

**CITY OF BELLEFONTAINE NEIGHBORS, MISSOURI  
BOARD OF ALDERMEN MEETING  
THURSDAY MARCH 7<sup>TH</sup>, 2024-7:30 PM  
PRE MEETING AT 7:00 PM**

**Notice is hereby given that the City of Bellefontaine Neighbors will hold a Board of Aldermen meeting on Thursday, March 7, 2024, at 7:30 p.m. at City Hall, 9641 Bellefontaine Road, Bellefontaine Neighbors, and MO. 63137.**

Persons interested in making their views known on any matter will be able to speak during the meeting under “Public Comments”. In addition, anyone may send an email with his or her comments to the City Clerk at [sruffin-hall@cityofbn.com](mailto:sruffin-hall@cityofbn.com) no later than Thursday, March 7, 2024 by 12:00 pm. All comments received by email will be entered into the public record and publicly as time allows. All emailed comments will also be distributed to the entire Board at or before the meeting.

**AGENDA**  
**BELLEFONTAINE NEIGHBORS BOARD OF ALDERMEN**  
**REGULAR BOARD MEETING**  
**BELLEFONTAINE NEIGHBORS CITY HALL**  
**9641 BELLEFONTAINE RD BELLEFONTAINE NEIGHBORS, MO. 63137**  
**THURSDAY-MARCH 7<sup>TH</sup>, 2024-7:30 PM**

**PRE MEETING AT 7:00 PM**

1. **CALL THE MEETING TO ORDER**
2. **PLEDGE OF ALLEGIANCE TO THE FLAG**
3. **ROLL CALL**
4. **APPROVAL OF AGENDA**
5. **MEETING OPEN TO THE PUBLIC-(3 MINUTE LIMIT)**
6. **PRESENTATION OF UNAPPROVED MINUTES**
  - **B.O.A Meeting Minutes -02-15-24**
7. **APPROVAL OF INVOICES (DIRECTOR OF FINANCE-LORI LENZ)**
  - **02-10-24 through 02-23-2024-\$70,438.34**
8. **PARKS AND RECREATION REPORT**
  - **No Report**
9. **STREET DEPARTMENT REPORT- (DIRECTOR-JEFF ROSS)**
  - **No Report**
10. **NEW BUSINES**
  - **LIQUOR LICENSE-GATEWAY MARKET**
  - **POLICE CARS PURCHASE**
    - A. **Information Attached**
  - **BILL NO. 2685- AN ORDINANCE AMENDING SECTION 2-42 OF THE BELLEFONTAINE NEIGHBORS, MISSOURI, CODE OF ORDINANCES AND ADOPTING AN AMENDMENT TO THE PERSONNEL RULES AND REGULATIONS TO APPROVE THE CITY OF BELLEFONTAINE NEIGHBORS, MISSOURI EMPLOYEE**

**11. OLD BUSINESS:**

- **BILL NO. 2684 -AN ORDINANCE AUTHORIZING AND DIRECTING THE MAYOR OF THE CITY OF BELLEFONTAINE NEIGHBORS, MISSOURI, TO EXECUTE AND ENTER INTO A LEASE AGREEMENT ON BEHALF OF THE CITY OF BELLEFONTAINE NEIGHBORS WITH AMERICOM IMAGING SYSTEMS, INC. (INTRODUCED BY ALDERWOMAN ALEASE DAILES)**
- **APPOINTMENT OF CHIEF OF POLICE**
- **ARPA FUNDS DISCUSSION**

**12. BOARD OF ALDERMAN REPORTS**

**13. MAYORS REPORT**

**14. ADJOURNMENT**

**NOTICE IS HEREBY GIVEN THAT ON THE 7<sup>TH</sup> DAY OF MARCH, 2024 SUBJECT TO A MOTION DULY MADE AND ADOPTED, THE BOARD OF ALDERPERSONS MAY HOLD A CLOSED MEETING FOR THE PURPOSE OF DISCUSSING MATTERS RELATING TO ONE OR MORE OF THE FOLLOWING: LEGAL ACTIONS, CAUSES OF ACTION, LITIGATION OR PRIVILEGED COMMUNICATIONS BETWEEN THE CITY'S REPRESENTATIVES AND ITS ATTORNEYS (SEC. 610.021(1): LEASE, PURCHASE OR SALE OF REAL ESTATE (SEC. 610.021(2); HIRING, FIRING DISCIPLINING OR PROMOTING EMPLOYEES (SEC. 610.021(3); PREPARATION FOR NEGOTIATIONS WITH EMPLOYEE GROUPS (SEC. 610.021(9); BIDDING SPECIFICATIONS (SEC 610.021(11); AND /OR PROPRIETARY TECHNOLOGICAL MATERIALS (SEC 610.02 (15).**

**THIS AGENDA WITH PUBLIC NOTICE OF THE BOARD OF ALDERPERSON'S MEETING ON MARCH 7<sup>TH</sup> 2024 WAS POSTED ON MARCH 6<sup>TH</sup> , 2024 AT 5:00 PM IN BELLEFONTAINE NEIGHBORS CITY HALL (FRONT DOOR) AND ON THE CITY'S WEBPAGE AT [www.cityofbn.com](http://www.cityofbn.com). FOR A COPY, CONTACT THE CITY CLERK'S OFFICE.**

**COPIES OF THIS NOTICE MAY BE OBTAINED BY CONTACTING SEMMIE RUFFIN-HALL, CITY CLERK, CITY OF BELLEFONTAINE NEIGHBORS-9641 BELLEFONTAINE ROAD-ST. LOUIS, MO 63137-(314) 867-0076.**

**CITY OF BELLEFONTAINE NEIGHBORS, MISSOURI  
BOARD OF ALDERMEN AND MAYOR MEETING MINUTES  
THURSDAY, FEBRUARY 15, 2024-7:31PM**

**PRESENT Mayor Dinah Tatman, City Attorney Dorothy White-Coleman, Treasurer Rick Rognan, Finance Director Lori Lenz and City Clerk Semmie Ruffin-Hall.**

**Mayor Tatman CALLED MEETING TO ORDER at 8:18 p.m.**

**Pledge of Allegiance**

**ROLL CALL: City Clerk Semmie Ruffin Hall called the roll:**

- Alderwoman Theresa Hester- Present
- Alderwoman Peg Warnusz- Present
- Alderwoman Lynette VonSeggern-Excused Absence
- Alderman (Board President) James Thomas, Sr.- Present
- Alderwoman Regina Harmon-Ward- Present
- Alderwoman Alease Dailes- Present
- Alderwoman Alicia Smith- Present

**Six Present/One Excused Absence -Quorum was established.**

**MOTION TO APPROVE THE AGENDA**

**Alderwoman Alease Dailes motioned to approve the agenda for Thursday, February 15, 2024 with amendment for items #6, 7, 8 and 10 for the record and would like to add for the vote Bellefontaine Home Improvement so after new business add discussion of the \$400,000.00 for \$100,000.00 for each ward open for discussion to be added to the agenda; seconded by President James Thomas, Sr.**

**City Clerk Semmie Ruffin Hall called the roll for approval of agenda:**

- Alderwoman Theresa Hester-Yes
- Alderwoman Peg Warnusz-Yes
- Alderman (Board President) James Thomas, Sr.-Yes
- Alderwoman Regina Harmon-Ward-Yes
- Alderwoman Alease Dailes-Yes
- Alderwoman Alicia Smith-Yes

**6-Yays/0-Nays. Motion passes.**

**MEETING OPEN TO THE PUBLIC (With 3-minute time limit)**

**Felicia Bishop-10XX Fontaine Place**

-I want to take a few moments to speak on my experience. In my 8 months here, I have worked under the most hostile, toxic environment imaginable.

-I will not bite my tongue regardless to whom.

-I May disagree. "These ae my experiences", Alease Dailes you have displayed a level if unprofessionalism,

-Disrespect and bullying toward me. To the remaining administration, you are al at fault to a certain extent.

-Because you all know how she treats me, yet no one calls her on her crap. It is clear there is a four against three

-Board. Alease Dailes you are evil and vindictive, you changed on me once you realized I was not a "yes" person.

-As for now I feel the time is not a good pairing. I will soon part ways as code enforcer and become active as a citizen.

-This will allow me to speak freely without feeling censored, or the board retaliating.

-I would love to stay, maybe-If things change I can come back, I am full of knowledge, information and documentation regarding my concerns of Mistreatment.

**Carla Hudson-24XX Harbor Landing Circle**

-Read letter. Letter is attached.

**Anthony Green-92XX Waldorf Drive**

-Did send a letter out to everyone on the .dais that the Mayor cannot reconcile the accounts. I know we have a big problem with these bank recs because I have been at this podium numerous times with the previous Mayor.

-When we get our treasurer report I want to know how many more banks recs need to be done for the FYI 2022 Audit.

**MOTION TO APPROVE THE UNAPPROVED MINUTES**

➤ **B.O.A Meeting Minutes-01-04-24**

➤ **B.O.A Meeting Minutes-01-18-24**

**President James Thomas, Sr. made a motion to approve B.O.A 01-04-24 and the B.O.A Meeting Minutes from 01-18-24, second by Alderwoman Alease Dailes. No Discussion.**

**City Clerk Semmie Ruffin Hall called the roll for approval of unapproved minutes:**

- Alderwoman Alicia Smith-Yes
- Alderwoman Alease Dailes-Yes
- Alderwoman Regina Harmon-Ward-Yes
- Alderman (Board President) James Thomas, Sr.-Yes
- Alderwoman Peg Warnusz-Yes
- Alderwoman Theresa Hester-Yes

**6-Yays/0-Nays. Motion passes.**

**MOTION TO APPROVE THE INVOICES**

➤ **01-11-2024 through 01-30-2024-\$67,865.75**

**President James Thomas, Sr. motioned to approve the invoices dates January 11, 2024 through January 30, 2024 for \$67,865.75; Seconded by Alderwoman Regina Harmon-Ward. No discussion.**

**City Clerk Semmie Ruffin Hall called the roll for approval of invoices dated 01-11-2024 through 01-30-2024 in the amount of \$67,865.75.**

- Alderwoman Alicia Smith-No
- Alderwoman Alease Dailes-No
- Alderwoman Regina Harmon-Ward-Yes
- Alderman (Board President) James Thomas, Sr.-Yes
- Alderwoman Peg Warnusz-Yes
- Alderwoman Theresa Hester-Yes

**4 Yays/2-Nays. Motion passes.**

➤ **01-31-2024 through 02-09-2024-\$919,882.03**

**President James Thomas, Sr. motioned to approve the invoices dates January 31, 2024 through February 9, 2024 for \$919,882.03; Seconded by Alderwoman Peg Warnusz.**

**Discussion**

**Alderwoman Alease Dailes stated, President Thomas sent an email for check #46802 (special events) of \$910.84. I would like to have (motioned) that removed for further review. Mayor Tatman stated that is the mailing of the Mayors end of year report and you are asking for that to be pulled. Alderwoman Dailes stated yes for further review. Seconded by Alderwoman Alicia Smith.**

**City Clerk Semmie Ruffin Hall called the roll for removal of check #46802 for \$910.84.**

- Alderwoman Alicia Smith-Yes
- Alderwoman Alease Dailes-Yes
- Alderwoman Regina Harmon-Ward-No
- Alderman (Board President) James Thomas, Sr.-Yes
- Alderwoman Peg Warnusz-No
- Alderwoman Theresa Hester-No

**3 Yays/3-Nays. Motion fails.**

**Alderwoman Alicia Smith stated** she wanted it to go on record as to why she voted no, there is no bill in this\is packet.

**City Clerk Semmie Ruffin Hall called the roll for approval of invoices 01-31-2024 through 02-09-2024-\$919,882.03**

- Alderwoman Alicia Smith-No
- Alderwoman Alease Dailes-No
- Alderwoman Regina Harmon-Ward-Yes
- Alderman (Board President) James Thomas, Sr.-Yes
- Alderwoman Peg Warnusz-Yes
- Alderwoman Theresa Hester-Yes

**4-Yays/2-Nays. Motion passes.**

**TREASURERS REPORT (RICK ROGNAN)**

-Keep in mind this report goes all the way past page 17. (Alderwoman Dailes asked if this is unaudited December report)-Rick stated correct. The last three pages we already discussed at the last open meeting, which was bank accounts and payroll. So know what we are going to do is concentrate on page 2 and 3 and the pages In between page numbers 4 through page number 14(those are the details behind the pages we will speak to tonight.

- Page 2 represents the summary of revenue and expenses.
- Category 4 is what we are concentrating on; keep in mind we are six months in (this is July 1 through December 31). Means 50% threshold is our threshold.
- Category 6 is difference between the first 6 months of this year and the first six months of last year. Therefore, you get a quick comparison.
- Start up above General Fund Revenue you are at 47.55%, so we are slightly below where we should be at this point.
- Then you look down the expenses:

- A. Administration is only at 28.74%
- B. Courts are at 38.19%
- C. Street Department right now is at 62.05%
- D. Recreation Center is at 77.74%
- E. Police Department is at 47.44%

In total, the departments are at 47.26%, which almost mirrors where you are at with revenue. So the revenue coming in almost equates to what we are spending by department. No keep in mind when you look at the street department 62.05% some of the expenses related to payroll are sitting up in administration in that budget. Because that happened before we separated and called it Public Works. So some of those expenses for salary sit up there. So that is why you see the street department right now appears to be over budgeted. When we did the budget in 2022/2023, some of the personnel in street department was embedded in administration. Because of that, the street department will look over budgeted for this year. Now the rec center, that is real, the rec center will be over budgeted on payroll cost, we already know that 77.74% is beyond 9 months. Nine months is 75%. Therefore, that means you are already running payroll numbers in the rec center through early April. All the others if we hold true we will be on budget in total for payroll again based on what we saw in December. We will know more as the months go on. Keep in mind in total for the city we will be on budget for payroll. We will be over in some and under for others. However, that will be on target, on budget.

