after each employee has been hired (after both Sections 1 and 2 of Form I-9 have been completed), and to complete as many steps of the E-Verify process as are necessary according to the E-Verify User Manual. If E-Verify is temporarily unavailable, the three-day time period will be extended until it is again operational in order to accommodate the Employer's attempting, in good faith, to make inquiries during the period of unavailability.

10. The Employer agrees not to use E-Verify for pre-employment screening of job applicants, in support of any unlawful employment practice, or for any other use that this MOU or the E-Verify User Manual does not authorize.

11. The Employer must use E-Verify for all new employees. The Employer will not verify selectively and will not verify employees hired before the effective date of this MOU. Employers who are Federal contractors may qualify for exceptions to this requirement as described in Article II.B of this MOU.

12. The Employer agrees to follow appropriate procedures (see Article III below) regarding tentative nonconfirmations. The Employer must promptly notify employees in private of the finding and provide them with the notice and letter containing information specific to the employee's E-Verify case. The Employer agrees to provide both the English and the translated notice and letter for employees with limited English proficiency to employees. The Employer agrees to provide written referral instructions to employees and instruct affected employees to bring the English copy of the letter to the SSA. The Employer must allow employees to contest the finding, and not take adverse action against employees if they choose to contest the finding, while their case is still pending. Further, when employees contest a tentative nonconfirmation based upon a photo mismatch, the Employer must take additional steps (see Article III.B. below) to contact DHS with information necessary to resolve the challenge.

13. The Employer agrees not to take any adverse action against an employee based upon the employee's perceived employment eligibility status while SSA or DHS is processing the verification request unless the Employer obtains knowledge (as defined in 8 C.F.R. § 274a.1(l)) that the employee is not work authorized. The Employer understands that an initial inability of the SSA or DHS automated verification system to verify work authorization, a tentative nonconfirmation, a case in continuance (indicating the need for additional time for the government to resolve a case), or the finding of a photo mismatch, does not establish, and should not be interpreted as, evidence that the employee is not work authorized. In any of such cases, the employee must be provided a full and fair opportunity to contest the finding, and if he or she does so, the employee may not be terminated or suffer any adverse employment consequences based upon the employee's perceived employment eligibility status



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(including denying, reducing, or extending work hours, delaying or preventing training, requiring an employee to work in poorer conditions, withholding pay, refusing to assign the employee to a Federal contract or other assignment, or otherwise assuming that he or she is unauthorized to work) until and unless secondary verification by SSA or DHS has been completed and a final nonconfirmation has been issued. If the employee does not choose to contest a tentative nonconfirmation or a photo mismatch or if a secondary verification is completed and a final nonconfirmation is issued, then the Employer can find the employee is not work authorized and terminate the employee's employment. Employers or employees with questions about a final nonconfirmation may call E-Verify at 1-888-464-4218 (customer service) or 1-888-897-7781 (worker hotline).

14. The Employer agrees to comply with Title VII of the Civil Rights Act of 1964 and section 274B of the INA as applicable by not discriminating unlawfully against any individual in hiring, firing, employment eligibility verification, or recruitment or referral practices because of his or her national origin or citizenship status, or by committing discriminatory documentary practices. The Employer understands that such illegal practices can include selective verification or use of E-Verify except as provided in part D below, or discharging or refusing to hire employees because they appear or sound "foreign" or have received tentative nonconfirmations. The Employer further understands that any violation of the immigration-related unfair employment practices provisions in section 274B of the INA could subject the Employer to civil penalties, back pay awards, and other sanctions, and violations of Title VII could subject the Employer to back pay awards, compensatory and punitive damages. Violations of either section 274B of the INA or Title VII may also lead to the termination of its participation in E-Verify. If the Employer has any questions relating to the anti-discrimination provision, it should contact OSC at 1-800-255-8155 or 1-800-237-2515 (TDD).

15. The Employer agrees that it will use the information it receives from E-Verify only to confirm the employment eligibility of employees as authorized by this MOU. The Employer agrees that it will safeguard this information, and means of access to it (such as PINS and passwords), to ensure that it is not used for any other purpose and as necessary to protect its confidentiality, including ensuring that it is not disseminated to any person other than employees of the Employer who are authorized to perform the Employer's responsibilities under this MOU, except for such dissemination as may be authorized in advance by SSA or DHS for legitimate purposes.

16. The Employer agrees to notify DHS immediately in the event of a breach of personal information. Breaches are defined as loss of control or unauthorized access to E-Verify personal data. All suspected or confirmed breaches should be reported by calling 1-888-464-4218 or via email at [E-Verify@dhs.gov](mailto:E-Verify@dhs.gov). Please use "Privacy Incident – Password" in the subject line of your email when sending a breach report to E-Verify.

17. The Employer acknowledges that the information it receives from SSA is governed by the Privacy Act (5 U.S.C. § 552a(i)(1) and (3)) and the Social Security Act (42 U.S.C. 1306(a)). Any person who obtains this information under false pretenses or uses it for any purpose other than as provided for in this MOU may be subject to criminal penalties.

18. The Employer agrees to cooperate with DHS and SSA in their compliance monitoring and evaluation of E-Verify, which includes permitting DHS, SSA, their contractors and other agents, upon

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reasonable notice, to review Forms I-9 and other employment records and to interview it and its employees regarding the Employer's use of E-Verify, and to respond in a prompt and accurate manner to DHS requests for information relating to their participation in E-Verify.

19. The Employer shall not make any false or unauthorized claims or references about its participation in E-Verify on its website, in advertising materials, or other media. The Employer shall not describe its services as federally-approved, federally-certified, or federally-recognized, or use language with a similar intent on its website or other materials provided to the public. Entering into this MOU does not mean that E-Verify endorses or authorizes your E-Verify services and any claim to that effect is false.

20. The Employer shall not state in its website or other public documents that any language used therein has been provided or approved by DHS, USCIS or the Verification Division, without first obtaining the prior written consent of DHS.

21. The Employer agrees that E-Verify trademarks and logos may be used only under license by DHS/USCIS (see [M-795 \(Web\)](#)) and, other than pursuant to the specific terms of such license, may not be used in any manner that might imply that the Employer's services, products, websites, or publications are sponsored by, endorsed by, licensed by, or affiliated with DHS, USCIS, or E-Verify.

22. The Employer understands that if it uses E-Verify procedures for any purpose other than as authorized by this MOU, the Employer may be subject to appropriate legal action and termination of its participation in E-Verify according to this MOU.

## **B. RESPONSIBILITIES OF FEDERAL CONTRACTORS**

1. If the Employer is a Federal contractor with the FAR E-Verify clause subject to the employment verification terms in Subpart 22.18 of the FAR, it will become familiar with and comply with the most current version of the E-Verify User Manual for Federal Contractors as well as the E-Verify Supplemental Guide for Federal Contractors.

2. In addition to the responsibilities of every employer outlined in this MOU, the Employer understands that if it is a Federal contractor subject to the employment verification terms in Subpart 22.18 of the FAR it must verify the employment eligibility of any "employee assigned to the contract" (as defined in FAR 22.1801). Once an employee has been verified through E-Verify by the Employer, the Employer may not create a second case for the employee through E-Verify.

a. An Employer that is not enrolled in E-Verify as a Federal contractor at the time of a contract award must enroll as a Federal contractor in the E-Verify program within 30 calendar days of contract award and, within 90 days of enrollment, begin to verify employment eligibility of new hires using E-Verify. The Employer must verify those employees who are working in the United States, whether or not they are assigned to the contract. Once the Employer begins verifying new hires, such verification of new hires must be initiated within three business days after the hire date. Once enrolled in E-Verify as a Federal contractor, the Employer must begin verification of employees assigned to the contract within 90 calendar days after the date of enrollment or within 30 days of an employee's assignment to the contract, whichever date is later.



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b. Employers enrolled in E-Verify as a Federal contractor for 90 days or more at the time of a contract award must use E-Verify to begin verification of employment eligibility for new hires of the Employer who are working in the United States, whether or not assigned to the contract, within three business days after the date of hire. If the Employer is enrolled in E-Verify as a Federal contractor for 90 calendar days or less at the time of contract award, the Employer must, within 90 days of enrollment, begin to use E-Verify to initiate verification of new hires of the contractor who are working in the United States, whether or not assigned to the contract. Such verification of new hires must be initiated within three business days after the date of hire. An Employer enrolled as a Federal contractor in E-Verify must begin verification of each employee assigned to the contract within 90 calendar days after date of contract award or within 30 days after assignment to the contract, whichever is later.

c. Federal contractors that are institutions of higher education (as defined at 20 U.S.C. 1001(a)), state or local governments, governments of Federally recognized Indian tribes, or sureties performing under a takeover agreement entered into with a Federal agency under a performance bond may choose to only verify new and existing employees assigned to the Federal contract. Such Federal contractors may, however, elect to verify all new hires, and/or all existing employees hired after November 6, 1986. Employers in this category must begin verification of employees assigned to the contract within 90 calendar days after the date of enrollment or within 30 days of an employee's assignment to the contract, whichever date is later.

d. Upon enrollment, Employers who are Federal contractors may elect to verify employment eligibility of all existing employees working in the United States who were hired after November 6, 1986, instead of verifying only those employees assigned to a covered Federal contract. After enrollment, Employers must elect to verify existing staff following DHS procedures and begin E-Verify verification of all existing employees within 180 days after the election.

e. The Employer may use a previously completed Form I-9 as the basis for creating an E-Verify case for an employee assigned to a contract as long as:

- i. That Form I-9 is complete (including the SSN) and complies with Article II.A.6,
- ii. The employee's work authorization has not expired, and
- iii. The Employer has reviewed the Form I-9 information either in person or in communications with the employee to ensure that the employee's Section 1, Form I-9 attestation has not changed (including, but not limited to, a lawful permanent resident alien having become a naturalized U.S. citizen).

f. The Employer shall complete a new Form I-9 consistent with Article II.A.6 or update the previous Form I-9 to provide the necessary information if:

- i. The Employer cannot determine that Form I-9 complies with Article II.A.6,
- ii. The employee's basis for work authorization as attested in Section 1 has expired or changed, or
- iii. The Form I-9 contains no SSN or is otherwise incomplete.

Note: If Section 1 of Form I-9 is otherwise valid and up-to-date and the form otherwise complies with

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Article II.C.5, but reflects documentation (such as a U.S. passport or Form I-551) that expired after completing Form I-9, the Employer shall not require the production of additional documentation, or use the photo screening tool described in Article II.A.5, subject to any additional or superseding instructions that may be provided on this subject in the E-Verify User Manual.

g. The Employer agrees not to require a second verification using E-Verify of any assigned employee who has previously been verified as a newly hired employee under this MOU or to authorize verification of any existing employee by any Employer that is not a Federal contractor based on this Article.