- Page 3 little bit longer revenue.
  - A. Sales tax right now and City Tax are at 48.44% (50% is our threshold)
  - B. Gross receipts are at 48.69%
  - C. Licenses are at 20.29%
  - D. Permits and expenses are at 13.21%
  - E. Courts are only at 3.53% of revenue
  - F. Rec Center on the revenue side is at 65.01% so that is good news.  
Producing more revenue on the rec side more than anticipated.
  - G. Other Revenue 45.96%

All the rest of the pages again help support what we are talking about in regards to each of these numbers. I will be glad to explain any specific regard to any category or item within this report.

## **DISCUSSION**

**President Thomas asked** MOSIP Funds where we were going to put the ARPA. Funds. We approved an ordinance in Oct. 2022 have those funds been moved over yet. **Rick (Treasurer) stated** at this point and time it has not. **President Thomas asked** how much interest we would be gaining, how much is the amount we have now left in ARPA: **Rick (Treasurer) stated** about two million. **President**

**Thomas asked** that two million was over in MOSIP how much would we be gaining on today's interest. **Rick (Treasurer) stated** now keep in mind the ARPA has been going back and forth based on expenses, just on a million dollars in ARPA right now, MOSIP has been paying about 5.22%. Therefore, you would be looking at quite a bit of interest. I would say if you are looking at it on a yearly basis it is over \$50,000.00. **President Thomas stated** \$50,000.00 that we have missed. **Rick (Treasurer) stated** had the opportunity it would be more than that. The balances have been back and forth even at a million you are looking at about \$75,000. **President Thomas stated** we need to get that money moved over, your opinion as the treasurer. **Rick (Treasurer) stated** now keep in mind we have to have it earmarked by the end of this year. Therefore, we do not want to put it out to far. We really need to earmark it; we are going to have to spend it so we really need to move forward so it does not hurt to put it in ARPA until then. They have two accounts; one is going to be like a CD, which is 5.33%, and Liquid Account is like 5.22%. Just keep it in Liquid Account it is still much better than what we are going to get at Simmons Bank. **President Thomas stated** that is what he was saying. Because ARPA money now is gaining only 2%, **Rick (Treasurer) stated** 2% or 3% at Simmons. **President Thomas stated** on a million plus dollars, **Rick (Treasurer) stated** million plus dollars, correct. **President Thomas stated** that was all I had. **Alderwoman Theresa Hester stated** are all the bank recs completed and ready for the audit of 2022. **Rick (Treasurer) stated** I do not believe they are all complete, I think that is still in process. **Alderwoman Theresa Hester asked** do you know how many we have to go. **Mayor Tatman stated** that is a question our Finance Director can report on if she would come to the podium. Rick is not involved in doing the bank recs right now. **Lori Lenz (Finance Director) stated** as of today (02/15/24) all the 2022 bank recs are complete and ready to go for audit. **Mayor Tatman stated** I am going to stand; I am not going to ask anyone else our finance department has been in a state of contention. This woman has worked Saturdays, Sundays and nights most of the time by herself. To give clarifications the Mayor does not do bank recs. I verify the journal entries, which is my responsibility to do. So all the bank recs are done and we are ready to do the 2022 audit, keep in mind we had three audits that were due when I got here in April. Therefore, we had one done in June, so now we are ready to go back out to RFQ to put an auditing firm in place. However, I want to commend her for the hard work and the toxic atmosphere she has done a tremendous job and I want to say to her THANK YOU. She did not have to stay so to your question Mr. Green all of the bank recs up until October of 2022 are done, but for the Audit to be done for the physical year of 2022, they have been reconciled and we are ready for an auditor to come and do our 2022 audit. **Rick (Treasurer) stated** so keep in mind with that being said now keep in mind what that means is that now we are going to

be going into October so what that means is when the auditor gets here within two or three months they will be able to do the 2022 audit and by then June will come for this year and we will have another audit ready to go. Probably will take them anywhere from two to six months but we need to do this to get our Bond Rating back. Without this, we basically are being held captive as we speak. **Alderman Dailes** asked our fiscal year runs, **Rick (Treasurer) stated** from July 1 to June 30. **Alderman Dailes stated** so the end of our fiscal year is June 30, **Rick (Treasurer) stated** correct. Now at this pace the good news is it takes 2 months per year we made be able to get the final 2024 audit done before December 31<sup>st</sup> which is the due date and if that happens we will be current. We can go back to the Bond Market and get our rating back, so again everything takes some time but non the less this will be the step we need to take first. **Alderman Dailes asked** do you have the true balance of what the ARPA Funds are. **Rick (Treasurer) stated** well the true balance what was in the account all of the balances are here, go to page 15 so this is what is in the account, so if you on page 13 if you look to the far right, the third column from the right says December 31, 2022 compared to 2023 so you can see. So, you will be looking at the December 31, 2023 that balance you can see \$2,111,281.47 you see that is the balance. That is not the balance that should be there that is the balance that sits in the account as of December 31, 2023. **Alderman Dailes stated** based on these dates when we did we got an account quick book reports and it showed us we had \$1,409,886.00 so from December 31<sup>st</sup> and we go from January to current we can subtract and that way we can come up with the one million. **Rick (Treasurer) stated** correct. **Mayor stated** she wanted to commend Rick as well. Mr. Green thank you, our finance department has been entangled for years, but as he reported, we are right alone with revenues and expenses are in line. We are ready for another audit and so the financial integrity of the City is intact. You do not have to worry you heard it for yourself. I had them make copies for the citizens to look over, thank you Rick and Lori.

**BILL NO. 2684- AN ORDINANCE AUTHORIZING AND DIRECTING THE MAYOR OF THE CITY OF BELLEFONTAINE NEIGHBORS, MISSOURI, TO EXECUTE AND ENTER INTO LEASE AGREEMENT ON BEHALF OF THE CITY OF BELLEFONTAINE NEIGHBORS WITH AMERICOM IMAGING SYSTEMS, INC. (INTRODUCED BY ALDERWOMAN ALEASE DAILES)**

**Alderman Alease Dailes made a motion** to table Bill #2684 until the next meeting for us to have all the documents; second made by **President Thomas**.  
**No Discussion.**

**City Clerk Semmie Ruffin Hall called the roll to table Bill #2684**

- Alderwoman Alicia Smith-Yes
- Alderwoman Alease Dailes-Yes
- Alderwoman Regina Harmon-Ward-Yes
- Alderman (Board President) James Thomas, Sr.-Yes
- Alderwoman Peg Warnusz-Yes
- Alderwoman Theresa Hester-Yes

**6-Yays/0-Nays. Motion passes.**

**Alderwoman Alease Dailes made a motion to discuss the Home Improvement Program and to take a vote from the Board of Aldermen; seconded by President Thomas.**

**Discussion:**

**Alderwoman Dailes stated** the City Clerk sent this out to you two weeks ago for you all to review. I got this home improvement draft from the City of Dellwood and it has been tested by and proven. In addition, what this will do is give each homeowner in the City of Bellefontaine Neighbors using the ARPA Funds gives \$1,000.00 to homeowners for improvements. Regardless of what they need is to show proof based on the application if they need anything fixed in their home. Let me give you a brief synopsis:

- Rehabilitation of existing dwelling units is now seen as a major component of maintain the housing stock of the nation. In short, housing is a resource. It must be protected. The City of Bellefontaine Neighbors Home Improvement Program is designed to meet that goal.
- Each portion of the Home Improvement Program is designed to remedy either an existing housing problem or prevent further problems. It also protects and bolsters the value of all existing housing in the City of Bellefontaine neighbors by preventing anyone (1) house from prompting decline in an otherwise sound neighborhood.
- This program is for the residents of the City of Bellefontaine Neighbors, who owns and resides in the property. Each homeowner has the responsibility to his/her neighborhood and his/her community to keep his/her dwelling in suitable repair. There are no income restrictions in this program.

**Alderwoman Dailes stated** and this will be for the homeowner. We have some items on here. The only stipulation that I would change we allow our senior citizens to come in and put in an application. Sometimes our senior citizens some of them do not have access to a computer some of them do not know how to use a computer. We want to make sure every homeowner that wants this program that

they have access to it. The other item is we will have to hire an engineer that has electrical and plumbing background and that is because if someone wants to get an outlet fixed or a pipe fixed in their house. The engineer would have to be certified in that. What the board decides. We will leave it open, say for instance if we vote tonight we will have to put everything in place for we would go for 90 days you would apply for it and after 90 days everyone that applied for this here would be able to get their property fixed provided that we can get a City Inspector with plumbing and electrical background. That is what I am asking the board to take the remainder of the ARPA Funds because based on the information given by the Code Enforcer that I took from her, she said we had 70% renters subtracted that and we came up with about 1450 homes and that came up to a million and some change for us to do this for our homeowners it may be less so every homeowner may not apply for it but at least we will have the funds we will be giving back to the community. And I am asking the board if I can make a motion. If you have, any questions if we can discuss that now.

**Alderman Hester stated** when did we get this, this is my first time seeing this.

**City Clerk stated** it was in the meeting packet that was cancelled, **President**

**Thomas stated** February 1. **Alderman Hester stated** the homeowner has to be living in the home, occupying the home, OK. This program will go from what period, you said 90 days. **Alderman Dailes stated** it will be based on what the board says for 90 days or six months it depends on what the board wants to do, we first have to first get it approved and then we can decide if we want to extend from what date we will start to what date we will end. I think I had in an email that was sent out it would start in March and go through June for everyone to apply.

**Alderman Hester stated** we definitely have the money, **Alderman Dailes stated** yes we will use the remainder of the ARPA Funds but we have to make sure that the board wants to do this. Completely for the citizens. **Alderman Peg**

**Warnusz stated** I was just wondering if you had Planning and Zoning look at this. Who is all involved, is this word for word from Dellwood. We are not Dellwood, we probably have similarities. I will say I have not seen this either. I think we would need some people look into this before we enter this kind of plan. I think it could be very helpful to our citizens but who is going to monitor the program I think it is a lot of unanswered questions but I think it is a good program.

**Alderman Dailes stated** I do her those answers for you. Planning and Zoning is for Planning and Zoning. This is for home improvement from homeowners only, It is self-explanatory it is basically \$1000 the homeowner have to have their own contractors who are bonded. We have to have a part time or temporary inspector that has plumbing and electrical background. I give you an example. If someone wants to go in and put in light fixture in the ceiling. The inspector becomes he has electrical and plumbing background he can inspect it. This has nothing to do with

Planning or Zoning because the homeowner automatically live in their home what they have to provide is their deed or something that says they own their home. We should have them on file as the homeowner. We do not need an ordinance because we are not going to enter into contract with anyone it has called an OEMS I think it was stated. It is really really simple. Dellwood is a 4<sup>th</sup> Class city and that is why we picked them, it has nothing to do with Planning and Zoning. It specifically opening up the door for our homeowners to give back using the ARPA Funds \$1000. When the applications come in, they get everything on the computer. But because we have people in our community they may not be able to use a computer they would come in. This program is just giving the homeowner \$1,000 to do any type of repairs related to their homes and we are going to have our attorney review it, however I had to ask the board would they be in agreement to set the money aside for the homeowner program so we can give back to our homeowners \$1,000 for the home repairs. **Attorney Dorothy White-Coleman stated** essentially what **Alderman Dailes** is requesting is that the board approve the concept and allocate the money. The details of the program will still have to be flushed out and then put in writing. So that the requirements will be there we don't have that done yet. We are talking about a concept tonight. And that is it. **Alderman Dailes stated** basically if you could read this here basically everything is in it. We would have our attorney review it and if there is something in there she wants to change and the boards wants to review. But we are going to make sure it protects the homeowner and it definitely protects the city. That's why we have to have a part time inspector because we cannot use ARPA Funds for payment. This will be for a short term community program that's why it will be for only "X" amount of money. I have been listening to our citizens everybody needs a little bit of help. This \$1,000 could help with some of the write ups that could be on their homes. This would be the first thing that has to be done, if they have a broken garage that was written up that is the first thing they would have to fix. If they don't have a door that is working properly, any type of violation can be fixed first on the homeowner's property. This is only for homeowners. **Alderman Hester stated** so we do draft a plan for the homeowners program here, who do we reach out to I would like to be a part of this. Do we email you attorney. **Alderman Dailes stated** if we approve it tonight we have a draft that's why I sent it two weeks ago and asked everyone's thoughts. So after you read it over and if something you want to add or take out then you do that give it to the City Clerk and she will give it to the City Attorney. **Alderman Hester** so my answer is the City Clerk. **Mayor Tatman stated** I think it is a fabulous program that could be implemented. The only caution I want to give, we already have the ARPA money allocated and you are saying this is going to be a million plus dollars in the 2022/2023 budget there was money already allocated that hasn't been spent. **Alderman Dailes stated**

that is why I am asking the board we ask for TV Boards we ask for a lot of stuff, but we have to do something for our citizens. **Mayor stated, Alderwoman Dailes** I am saying it is a good program, but what I want to caution us is its going to have to be paired down because in the 2022/2023 budget there are items that are already allocated, so even though we have 2 point whatever million in the bank actually less we are paying bills for things that are coming in. If you remember we allocated things in that budget for certain things already, (that is why I suggested the \$400,000.00) so that amount and that amount is going to deplete significantly so we wouldn't be able to give we would not be able to give the citizens that amount that is what I want to cautious us in voting for something we don't have the complete money for. We will be able to do some, but not everyone.