3. The Employer understands that if it is a Federal contractor, its compliance with this MOU is a performance requirement under the terms of the Federal contract or subcontract, and the Employer consents to the release of information relating to compliance with its verification responsibilities under this MOU to contracting officers or other officials authorized to review the Employer's compliance with Federal contracting requirements.

### **C. RESPONSIBILITIES OF SSA**

1. SSA agrees to allow DHS to compare data provided by the Employer against SSA's database. SSA sends DHS confirmation that the data sent either matches or does not match the information in SSA's database.

2. SSA agrees to safeguard the information the Employer provides through E-Verify procedures. SSA also agrees to limit access to such information, as is appropriate by law, to individuals responsible for the verification of Social Security numbers or responsible for evaluation of E-Verify or such other persons or entities who may be authorized by SSA as governed by the Privacy Act (5 U.S.C. § 552a), the Social Security Act (42 U.S.C. 1306(a)), and SSA regulations (20 CFR Part 401).

3. SSA agrees to provide case results from its database within three Federal Government work days of the initial inquiry. E-Verify provides the information to the Employer.

4. SSA agrees to update SSA records as necessary if the employee who contests the SSA tentative nonconfirmation visits an SSA field office and provides the required evidence. If the employee visits an SSA field office within the eight Federal Government work days from the date of referral to SSA, SSA agrees to update SSA records, if appropriate, within the eight-day period unless SSA determines that more than eight days may be necessary. In such cases, SSA will provide additional instructions to the employee. If the employee does not visit SSA in the time allowed, E-Verify may provide a final nonconfirmation to the employer.

Note: If an Employer experiences technical problems, or has a policy question, the employer should contact E-Verify at 1-888-464-4218.

### **D. RESPONSIBILITIES OF DHS**

1. DHS agrees to provide the Employer with selected data from DHS databases to enable the Employer to conduct, to the extent authorized by this MOU:

a. Automated verification checks on alien employees by electronic means, and

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- b. Photo verification checks (when available) on employees.
2. DHS agrees to assist the Employer with operational problems associated with the Employer's participation in E-Verify. DHS agrees to provide the Employer names, titles, addresses, and telephone numbers of DHS representatives to be contacted during the E-Verify process.
3. DHS agrees to provide to the Employer with access to E-Verify training materials as well as an E-Verify User Manual that contain instructions on E-Verify policies, procedures, and requirements for both SSA and DHS, including restrictions on the use of E-Verify.
4. DHS agrees to train Employers on all important changes made to E-Verify through the use of mandatory refresher tutorials and updates to the E-Verify User Manual. Even without changes to E-Verify, DHS reserves the right to require employers to take mandatory refresher tutorials.
5. DHS agrees to provide to the Employer a notice, which indicates the Employer's participation in E-Verify. DHS also agrees to provide to the Employer anti-discrimination notices issued by the Office of Special Counsel for Immigration-Related Unfair Employment Practices (OSC), Civil Rights Division, U.S. Department of Justice.
6. DHS agrees to issue each of the Employer's E-Verify users a unique user identification number and password that permits them to log in to E-Verify.
7. DHS agrees to safeguard the information the Employer provides, and to limit access to such information to individuals responsible for the verification process, for evaluation of E-Verify, or to such other persons or entities as may be authorized by applicable law. Information will be used only to verify the accuracy of Social Security numbers and employment eligibility, to enforce the INA and Federal criminal laws, and to administer Federal contracting requirements.
8. DHS agrees to provide a means of automated verification that provides (in conjunction with SSA verification procedures) confirmation or tentative nonconfirmation of employees' employment eligibility within three Federal Government work days of the initial inquiry.
9. DHS agrees to provide a means of secondary verification (including updating DHS records) for employees who contest DHS tentative nonconfirmations and photo mismatch tentative nonconfirmations. This provides final confirmation or nonconfirmation of the employees' employment eligibility within 10 Federal Government work days of the date of referral to DHS, unless DHS determines that more than 10 days may be necessary. In such cases, DHS will provide additional verification instructions.

### **ARTICLE III**

#### **REFERRAL OF INDIVIDUALS TO SSA AND DHS**

##### **A. REFERRAL TO SSA**

1. If the Employer receives a tentative nonconfirmation issued by SSA, the Employer must print the notice as directed by E-Verify. The Employer must promptly notify employees in private of the finding and provide them with the notice and letter containing information specific to the employee's E-Verify

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case. The Employer also agrees to provide both the English and the translated notice and letter for employees with limited English proficiency to employees. The Employer agrees to provide written referral instructions to employees and instruct affected employees to bring the English copy of the letter to the SSA. The Employer must allow employees to contest the finding, and not take adverse action against employees if they choose to contest the finding, while their case is still pending.

2. The Employer agrees to obtain the employee's response about whether he or she will contest the tentative nonconfirmation as soon as possible after the Employer receives the tentative nonconfirmation. Only the employee may determine whether he or she will contest the tentative nonconfirmation.
3. After a tentative nonconfirmation, the Employer will refer employees to SSA field offices only as directed by E-Verify. The Employer must record the case verification number, review the employee information submitted to E-Verify to identify any errors, and find out whether the employee contests the tentative nonconfirmation. The Employer will transmit the Social Security number, or any other corrected employee information that SSA requests, to SSA for verification again if this review indicates a need to do so.
4. The Employer will instruct the employee to visit an SSA office within eight Federal Government work days. SSA will electronically transmit the result of the referral to the Employer within 10 Federal Government work days of the referral unless it determines that more than 10 days is necessary.
5. While waiting for case results, the Employer agrees to check the E-Verify system regularly for case updates.
6. The Employer agrees not to ask the employee to obtain a printout from the Social Security Administration number database (the Numident) or other written verification of the SSN from the SSA.

## **B. REFERRAL TO DHS**

1. If the Employer receives a tentative nonconfirmation issued by DHS, the Employer must promptly notify employees in private of the finding and provide them with the notice and letter containing information specific to the employee's E-Verify case. The Employer also agrees to provide both the English and the translated notice and letter for employees with limited English proficiency to employees. The Employer must allow employees to contest the finding, and not take adverse action against employees if they choose to contest the finding, while their case is still pending.
2. The Employer agrees to obtain the employee's response about whether he or she will contest the tentative nonconfirmation as soon as possible after the Employer receives the tentative nonconfirmation. Only the employee may determine whether he or she will contest the tentative nonconfirmation.
3. The Employer agrees to refer individuals to DHS only when the employee chooses to contest a tentative nonconfirmation.
4. If the employee contests a tentative nonconfirmation issued by DHS, the Employer will instruct the

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employee to contact DHS through its toll-free hotline (as found on the referral letter) within eight Federal Government work days.

5. If the Employer finds a photo mismatch, the Employer must provide the photo mismatch tentative nonconfirmation notice and follow the instructions outlined in paragraph 1 of this section for tentative nonconfirmations, generally.

6. The Employer agrees that if an employee contests a tentative nonconfirmation based upon a photo mismatch, the Employer will send a copy of the employee's Form I-551, Form I-766, U.S. Passport, or passport card to DHS for review by:

- a. Scanning and uploading the document, or
- b. Sending a photocopy of the document by express mail (furnished and paid for by the employer).

7. The Employer understands that if it cannot determine whether there is a photo match/mismatch, the Employer must forward the employee's documentation to DHS as described in the preceding paragraph. The Employer agrees to resolve the case as specified by the DHS representative who will determine the photo match or mismatch.

8. DHS will electronically transmit the result of the referral to the Employer within 10 Federal Government work days of the referral unless it determines that more than 10 days is necessary.

9. While waiting for case results, the Employer agrees to check the E-Verify system regularly for case updates.

## **ARTICLE IV SERVICE PROVISIONS**

### **A. NO SERVICE FEES**

1. SSA and DHS will not charge the Employer for verification services performed under this MOU. The Employer is responsible for providing equipment needed to make inquiries. To access E-Verify, an Employer will need a personal computer with Internet access.

## **ARTICLE V MODIFICATION AND TERMINATION**

### **A. MODIFICATION**

1. This MOU is effective upon the signature of all parties and shall continue in effect for as long as the SSA and DHS operates the E-Verify program unless modified in writing by the mutual consent of all parties.

2. Any and all E-Verify system enhancements by DHS or SSA, including but not limited to E-Verify checking against additional data sources and instituting new verification policies or procedures, will be covered under this MOU and will not cause the need for a supplemental MOU that outlines these changes.



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## **B. TERMINATION**

1. The Employer may terminate this MOU and its participation in E-Verify at any time upon 30 days prior written notice to the other parties.
2. Notwithstanding Article V, part A of this MOU, DHS may terminate this MOU, and thereby the Employer's participation in E-Verify, with or without notice at any time if deemed necessary because of the requirements of law or policy, or upon a determination by SSA or DHS that there has been a breach of system integrity or security by the Employer, or a failure on the part of the Employer to comply with established E-Verify procedures and/or legal requirements. The Employer understands that if it is a Federal contractor, termination of this MOU by any party for any reason may negatively affect the performance of its contractual responsibilities. Similarly, the Employer understands that if it is in a state where E-Verify is mandatory, termination of this by any party MOU may negatively affect the Employer's business.
3. An Employer that is a Federal contractor may terminate this MOU when the Federal contract that requires its participation in E-Verify is terminated or completed. In such cases, the Federal contractor must provide written notice to DHS. If an Employer that is a Federal contractor fails to provide such notice, then that Employer will remain an E-Verify participant, will remain bound by the terms of this MOU that apply to non-Federal contractor participants, and will be required to use the E-Verify procedures to verify the employment eligibility of all newly hired employees.
4. The Employer agrees that E-Verify is not liable for any losses, financial or otherwise, if the Employer is terminated from E-Verify.

## **ARTICLE VI**

### **PARTIES**

- A. Some or all SSA and DHS responsibilities under this MOU may be performed by contractor(s), and SSA and DHS may adjust verification responsibilities between each other as necessary. By separate agreement with DHS, SSA has agreed to perform its responsibilities as described in this MOU.
- B. Nothing in this MOU is intended, or should be construed, to create any right or benefit, substantive or procedural, enforceable at law by any third party against the United States, its agencies, officers, or employees, or against the Employer, its agents, officers, or employees.
- C. The Employer may not assign, directly or indirectly, whether by operation of law, change of control or merger, all or any part of its rights or obligations under this MOU without the prior written consent of DHS, which consent shall not be unreasonably withheld or delayed. Any attempt to sublicense, assign, or transfer any of the rights, duties, or obligations herein is void.
- D. Each party shall be solely responsible for defending any claim or action against it arising out of or related to E-Verify or this MOU, whether civil or criminal, and for any liability wherefrom, including (but not limited to) any dispute between the Employer and any other person or entity regarding the applicability of Section 403(d) of IIRIRA to any action taken or allegedly taken by the Employer.
- E. The Employer understands that its participation in E-Verify is not confidential information and may be disclosed as authorized or required by law and DHS or SSA policy, including but not limited to,

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Congressional oversight, E-Verify publicity and media inquiries, determinations of compliance with Federal contractual requirements, and responses to inquiries under the Freedom of Information Act (FOIA).

F. The individuals whose signatures appear below represent that they are authorized to enter into this MOU on behalf of the Employer and DHS respectively. The Employer understands that any inaccurate statement, representation, data or other information provided to DHS may subject the Employer, its subcontractors, its employees, or its representatives to: (1) prosecution for false statements pursuant to 18 U.S.C. 1001 and/or; (2) immediate termination of its MOU and/or; (3) possible debarment or suspension.

G. The foregoing constitutes the full agreement on this subject between DHS and the Employer.

**To be accepted as an E-Verify participant, you should only sign the Employer's Section of the signature page. If you have any questions, contact E-Verify at 1-888-464-4218.**

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**Approved by:**

<b>Employer</b> The Austin Peters Group, Inc.	
<b>Name (Please Type or Print)</b> Rebecca Crowder	<b>Title</b>
<b>Signature</b> Electronically Signed	<b>Date</b> 02/13/2015
<b>Department of Homeland Security – Verification Division</b>	
<b>Name (Please Type or Print)</b> USCIS Verification Division	<b>Title</b>
<b>Signature</b> Electronically Signed	<b>Date</b> 02/13/2015



Company ID Number: 853338

<b>Information Required for the E-Verify Program</b>	
<b>Information relating to your Company:</b>	
Company Name	The Austin Peters Group, Inc.
Company Facility Address	12769 Cody St. Overland Park, KS 66213
Company Alternate Address	
County or Parish	JOHNSON
Employer Identification Number	481203956
North American Industry Classification Systems Code	541
Parent Company	
Number of Employees	1 to 4
Number of Sites Verified for	1

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**Are you verifying for more than 1 site? If yes, please provide the number of sites verified for in each State:**

KANSAS

1 site(s)

**Company ID Number:** 853338

**Information relating to the Program Administrator(s) for your Company on policy questions or operational problems:**

Name Rebecca Crowder  
Phone Number (913) 851 - 7530  
Fax Number (913) 851 - 7529  
Email Address bcrowder@austinpeters.com

Name Rebecca Crowder  
Phone Number (913) 851 - 7530  
Fax Number (913) 851 - 7529  
Email Address bcrowder@austinpeters.com

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RESOLUTION NO. 17-54

**A RESOLUTION APPROVING AN AMENDMENT TO THE LEASE  
AGREEMENT WITH FREY PROPERTIES FOR CORRIDOR 55.**

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WHEREAS, the City of Arnold has leased space from Frey Properties to operate Corridor 55 since September of 2014; and

WHEREAS, the current lease expired on August 31, 2017; and

WHEREAS, the City and Frey Properties have negotiated an amendment to the expired lease to extend it through August 31, 2019;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF  
ARNOLD, MISSOURI:

Section 1. The attached lease amendment is hereby approved.

\_\_\_\_\_  
Presiding Officer of the City Council

\_\_\_\_\_  
Mayor Ron Counts

ATTEST:

\_\_\_\_\_  
City Clerk Tammi Casey

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

# RICHARDSON CROSSING

## LEASE AMENDMENT

This Lease Amendment is made and entered into this 7th day of September, 2017, by and between Richardson Crossing, LLC, hereinafter called Lessor, and The City of Arnold, hereinafter called Lessee.

Whereas, the parties hereto have entered into a Lease dated July 28, 2014 concerning the leasing of 2,800 square feet at 160 Richardson Crossing Arnold, MO 63010 and any amendments thereto, hereinafter called Lease, and

Whereas, the parties hereto desire to amend said lease;

Now, therefore, in consideration of the mutual premises hereinafter set forth, the parties agree as follows:

1. Lease is hereby extended for an additional **twenty four (24) months** beginning **September 1<sup>st</sup>, 2017** and ending on **August 31<sup>st</sup>, 2019**.
2. The leasing payment will be at the base rate of **\$25,200.00** per year.
3. It is hereby acknowledged that all other terms and conditions of said Lease and of any previous modifications thereof shall remain unchanged and in full force and effect.

This letter constitutes an amendment to the Lease Agreement which will be binding upon both parties' mutual execution ("Letter Amendment"). Please confirm your agreement to the aforementioned by executing the signature line below.

In witness whereof, the parties have hereunto executed this Lease Amendment this 7th day of September, 2017.

**LESSOR**  
RICHARDSON CROSSING, LLC

**LESSEE**  
City of Arnold

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A RESOLUTION DETERMINING THE ADVISABILITY OF CERTAIN IMPROVEMENTS TO BE MADE, ORDERING THE ESTABLISHMENT OF MAXVILLE GARDENS NEIGHBORHOOD IMPROVEMENT DISTRICT AND AUTHORIZING AND APPROVING THE PREPARATION OF PRELIMINARY PLANS AND SPECIFICATIONS FOR THE IMPROVEMENTS CONSTITUTING THE MAXVILLE GARDENS NEIGHBORHOOD IMPROVEMENT PROJECT

---

WHEREAS, the City Council of the City of Arnold, Missouri, has received a petition (the "Petition"), attached hereto as Exhibit 1, requesting the creation of the Maxville Gardens Neighborhood Improvement District (the "District") encompassing the property legally described on Exhibit 1 (the "District Property") pursuant to the provisions of certain improvements to be known as the Maxville Gardens Neighborhood Improvement Project (the "Project"):

WHEREAS, the Petition was executed by the owners of record of at least two-thirds (2/3), by area, of the District Property; and

WHEREAS, the City Council desires to determine the advisability of the Project, order the establishment of the District, and authorize and approve the preparation of preliminary plans and specifications for the Project,

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF ARNOLD, MISSOURI, AS FOLLOWS:

Section I

The City Council hereby determines that the making of the improvements constituting the Project, as more specifically described on Exhibit B, which is attached hereto and made a part hereof by reference, are advisable and desirable.

Section II

It is hereby ordered that the District be established, encompassing the District Property as shown on Exhibit C, which is attached hereto and made a part hereof by reference.

Section III

The preparation of preliminary plans and specifications for the Project is hereby ordered, authorized, and approved.

Section IV

The City Council hereby states and finds that:

- 1) The name of the Project is the Maxville Gardens Neighborhood Improvement Project;
- 2) The general nature of the improvements constituting the Project are as set forth on Exhibit B, which is attached hereto and make a part hereof by reference;
- 3) The estimated cost of the Project is \$190,000.00

- 4) The District shall encompass all of the District Property; the boundaries of the District shall be as shown on Exhibit C, which is attached hereto and made a part hereof by reference; and
- 5) The proposed method of assessment is: equal shares per dwelling unit with a minimum of one (1) assessment per lot with the exception of Lots 68, 75 and 82, which are specifically excluded any from any assessment at this time.

Section V

The final cost of the Project assessed against the District Property, and the amount of general obligations bonds issued for the Project, shall not exceed the estimated cost of the Project, as stated in Section IV above, by more that twenty-five percent (25%).

Passed and approved by the Council of the City of Arnold, Missouri, this \_\_\_\_\_ day of \_\_\_\_\_, 2017.

\_\_\_\_\_  
Presiding Officer of the City Council

\_\_\_\_\_  
Mayor Ron Counts

Attest: \_\_\_\_\_  
City Clerk Tammi Casey

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

September 1, 2017  
17-55 Maxville Gardens NID



## **PETITION FOR CREATION OF THE MAXVILLE GARDENS NEIGHBORHOOD IMPROVEMENT DISTRICT LOCATED IN THE CITY OF ARNOLD, MISSOURI**

This petition is presented by the owners of property located within the proposed Maxville Gardens Neighborhood Improvement District ("District"), which is located wholly within the corporate limits of the City of Arnold, Missouri.

The signatures contained on Ex. A represent two-thirds (2/3) or more of the owners or representatives of owners of record by area of all real property within the District. The signatories hereby petition and request that the City of Arnold, Missouri create a neighborhood improvement district to be known as the Maxville Gardens Neighborhood Improvement District and incur debt and issue such notes, bonds or other financing to pay for all of the cost of the public improvements within the District. The cost of all the indebtedness or monies provided for said improvements within the District shall be assessed against the real property benefitted by the improvements within the District as provided under the authority of Sections 67.453 to 67.475 of the Revised Statutes of Missouri, as amended (the "Neighborhood Improvement District Act").

The general nature of the improvements is as follows:

Street and sidewalk slab replacement and new construction; sanitary sewer work; street sign work; and storm water work. A more detailed description of the work contemplated is attached as Ex. B.

The legal description of the proposed Neighborhood Improvement District is shown on the subdivision plat and adjustment, which is attached as Ex. C. The proposed District is located entirely within the corporate limits of the City of Arnold, Missouri. A boundary map of the proposed District is shown on Exhibit D.

The estimated cost of the proposed public improvement is \$190,000.00. The final cost of said improvements assessed against the real property within the District shall not exceed such estimated cost by more than 25%. The estimated costs by category are set forth in Ex. E.

The owners of record of the real property located within the boundaries of the District are shown on Ex. F, which shall serve as the proposed assessment roll. The proposed method of assessment to pay for the costs associated with the public improvements within the District is as follows: the costs will be assessed equally against each lot or parcel of property located within the District. Each lot or parcel of property located within the District is benefitted by the improvements. Lots 68, 75 and 82 are specifically excluded from the assessment at this time because said lots are not eligible for construction under the current ordinances of the City of Arnold. Should lot 68, 75, or 82 become eligible for construction, said lot or lots shall be assessed an amount equal to the original assessment and said amount shall be divided by the number of original assessed parcels and reimbursed in equal amounts to each originally assessed parcel.

The signatories to Ex. A hereby declare and agree that the proposed method of assessment is a fair and reasonable.

All exhibits attached hereto are incorporated herein by reference.

The names and signatures on this petition may not be withdrawn later than seven (7) days after this petition is filed with the City Clerk of the City of Arnold, Missouri.