**President Thomas stated** I think the amount of \$1,000 may break the bank, but we do need to give the citizens an amount of money, but I believe that that amount of money just my opinion I was looking at \$700.00 no some residents may not need \$700 worth of work. The contractor may come in and say I approve for \$450 the contractor may say its \$900, I would like to see in here if it is over the amount the homeowner will responsible for the rest of that money. **Alderwoman Dailes states** if you read the draft it states only up to \$1000 if you read the contract. I would like to refer back to Rick do you have our 2022/2023 budget on hand. I looked in the ARPA Funds and we never ordered the boards that were never ordered, we had the speed bumps, the sound system. I am trying to give back to our citizens because the money has to be allocated by December. We have not given anything to the citizens I think up to \$1,000 everything is in the draft if you read it. That is why I am asking the remaining dollar amount be given to the home improvement program. **Alderwoman Dailes would like to make a motion that the remaining dollar amount of the ARPA FUNDS;** **President Thomas interrupted and stated** if we do that and we don't spend all the money we will have to give it back. No I am saying if you say we are going to hold all the rest of the ARPA money bases off of what we are going to give the homeowner and I am just going to say, \$500,000.00 and we on spend \$350,000.00 we held that \$500,000.00 to the left at then Rick at the end of the season if we did not use that money then. **Rick (Treasurer) stated** yes ARPA gave us the opportunity and earmarked through December of this year. Earmarked means we are going to have it sat aside we also have an extension through December 2026 to have spent the money. For some reason I will set the deadline if it is not you could always reallocate it by this December to spend before December 2026. **Alderwoman Dailes stated** that is why I asked the board could we open it up for 90 days and hopefully if we do pass it we can put it in Spring Newsletter. It is only for homeowners based on the homeowners that applied within 90 days or we can do it for 60 days. Of those applications we will know how much is earmarked. This will

give us an opportunity to delegate and find out how many homeowners we have in our community because we still have to do that. And that is why I am asking the board everything that is left over we don't know it may be more than enough. But if we earmark it from March, April and May. The deadline will be May 31<sup>st</sup>. Anyone that did not apply they don't do it. **Rick (Treasurer) stated** you will need to amend the budget for 2022/2023 for ARPA to do exactly whatever the board intends on doing. **Mayor Tatman stated** again in the 2022/2023 budget allocated money for things to be done in each department in the city. Therefore, we would have to halt all of that. The work has already been started on somethings. RFQ's been sent out. We will have to stop all of that and we will be discussing that coming up next. At the beginning of the administration, I proposed that we allocate \$400,000.00 per ward. We can do that and still have with the things that are already allocated. Two police cars that has been allocated in there already, we still have some repair work on the buildings that have already been allocated. I just want to caution us because we are making amendments to commitments we already allocated. **Alderwoman Dailes stated** the reason why I brought this up we allocated that money when we first got it. The homeowners first. I am asking the board if you want to consider this here and we can come back and see if we can allocate x amount of dollars to give to the homeowners so we can implement the program if you are interested. **Alderwoman Alicia Smith** I agree I would like to know personally what would be left with everything that is allocated. Can I get that answer whether it is from the Director, the Treasurer it doesn't matter to me. I would like a physical number of what would be left. Even with the projects that have been completed and the ones that are allocated what would be left and when will those projects be completed. Is that a question that can be answered? **Mayor Tatman stated** actually if you look at the strategic plan that I presented at the beginning and Lori gave you the guys the balance that was 1.4, correct so take that, look at the sheet I will make sure that the finance director give you in 2022/2023 budget on page 17. That will show you things that were allocated and keep in mind we also giving you things that you have voted for since then. Things you voted for since then, because we gave the Public Works Department extra money, we gave the Recreation Center extra money. We got three air conditioner units that are still in order. So yes, we will make sure you will get that information. **Alderwoman Alicia Smith asked** you mentioned the air conditioner that one of those units was under warranty do we know which one. **Mayor Tatman stated** that is a question for our Director. There is still a discrepancy about that. **President Thomas stated** and with that can we get an update on where we are with those appropriations like the sound systems. I know Jimmy had been trying to get it done, but it never has been done. **Mayor Tatman stated** he has been working on that and the company he had pulled away and he will be sending out another one. People are pulling out

because they do not have the proper personnel. That is why I was trying to caution before you vote on it because you do not have a good numbers and we do not want to amend the agenda and take away what we have already committed for the departments and the staff to do. **Alderswoman Dailes stated** when she does provide all of that for us can she make sure she gives us the minutes for the vote tally. **Mayor Tatman stated** absolutely you will have everything verified.

**Alderswoman Dailes motioned to table the Bellefontaine Home Improvement Program until the next meeting we should have all the information first meeting in March; second by Alderswoman Alicia Smith.**

**City Clerk Semmie Ruffin Hall called the roll to table Bellefontaine Home Improvement Program:**

- Alderswoman Alicia Smith-Yes to table
- Alderswoman Alease Dailes-Yes to table
- Alderswoman Regina Harmon-Ward-Yes to table
- Alderman (Board President) James Thomas, Sr.-Yes to table
- Alderswoman Peg Warnusz-Yes to table
- Alderswoman Theresa Hester-Yes

6-Yays/0-Nays. Motion passes.

**Alderswoman Dailes motioned to discuss in an open session, \$400,000.00 (\$100,000.00 per ward) which has never been brought up or the board has never discussed in an open session; second by Alderswoman Harmon-Ward**

### **Discussion**

**Alderswoman Harmon –Ward stated** the money that are available after the appropriated ARPA Funds, right. Out of this \$100,000.00 per ward, this money is left over after the appropriated money has been spent. I just want everyone to understand that this money is available but the other money is not, is that correct. **Mayor stated** yes. **Alderswoman Dailses stated** since the board has never voted on the \$400,000.00 on it and what is the plan for each ward. James and I had talked about it individually we did not want to divide one ward does this and one ward does that so what is the plan. **Mayor Tatman stated** each ward is different. We had talked about each alderperson create a program. Because under the ARPA Program you have to have a plan within the guidelines, the Untied Treasurer give. **Alderswoman Smith stated** the question she has is for our treasurer. Can you tell me when these funds were set aside or allocated? **Mayor Tatman interjected** and stated they are not allocated they are proposed, this is what I proposed at the

beginning. **Alderman Smith stated** so how do we know we have these funds. Just like the other vote, we just tabled. I guess the question that I am asking is, if we already set aside a lot of other things we have already allocated how do we know what is left if we still do not have a number. I am looking for the 2022/2023 budget, so we have an exact number. **Mayor stated** yes. That worksheet the only thing that is not on there is the extra things since that was done the board has allocated. But yes I assure you that piece of paper there came from page 17 of the 2022/2023 budget. **Alderman Smith stated** I am assuming prior to or after these numbers have changed. **Mayor Tatman stated** that is what I said, yes. **Alderman Smith stated** again for me I do not know about the rest I would like the exact figure of what we would have.

### **APPOINTMENT OF NEW POLICE CHIEF**

**Mayor Tatman stated** the Mayor makes the appointments but up to the board to vote. Pretty good candidates that applied some more than others. The appointment I put forth is Mr. Philip Lukens to become our new Police Chief.

**Alderman Hester** made a motion for new Police Chief, Philip Lukens to serve City of Bellefontaine Neighbors; second by **Alderman Peg Warnusz**.

### **DISCUSSION:**

**Alderman Hester stated** she appreciated both candidates. We definitely need someone that has experience. After interviewing both of them, I found that one was more decorated than the other was and that is why my recommendation was Lukens.

### **City Clerk Semmie Ruffin Hall called the roll to Philip Lukens as Chief of Police for City of Bellefontaine Neighbors:**

- Alderman Alicia Smith-No
- Alderman Alease Dailes-No
- Alderman Regina Harmon-Ward-No
- Alderman (Board President) James Thomas, Sr. -No
- Alderman Peg Warnusz-Yes
- Alderman Theresa Hester-Yes

**2-Yays/4-Nays. Motion fails.**

**Mayor Tatman stated interviews would begin again for a Police Chief.**

### **POLICE DEPARTMENT NEW HIRES WERE INTRODUCED:**

- **Officer Edward J. Lee**
- **Officer Tyrone F. Eastern**

## **OFFICER RECOGNITION**

- **Sgt. Joe Edwards**
- **Officer Ronald Freeman**
- **Officer Christopher Barnett**

## **MEETING OPEN TO THE PUBLIC (With 3-minute time limit)**

### **Viola J. Jones-14XX Kilgore Drive**

-Thirty-years ago big sink hole and was patched up and now opening up again. Right next to Christ Church. I just wanted to reiterate that the patchwork is not good enough.

### **Bryant Nelson-9XX Marias Drive**

-Employees are leaving  
-We would not be rushing this Home Improvement if the Board had done this in April.

### **Donna Luther-101XX Tramonte Court**

-Alease I am tired of the way you treat people  
-You could have done a lot for citizens and you have not  
-You have just clogged the whole process.

### **Shelly Davis-11XX Jennings Station Road**

-Lived in Bellefontaine for 35 years  
-Someone hit her husband he had only liability insurance just to get off lot  
-Very disappointed with our Police Department

### **Anthony Green-92XX Waldorf Drive**

-Felicia is doing what she is supposed to doing  
-We finance 100% of the Courts  
-No Idea what Judge Draper is doing?  
-Over 400 cases have been sited but they have been written off.  
-Yall better ask some questions.

### **Mayor Tatman Read charge of Derelict of Duties.**

- Letter attached.

### **Adjournment;**

**Alderman Theresa Hester motioned to adjourned; second by Alderman Harmon-Ward.**

### **City Clerk Semmie Ruffin Hall called the roll for adjournment:**

- Alderman Alicia Smith-Yes

- Alderwoman Alease Dailes-**Yes**
- Alderwoman Regina Harmon-Ward-**Yes**
- Alderman (Board President) James Thomas, Sr.-**Yes**
- Alderwoman Peg Warnusz-**Yes**
- Alderwoman Theresa Hester-**Yes**

**6-Yays/0-Nays. Motion passes to adjourn**

**Adjournment at 9:37pm**

**ATTEST:**

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Semmie Ruffin-Hall-City Clerk

Approved by the Board of Aldermen on: \_\_\_\_\_

Carla L Hudson  
2465 Harbor Landing Circle  
St. Louis, MO 63136  
(314) 324-8317

January 20, 2024

Dear Mayor and Board of Aldermen,

I attended the Fence Workshop held by Zoom on Friday, January 19, 2024. Once again, First, I want to thank you for presenting the workshop. I was disappointed as this meeting quickly lost quorum and the discussion, not yielding any results. I am still left wondering what the purpose was. The Ordinance was created by Alderwomen Peg Warnusz, Theresa Hester, Code Enforcer, Felecia Bishop, City Engineer, Clayton Klein and Legal Counsel, Dorothy White-Coleman. In addition, The Ordinance is in line with Missouri State Statutes. The staff and City Attorney have done their due diligence. I would like to know when you will stop second guessing them?

It is frustrating to the residents that our time is continually wasted. Alderwoman Smith has continually stated the Ordinance is not within the guidelines of the Missouri State Statutes. However, she refuses to state what in the Ordinance is unlawful. She went a step further and stated she was not going to do anyone else's job and provide a copy of the Missouri State Statute to the City Clerk. I agreed with Alderwoman Dailes (I believe it was her who stated "I thought we were working as a team"). This grandstanding has to stop. The residents should not have to plead with the Board to actually make a true effort to legislate. We deserve more than what you are giving us as our Aldermen. Please stop wasting our time. The Fence Workshop lasted thirty-two minutes as a couple Aldermen needed to leave early. It was at that time that quorum was lost and the meeting ended. I am sure you all realized this was a complete waste of time. As a result, I have provided a copy of the Missouri State Statute to the City Clerk.

Alderwoman Smith made a comment that a resident implied she is never prepared for the meetings and she took offense to the comment. I would like to clarify the statement I made. It is a huge disservice to the residents when you wait until open session to ask these questions. There is nothing wrong with asking questions. I want know why you don't utilize time effectively and ask questions in advance? When you ask questions in advance, you have ample opportunity to get your questions answered in sufficient time to review the answers and come to the meeting prepared to conduct business and decrease delays. You could easily state, based on the answers I received to my questions, I can now make an informed decision. It is abundantly clear that you are aware of these questions in advance. Why wait until you have an audience? What is your real goal? Let's put personal feelings aside and try to work cohesively. The current dysfunction is time consuming and is a huge disservice to our Beautiful City. Let's try to do better.

Respectfully,



Carla L. Hudson, Notary

► ≡ Revisor of Missouri

🏠 Words ▾ 1st search term or section nu And ▾ 2nd search term 🔍 ? CH n ▾

[View entire chapter](#)

## Title XVII AGRICULTURE AND ANIMALS

### Chapter 272 Fences and Enclosures ^ !

#### GENERALLY

- 272.010** Field to be enclosed by fence. (8/28/2001)
- 272.020** Fencing requirements. (8/28/2001)
- 272.030** Owners of stock liable for damages, when. (10/14/2016)
- 272.040** Judge may appoint viewers to view fence — compensation of appointees. (8/28/2001)
- 272.050** Persons injuring animals liable for damages, when. (8/28/2001)
- 272.060** Division fences — rights of parties in, how determined. (8/28/2001)
- 272.070** Duty of judge if owners disagree — apportionment of costs. (8/28/2001)
- 272.080** Value of fence may be recovered, when. (8/28/1939)
- 272.090** Fence to be divided for purpose of repair. (8/28/1945)
- 272.100** Duties of persons appointed — their fees. (8/28/2001)
- 272.110** Division fences to be kept in repair. (8/28/2001)
- 272.120** Division fences not to be removed without consent of owners. (8/28/1939)
- 272.130** Judgment of associate circuit judge reviewed in same manner as other civil ... (8/28/2001)
- 272.132** Total cost of fence attributable to one landowner, when. (8/28/2001)
- 272.134** Agreement for no fence permitted. (8/28/2001)
- 272.136** Landowner may exceed lawful fence requirements. (8/28/2001)

#### LOCAL OPTION

- 272.210** Definitions. (8/28/1965)
- 272.220** Fields enclosed, how. (8/28/1965)
- 272.235** Adjoining landowners obligated to build fence — when — exceptions. (8/28/1965)
- 272.240** Partition fences — owner may demand payment, when. (8/28/1965)
- 272.250** Duty of judge if parties disagree on value — fence viewers to estimate. (8/28/1963)
- 272.260** Value of fence may be recovered, when. (8/28/1963)
- 272.270** Fence owners may agree on maintenance — agreement recorded — refusal to ... (8/28/1963)
- 272.280** Duties of judge if parties disagree on repairs — fence viewers to designate. (8/28/1963)
- 272.290** Special partition fences — owner may demand payment, when. (8/28/1965)
- 272.300** Fees of fence viewers, judge and sheriff — taxed as costs. (8/28/1963)
- 272.310** Owners to repair division fence — remedy for failure. (8/28/1963)
- 272.320** Division fence not to be removed — exceptions. (8/28/1963)
- 272.330** Application of law. (8/28/1963)
- 272.340** Judgment of judge may be reviewed in circuit court. (8/28/1963)
- 272.350** Petition for review shall state what. (8/28/1963)
- 272.360** Provisions of law effective after election. (8/28/1963)
- 272.370** Petition for election — notice — order of adoption. (8/28/1963)

#### - Cross References

High voltage electrified security fence systems, department of corrections, 217.141

Official Website for the Revised Statutes of

Revisor of Missouri

Words 1st search term or section nr And 2nd search term

**272.010. Field to be enclosed by fence.** — All fields and enclosures where animals are kept shall be enclosed by a lawful fence as defined in section 272.020.

(RSMo 1939 § 14569, A.L. 2001 H.B. 219 merged with S.B. 462)

Prior revisions: 1929 § 12906; 1919 § 5511; 1909 § 6454

CROSS REFERENCE:

Railroad companies to maintain lawful fence; gates and cattle guards, where, 389.650

----- 272.010 8/28/2001 -----

**272.020. Fencing requirements.** — 1. Any fence consisting of posts and wire or boards at least four feet high which is mutually agreed upon by adjoining landowners or decided upon by the associate circuit court of the county is a lawful fence.

2. All posts shall be set firmly in the ground not more than twelve feet apart with wire or boards securely fastened to such posts and placed at proper distances apart to resist horses, cattle and other similar livestock.

(RSMo 1939 § 14570, A.L. 2001 H.B. 219 merged with S.B. 462)

Prior revisions: 1929 § 12907; 1919 § 5512; 1909 § 6455

----- 272.020 8/28/2001 -----

**\*272.030. Owners of stock liable for damages, when.** — If any horses, cattle or other stock shall break over or through any lawful fence, as defined in section 272.020, and by so doing obtain access to, or do trespass upon, the premises of another, the owner of such animal shall be liable for any damages sustained if the owner of the trespassing horses, cattle, or other stock was negligent.

(RSMo 1939 § 14571, A.L. 1945 p. 917, A.L. 1978 H.B. 1634, A.L. 2016 S.B. 844)

Prior revisions: 1929 § 12908; 1919 § 5513; 1909 § 6456

\*Effective 10-14-16, see § 21.250. S.B. 844 was vetoed June 28, 2016. The veto was overridden on September 14, 2016.

----- 272.030 10/14/2016 -----



**272.040. Judge may appoint viewers to view fence — compensation of appointees.** — Upon complaint of either party claiming to be injured because of the trespass or taking up of livestock as described in section 272.030, the associate circuit judge shall, without delay, issue an order to three disinterested householders of the neighborhood, not of kin to

either party, reciting the complaint, and requiring them to view the fence where the trespass is complained of, and take memoranda of the same, and appear before the court on the day set for trial; and their evidence shall determine the lawfulness of such fence. The persons appointed by the associate circuit judge shall be paid twenty-five dollars each per day for the time actually employed which shall be taxed as costs in the case equally against the parties and collected accordingly.

(RSMo 1939 § 14572, A.L. 1945 p. 917, A.L. 2001 H.B. 219 merged with S.B. 462)

Prior revisions: 1929 § 12909; 1919 § 5514; 1909 § 6457

----- 272.040 8/28/2001 -----

**272.050. Persons injuring animals liable for damages, when.** — If any person who does not maintain a sufficient fence shall hurt, wound, lame, kill or destroy, or cause the same to be done by shooting, worrying with dogs, or otherwise, any of the animals in this chapter mentioned, such person shall satisfy the owner in double damages with costs.

(RSMo 1939 § 14573, A.L. 2001 H.B. 219 merged with S.B. 462)

Prior revisions: 1929 § 12910; 1919 § 5515; 1909 § 6458

----- 272.050 8/28/2001 -----

**272.060. Division fences — rights of parties in, how determined.** — 1. Whenever the owner of real estate desires to construct or repair a lawful fence, as defined by section 272.020, which divides his or her land from that of another, such owner shall give written notice of such intention to the adjoining landowner. The landowners shall meet and each shall construct or repair that portion of the division fence which is on the right of each owner as the owners face the fence line while standing at the center of their common property line on their own property. If the owners cannot agree as to the part each shall construct or keep in repair, either of them may apply to an associate circuit judge of the county who shall forthwith summon three disinterested householders of the township or county to appear on the premises, giving three days' notice to each of the parties of the time and place where such viewers shall meet, and such viewers shall, under oath, designate the portion to be constructed or kept in repair by each of the parties interested and notify them in writing of the same. Such viewers shall receive twenty-five dollars each per day for the time actually employed, which shall be taxed as court costs.

2. Existing agreements not consistent with the procedure prescribed by subsection 1 of this section shall be in writing, signed by the agreeing parties, and shall be recorded in the office of the recorder of deeds in the county or counties where the fence line is located. The agreement shall describe the land and the portion of partition fences

between their lands which shall be erected and maintained by each party. The agreement shall bind the makers, their heirs and assigns.

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(RSMo 1939 § 14574, A.L. 2001 H.B. 219 merged with S.B. 462)

Prior revisions: 1929 § 12911; 1919 § 5516; 1909 § 6459

----- 272.060 8/28/2001 -----



**272.070. Duty of judge if owners disagree — apportionment of costs.** — If either party fails to construct or repair his or her portion of the fence in accordance with the provisions of section 272.060 within a reasonable time, the other may petition the associate circuit court of the county to authorize the petitioner to build or repair the fence in a manner to be directed by the court. If the court authorizes such action, the petitioner shall be given a judgment for that portion of the total cost of the fence which is chargeable as the other party's portion of the fence, court costs and reasonable attorney's fees. Any such judgment shall be a lien on the real estate of the party against whom the judgment may be given.

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(RSMo 1939 § 14575, A.L. 1945 p. 917, A.L. 2001 H.B. 219 merged with S.B. 462)

Prior revisions: 1929 § 12912; 1919 § 5517; 1909 § 6460

----- 272.070 8/28/2001 -----

**272.080. Value of fence may be recovered, when.** — If the person thus assessed or charged with the value of one-half of any fence, under the provisions of this chapter, shall neglect or refuse to pay over to the owner of such fence the amount so awarded, the same may be recovered before an associate circuit judge, or other court of competent jurisdiction.

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(RSMo 1939 § 14576)

Prior revisions: 1929 § 12913; 1919 § 5518; 1909 § 6461

----- 272.080 8/28/1939 -----

**272.090. Fence to be divided for purpose of repair.** — If the parties cannot agree as to the part each shall have and keep in repair, either of them may apply to an associate circuit judge of the county who shall forthwith summon three disinterested householders of the township to appear on the premises, giving three days' notice to each of the parties of the time and place where said viewers shall meet, and said viewers shall, under oath, designate the portion to be kept in repair by each of the parties interested, and notify them in writing of the same.

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(RSMo 1939 § 14577, A.L. 1945 p. 917)

Prior revisions: 1929 § 12914; 1919 § 5519; 1909 § 6462

(1958) On appeal from judgment in injunction suit to prevent adjoining landowner from repairing certain portion of division fence, denying injunctive relief and attempting to designate portion of fence each party was to maintain, court held that as oral agreement of plaintiff with defendant's predecessor as to maintenance of division fence was not binding on defendant, the only method of determining rights was under this section and disapproved lower court's attempt to designate portions to be maintained by the parties. *McNaughton v. Schaffer (A.)*, 314 S.W.2d 245.

----- 272.090 8/28/1945 -----



**272.100. Duties of persons appointed – their fees.** – The persons appointed by the associate circuit judge pursuant to section 272.040 to discharge the duties therein specified shall receive twenty-five dollars each per day for the time actually employed, which shall be taxed as costs in the case against the parties and collected accordingly.

(RSMo 1939 § 14578, A.L. 2001 H.B. 219 merged with S.B. 462)

Prior revisions: 1929 § 12915; 1919 § 5520; 1909 § 6463

----- 272.100 8/28/2001 -----

**272.110. Division fences to be kept in repair.** – Every person owning a part of a division fence shall keep his or her portion of the same in good repair according to the requirements of this chapter, and may enter upon any land lying adjacent thereto for such purpose.

(RSMo 1939 § 14579, A.L. 2001 H.B. 219 merged with S.B. 462)

Prior revisions: 1929 § 12916; 1919 § 5521; 1909 § 6464

----- 272.110 8/28/2001 -----

**272.120. Division fences not to be removed without consent of owners.** – No division fence shall be removed without the consent of all the owners thereof, unless for the purpose of opening a public road or highway.

(RSMo 1939 § 14580)

Prior revisions: 1929 § 12917; 1919 § 5522; 1909 § 6465

CROSS REFERENCE:

Double damage for removal of partition fence without giving notice, 537.350

----- 272.120 8/28/1939 -----



**272.130. Judgment of associate circuit judge reviewed in same manner as other civil actions.** — Any person aggrieved by any order or judgment of the associate circuit judge made or entered pursuant to the provisions of section 272.040 or 272.070 may have the same reviewed in the same manner as other civil actions.

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(RSMo 1939 § 14581, A.L. 1978 H.B. 1634, A.L. 2001 H.B. 219 merged with S.B. 462)

Prior revisions: 1929 § 12918; 1919 § 5523; 1909 § 6466

----- 272.130 8/28/2001 -----

**272.132. Total cost of fence attributable to one landowner, when.** — If either of two adjoining landowners does not need a fence, the landowner that needs a fence may build the entire fence and report the total cost to the associate circuit judge who shall authorize the cost to be recorded on each deed. Should the landowner that claimed no need for a fence subsequently place livestock against the fence, the landowner that built the fence shall be reimbursed for one-half the construction costs share to be determined as provided in section 272.060.

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(L. 2001 H.B. 219 merged with S.B. 462)

----- 272.132 8/28/2001 -----

**272.134. Agreement for no fence permitted.** — Nothing in this chapter shall prevent adjoining landowners from agreeing that no fence is needed between their property.

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(L. 2001 H.B. 219 merged with S.B. 462)

----- 272.134 8/28/2001 -----



**272.136. Landowner may exceed lawful fence requirements.** — Nothing in this chapter shall prevent either of adjoining landowners from building the landowner or the landowner's neighbor's portion of a fence in excess of the lawful fence requirements prescribed by this chapter.

-----  
(L. 2001 H.B. 219 merged with S.B. 462)

----- 272.136 8/28/2001 -----

**272.210. Definitions.** — As used in sections 272.210 to 272.370 the following words and terms have the following meanings:

- (1) "Lawful fence", a fence with not less than four boards per four feet of height; said boards to be spaced no farther apart than twice the width of the boards used fastened in or to substantial posts not more than twelve feet apart with one stay, or a fence of four barbed wires supported by posts not more than fifteen feet apart with one stay or twelve

feet apart with no stays, or any fence which is at least equivalent to the types of fences described herein;

(2) "**Stay**", a vertical member attached to each board or wire comprising the horizontal members of the fence.

(L. 1963 p. 401 § 1, A.L. 1965 p. 395)

----- 272.210 8/28/1965 -----

**272.220. Fields enclosed, how.** — All fields and enclosures in which livestock are kept or placed shall be enclosed by a lawful fence.