OWNER	ADDRESS	LOT # MAXVILLE GARDENS	SIGNATURE
Shaw, Jason & Julia	108 Pistis	43	
Berry, Mark J & Julie A	1711 Karpos	3	
Denzl, Kevin & Kelly	1701 Karpos	1	
Lappe, James W & Virginia	1763 Karpos	10	
Alhalabi, Mohamad Z & Brenda S	1705 Karpos	2	
Boyd, Gayle G & Carolyn M	2030 Agape	67	
Maxville Gardens POA		Common Ground B	<hr/>
Donze, Jodie A & Matthew	2014 Agape	63	
Maxville Gardens POA		Common Ground A	<hr/>
Maxville Gardens POA		Common Ground C	<hr/>
Sabourin, William & Janet M	1740 Karpos	59	
McKenzie, Krista L. & Michael S	100 Pistis	45	
Reid, Ricky L & Sharon K	1760 Karpos	54	
McQueen, Alan D & Lori Ann	1748 Karpos	57	

STATE OF MISSOURI )  
COUNTY OF ~~JEFFERSON~~ <sup>ST. LOUIS</sup> ) SS

I, TJ Doback, a resident of the State of Missouri, being first duly sworn say each signature to this Petition was made in my presence by, as I verily believe, the person whose name it purports to be.

Signature of Affiant  
105 PISTIS ST. 63010  
Address of Affiant

Subscribed and sworn to before me, a Notary Public in and for the County and State aforesaid, this 29 day of August, 2017.

Seal Venita R. Keller  
Notary Public, State of Missouri

My Commission Expires:  
3-17-18



EXHIBIT A

OWNER	ADDRESS	LOT # MAXVILLE GARDENS	SIGNATURE
Maxville Gardens POA		Common Ground G	
Tramel, Duane K & Shannon D.	1818 Chara	28	<i>Shannon Tramel</i>
Holtzclaw, Thomas K	2008 Agape	62	<i>Thomas K. Holtzclaw</i>
Maxville Gardens POA		Common Ground D	
Boehmer, John A & Linda K	1719 Karpos	4	<i>John Boehmer</i>
Bisoni, Jeffrey	1837 Chara	17	<i>Jeffrey Bisoni</i>
Jercinovic, John P & Katie A	1832 Chara	25	<i>John Jercinovic</i>
Merlenbach, Michael M & Debra E	2038 Agape	69	<i>Michael Merlenbach</i>
Roberts, Randall S & Christy J	1821 Chara	49	<i>Randall Roberts</i>
Vongthongchith, Viengkeo & Olanong	2004 Agape	61	<i>Viengkeo Vongthongchith</i>
Maxville Gardens POA		Common Ground F	

STATE OF MISSOURI )  
   *St Louis* ) SS  
 COUNTY OF ~~JEFFERSON~~ )

I, *TJ Donack*, a resident of the State of Missouri, being first duly sworn say each signature to this Petition was made in my presence by, as I verily believe, the person whose name it purports to be.

*Shannon Tramel*  
 Signature of Affiant  
*105 PISTIS ST 63010*  
 Address of Affiant

Subscribed and sworn to before me, a Notary Public in and for the County and State aforesaid, this *29* day of *August*, 2017.

*Venita R. Keller*  
 Notary Public, State of Missouri

Seal  
 My Commission Expires:  
*3-17-18*



OWNER	ADDRESS	LOT # MAXVILLE GARDENS	SIGNATURE
Haegele, Cory D & Maria N	2046 Agape	71	<i>Maria Haegele</i>
Maxville Gardens POA		Common Ground H	_____
Tran, Bryan T & Quinne P	1706 Karpos	83	
KAB Construction Co LLC	PO Box 505	14	_____
James, Tyler D & Cortney E	312 Eirene	15	<i>Tyler James</i>
Chism, Jeffrey C & Sonya R	308 Eirene	16	<i>Jeffrey Chism</i>
Rymer, Carmen M & Charles P	1849 Chara	20	<i>Charles Rymer</i>
Whitlock, David & Jessica	1848 Chara	21	<i>David Whitlock</i>
Maxville Gardens POA		Common Ground E	_____

STATE OF MISSOURI )  
COUNTY OF St. Louis ) SS  
JEFFERSON )

I, T.J. Deback, a resident of the State of Missouri, being first duly sworn say each signature to this Petition was made in my presence by, as I verily believe, the person whose name it purports to be.

*T.J. Deback*  
Signature of Affiant  
105 PISTIS ST 63010  
Address of Affiant

Subscribed and sworn to before me, a Notary Public in and for the County and State aforesaid, this 29 day of August, 2017.

*Venita R. Keller*  
Notary Public, State of Missouri

Seal

My Commission Expires:

3-17-18

**VENITA R. KELLER**  
Notary Public - Notary Seal  
State of Missouri  
Commissioned for St. Louis County  
My Commission Expires: March 17, 2018  
14949304

OWNER	ADDRESS	LOT # MAXVILLE GARDENS	SIGNATURE
Presson, Andrew & Stephanie	128 Pistis	38	
Parker, Robert A & Amy E	120 Pistis	40	
Faulkner Properties Inc	PO Box 639	82	<hr/>
Street, Mandie L	2027 Agape	Bdry Adj Lot 76A	Mandie Miller
Hoskins, Charles E & Amy L	2042 Agape	70	Charles Hoskins
Dunfee, Michael W & Stephanie K	2017 Agape	Bdry Adj Lot 77A	Stephanie Dunfee
Faulkner Properties Inc.	PO Box 639	75	<hr/>
Kraus, Martin & Sandra	2037 Agape	74	Martin Kraus
Jercinovic, Nicole	141 Pistis	36	
Bean, James T & Deena L	2041 Agape	73	Deena L Bean
Sommerkamp, Raymond S & Jennifer L	124 Pistis	39	Raymond Sommerkamp
Sheppard, Troy L & Melanie	132 Pistis	37	Troy Sheppard
Buholtz, Kevin J & Victoria P	116 Pistis	41	Kevin Buholtz
Meyer, Thomas J & Kathleen	2045 Agape	72	Thomas Meyer

STATE OF MISSOURI )  
COUNTY OF ST. LOUIS ) SS  
COUNTY OF JEFFERSON )

I, T.J. Dahack, a resident of the State of Missouri, being first duly sworn say each signature to this Petition was made in my presence by, as I verily believe, the person whose name it purports to be.

Signature of Affiant  
105 PISTIS ST. 63010  
Address of Affiant

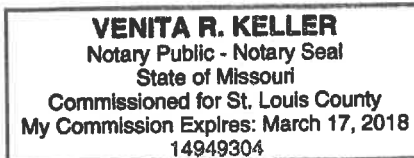
Subscribed and sworn to before me, a Notary Public in and for the County and State aforesaid, this 28 day of August, 2017.

Notary Public, State of Missouri

Seal

My Commission Expires:

3-17-18



Miller



OWNER	ADDRESS	LOT # MAXVILLE GARDENS	SIGNATURE
Burnett, William F & Patricia W	309 Eirene	13	Patricia Wofford Burnett
Davis, Steven & Jean	1766 Karpos	53	Jean M. Davis
* Friedman, Todd C & Nicole M	305 Eirene	12	NO
Kositzke, Donald W & Sandra J	207 Eirene	52	Don Kositzke
Valenti, Lawrence J & Patricia	1752 Karpos	56	Patricia Valenti
MARRIED - 9-16-2014 Jackson, Joshua & MELISSA	2022 Agape	65	Melissa Jackson
Scher, David & Angela	137 Pistis	35	Angela Scher
Olsen, Patricia	1736 Karpos	60	Patricia Olsen
Randazzo, Santo A & Beverly J	1829 Chara	51	Santo Randazzo
Gelencir, Gordon & Linda	1841 Chara	18	Linda Gelencir
Leachman, Anne E	1727 Karpos	6	Anne Leachman
Czarnecki, Chad & Calistro, Gina	301 Eirene	11	Chad Czarnecki
Lofton, Jeffrey D & Mindy E	2018 Agape	64	Jeffrey D. Lofton
Ostrander, Timothy & Daniel	104 Pistis	44	Timothy Ostrander
Frazee, Helen M	1744 Karpos	58	Helen M. Frazee

STATE OF MISSOURI )  
COUNTY OF St. Louis ) SS  
JEFFERSON )

I, TJ Doback, a resident of the State of Missouri, being first duly sworn say each signature to this Petition was made in my presence by, as I verily believe, the person whose name it purports to be.

TJ Doback  
Signature of Affiant  
105 PISTIS ST. 63010  
Address of Affiant

Subscribed and sworn to before me, a Notary Public in and for the County and State aforesaid, this 29 day of August, 2017.

Seal

Venita R. Keller  
Notary Public, State of Missouri

My Commission Expires:

3-17-18



OWNER	ADDRESS	LOT # MAXVILLE GARDENS	SIGNATURE
Dohack, Thomas J & Cheryl L	105 Pistis	29	<i>Thomas J Dohack</i>
Matlock, Kent W & Melissa M	1844 Chara	22	<i>Kent W Matlock</i>
Denatale, Patrick J & Tina D	1756 Karpos	55	<i>Patrick J Denatale</i>
Leeker, Jeffrey R & Deborah A	1813 Chara	47	<i>Jeffrey R Leeker</i>
Orsega, Joseph & Diercks Amanda K	1723 Karpos	5	<i>Joseph Orsega</i>
Dowbnia, Albert R	1745 Karpos	9	<i>Albert R Dowbnia</i>
Maxville Gardens POA		Common Ground I	
Graham, Lynn C & Brek A	1840 Chara	23	<i>Lynn C Graham</i>
Tinker, Sue L & Parker Rexall G	1739 Karpos	8	<i>Sue L Tinker</i>
Garms, Adam & Erin	2001 Agape	81	<i>Adam Garms</i>
Behrens, Josephine A	1836 Chara	24	<i>Josephine A Behrens</i>
Stegmann, Jason M & Dori L	2013 Agape	78	<i>Jason M Stegmann</i>
Patel, Milap & Neha	2009 Agape	79	<i>Milap Patel</i>
Cammarata, Nicholus & Ronnie	2005 Agape	80	<i>Ronnie L Cammarata</i>

STATE OF MISSOURI )  
COUNTY OF ~~JEFFERSON~~ <sup>ST. LOUIS</sup> ) SS

I, TJ Dohack, a resident of the State of Missouri, being first duly sworn say each signature to this Petition was made in my presence by, as I verily believe, the person whose name it purports to be.

*TJ Dohack*  
Signature of Affiant  
105 PISTIS ST 63010  
Address of Affiant

Subscribed and sworn to before me, a Notary Public in and for the County and State aforesaid, this 29 day of August, 2017.

Seal Venita R Keller  
Notary Public, State of Missouri

My Commission Expires:  
3-17-18







**MAXVILLE GARDENS SUBDIVISION**  
**Street and Sidewalk Slab Replacement and new Construction**

STREETS	ADDRESS	SIZE	SQ. YDS	DEPTH	COMMENTS
1763 Karpos		56 X 13	80.89	6 in.	
1760 Karpos		58 X 13	83.78	6 in.	
1740 Karpos		41 X 13	59.22	6 in.	
1739 Karpos		28 X 13	40.44	6 in.	
1733 - 1736 Karpos		87 X 13	125.67	6 in.	
Karpos at Entrance		5 X 13	7.22	6 in.	
Karpos Approach		10 X 19	21.11	6 in.	
Karpos Entrance Area		114 X 13	164.67	6 in.	
Karpos at Agape		14 X 13	20.22	6 in.	
Karpos at Agape		12 X 10	13.33	6 in.	
Karpos at Agape		27 X 13	39	6 in.	
2004 Agape		16 X 13	23.11	6 in.	
2013 Agape		27 X 13	39	6 in.	
2017 - 2026 Agape		53 X 13	75.56	6 in.	
Chara / Agape Intersection		55 X 13	79.44	6 in.	
Pistus / Chara		35 X 13	50.56	6 in.	
1824 Chara		4 X 30	13.33	6 in.	
1825 Chara		42 X 13	60.67	6 in.	
108 Pistis		15 X 13	21.67	6 in.	
112 Pistis		62 X 13	89.56	6 in.	
116 Pistis		30 X 13	43.33	6 in.	
120 Pistis		30 X 13	43.33	6 in.	
Pistis Cur-de-sec		30 X 13	43.33	6 in.	
132 Pistis		17 X 12	22.66	6 in.	
1844 Chara		25 X 13	36.11	6 in.	
Entrance at Chara		13 X 13	18.78	6 in.	
		<b>TOTAL</b>	<b>1316.99</b>		
ADDRESS	Height	Length	COMMENTS		

**MAXVILLE GARDENS SUBDIVISION**  
**Street and Sidewalk Slab Replacement and new Construction**

Vertical Curb (309 Eirene)	6 in.	4	Dowell at 12 inch on center
<b>SIDEWALK REPLACEMENT</b>	<b>SIZE</b>	<b>SQ. YDS</b>	<b>DEPTH</b>
Karpos Entrance	4 X 4	1.78	4 in.
701 Karpos	5 X 4	2.22	4 in.
133 Pistis	5 X 4	2.22	4 in.
125 Pistis	5 X 4	2.22	
<b>TOTAL</b>		<b>8.44</b>	
<b>NEW SIDEWALK CONSTRUCTION</b>	<b>SIZE</b>	<b>SQ. YDS</b>	<b>DEPTH (4 in)</b>
Karpos Main Entrance	117 X 4	52	
Karpos Main Drive	365 X 4	162.22	
2004 Agape Corner	122 X 4	54.22	
2027 - 2037 Agape	65 X 4	28.89	
2030 - 2038 Agape	78 X 4	34.66	
Chara Street	62 X 4	27.56	
1809 Chara Street	46 X 4	20.44	
Pistis Cul-de-sac	180 X 4	80	
308 Eirene Cul-de-sac to Karpos	180 X 4	80	
1752 Karpos across the street	40 X 4	17.78	
1727 Karpos	172 X 4	76.44	
2037/2038 Agape Drive	5 X 4	2.22	
Lot 14	51 X 4	22.67	
<b>TOTAL</b>		<b>659.1</b>	
	SAW CUTTING ESTIMATE =	900 feet	
<b>DRIVEWAY REPLACEMENT</b>			
2013 Agape	27 x 33	99 sy	Depth 6 in.

**MAXVILLE GARDENS SUBDIVISION**

**Street Sign Work**

ADDRESS	SIGN TYPE	WORK TO BE DONE
Subdivision Entrance	Speed Limit	one each
Subdivision Entrance	NO OUTLET	one each
Near Entrance	Street Name	one each
Through Subdivision	No Parking	20 each
	<b>SANITARY SEWER WORK</b>	<b>RTG = Raise to Grade</b>
<b>Address / Location</b>	<b>MANHOLE NUMBER</b>	<b>WORK TO BE DONE</b>
1711 Karpos	MH# 113 - Buried <u>0.67'</u>	RTG, Clean Out Bottom Debris
1719 Karpos	MH# 112 - Buried <u>1.0'</u>	RTG, Clean Out Bottom Debris
1723 Karpos	MH# 111 - Buried <u>0.7'</u>	RTG, Clean Out Bottom Debris
Between 1760 - 1766 Karpos	MH# 133 - Buried <u>0.7'</u>	RTG, Clean Out Bottom Debris
Between 1756 - 1760 Karpos	MH# 132	Reset Frame, Clean Out Bottom Debris
Between 1740 - 1744 Karpos	MH# 130 - Buried <u>0.5'</u>	RTG, Clean Out Bottom Debris
Between 1748 - 1752 Karpos	MH# 131	Clean Out Bottom
Between 2001 - 2005 Agape	MH# 109 - Buried <u>0.47'</u>	RTG, Clean Out Bottom Debris
2013 Agape	MH# 108 - Buried under driveway	RTG, Clean Out Bottom Debris
2014 Agape	MH# 102 - Buried <u>0.75'</u>	RTG, Clean Out Bottom Debris
Between 2026 - 2030 Agape	MH# 105	Reset Frame & Grade Ring, Clean Out bottom Debris
Between 2045 - 2046 Agape	MH# 107 - Buried <u>1.9'</u>	RTG, Clean Out Bottom Debris
Behind 2008 Agape	MH# 3 - By Sidewalk	Reset Frame, Clean Out Bottom Debris
100 Pistis	MH# 116 - Buried <u>0.67'</u>	RTG, Clean Out Bottom Debris
Between 1818 - 1824 Chara	MH# 117 - Buried <u>0.5'</u>	RTG, Clean Out Bottom Debris
Between 1849 - 1845 Chara	MH# 120 - Buried <u>0.67'</u>	RTG, Clean Out Bottom Debris
108 Pistis	MH# 121 - Buried <u>0.75'</u>	RTG, Clean Out Bottom Debris
116 Pistis	MH# 122 - Buried <u>2.92'</u>	RTG, Clean Out Bottom Debris
Between 120 - 124 Pistis	MH# 122.1 - Buried <u>1.67'</u>	RTG, Clean Out Bottom Debris
Between 141 - 137 Pistis	MH# 124 - Buried <u>0.25'</u>	RTG, Clean Out Bottom Debris
Behind 1837 Chara	MH# 125 - Buried <u>0.83'</u>	RTG, Clean Out Bottom Debris
309 Eirene	MH# 128 - Buried <u>0.75'</u>	RTG, Clean Out Bottom Debris

**MAXVILLE GARDENS SUBDIVISION  
STORM WATER WORK**

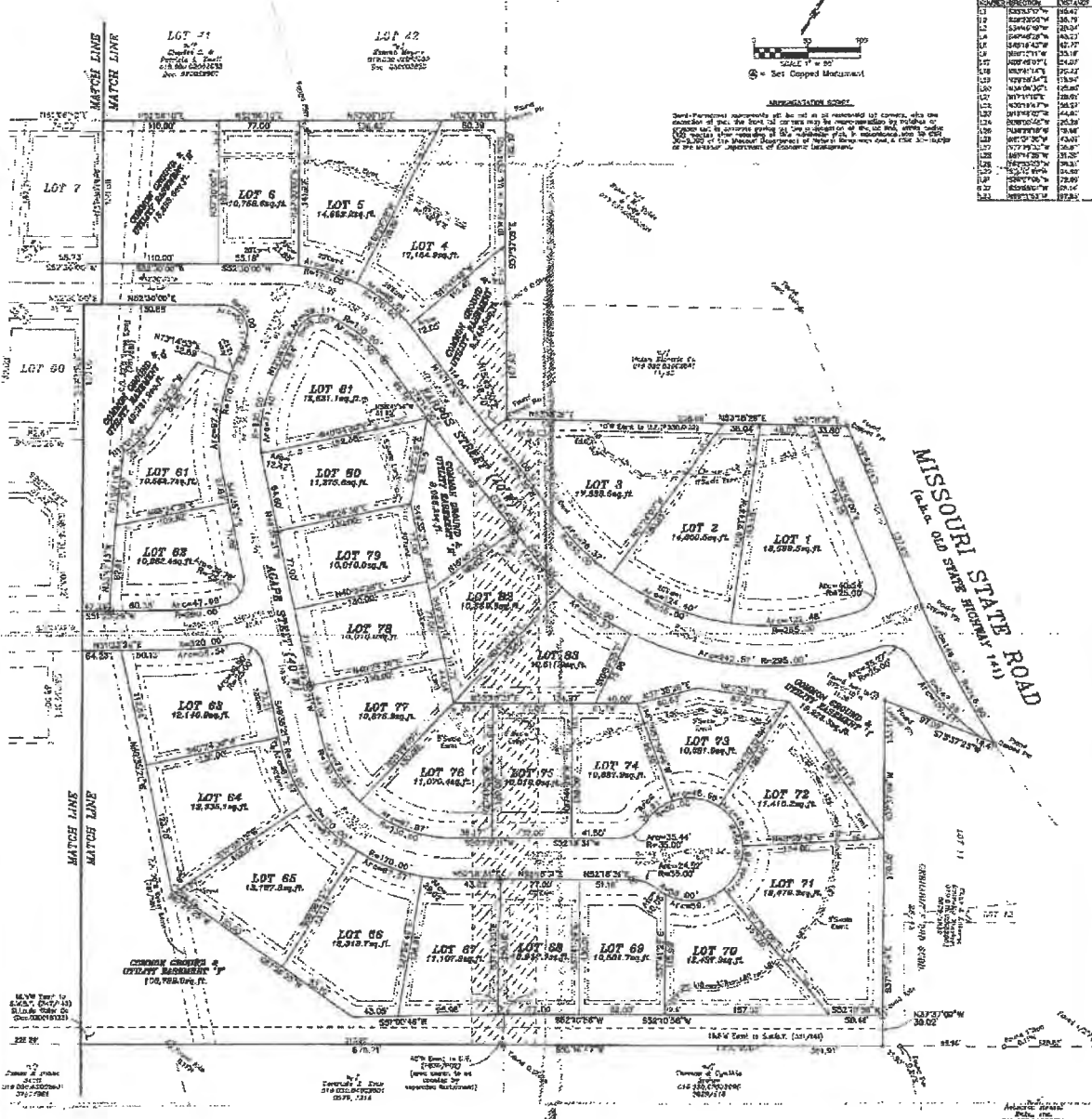
ADDRESS / LOCATION	STRUCTURE TYPE	WORK TO BE UNDERTAKEN
Across 1705 Karpos	Manhole #60	Add riser to bring to grade (raise 0.5')
1719 Karpos	Curb Inlet #64	Clean out silt and gravel
2038 Agape	Area Inlet #79	Adjust structure to receive storm flow
Behind 2022 Agape	Manhole #49 Est. buried 1.0'	Structure not found, raise to grade
2045 Agape	Manhole #81 Est. buried 1.83'	Buried, raise to grade or construct new
2038 Agape	Manhole #80 Est. buried 0.42'	Buried, raise to grade or construct new
All Area Inlets & Curb Inlets	AI and CI 32 each	Glue down storm water medallions (Opens to Stream)
2045 Agape	MH# 82	Buried, raise to grade
Behind 2026 Agape	Area Inlet#77	Not found, Raise to Grade
Between 2014/2018 Agape	MH#51	Buried 0.33', raise to grade
301 Eirene at Karpos	MH# 19	Buried 1.04', raise to grade
Karpos at Agape	MH# 56	Buried 1.0', raise to grade
Between 1760/1766 Karpos	MH# 43	Buried 0.71', raise to grade
1763 Karpos	MH# 44	Buried 1.42' raise to grade