(L. 1963 p. 401 § 2, A.L. 1965 p. 395)

----- 272.220 8/28/1965 -----



**272.235. Adjoining landowners obligated to build fence — when — exceptions.** — If there is a need for a fence by either of two joining landowners both shall be obligated to build and maintain a fence under the provisions of sections 272.210 to 272.370. Nothing in sections 272.210 to 272.370 shall prevent joining landowners from agreeing that no fence is needed between their property.

(L. 1965 p. 395)

----- 272.235 8/28/1965 -----

**272.240. Partition fences — owner may demand payment, when.** — Whenever the owner of real estate desires to erect or construct a lawful fence which wholly or partially borders the land of another, he shall notify the other owner that he desires a division fence. If within ninety days after receiving the notice, the other landowner has not erected or constructed one-half of the division fence, the owner desiring the fence may apply to the associate division of the circuit court for an order to proceed with the construction and ordering the other landowner to pay one-half the value of so much thereof, as borders his land, and upon the payment shall own an undivided one-half of the fence; except that no owner shall be required to pay more than one-half the value of a lawful fence of four barbed wires, regardless of the type fence constructed. The associate division of the circuit court costs shall be taxed against the other landowner.

(L. 1963 p. 401 § 4, A.L. 1965 p. 395)

----- 272.240 8/28/1965 -----

**272.250. Duty of judge if parties disagree on value — fence viewers to estimate.** — If the parties interested fail to agree as to the value of one-half of the fence, the owner of the fence may apply to a circuit or associate circuit judge of the county, who shall without

delay issue an order to three disinterested householders of the township, not of kin to either party, reciting the complaint, and requiring them to view the fence, estimate the value thereof, and make return under oath to the judge on the day named in the order.

(L. 1963 p. 401 § 5)

----- 272.250 8/28/1963 -----



**272.260. Value of fence may be recovered, when.** — If the person thus assessed or charged with the value of one-half of any fence, under the provisions of sections 272.210 to 272.370 shall neglect or refuse to pay over to the owner of the fence the amount so awarded, the same may be recovered before a court of competent jurisdiction.

(L. 1963 p. 401 § 6)

----- 272.260 8/28/1963 -----

**272.270. Fence owners may agree on maintenance — agreement recorded — refusal to agree, procedure.** — 1. The several owners may, in writing, agree upon the portion of partition fences between their lands which shall be erected and maintained by each, which writing shall describe the lands and the parts of the fences so assigned, be signed and acknowledged by them, and filed and recorded in the office of the recorder of deeds of the county or counties in which they are situated. Any such agreement shall bind the makers, their heirs and assigns.

2. When one owner desires to make a division of the fence between his land and an adjoining landowner refuses to agree to a division, then the provisions of section 272.280 may be used to effect a division which shall be recorded in the office of the recorder of deeds in the county in which most of the fence is located.

(L. 1963 p. 401 § 7)

----- 272.270 8/28/1963 -----

**272.280. Duties of judge if parties disagree on repairs — fence viewers to designate.** — If the parties cannot agree as to the part each shall have and keep in repair, either of them may apply to a circuit or associate circuit judge of the county who shall forthwith summon three disinterested householders of the township to appear on the premises, giving three days' notice to each of the parties of the time and place where said viewers shall meet, and the viewers shall, under oath, designate the portion to be kept in repair by each of the parties interested, and notify them in writing of the same.

(L. 1963 p. 401 § 8)

----- 272.280 8/28/1963 -----



**272.290. Special partition fences — owner may demand payment, when. —**

Whenever the fence of any owner of real estate now erected or constructed, or which shall hereafter be erected, constructed or rebuilt, the same being thereafter a fence designed to restrain swine, sheep or other animals requiring special fences, borders the land of another or which becomes a part of the fence bordering the land of another and is used to enclose such animals owned by the other person, on demand made by the person owning the fence, the other person shall pay the owner one-half of the value of so much thereof as borders his land, and upon the payment shall own an undivided half of the fence; except that no owner shall be required to pay more than the amount which would have been required to erect, construct or rebuild a lawful fence of four barbed wires on his one-half of the fence.

-----  
(L. 1963 p. 401 § 9, A.L. 1965 p. 395)

----- 272.290 8/28/1965 -----

**272.300. Fees of fence viewers, judge and sheriff — taxed as costs. —** The persons appointed by the judge under sections 272.250 and 272.280 to discharge the duties therein specified, shall receive five dollars each per day for the time actually employed, which, together with the fees of the judge and sheriff, shall be taxed as costs in the case against the parties in proportion to their respective interests, and collected accordingly.

-----  
(L. 1963 p. 401 § 10)

----- 272.300 8/28/1963 -----

**272.310. Owners to repair division fence — remedy for failure. —** Every person owning a part of a division fence shall keep the same in good repair according to the requirements of sections 272.210 to 272.370. Either party owning land adjoining a division fence may, upon the failure of any of the other parties, have all that part of the division fence belonging to the other parties repaired, upon the failure of the other party to do so, the repairing to be at the cost of the party so failing to repair his part of the fence.

-----  
(L. 1963 p. 401 § 11)

----- 272.310 8/28/1963 -----



**272.320. Division fence not to be removed — exceptions. —** No division fence shall be removed without the consent of all the owners thereof, unless for the purpose of opening a public road or highway or making repairs.

-----  
(L. 1963 p. 401 § 12)

----- 272.320 8/28/1963 -----

**272.330. Application of law.** — 1. The provisions of sections 272.240 to 272.350 shall apply to any division fence even though it may stand wholly upon one side of the division line.

2. The provisions of sections 272.210 to 272.370 shall not apply to counties which have all or partial open range.

-----  
(L. 1963 p. 401 § 13)

----- 272.330 8/28/1963 -----

**272.340. Judgment of judge may be reviewed in circuit court.** — Any person aggrieved by any order or judgment of the judge made or entered under the provisions of sections 272.250 and 272.280 may have the same reviewed by a petition in the circuit court of the county wherein the proceedings were had, verified by affidavit. A copy of the petition shall be delivered to the adverse party at least fifteen days before the commencement of the next term of the court, and the original filed in the office of the clerk; provided, that the petition may be filed within thirty days after the order or judgment was made or rendered, and not afterward.

-----  
(L. 1963 p. 401 § 14)

----- 272.340 8/28/1963 -----

**272.350. Petition for review shall state what.** — The petition shall set forth the grounds of objection, and upon the filing thereof the circuit court shall be possessed of the cause, and proceed to hear and determine the objections, and make such order or judgment as may be right and just in the premises.

-----  
(L. 1963 p. 401 § 15)

----- 272.350 8/28/1963 -----

**272.360. Provisions of law effective after election.** — The provisions of sections 272.210 to 272.370 are hereby suspended in the several counties of this state until a majority of the legal voters of any county voting on the question at any general or special election called for that purpose shall decide to enforce the same in the county.

-----  
(L. 1963 p. 401 § 16)

----- 272.360 8/28/1963 -----

**272.370. Petition for election — notice — order of adoption.** — The county commission may on its own motion and shall upon the petition of one hundred real estate owners of ten acres or more of the county submit to the voters at a general or special election the proposition for the adoption by the county of the provisions of sections 272.210 to 272.370. The commission shall cause notice of the election to be published in a

newspaper published within the county, or if no newspaper is published within the county, in a newspaper published in an adjoining county, for three weeks consecutively, the last insertion of which shall be at least ten days before the day of the election, and by posting printed notices thereof at three of the most public places in each township in the county. If a majority of the voters voting on the proposition vote in favor of the adoption of the provisions of sections 272.210 to 272.370 the county commission shall issue an order declaring the adoption. From and after the issuance of the order the provisions of sections 272.210 to 272.370 shall be in full force and effect in the county and the provisions of sections 272.010 to 272.140 shall be suspended in the county.

(L. 1963 p. 401 § 17)

----- 272.370 8/28/1963 -----

Click here for the **Reorganization Act of 1974 - or - Concurrent Resolutions Having Force & Effect of Law**

In accordance with Section **3.090**, the language of statutory sections enacted during a legislative session are updated and available on this website on the effective date of such enacted statutory section.



▶ **Other Information**

▶ **Other Links**



Missouri Senate



MO.gov



Missouri House

Errors / suggestions -  
WebMaster@LR.mo.gov

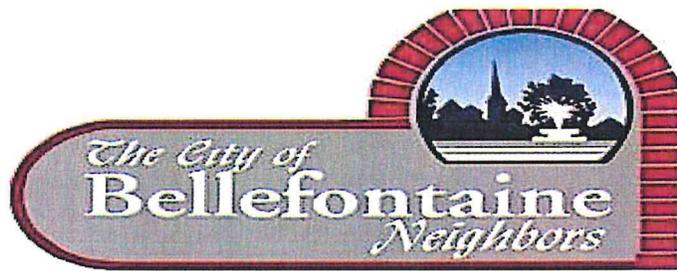


History and Fun Facts

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9641 Bellefontaine Road  
Bellefontaine Neighbors, MO 63137  
Phone: Office: 314-867-0076  
Cell: 314-706-0920  
Fax: 314-867-1790

## **FROM THE MAYOR'S DESK 02-15-24 STATEMENT OF DERELICT OF DUTY**

---

DEAR BOARD OF ALDERMAN:

Derelict. A person is derelict in the performance of duties when that person willfully or negligently fails to perform that person's duties or when that person performs them in a culpably inefficient manner.

Since being sworn into office on Thursday, April 23, 2023 this administration has faced opposition from the majority of the Board. Specifically Alderman James Thomas, Alderwomen Alease Dailes, Regina Harmon-Ward, and Alicia Smith. Also, there is a lack of cohesion and low productivity within the legislative branch.

I agree that there have been some genuine concerns about the financial health and other issues in our city. They have been prevalent for the last several years. Within the last 10 months this administration, staff and employees have been working tirelessly to and have rectified some challenges

I think it was disingenuous to try to hold the administration captive by motioning for a hiring and spending freeze while voting to give yourselves a raise in your proposed 2023–2024 budget. In addition, the Board does not have the authority to enact a hiring or spending freeze, unless it is put in an ordinance.

You have amended the majority of the agendas to prohibit citizens from being appointed to serve on the Board and commissions. This was done on three occasions. These Boards and commissions are critical and are needed to assist with serving citizens, and to help ensure that our government operates efficiently.

You voted not to approve my appointment of Mr. Wesley Gillespie to serve the unexpired term in Ward#1. This egregious action handicapped your colleague Alderwoman, Theresa Hester and disenfranchised 25% of our citizens. Also, it left them without equal representation in their government for 10 months.

You also removed a request to allocate money to hire essential employees for the public works and finance departments and a city administrator.

You have made accusations of me misusing the reimbursement policy and voted against reimbursing me for money that was spent on behalf of the administration, stating that I may have done something illegal. This allegation was never investigated by the Board. I offered proof of following proper procedures and even after doing so the majority of the Board (4) voted on two more occasions not to authorize reimbursement.

You have tried to damage my reputation by making allegations of misappropriation ("unauthorized, improper, or unlawful use of funds or other property for purposes other than that for which intended.") of federal funds. This serious, egregious statement can result in legal action being taken!

Also, not taking proper steps to obtain bids, purposely making the City lose grant funding. We didn't apply for the municipal parks grant because the Board of Alderman 2023- 2024 budget was not completed in time to allow for a grant application to be submitted.

The majority of the Board blamed me for making your budget late stating "I didn't allow the Board to schedule budget meetings." The Board has the authority to amend the agenda and has exercised this authority on several occasions.

During, the Board of Alderman meeting on Thursday, November 16, 2023 there was a statement read of no confidence in this administration. You encouraged media outlets to write a story citing "No Confidence." This story was reported on the front page of the St. Louis Post-Dispatch, newspaper and online outlet.

Seven baseless allegations have been filed with the Missouri, Ethics Commission. Two allegations will be investigated because one involves alleged misappropriation of money, which was for the One-Time Municipal Administrative Pay for our employees. This issue was voted on October 5, 2023. The vote was three yes and three no. I broke the tie by voting yes to adopt the Resolution as it was and adding the verbiage Alderwoman Theresa Hester suggested.

The other is alleged violation of a City Ordinance. Not getting 3 bids for work that was done to clean and sanitize the police, public works and administration departments vents and carpets, stating that the work was in excess of \$10,000. There were three bids submitted and five companies contacted for cleaning vents. There was one contacted for shampooing and sanitizing all carpets. We also did BBB reports.

The cost of cleaning the police department was \$6200, the administration building was \$5700, and cleaning carpet \$1324. One company won the bids for all. We cut one check for \$13,324. Proper procedures were followed.

These actions have deterred conversations with potential developers and businesses from considering being a part of the Economic Blueprint in our City. In other words, they are not coming!

While doing all of this, you have failed to create or revise any legislation within the last 10 months to help enhance the health, safety and wellbeing of citizens of this “Great City”

Your continued disregard for the health, safety and well-being of citizens, employees, staff and police officers is very destructive and has created a toxic environment.

There has been a lot of damage done, and it’s evident that the majority of this Board does not want to work collaboratively with this administration.

| April 3, 2023 the citizens voted for me to serve as Mayor and I still have 3 years and 2 months, that’s 1,167 days to go. I will continue to serve with dignity, truth and full transparency.