# MAXVILLE GARDENS

A SUBDIVISION OF A TRACT OF LAND BEING PART OF  
 LOTS 13 AND 16 OF UNITED STATES SURVEY 2991,  
 TOWNSHIP 43 NORTH, RANGES 5 & 6 EAST  
 ALSO BEING PART OF VELDA TERRACE SUBDIVISION  
 City of Arnold, Jefferson County, Missouri

SEE TABLE FOR  
 SPREAD SHEETS

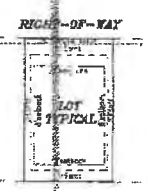
NO.	DESCRIPTION	ACRES
1	LOT 1	18,529.2 sq. ft.
2	LOT 2	14,000.0 sq. ft.
3	LOT 3	17,438.0 sq. ft.
4	LOT 4	17,104.0 sq. ft.
5	LOT 5	14,858.0 sq. ft.
6	LOT 6	10,758.0 sq. ft.
7	LOT 7	10,758.0 sq. ft.
8	LOT 8	10,758.0 sq. ft.
9	LOT 9	10,758.0 sq. ft.
10	LOT 10	10,758.0 sq. ft.
11	LOT 11	10,758.0 sq. ft.
12	LOT 12	10,758.0 sq. ft.
13	LOT 13	10,758.0 sq. ft.
14	LOT 14	10,758.0 sq. ft.
15	LOT 15	10,758.0 sq. ft.
16	LOT 16	10,758.0 sq. ft.
17	LOT 17	10,758.0 sq. ft.
18	LOT 18	10,758.0 sq. ft.
19	LOT 19	10,758.0 sq. ft.
20	LOT 20	10,758.0 sq. ft.
21	LOT 21	10,758.0 sq. ft.
22	LOT 22	10,758.0 sq. ft.
23	LOT 23	10,758.0 sq. ft.
24	LOT 24	10,758.0 sq. ft.
25	LOT 25	10,758.0 sq. ft.
26	LOT 26	10,758.0 sq. ft.
27	LOT 27	10,758.0 sq. ft.
28	LOT 28	10,758.0 sq. ft.
29	LOT 29	10,758.0 sq. ft.
30	LOT 30	10,758.0 sq. ft.
31	LOT 31	10,758.0 sq. ft.
32	LOT 32	10,758.0 sq. ft.
33	LOT 33	10,758.0 sq. ft.
34	LOT 34	10,758.0 sq. ft.
35	LOT 35	10,758.0 sq. ft.
36	LOT 36	10,758.0 sq. ft.
37	LOT 37	10,758.0 sq. ft.
38	LOT 38	10,758.0 sq. ft.
39	LOT 39	10,758.0 sq. ft.
40	LOT 40	10,758.0 sq. ft.
41	LOT 41	10,758.0 sq. ft.
42	LOT 42	10,758.0 sq. ft.
43	LOT 43	10,758.0 sq. ft.
44	LOT 44	10,758.0 sq. ft.
45	LOT 45	10,758.0 sq. ft.
46	LOT 46	10,758.0 sq. ft.
47	LOT 47	10,758.0 sq. ft.
48	LOT 48	10,758.0 sq. ft.
49	LOT 49	10,758.0 sq. ft.
50	LOT 50	10,758.0 sq. ft.
51	LOT 51	10,758.0 sq. ft.
52	LOT 52	10,758.0 sq. ft.
53	LOT 53	10,758.0 sq. ft.
54	LOT 54	10,758.0 sq. ft.
55	LOT 55	10,758.0 sq. ft.
56	LOT 56	10,758.0 sq. ft.
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58	LOT 58	10,758.0 sq. ft.
59	LOT 59	10,758.0 sq. ft.
60	LOT 60	10,758.0 sq. ft.
61	LOT 61	10,758.0 sq. ft.
62	LOT 62	10,758.0 sq. ft.
63	LOT 63	10,758.0 sq. ft.
64	LOT 64	10,758.0 sq. ft.
65	LOT 65	10,758.0 sq. ft.
66	LOT 66	10,758.0 sq. ft.
67	LOT 67	10,758.0 sq. ft.
68	LOT 68	10,758.0 sq. ft.
69	LOT 69	10,758.0 sq. ft.
70	LOT 70	10,758.0 sq. ft.
71	LOT 71	10,758.0 sq. ft.
72	LOT 72	10,758.0 sq. ft.
73	LOT 73	10,758.0 sq. ft.
74	LOT 74	10,758.0 sq. ft.
75	LOT 75	10,758.0 sq. ft.
76	LOT 76	10,758.0 sq. ft.
77	LOT 77	10,758.0 sq. ft.
78	LOT 78	10,758.0 sq. ft.
79	LOT 79	10,758.0 sq. ft.
80	LOT 80	10,758.0 sq. ft.
81	LOT 81	10,758.0 sq. ft.
82	LOT 82	10,758.0 sq. ft.
83	LOT 83	10,758.0 sq. ft.
84	LOT 84	10,758.0 sq. ft.
85	LOT 85	10,758.0 sq. ft.
86	LOT 86	10,758.0 sq. ft.
87	LOT 87	10,758.0 sq. ft.
88	LOT 88	10,758.0 sq. ft.
89	LOT 89	10,758.0 sq. ft.
90	LOT 90	10,758.0 sq. ft.
91	LOT 91	10,758.0 sq. ft.
92	LOT 92	10,758.0 sq. ft.
93	LOT 93	10,758.0 sq. ft.
94	LOT 94	10,758.0 sq. ft.
95	LOT 95	10,758.0 sq. ft.
96	LOT 96	10,758.0 sq. ft.
97	LOT 97	10,758.0 sq. ft.
98	LOT 98	10,758.0 sq. ft.
99	LOT 99	10,758.0 sq. ft.
100	LOT 100	10,758.0 sq. ft.



City of Arnold  
 Mayor: [Signature]  
 City Clerk: [Signature]  
 Approved Date: \_\_\_\_\_  
 Approved Date: \_\_\_\_\_

**BANK CERTIFICATE**  
 The undersigned holder of legal title of notes secured by Deed of Trust recorded in Document No. 000000000 of the Jefferson County Land Records for lots in and around in every detail of this subdivision of "MAXVILLE GARDENS"  
 IN WITNESS WHEREOF, I have signed and sealed this 20th day of October 2007  
 By: [Signature]  
 Title: [Title]  
 State of Missouri  
 County of Jefferson

On this 20th day of October 2007, before me personally appeared [Signature], to me personally known, who being of the City of Arnold, did say that he is the owner of the property described in the certificate of title and that he had executed the foregoing instrument in the corporate name of said corporation, and that said instrument was signed and sealed on behalf of said corporation, by authority of its Board of Directors, and he [Signature] acknowledges said instrument to be the true act and deed of said corporation.  
 IN TESTIMONY WHEREOF, I have hereunto set my hand and affixed my official seal in the County and State aforesaid, this day and year first above written.  
 My Commission Expires: [Date]  
 [Signature]  
 Notary Public, State of Missouri



I hereby certify that at the request of Fairbank Properties, Inc., we have on June 5<sup>th</sup>, 2007, executed a boundary survey and a plat thereon, and we have prepared a subdivision plat of a tract of land being part of Lots 13 and 16 of United States Survey 2991, Township 43 North, Range 5 East & 6 East, also being part of VELDA TERRACE SUBDIVISION, which is now being offered to Fairbank Properties, Inc. by deed recorded in Document No. 000000000 of the Jefferson County Land Records, Jefferson County, Missouri, and the results are shown hereon.  
 I declare that under my supervision and to the best of my belief, knowledge, experience and professional judgment, the results shown hereon were made in accordance with the normal minimum standards for such "LOT" property boundary surveys as set forth by the Missouri Department of Natural Resources, Division of Geology and Land Survey.  
 However, this plat has been compiled without the aid of a survey certificate of title, and therefore, may not conform to the requirements, restrictions or covenants of record, if any.  
 IN WITNESS WHEREOF, I have hereunto set my hand and affixed my official seal at my office in St. Louis, Missouri, this 19th day of October 2007.  
 ASSOCIATED [Signature]  
 DAVID WILEY 2512  
 P.O. Box 197  
 Madison, Missouri 63000  
 (636) 425-2512

EXHIBIT C











EXHIBIT D

**COST ESTIMATE – CATEGORY**

1) Street and Sidewalk slab replacement/new construction --	\$108,000.00
2) Street Sign work --	\$ 2,500.00
3) Sanitary Sewer work --	\$ 74,000.00
4) Storm Water work--	\$ 5,500.00
TOTAL ESTIMATED COST	\$190,000.00