Your Servant Leader  
Mayor Reverend Dinah Tatman

## BELLEFONTAINE NEIGHBORS Check Detail

February 10 - 23, 2024

Type	Num	Date	Name	Account	Paid Amount	Original Amount
Bill Pmt -Check	46803	02/20/2024	A T & T	5001 1003.4 · OPERATING ACCT-NEW	-1,926.06	-1,926.06
Bill	ACCT3 314A8500121717	02/08/2024		5031 · EQUIPMENT MAINTENANCE	-1,926.06	1,926.06
Bill Pmt -Check	46804	02/20/2024	A.A. QUICK ELECTRIC SEWER SERVICE INC	1003.4 · OPERATING ACCT-NEW	-1,120.00	-1,120.00
Bill	ORDER # 199235	02/20/2024		5032 · BUILDING MAINTENANCE	-420.00	420.00
Bill	ORDER# 200061	02/20/2024		5032 · BUILDING MAINTENANCE	-700.00	700.00
Bill Pmt -Check	46805	02/20/2024	AIRGAS-MID AMERICA	1003.4 · OPERATING ACCT-NEW	-280.07	-280.07
Bill	INV # 5505526140	02/16/2024		5311 · EQUIP-MAINT	-280.07	280.07
Bill Pmt -Check	46806	02/20/2024	AMEREN MISSOURI	1003.4 · OPERATING ACCT-NEW	-11.92	-11.92
Bill	ACCT # 9273419116	02/14/2024		5021 · UTIL-ELECTRIC	-11.92	11.92
Bill Pmt -Check	46807	02/20/2024	AMERICOM	1003.4 · OPERATING ACCT-NEW	-80.00	-80.00
Bill	INV # 486518	02/15/2024		5611 · EQUIP-MAINT	-80.00	80.00
Bill Pmt -Check	46808	02/20/2024	CHARTER COMMUNICATIONS	1003.4 · OPERATING ACCT-NEW	-1,061.58	-1,061.58
Bill	INV # 173930801020124	02/15/2024		5026 · CABLE EXPENSE	-1,061.58	1,061.58
Bill Pmt -Check	46809	02/20/2024	CINTAS CORPORATION #731	1003.4 · OPERATING ACCT-NEW	-351.38	-351.38

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BELLEFONTAINE NEIGHBORS  
Check Detail  
February 10 - 23, 2024

Bill	INV # 4179525060	02/14/2024	5044 · OFFICE EXP	-175.69	175.69
Bill	INV # 4180889402	02/14/2024	5044 · OFFICE EXP	-175.69	175.69
Bill Pmt -Check	46810	02/20/2024	1003.4 · OPERATING ACCT-NEW	-25,877.52	
Bill	G702-1992	02/20/2024	4097.2 · AMERICAN RESCUE PLAN	-25,877.52	25,877.52
Bill Pmt -Check	46811	02/20/2024	1003.4 · OPERATING ACCT-NEW	-495.00	
Bill	INV # 10556	02/16/2024	5502.1 · RC-PT	-495.00	495.00
Bill Pmt -Check	46812	02/20/2024	1003.4 · OPERATING ACCT-NEW	-310.80	
Bill	INV # 39952235028	02/20/2024	5514 · SNACK BAR	-310.80	310.80
Bill Pmt -Check	46813	02/20/2024	1003.4 · OPERATING ACCT-NEW	-75.00	
Bill	ROOM REFUND	02/16/2024	4064 · GYM LESSONS	-75.00	75.00
Bill Pmt -Check	46814	02/20/2024	1003.4 · OPERATING ACCT-NEW	-23.98	
Bill	REIMBURSEMENT	02/15/2024	5311 · EQUIP-MAINT	-23.98	23.98
Bill Pmt -Check	46815	02/20/2024	1003.4 · OPERATING ACCT-NEW	-100.00	
Bill	INV # 2519325	02/16/2024	5044 · OFFICE EXP	-100.00	100.00



BELLEFONTAINE NEIGHBORS  
Check Detail  
February 10 - 23, 2024

Bill Pmt -Check	46822	02/20/2024	OTHA WASHINGTON	1003.4 . OPERATING ACCT-NEW	-297.12	297.12
Bill	ROOM REFUND	02/16/2024		4069 . ROOM RENT	-75.00	75.00
Bill Pmt -Check	46823	02/20/2024	QUEST DIAGNOSTICS	1003.4 . OPERATING ACCT-NEW	-0.45	-0.45
Bill	INV # 9207276245	02/15/2024		5049 . PRE-EMPLOYMENT TESTING	-0.45	0.45
Bill Pmt -Check	46824	02/20/2024	REJIS COMMISSION	1003.4 . OPERATING ACCT-NEW	-1,320.08	1,320.08
Bill	INV # 525330	02/15/2024		5219 . IT REJIS-POLICE	-34.50	34.50
Bill	INV # 523454	02/16/2024		5017 . IT REJIS FEES	-673.25	673.25
Bill	INV # 525369	02/20/2024		5017 . IT REJIS FEES	-612.33	612.33
Bill Pmt -Check	46825	02/20/2024	RICHARD G. STADTER	1003.4 . OPERATING ACCT-NEW	-75.00	75.00
Bill	ROOM REFUND	02/14/2024		4069 . ROOM RENT	-75.00	75.00
Bill Pmt -Check	46826	02/20/2024	RICOH USA, INC.	1003.4 . OPERATING ACCT-NEW	-71.36	71.36
Bill	INV # 5068852984	02/14/2024		5513 . OFFICE	-71.36	71.36
Bill Pmt -Check	46827	02/20/2024	SARAH PFLUEGER	1003.4 . OPERATING ACCT-NEW	-62.99	62.99
Bill	REIMBURSEMENT	02/20/2024		5516 . SPECIAL EVENTS	-62.99	62.99

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# BELLEFONTAINE NEIGHBORS Check Detail

February 10 - 23, 2024

Bill	ACCT #	02/20/2024	1003.4 · OPERATING ACCT-NEW		
Bill Pmt -Check	46828	02/20/2024 SPRE	1003.4 · OPERATING ACCT-NEW	-9,522.53	
Bill	ACCT # 3443440000	02/20/2024	5022 · UTIL-GAS	-8,506.68	8,506.68
Bill	ACCT # 2443440000	02/20/2024	5022 · UTIL-GAS	-1,015.85	1,015.85
				<u>-9,522.53</u>	<u>9,522.53</u>
Bill Pmt -Check	46829	02/20/2024 SUNSHINE CLEANING	1003.4 · OPERATING ACCT-NEW	-65.00	
Bill	INV # 101417	02/20/2024	5045 · CLEANING	-65.00	65.00
				<u>-65.00</u>	<u>65.00</u>
Bill Pmt -Check	46830	02/20/2024 SUPPLY CONCEPTS INC.	1003.4 · OPERATING ACCT-NEW	-680.00	
Bill	INV # 186795-1	02/15/2024	5044 · OFFICE EXP	-30.00	30.00
Bill	INV # 186876-1	02/20/2024	5044 · OFFICE EXP	-550.00	550.00
				<u>-580.00</u>	<u>580.00</u>
Bill Pmt -Check	46831	02/20/2024 TERMINIX INTERNATIONAL	1003.4 · OPERATING ACCT-NEW	-81.00	
Bill	INV # 443196251	02/20/2024	5032 · BUILDING MAINTENANCE	-81.00	81.00
				<u>-81.00</u>	<u>81.00</u>
Bill Pmt -Check	46832	02/20/2024 TREASURER, ST LOUIS COUNTY	1003.4 · OPERATING ACCT-NEW	-7,420.00	
Bill	INV # 157022	02/15/2024	5218 · RMS AND COMMUNICATIONS	-7,420.00	7,420.00
				<u>-7,420.00</u>	<u>7,420.00</u>
Bill Pmt -Check	46833	02/20/2024 UNITED PETROLEUM SERVICE INC.	1003.4 · OPERATING ACCT-NEW	-670.00	
Bill	INV # 45189T	02/08/2024	5031 · EQUIPMENT MAINTENANCE	-670.00	670.00
				<u>-670.00</u>	<u>670.00</u>
Bill Pmt -Check	46834	02/20/2024 WESTPORT POOLS	1003.4 · OPERATING ACCT-NEW	-470.56	

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02/23/24

# BELLEFONTAINE NEIGHBORS Check Detail

February 10 - 23, 2024

Bill	INVT #	Date	Description	Account	Debit	Credit
Bill	INV # 131298	02/16/2024	5518 · AQUATICS		-470.56	470.56
Bill Pmt -Check	46841	02/23/2024	1003.4 · OPERATING ACCT-NEW		-470.56	470.56
Bill	ROOM REFUND	02/22/2024	4069 · ROOM RENT		-75.00	75.00
Bill Pmt -Check	46842	02/23/2024	1003.4 · OPERATING ACCT-NEW		-75.00	75.00
Bill	INV # 11739	02/22/2024	5227 · CONTRACTS AND WARRANT		-335.00	335.00
Bill Pmt -Check	46843	02/23/2024	1003.4 · OPERATING ACCT-NEW		-335.00	335.00
Bill	INV # 1461295-IN	02/22/2024	5214 · EQUIPMENT		-2,647.00	2,647.00
Bill Pmt -Check	46844	02/23/2024	1003.4 · OPERATING ACCT-NEW		-2,647.00	2,647.00
Bill	REIMBURSEMENT	02/23/2024	5311 · EQUIP-MAINT		-76.02	76.02
Bill Pmt -Check	46845	02/23/2024	1003.4 · OPERATING ACCT-NEW		-76.02	76.02
Bill	INV # 12457551	02/22/2024	4097.2 · AMERICAN RESCUE PLAN A		-6,903.00	6,903.00
Bill	INV # 12457551	02/22/2024	5032 · BUILDING MAINTENANCE		-2,770.00	2,770.00
Bill	INV # 12458004	02/23/2024	5032 · BUILDING MAINTENANCE		-345.00	345.00
Bill	INV 3 12458003	02/23/2024	5032 · BUILDING MAINTENANCE		-285.00	285.00
Bill Pmt -Check	46846	02/23/2024	1003.4 · OPERATING ACCT-NEW		-10,303.00	10,303.00
Bill	INV # 525363	02/22/2024	5219 · IT REJIS-POLICE		-2,539.23	2,539.23
Bill Pmt -Check	46846	02/23/2024	1003.4 · OPERATING ACCT-NEW		-2,539.23	2,539.23

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02/23/24

# BELLEFONTAINE NEIGHBORS

## Check Detail

February 10 - 23, 2024

Bill	SALES ORDER # 1851	02/22/2024	5219 · IT REJIS-POLICE	-110.00	110.00
Bill Pmt -Check	46847	02/23/2024	STACEYETTA CARTER	-2,649.23	2,649.23
			1003.4 · OPERATING ACCT-NEW		-75.00
Bill	ROOM REFUND	02/22/2024	4069 · ROOM RENT	-75.00	75.00
				-75.00	75.00
	<b>TOTAL</b>	<b>39</b>			<b>\$70,438.34</b>



# Monthly Statement

CITY OF BELLEFONTAINE  
9641 BELLEFONTAINE RD  
SAINT LOUIS MO 63137 • 1818

Page 1 of 7  
Account Number 314 A05-0012 171 7  
Billing Date Jan 29, 2024  
Web site at.com

(continued on back of this statement)

## Bill-At-A-Glance

Previous Consolidated Bill 3,964.14  
Payment 3,913.54CR  
Adjustments 15.00  
Past Due - Please Pay Immediately 65.60  
Current Charges 1,860.46  
Total Amount Due \$1,926.06  
Current Charges Due in Full by Feb 27, 2024

## Billing Summary

Online: at.com/myatt  
Plans and Services 1 800 321-2000  
Service Charges: 1 800 321-2000  
Repair Services: 1 800 288-2020  
Individual Account Summary 1,860.46  
Total Current Charges 1,860.46

RECEIVED BY  
CITY OF BELLEFONTAINE  
DATE 2/15/24  
FOR  
APPROVED  
STAMP: FEB 19 8 00 AM '24  
RCV 4160035

## News You Can Use Summary

- PREVENT DISCONNECT
- FEES AND SURCHARGES
- LONG DIST. PROVIDERS

Thank you for being a valued customer. Please be aware that all charges must be paid each month to keep your account current and prevent collection activities. We are required to inform you that certain charges for basic service such as your telephone line, surcharges and fees, and long distance MUST be paid in order to prevent interruption of basic local service. These charges are already included in the Total Amount Due and are \$1926.06. Also, neglecting to pay for other charges such as voice mail, InLine®, wireless, and Internet may result in those services being interrupted.

## News You Can Use

Account Number	Plans and Services	Providers	Taxes	Total Charges
314 867-0076 429	043.05	32.23	.00	976.28
314 867-0080 428	471.22	31.65	.00	502.87
314 867-0700 126	354.78	27.53	.00	382.31
Totals	1,769.05	91.41	.00	1,860.46

## Individual Account Summary

Account	Other	Total
Government Fees and Taxes	4. Federal 5. State and Local	.00
Total Plans and Services		.00

## Plans and Services

Item No.	Date	Description	Payments	Adjustments	Totals
1	1-11	Payment	2,024.00		
2	1-29	Payment	1,889.54		
3	1-29	Late payment charge on unpaid balance		15.00	
					3,913.54

## Detail of Payments and Adjustments

# A.A.Quick Electric Sewer Service Inc.

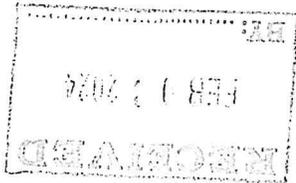
3012-A North Lindbergh Blvd.