**EXHIBIT E**

ParcelID	owner_name	owner_addr/est1	owner_cdn	owner_sta	zip	file_street_site	street_site	zip_cd	dec_deed	doc_deed	date	plot_f	plot_s	plot_e	plot_w	range	legal_desc	
190300200300240	MAXVILLE GARDENS POA																	6 MAXVILLE GARDENS COMMON GROUND G
190300200300219	TRAMEL DUANE K & SHANNON D	1818 CHARA ST	ARNOLD	MO	63010	1818 CHARA ST	63010	2011R-000	1/3/2011	000	252	10	30	43			6 MAXVILLE GARDENS LOT 28	
190300200300242	HOLTZCLAU THOMAS K ETAL	2008 AGAPE ST	ARNOLD	MO	63010	2008 AGAPE ST	63010	2012R-010	3/20/2012	000	252	10	30	43			6 MAXVILLE GARDENS LOT 62	
190300200300215	MAXVILLE GARDENS POA																	6 MAXVILLE GARDENS COMMON GROUND D
190300200300203	BOCHMEIER JOHN A & LINDA KAY	1719 KARPOS ST	ARNOLD	MO	63010	1719 KARPOS ST	63010	2014R-021	6/30/2014	000	252	10	30	43			6 MAXVILLE GARDENS LOT 4	
190300200300216	BISSON, JEFFREY	1837 CHARA ST	ARNOLD	MO	63010-2666	1837 CHARA ST	63010	2013R-033	8/20/2013	000	252	10	30	43			6 MAXVILLE GARDENS LOT 17	
190300200300107	JERICHOVIC JOHN P & KATIE A	1832 CHARA ST	ARNOLD	MO	63010	1832 CHARA ST	63010	2010R-036	10/6/2010	000	252	10	30	43			6 MAXVILLE GARDENS LOT 25	
190300200300249	MERLENBACH MICHAEL M & DEBRA E	2038 AGAPE ST	ARNOLD	MO	63010	2038 AGAPE ST	63010	2008R-019	5/12/2008	000	252	10	30	43			6 MAXVILLE GARDENS LOT 69	
190300200300228	ROBERTS RANDALL S & CHRISTI JV	1821 CHARA ST	ARNOLD	MO	63010	1821 CHARA ST	63010	2010R-019	6/9/2010	000	252	10	30	43			6 MAXVILLE GARDENS LOT 49	
190300200300241	VONGHTONGCHITTH VIENGKED & OLANONG	2004 AGAPE ST	ARNOLD	MO	63010	2004 AGAPE ST	63010	2014R-000	12/31/2013	000	252	10	30	43			6 MAXVILLE GARDENS LOT 61	
190300200300223	MAXVILLE GARDENS POA																	6 MAXVILLE GARDENS COMMON GROUND F
190300200300221	SHAW JASON & JULIA	108 PISTIS ST	ARNOLD	MO	63010	108 PISTIS ST	63010	2009R-025	6/11/2009	000	252	10	30	43			6 MAXVILLE GARDENS LOT 43	
190300200300201	BERRY MARK J & JULIE A	1721 KARPOS ST	ARNOLD	MO	63010	1721 KARPOS ST	63010	2010R-013	2/15/2010	000	252	10	30	43			6 MAXVILLE GARDENS LOT 3	
190300200300207	DEWZ KEVIN & KELLY	1701 KARPOS ST	ARNOLD	MO	63010	1701 KARPOS ST	63010	2010R-013	4/23/2010	000	252	10	30	43			6 MAXVILLE GARDENS LOT 1	
190300200300211	LAPE JAMES W & VIRGINIA	1763 KARPOS ST	ARNOLD	MO	63010	1763 KARPOS ST	63010	2016R-037	11/18/2016	000	252	10	30	43			6 MAXVILLE GARDENS LOT 10	
190300200300208	ALHALABI MOHAMMAD Z & BRENDA S	1705 KARPOS ST	ARNOLD	MO	63010	1705 KARPOS ST	63010	2012R-011	3/29/2012	000	252	10	30	43			6 MAXVILLE GARDENS LOT 2	
190300200300248	BOVD GAYLE G & CAROLYN M	2090 AGAPE ST	ARNOLD	MO	63010	2090 AGAPE ST	63010	2014R-003	1/20/2011	000	252	10	30	43			6 MAXVILLE GARDENS LOT 67	
190300200300206	MAXVILLE GARDENS POA																	6 MAXVILLE GARDENS COMMON GROUND B
190300200300243	DOUZE JODIE A & MATTHEW	2014 AGAPE ST	ARNOLD	MO	63010	2014 AGAPE ST	63010	2009R-005	1/30/2009	000	252	10	30	43			6 MAXVILLE GARDENS LOT 63	
190300200300202	MAXVILLE GARDENS POA																	6 MAXVILLE GARDENS COMMON GROUND A
190300200300210	MAXVILLE GARDENS POA																	6 MAXVILLE GARDENS COMMON GROUND C
190300200300238	SABOURN WILLIAM & JANET M	1740 KARPOS ST	ARNOLD	MO	63010	1740 KARPOS ST	63010	2014R-028	9/10/2014	000	252	10	30	43			6 MAXVILLE GARDENS LOT 59	
190300200300224	MCKENZIE KRISTAL R & MICHAEL S	100 PISTIS ST	ARNOLD	MO	63010	100 PISTIS ST	63010	2009R-041	9/25/2009	000	252	10	30	43			6 MAXVILLE GARDENS LOT 45	
190300200300234	REID RICKEY L & SHARON K	1760 KARPOS ST	ARNOLD	MO	63010	1760 KARPOS ST	63010	2013R-041	10/21/2013	000	252	10	30	43			6 MAXVILLE GARDENS LOT 54	
190300200300236	MCQUEEN ALAN D & LORI ANN	1748 KARPOS ST	ARNOLD	MO	63010	1748 KARPOS ST	63010	2008R-039	10/10/2008	000	252	10	30	43			6 MAXVILLE GARDENS LOT 57	
190300200300214	BURNETT WILLIAM F & PATRICIA W	309 ERENE ST	ARNOLD	MO	63010	309 ERENE ST	63010	2006R-035	9/9/2006	000	252	10	30	43			6 MAXVILLE GARDENS LOT 13	
190300200300222	DAVIS STEVEN & JEAN	1766 KARPOS ST	ARNOLD	MO	63010	1766 KARPOS ST	63010	2009R-009	2/20/2009	000	252	10	30	43			6 MAXVILLE GARDENS LOT 53	
190300200300213	FRIEDMANTODD C & NICOLE M	305 ERENE ST	ARNOLD	MO	63010	305 ERENE ST	63010	2009R-019	4/30/2009	000	252	10	30	43			6 MAXVILLE GARDENS LOT 12	
190300200300231	KOSTIYKA DONALD W & SANDRA J	207 AGAPE ST	ARNOLD	MO	63010	207 AGAPE ST	63010	2011R-017	6/1/2011	000	252	10	30	43			6 MAXVILLE GARDENS LOT 52	
190300200300235	VALENTI LAWRENCE J & PATRICIA	1752 KARPOS ST	ARNOLD	MO	63010	1752 KARPOS ST	63010	2009R-011	3/10/2009	000	252	10	30	43			6 MAXVILLE GARDENS LOT 56	
190300200300245	JACKSON JOSHUA J	2022 AGAPE ST	ARNOLD	MO	63010	2022 AGAPE ST	63010	2012R-031	10/9/2012	000	252	10	30	43			6 MAXVILLE GARDENS LOT 65	
190300200300265	SCHER DAVID & ANGELA	137 PISTIS ST	ARNOLD	MO	63010	137 PISTIS ST	63010	2009R-017	4/21/2009	000	252	10	30	43			6 MAXVILLE GARDENS LOT 35	
190300200300239	OLSEN PATRICIA J	1736 KARPOS ST	ARNOLD	MO	63010	1736 KARPOS ST	63010	2016R-010	2/26/2016	000	252	10	30	43			6 MAXVILLE GARDENS LOT 60	
190300200300230	RANDAZZO SANTO A & BEVERLY J	1829 CHARA ST	ARNOLD	MO	63010	1829 CHARA ST	63010	2015R-021	6/25/2015	000	252	10	30	43			6 MAXVILLE GARDENS LOT 51	
190300200300150	GELENCR GORDON & LINDA	1841 CHARA ST	ARNOLD	MO	63010	1841 CHARA ST	63010	2015R-026	8/14/2015	000	252	10	30	43			6 MAXVILLE GARDENS LOT 18	
190300200300205	LEACHMAN ANNE E	1727 KARPOS ST	ARNOLD	MO	63010	1727 KARPOS ST	63010	2010R-040	11/8/2010	000	252	10	30	43			6 MAXVILLE GARDENS LOT 6	
190300200300212	CZARNECKI CHAD & CALUSTRO GIINA	301 ERENE ST	ARNOLD	MO	63010	301 ERENE ST	63010	2009R-045	10/29/2009	000	252	10	30	43			6 MAXVILLE GARDENS LOT 11	
190300200300244	LOFTON JEFFREY D & MINDY E	2018 AGAPE ST	ARNOLD	MO	63010	2018 AGAPE ST	63010	2009R-034	8/10/2009	000	252	10	30	43			6 MAXVILLE GARDENS LOT 64	
190300200300222	OSTRANDER TIMOTHY & DANIEL	104 PISTIS ST	ARNOLD	MO	63010	104 PISTIS ST	63010	2009R-048	11/25/2009	000	252	10	30	43			6 MAXVILLE GARDENS LOT 84	
190300200300237	FLAZZE HELEN A	1744 KARPOS ST	ARNOLD	MO	63010	1744 KARPOS ST	63010	2010R-021	6/25/2010	000	252	10	30	43			6 MAXVILLE GARDENS LOT 58	
190300200300208	FLAMINGAN HEIDI A	1735 KARPOS ST	ARNOLD	MO	63010	1735 KARPOS ST	63010	2013R-003	1/18/2013	000	252	10	30	43			6 MAXVILLE GARDENS LOT 7	
190300200300159	DIFURLO WITZI & DAVID	121 PISTIS ST	ARNOLD	MO	63010	121 PISTIS ST	63010	2010R-029	8/25/2010	000	252	10	30	43			6 MAXVILLE GARDENS LOT 19	
190300200300151	BES DOUGLAS	1845 CHARA ST	ARNOLD	MO	63010	1845 CHARA ST	63010	2009R-048	11/20/2009	000	252	10	30	43			6 MAXVILLE GARDENS LOT 31	
190300200300171	VONDERHEIDE TINA M & PAUL E	112 PISTIS ST	ARNOLD	MO	63010	112 PISTIS ST	63010	2009R-038	8/28/2009	000	252	10	30	43			6 MAXVILLE GARDENS LOT 42	
190300200300317	MILANI ROBERT J	1828 CHARA ST	ARNOLD	MO	63010	1828 CHARA ST	63010	2010R-044	12/14/2010	000	252	10	30	43			6 MAXVILLE GARDENS LOT 26	
190300200300229	BUCHHEIMER KURT & LISA	1825 CHARA ST	ARNOLD	MO	63010	1825 CHARA ST	63010	2010R-003	1/27/2010	000	252	10	30	43			6 MAXVILLE GARDENS LOT 50	
190300200300106	BRUNTS BRUCE A & KAREN S	133 PISTIS ST	ARNOLD	MO	63010	133 PISTIS ST	63010	2010R-011	4/6/2010	000	252	10	30	43			6 MAXVILLE GARDENS LOT 34	
190300200300247	FALKNER PROPERTIES INC	PO BOX 639	ARNOLD	MO	63028	2034 AGAPE ST	63010	50009395	2/1/2005	000	252	10	30	43			6 MAXVILLE GARDENS LOT 68	