St. Louis, MO 63074

Phone 314-429-7131 Fax 636-949-6868

City Of Bellefontaine  
9641 Bellefontaine Rd  
St. Louis, MO. 63137

**INVOICE**



P.O.# or Job Address

9669 Bellefontaine Rd

Date	Date Completed	Work Order#	Terms	Due Date
1/3/2024	1/3/2024	199235	Net 30	2/2/2024

Description	Hours / # of Drains	Rate	Amount
Opened and cleaned sanitary sewer drain 80 feet several times - accumulation excessive wipes  RECEIVED BY CITY OF BELLEFONTAINE NEIGHBORS DATE: 2/12/24 DEPT: PERE APPROVED FOR PAYMENT AMOUNT \$ 420.00 RECEIVED BY BOILING MOUNTAIN	4	105.00	420.00
<b>Total</b>			<b>\$420.00</b>

A Service charge of 1 1/2% per month (18% per Annum) will be charged on all accounts not paid in 30 days. PLEASE INCLUDE WORK ORDER NUMBER ON ALL CHECKS SUBMITTED FOR PAYMENT!

# A.A.Quick Electric Sewer Service Inc.

3012-A North Lindbergh Blvd.

St. Louis, MO 63074

Phone 314-429-7131 Fax 636-949-6868

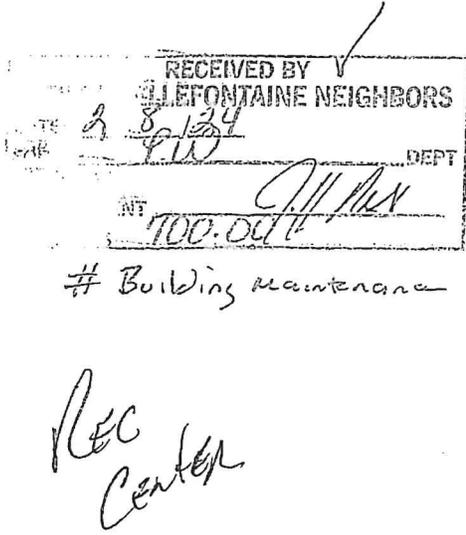
FEB 08 2024

City Of Bellefontaine  
9641 Bellefontaine Rd  
St. Louis, MO. 63137

Invoice

P.O.# or Job Address

9669 Bellefontaine Rd

Date	Date Completed	Work Order#	Terms	Due Date	
1/25/2024	1/25/2024	200061	Net 30	2/24/2024	
Description			Hours / # of Drains	Rate	Amount
Replaced water lines in concession stand area per bid  				700.00	700.00
<b>Total</b>					<b>\$700.00</b>

A Service charge of 1 1/2% per month (18% per Annum) will be charged on all accounts not paid in 30 days.  
PLEASE INCLUDE WORK ORDER NUMBER ON ALL CHECKS SUBMITTED FOR PAYMENT!



AIRGAS USA, LLC  
PO Box 9249  
Marietta, GA 30065-2249

# CYLINDER RENTAL INVOICE

INVOICE DATE	PAYER	INVOICE NO.	DUE DATE	PAY THIS AMOUNT
01/31/2024	1770413	5505526140	03/01/2024	\$ 280.07

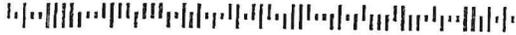
SOLD BY AIRGAS USA, LLC (S142)  
3500 BERNARD ST  
SAINT LOUIS MO 63103-2402  
314-533-3100

### Manage Your Account Online 24/7

Access order history, view cylinder balances, get proofs of delivery, pay invoices and more -- visit [Airgas.com](http://Airgas.com) today



Please send new or updated blanket purchase orders to: [airgassouthbpo@airgas.com](mailto:airgassouthbpo@airgas.com)



T152 P4 166060-21-1-4 - 43381

BILL TO CITY OF BELLEFONTAINE  
NEIGHBORS  
9641 BELLEFONTAINE RD  
SAINT LOUIS MO 63137-1818



043381  
3

PLEASE MAKE CHECKS PAYABLE AND REMIT TO:



AIRGAS USA, LLC  
PO BOX 734672  
DALLAS TX 75373-4672

17704131550552614000000280075

TO ENSURE PROPER CREDIT, PLEASE RETURN THE UPPER PORTION WITH YOUR REMITTANCE. FOR QUESTIONS ON YOUR ACCOUNT PLEASE CALL: 800-727-0693

INVOICE NO.	SOLD TO NUMBER	SHIP TO	INVOICE DATE	RENTAL PURCHASE ORDER NO.	TERMS					
5505526140	1770413	1770413	01/31/2024	RENT	NET 30					
MATERIAL / DESCRIPTION DOCUMENT / DATE	BEG BAL	SHIP	RETURN	ADJ	END BAL	LEASES	SUBJECT TO RENT	NET DAYS	RATE	PRICE
RRCYLILG-AC - Rent Cyl Ind Large Acetylene	3	0	0	0	3	3	0	0	\$1.471/DAY	
RRCYLILG-AR - Rent Cyl Ind Large Argon	1	0	0	0	1	1	0	0	\$1.214/DAY	
RRCYLILG-HE - Rent Cyl Ind Large Helium	1	0	0	0	1	0	1	31	\$1.214/DAY	\$37.63 N
RRCYLILG-OX - Rent Cyl Ind Large Oxygen	3	0	0	0	3	0	3	93	\$1.693/DAY	\$157.45 N
										\$195.08

Airgas Hazmat Charge (H) - see Itemized Charges on reverse or visit [www.Airgas.com/terms-of-sale](http://www.Airgas.com/terms-of-sale)

RECEIVED BY  
CITY OF BELLEFONTAINE NEIGHBORS  
DATE: 2/12/24  
FOR: P.W. DEPT  
APPROVED  
FOR PAYMENT  
AMOUNT \$ 280.07  
Acct #5311

FEB 12 2024

Rental Period  
From: 01/01/2024 To: 01/31/2024

Hazmat: 84.99

**Important:** See the Notice Regarding Cylinder Rentals/Leases and Responsibility on the Reverse side of this form. You will be deemed to have accepted the provisions in the said Notice as part of the contractual arrangements between you and us, unless you reject such provisions by written advice to us within (15) days after the date of this document.

AMOUNT	\$ 280.07
--------	-----------

FOR WIRE TRANSFER PAYMENTS:

AIRGAS USA, LLC  
Acct No. 550372244  
JPMC Bank, ABA No 021000021  
[ww-global-remits@airgas.com](mailto:ww-global-remits@airgas.com)



SHIP TO: 1770413  
CITY OF BELLEFONTAINE  
NEIGHBORS  
9641 BELLEFONTAINE RD  
SAINT LOUIS MO 63137-1818

FOR CHANGE Email: [sdiv\\_adrss@airgas.com](mailto:sdiv_adrss@airgas.com)  
OF ADDRESS Phone: 678-903-7716



AIRGAS USA, LLC  
PO Box 9249  
Marietta, GA 30065-2249

043381

0068175



- Pay by phone: 1.866.268.3729
- Pay by mail: PO Box 88068, Chicago, IL 60680-1068
- Pay online or manage your account: AmerenMissouri.com
- Customer Service: 1.877.426.3736

RECEIVED BY  CITY OF BELLEFONTAINE NEIGHBORS 2024  
 DEPT 134  
 FOR Adm  
 APPROVED Sumner R. [Signature]  
 FOR PAYMENT  
 AMOUNT DUE 11.92 \$12.11  
 Act # 5021

Account Number 9273419116  
 Customer Name CITY OF BELLEFONTAINE NEIGHBORS  
 Service Address CHAMBERS RD ABOUT  
 200 FT E OF FONDA  
 SAINT LOUIS, MO 63137

Due Date 03/04/2024

Payment Detail for Statement 03/04/2024

Total Lighting Charges	\$11.92
Prior Balance <i>pd. '195 - CK# 46741</i>	\$0.19
<b>Total Amount Due</b>	<b>\$12.11</b>

Amount After Due Date \$12.24

Previous Statement \$0.19  
 Total Payments \$0.00

Payment Not Received.

If the prior balance has been paid, pay current amount of \$11.92 only.

Lighting Service Details Service from 03/01/2024 - 03/04/2024 (4 Days)

Usage Summary

Lighting kWh 77.0000

Rate 5M Private Area Lighting

Municipal Lighting Discount

DESCRIPTION	USAGE	UNIT	RATE	CHARGE
Lighting Charge				\$11.11
Municipal Lighting Discount	11.40	@	\$-0.10000000	\$-1.14
Fuel Adjustment Charge	77.00	kWh	@ \$ 0.00294101	\$0.23
Renewable Energy Adjustment	77.00	kWh	@ \$ 0.00079447	\$0.06
<b>Total Service Amount</b>				<b>\$10.26</b>

13073 03981 2263789 007926 015851 0001/0001



See next page for service details.

Keep this portion for your records.

Page 1 of 2

Please return this portion with your payment.



Check if you have address changes on back.

Amount Due	\$12.11	Date Due	March 04, 2024
Amount After Due Date	\$12.24	Account Number	9273419116
Amount Enclosed \$	11.92		



>003981 2263789 0001 092139 10Z  
 03981 1 AB 0.547 ADC 630  
 CITY OF BELLEFONTAINE  
 NEIGHBORS  
 9641 BELLEFONTAINE RD  
 SAINT LOUIS, MO 63137-1818



AMEREN MISSOURI  
 PO BOX 88068  
 CHICAGO IL 60680-1068

30600000 0092734191106 000000011920 000000012110



10352 Lake Bluff Drive St. Louis, MO 63123  
P: 314-894-1154 F: 314-894-2098

### CONTRACT INVOICE

**Invoice Number:** 486518  
**Invoice Date:** 2/9/2024  
**Account Number:** BP17  
**Balance Due:** \$80.00

**Bill To:** Bellefontaine Police Dept.  
9641 Bellefontaine Road  
St. Louis, MO 63137

**Customer:** Bellefontaine Police Dept.  
9641 Bellefontaine Road  
St. Louis, MO 63137

Account No	Payment Terms	Due Date	Invoice Total	Balance Due
BP17	NET 20 DAYS	2/29/2024	\$80.00	<b>\$80.00</b>
Invoice Remarks				

Contract Number	Contact	Contract Amount	P.O. Number	Start Date	Exp. Date
6982-01	Chris Cassaday 314-867-0080	\$80.00		1/15/2024	
Contract Remarks					

**Summary:**

Contract base rate charge for the 2/15/2024 to 3/14/2024 billing period	\$80.00
Contract overage charge for this overage period	\$0.00 **
<b>**See overage details below</b>	<b>\$80.00</b>

**Detail:**

**Equipment included under this contract**

**COPYSTAR/Ecosys M3655idn**

Number	Serial Number	Base Adj.	Location
EQ19702	R4P2Z18550	\$0.00	Bellefontaine Police Dept. 9641 Bellefontaine Road St. Louis, MO 63137

**CANON/IRC 5535i III**

Number	Serial Number	Base Adj.	Location
EQ20242	2KJ08803	\$0.00	Bellefontaine Police Dept. 9641 Bellefontaine Road St. Louis, MO 63137

**RECEIVED BY** ✓

**CITY OF BELLEFONTAINE NEIGHBORS**

DATE: 2/14/24 Police DEPT

FOR \_\_\_\_\_

APPROVED Mig SE

FOR PAYMENT \_\_\_\_\_

AMOUNT \$ \$80.00

#5621

Finance Charges incur on past due balances every 15th of the month @ 2% monthly and 24% annually at a minimum of \$5.00 and maximum \$500.00.  
Go to [Americomis.com/customer-center](http://Americomis.com/customer-center) for copier or IT support, supplies and meters.

Invoice SubTotal	\$80.00
Tax:	\$0.00
Invoice Total	\$80.00
<b>Balance Due:</b>	<b>\$80.00</b>



BELLEFONTAINE CITY HALL  
 C/O SEMMIE A. RUFFIN-HALL  
 9641 BELLEFONTAINE RD  
 SAINT LOUIS, MO 63137-1818

Invoice Number: 173930801020124  
 Account Number: 173930801  
 Invoice Date: 02/01/24  
 Due Date: 03/02/24  
 Security Code: 680068

**Summary** *Services from 02/01/2024 through 02/29/2024  
 details on following pages*

Previous Statement Balance	\$1,061.58
Payments	\$-353.86
01/23/2024 <i>OK 46704</i>	\$-353.86
Previous Statement Balance Subtotal	\$707.72
Adjustments	\$0.00
Prorated Charges	\$0.00
Recurring Charges	\$297.90
One Time Charges	\$0.00
Taxes, Fees & Surcharges	\$55.96
<b>Current Charges Subtotal</b>	<b>\$353.86</b>
<b>BALANCE DUE</b>	<b>\$1,061.58</b>

**HOW TO CONTACT US**

For Sales, Support, or Billing questions, please contact us at:  
 1-888-812-2591

Spectrum has an important message regarding upcoming changes to your account, please see the Billing Information section for more information.