1903000000000246	LUTH ROBERT N & CATHERINE	2026 AGAPE ST	ARNOLD	MO	63010	2026 AGAPE ST	63010	2013R-011	3/15/2013	0300	252	10	30	43	6	MAXVILLE GARDENS LOT 66	
190300000001061	JONES JAMIL C	1329 PISTIS ST	ARNOLD	MO	63010	1329 PISTIS ST	63010	2010R-012	4/7/2010	0300	252	10	30	43	6	MAXVILLE GARDENS LOT 33	
190300000001068	LUCAS WILLIAM L JR & MORGAN M	115 PISTIS ST	ARNOLD	MO	63010	115 PISTIS ST	63010	2011R-009	3/28/2011	0300	252	10	30	43	6	MAXVILLE GARDENS LOT 30	
1903000000000229	BARTHELEMY EARL R JR	1800 CHARA ST	ARNOLD	MO	63010	1809 CHARA ST	63010	2016R-025	4/20/2016	0300	252	10	30	43	6	MAXVILLE GARDENS LOT 46	
1903000000000227	REEMAN THOMAS & JODI	1817 CHARA ST	ARNOLD	MO	63010	1817 CHARA ST	63010	2015R-041	12/8/2015	0300	252	10	30	43	6	MAXVILLE GARDENS LOT 48	
190300000001066	BRICKER ANDREW M & BISHAL	125 PISTIS ST	ARNOLD	MO	63010-266	125 PISTIS ST	63010	2011R-007	3/2/2011	0300	252	10	30	43	6	MAXVILLE GARDENS LOT 32	
1903000000000218	BIRDGES DANIEL D & LORI M	1824 CHARA ST	ARNOLD	MO	63010	1824 CHARA ST	63010	2015R-011	4/14/2015	0300	252	10	30	43	6	MAXVILLE GARDENS LOT 27	
1903000000000220	DOHACK THOMAS J & BOJING CHERYL	105 PISTIS ST	ARNOLD	MO	63010	105 PISTIS ST	63010	2010R-032	9/13/2010	0300	252	10	30	43	6	MAXVILLE GARDENS LOT 29	
1903000000000054	MATLOCK KENT W & MELISSA M	1844 CHARA ST	ARNOLD	MO	63010	1844 CHARA ST	63010	2010R-022	6/30/2010	0300	252	10	30	43	6	MAXVILLE GARDENS LOT 22	
1903000000000233	DENAITALE PATRICK J & THANA D	1756 KARPOS ST	ARNOLD	MO	63010-267	1756 KARPOS ST	63010	2010R-017	5/21/2010	0300	252	10	30	43	6	MAXVILLE GARDENS LOT 55	
1903000000000228	LEEKER JEFFREY R & DEBORAH A	1813 CHARA ST	ARNOLD	MO	63010	1813 CHARA ST	63010	2014R-011	4/21/2014	0300	252	10	30	43	6	MAXVILLE GARDENS LOT 47	
1903000000000204	RESSETARTS JOHN P & KAREN D	1723 KARPOS ST	ARNOLD	MO	63010	1723 KARPOS ST	63010	2011R-005	2/11/2011	0300	252	10	30	43	6	MAXVILLE GARDENS LOT 5	
1903000000000207	DOMBENIA ALBERT R	1745 KARPOS ST	ARNOLD	MO	63010	1745 KARPOS ST	63010	2015R-017	6/10/2015	0300	252	10	30	43	6	MAXVILLE GARDENS LOT 9	
1903000000000264	MAXVILLE GARDENS POA	1840 CHARA ST	ARNOLD	MO	63010-266	1840 CHARA ST	63010	2011R-004	1/27/2011	0300	252	10	30	43	6	MAXVILLE GARDENS COMMON GROUND 1	
1903000000000205	GRAHAM LYNN C & BREKA	1739 KARPOS ST	ARNOLD	MO	63010	1739 KARPOS ST	63010	2016R-029	9/8/2016	0300	252	10	30	43	6	MAXVILLE GARDENS LOT 8	
1903000000000209	TINKEN SUE L & PARKER REKALL S	2001 AGAPE ST	ARNOLD	MO	63010	2001 AGAPE ST	63010	2011R-035	11/3/2011	0300	252	10	30	43	6	MAXVILLE GARDENS LOT 81	
1903000000000263	GAINUS ADAM & ERIN	1836 CHARA ST	ARNOLD	MO	63010	1836 CHARA ST	63010	2013R-027	7/3/2013	0300	252	10	30	43	6	MAXVILLE GARDENS LOT 24	
1903000000010055	BEHRENS JOSEPHINE A TRUST	2013 AGAPE ST	ARNOLD	MO	63010	2013 AGAPE ST	63010	2013R-039	7/15/2013	0300	252	10	30	43	6	MAXVILLE GARDENS LOT 78	
1903000000000285	STEGMANN JASON M & DONI L	2009 AGAPE ST	ARNOLD	MO	63010	2009 AGAPE ST	63010	2013R-033	7/28/2013	0300	252	10	30	43	6	MAXVILLE GARDENS LOT 79	
1903000000000259	PATEL MILAP & NEHA	2005 AGAPE ST	ARNOLD	MO	63010	2005 AGAPE ST	63010	2013R-031	7/10/2013	0300	252	10	30	43	6	MAXVILLE GARDENS LOT 80	
1903000000000260	CAMVARATA NICHOLUS & RONNIE	128 PISTIS ST	ARNOLD	MO	63010	128 PISTIS ST	63010	2014R-016	3/7/2014	0300	252	10	30	43	6	MAXVILLE GARDENS LOT 38	
1903000000010097	PRESSON ANDREW & STEPHANIE	120 PISTIS ST	ARNOLD	MO	63010	120 PISTIS ST	63010	2014R-019	6/17/2014	0300	252	10	30	43	6	MAXVILLE GARDENS LOT 40	
1903000000010098	PARKER ROBERT A & AMY E	PO BOX 639	FESTUS	MO	63028	PO BOX 639	50009385	2/15/2005	0300	252	10	30	43	6	MAXVILLE GARDENS LOT 82		
1903000000000265	QUAMTE JAMIS E & THERESA R	2027 AGAPE ST	ARNOLD	MO	63010	2027 AGAPE ST	63010	2012R-012	6/20/2012	0300	267	78	10	30	43	6	MAXVILLE GARDENS BDRY ADJ LOT 76A
1903000000000250	HOSKINS CHARLES E & AMY L	2042 AGAPE ST	ARNOLD	MO	63010	2042 AGAPE ST	63010	2011R-024	8/9/2011	0300	252	10	30	43	6	MAXVILLE GARDENS LOT 70	
1903000000000257	DUNFEE MICHAEL W & STEPHANIE K	2017 AGAPE ST	ARNOLD	MO	63010	2017 AGAPE ST	63010	2012R-021	5/31/2012	0300	267	78	10	30	43	6	MAXVILLE GARDENS BDRY ADJ LOT 77A
1903000000000255	FAULKNER PROPERTIES INC	PO BOX 639	FESTUS	MO	63028	PO BOX 639	50009385	2/15/2005	0300	252	10	30	43	6	MAXVILLE GARDENS LOT 75		
1903000000000254	KRUKS MARTIN & SANDRA	2037 AGAPE ST	ARNOLD	MO	63010	2037 AGAPE ST	63010	2015R-029	9/2/2015	0300	252	10	30	43	6	MAXVILLE GARDENS LOT 74	
1903000000010054	JERCHOWIC NICOLE	141 PISTIS ST	ARNOLD	MO	63010	141 PISTIS ST	63010	2015R-048	9/2/2015	0300	252	10	30	43	6	MAXVILLE GARDENS LOT 36	
1903000000000253	BEAN JAMES T & DEENA L	2041 AGAPE ST	ARNOLD	MO	63010	2041 AGAPE ST	63010	2013R-048	12/20/2013	0300	252	10	30	43	6	MAXVILLE GARDENS LOT 35	
1903000000010088	SOMMERKAMP RAYMOND S & JENNIFER L	124 PISTIS ST	ARNOLD	MO	63010	124 PISTIS	63010	2014R-001	1/14/2014	0300	252	10	30	43	6	MAXVILLE GARDENS LOT 39	
1903000000010065	SHEPARD TROY L & MELANIE	132 PISTIS ST	ARNOLD	MO	63010	132 PISTIS ST	63010	2013R-048	12/23/2013	0300	252	10	30	43	6	MAXVILLE GARDENS LOT 37	
1903000000010070	BUCHOLTZ KEVIN J & VICTORIA P	116 PISTIS ST	ARNOLD	MO	63010	116 PISTIS ST	63010	2013R-044	11/8/2013	0300	252	10	30	43	6	MAXVILLE GARDENS LOT 41	
1903000000000251	MAYER THOMAS J & KATHLEEN	2045 AGAPE ST	ARNOLD	MO	63010-265	2045 AGAPE ST	63010	2016R-005999	6/20/2016	0300	252	10	30	43	6	MAXVILLE GARDENS LOT 71	
1903000000000262	MAXVILLE GARDENS POA	2046 AGAPE ST	ARNOLD	MO	63010	2046 AGAPE ST	63010	2012R-012	6/20/2012	0300	252	10	30	43	6	MAXVILLE GARDENS LOT 72	
1903000000000093	TRAN BRYAN T & QUINNIE P	1706 KARPOS ST	ARNOLD	MO	63010	1706 KARPOS ST	63010	2015R-001	1/13/2015	0300	252	10	30	43	6	MAXVILLE GARDENS COMMON GROUND H	
1903000000010047	KAB CONSTRUCTION CO LLC	PO BOX 505	IMPERIAL	MO	63010-265	PO BOX 505	63010	2014R-017	6/6/2014	0300	252	10	30	43	6	MAXVILLE GARDENS LOT 83	
1903000000010048	JAMES TYLER D & COURTNEY E	312 EBERNE ST	ARNOLD	MO	63010	312 EBERNE ST	63010	2015R-094	10/16/2015	0300	252	10	30	43	6	MAXVILLE GARDENS LOT 14	
1903000000010049	CHISM JEFFREY C & SONYAR R	308 EBERNE ST	ARNOLD	MO	63010	308 EBERNE ST	63010	2015R-010	4/6/2015	0300	252	10	30	43	6	MAXVILLE GARDENS LOT 16	
1903000000010052	RYMER CARMEN M & CHARLES P	1849 CHARA ST	ARNOLD	MO	63010	1849 CHARA ST	63010	2014R-024	8/15/2014	0300	252	10	30	43	6	MAXVILLE GARDENS LOT 70	
1903000000010053	WHITLOCK DAVID & JESSICA	1848 CHARA ST	ARNOLD	MO	63010-265	1848 CHARA ST	63010	2013R-041	10/11/2013	0300	252	10	30	43	6	MAXVILLE GARDENS LOT 21	
1903000000010055	MAXVILLE GARDENS POA										252	10	30	43	6	MAXVILLE GARDENS COMMON GROUND E	