**PAYMENT OPTIONS**

**Checks:**  
 Charter Communications  
 Box 223085  
 Pittsburgh PA 15251-2085

**ACH/Wire Transfers:**

Bank Name: Mellon Bank  
 ABA Number: 043000261  
 Account Name: Charter Communications  
 Account Number: 0001215564  
 Email remit information to:  
 DL-CASHMGMT-FL@CHARTER.COM

**Credit Cards:**

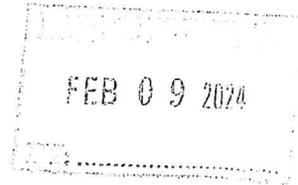
<http://enterprise.spectrum.com/billpay>

To set up an automatic recurring credit card payment:  
 Call 1-888-812-2591

Thank you for choosing Spectrum Enterprise. We value you as our client and appreciate your prompt payment.

Note: Payments made after 01/22/2024 may not be reflected in the Payments section of this statement. They will appear on the following month's statement.

RECEIVED BY ✓  
 CITY OF BELLEFONTAINE NEIGHBORS  
 DATE: *2/17/24*  
 FOR *Admin* DEPT  
 APPROVED  
 FOR PAYMENT  
 AMOUNT \$ *1061.58*



*Acct# 5026*

Please detach and enclose this coupon with your payment.



1900 BLUE CREST LN  
 SAN ANTONIO, TX 78247

6810 0225 NO RP 01 02012024 NNNNNNNY 01 056227 0128

BELLEFONTAINE CITY HALL  
 C/O SEMMIE A. RUFFIN-HALL  
 9641 BELLEFONTAINE RD  
 SAINT LOUIS MO 63137-1818

ACCOUNT NUMBER 173930801

DUE DATE	03/02/24
PREVIOUS BALANCE SUBTOTAL	\$707.72
CURRENT CHARGES SUBTOTAL	\$353.86
<b>BALANCE DUE</b>	<b>\$1,061.58</b>

AMOUNT PAID

*\$1061.58*

CHARTER COMMUNICATIONS  
 BOX 223085  
 PITTSBURGH, PA 15251-2085



0019900100117393080199000106158



FOR NON-PAYMENT CORRESPONDENCE:  
 CINTAS CORPORATION #0731 0731  
 6200 OLIVE BLVD.  
 UNIVERSITY CITY MO 63130  
 US

PAYMENT INQUIRY # 314-862-1010  
 SERVICE QUESTIONS # 314-862-1010

# ACCOUNT STATEMENT

TO VIEW AND PAY YOUR BILLS  
 ONLINE VISIT:  
 WWW.CINTAS.COMMYACCOUNT

3117920 01 AB 0.547 \*\*AUTO T8 0 8801 63137-189941 -C03-P17930- RE



CITY OF BELLEFONTAINE  
 9641 BELLEFONTAINE  
 SAINT LOUIS MO 63137-1899

PAYER # 13715108  
 STATEMENT DATE 01/31/2024



DATE	SOLD-TO	DESCRIPTION	REFERENCE	AMOUNT DUE	DUE DATE
12/11/2023	13695920		4176573027	\$ 175.69	01/10/2024
12/26/2023	13695920		4178038885	\$ 175.69	01/10/2024
01/08/2024	13695920		4179525060	\$ 175.69	02/10/2024
01/22/2024	13695920		4180889402	\$ 175.69	02/10/2024

*pd. 1/20  
CL# 46742*

CURRENT	1 - 30 DAYS	31 - 60 DAYS	61 - 90 DAYS	91+ DAYS	TOTAL DUE
\$351.38	\$351.38	\$0.00	\$0.00	\$0.00	\$702.76

RECEIVED BY   
 CITY OF BELLEFONTAINE NEIGHBORS  
 DATE: 2/14/24  
 FOR Adm DEPT  
 APPROVED [Signature]  
 FOR PAYMENT [Signature]  
 AMOUNT \$ 351.38  
Acct # 5044

FEB 1 2 2024

For fast and accurate processing, please detach and enclose ALL of the below coupons with your payment

PAYER # 13715108  
 CITY OF BELLEFONTAINE  
 9641 BELLEFONTAINE  
 SAINT LOUIS MO 63137

TOTAL DUE	PAYMENT AMOUNT
\$ 702.76	<u>351.38</u>

Paid an Invoice below? Thank you, allow 5-10 days processing

DATE	DUE DATE	REFERENCE	AMOUNT
12/11/2023	01/10/2024	4176573027	\$ 175.69
12/26/2023	01/10/2024	4178038885	\$ 175.69
01/08/2024	02/10/2024	4179525060	\$ 175.69
01/22/2024	02/10/2024	4180889402	\$ 175.69

PLEASE REMIT PAYMENT TO:  
 CINTAS CORP  
 P.O. BOX 88005  
 CHICAGO IL 60680-1005



P.O. 003907  
ARPA Funds

# AIA Document G702™ - 1992

## Application and Certificate for Payment

**TO OWNER:** City of Bellefontaine Neighbors  
**PROJECT:** HVAC Upgrade Project  
 9641 Bellefontaine Rd.  
 St. Louis, MO 63137

**FROM:** DEKA Service  
 1802 Larkin Williams Rd.  
 Fenton, MO 63026

**VIA ARCHITECT:**

**APPLICATION NO: #2**  
**PERIOD TO:** 2/1/2024 - 2/14/2024  
**CONTRACT FOR:** HVAC Upgrades  
**CONTRACT DATE:** 11/21/2023  
**PROJECT NOS:** 32338374 / 32337879 / 32487953

**Distribution to:**  
 OWNER   
 ARCHITECT   
 CONTRACTOR   
 FIELD   
 OTHER

### CONTRACTOR'S APPLICATION FOR PAYMENT

Application is made for payment, as shown below, in connection with the Contract, AIA Document G703™, Continuation Sheet, is attached.

1. ORIGINAL CONTRACT SUM ..... \$ 197,300.00
2. NET CHANGE BY CHANGE ORDERS ..... \$ 0
3. CONTRACT SUM TO DATE (Line 1 ± 2) ..... \$ 197,300.00
4. TOTAL COMPLETED & STORED TO DATE (Column G on G703) ..... \$ 49,609.73

5. RETAINAGE:
  - a. 0% of Completed Work (Columns D + E on G703) ..... \$ 0
  - b. 0% of Stored Material (Column F on G703) ..... \$ 0

Total Retainage (Lines 5a + 5b, or Total in Column I of G703) ..... \$ 0

6. TOTAL EARNED LESS RETAINAGE ..... \$ 49,609.73  
 (Line 4 minus Line 5 Total)

7. LESS PREVIOUS CERTIFICATES FOR PAYMENT ..... \$ 23,732.21  
 (Line 6 from prior Certificate)

8. CURRENT PAYMENT DUE ..... \$ 25,877.52

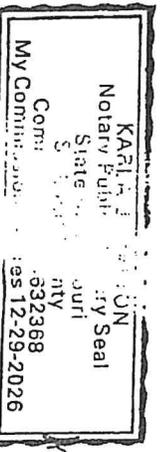
9. BALANCE TO FINISH, INCLUDING RETAINAGE ..... \$ 147,690.27  
 (Line 3 minus Line 6)

CHANGE ORDER SUMMARY		ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner	\$	\$	\$
Total approved this month	\$	\$	\$
<b>TOTAL</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>
NET CHANGES by Change Order	\$	\$	\$

The undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief the Work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous Certificates for Payment were issued and payments received from the Owner, and that current payment shown herein is now due.

**CONTRACTOR:** Karla Dalton  
 By: Karla Dalton  
 State of: Missouri

Date: 2/14/2024



County of: St. Louis  
 Subscribed and sworn to before me this 14th day of February, 2024  
 Notary Public: Karla Dalton  
 My commission expires: 12/29/2026

### ARCHITECT'S CERTIFICATE FOR PAYMENT

In accordance with the Contract Documents, based on on-site observations and the data comprising this application, the Architect certifies to the Owner that to the best of the Architect's knowledge, information and belief the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

AMOUNT CERTIFIED ..... \$ 25,877.52  
 (Attach explanation if amount certified differs from the amount applied. Initial all figures on this Application and on the Continuation Sheet that are changed to conform with the amount certified.)

ARCHITECT: \_\_\_\_\_ Date: 2/20/2024

By: [Signature]  
 This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, payment and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.

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# AIA Document G703™ - 1992

## Continuation Sheet

AIA Document G702™-1992, Application and Certification for Payment, or G736™-2009, Project Application and Project Certificate for Payment, Construction Manager as Adviser Edition, containing Contractor's signed certification is attached.  
 In tabulations below, amounts are stated to the nearest dollar.  
 Use Column I on Contracts where variable retainage for line items may apply.

APPLICATION NO: Application  
 APPLICATION DATE: 2/14/2024  
 PERIOD TO: 2/14/2024  
 ARCHITECT'S PROJECT NO:

A ITEM NO.	B DESCRIPTION OF WORK	C SCHEDULED VALUE	D WORK COMPLETED		E THIS PERIOD	F MATERIALS PRESENTLY STORED (Not in D or E)	G TOTAL COMPLETED AND STORED TO DATE (D + E + F)	H BALANCE TO FINISH (C - G)	I RETAINAGE (F variable rate)
			FROM PREVIOUS APPLICATION (D + E)	THIS PERIOD					
1	Permits & Bond	4,262.00	4,262.00	0.00	0.00		4,262.00	0	0
2	Equipment - HVAC Units	65,501.25	8,100.00	7,758.56			15,858.56	49,642.69	0
3	Piping, Materials	11,236.79	2,440.57	1,435.66			3,876.23	7,360.56	0
4	DEKA Labor	41,873.00	3,454.57	11,333.30			14,787.87	27,085.13	0
5	SUB - Crane	3,535.00	1,000.00	800.00			1,800.00	1,735.00	0
6	SUB - Controls	39,500.00	1,475.07	4,550.00			6,025.07	33,474.93	0
7	SUB - Engineering	3,000.00	3,000.00	0.00			3,000.00	0	0
1	SUB - Electrician	28,391.96	0.00	0.00			0.00	28,391.96	0
	<b>GRAND TOTAL</b>	<b>197,300.00</b>	<b>23,732.21</b>	<b>25,877.52</b>			<b>49,609.73</b>	<b>147,690.27</b>	<b>0</b>

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# Invoice

Invoice #	10556
Date	1/31/2024
Due Date	3/1/2024
Terms	Net 30

<b>Bill To</b> City of Bellefontaine Neighbors 9669 Bellefontaine Road St. Louis, MO 63137
---

**PLEASE REMIT TO:**  
**861 SOUTHPARK DR #100,**  
**LITTLETON, CO 80120**

Description	Quantity	Rate	Amount
STAFFING		0.00	0.00
EXERCISE CLASSES		0.00	0.00
YOGA	6	55.00	330.00
ZUMBA	3	55.00	165.00

*2/6/2024*  
*Park1 ✓*  
*J. J. K... (signature)*  
*\$495.00*  
*PT Staff Salary*

PLEASE REMIT TO: Elevation Health, 861 SouthPark Dr #100, Littleton, CO 80120 We will add a 10% finance charge on invoices more than 30 days overdue.	<b>Total</b> \$495.00
--	-----------------------

Phone #	720-653-4803	Web Site	www.contactelevation.com
---------	--------------	----------	--------------------------



39952235028  
INVOICE

SHIP TO:  
BELLEFONTAINE NEIGHBORS  
CITY OF BELLEFONTAINE NEIGHBORS  
9669 BELLEFONTAINE RD  
SAINT LOUIS, MO 63137-1818

REMIT TO:  
Hearland Coca-Cola Bottling Compa  
PO Box: 74008600  
CHICAGO, IL 60674-0600

OUTLET STORE# 600917941 INV# 39952235028  
VENDOR#

PIW SHIP# 39952235 DSD# 899102065 Mark Smith  
RTE# MO10RD1 PLT# MO10  
VHL# 200039660 TRF# 200044306  
DEL/ASN# 3222708500 DEL DATE: 02/16/2024 8:28:46 AM

SALES

DESCRIPTION	MAT#	QTY	PRICE	CON#	RATE	NET	EXTENDED
CORE SPA 12OZ	12-Pk 24						248.64
	16/32						
12ZCAN12FP DT COKE	115584	3	24.00	ZDCS	-8.46	15.54	46.62
049000028911	6						
12ZCAN12FP SPRITE	115506	4	24.00	ZDCS	-8.46	15.54	62.16
049000028928	8						
12ZCAN12FP P1BB X1RA	116309	4	24.00	ZDCS	-8.46	15.54	62.16
049000030778	8						
12ZCAN12FP FA SBRY	116460	5	24.00	ZDCS	-8.46	15.54	77.70
049000030754	10						
CORE SPA 12OZ	24-Pk 24						62.16
	4/4						
12ZCAN24P COKE	100722	4	24.00	ZDCS	-8.46	15.54	62.16
049000012781	4						

DELIVERY RECAP

CORE SPA 12OZ 12-Pk 24 16/32  
CORE SPA 12OZ 24-Pk 24 4/4

NET PRODUCT QTY 20  
NET SINGLES QTY 0  
NET CONSUMER QTY 36

TOTAL PRODUCTS 480.00  
TOTAL ADJUSTMENTS -169.20

AMOUNT DUE 310.80  
AMOUNT PAID 0.00

TERMS Net 30

To contact customer service call: 844-562-2653

By my signature below, I certify that I have read and agree to the provisions set forth in this invoice and to the terms and conditions posted at www.Hearlandcoca.com.

*2/20/24*  
*Parker*  
*[Signature]*  
*\$310.80*  
*#5514 Snackbar*

# FACILITY REFUND RECEIPT

**Receipt #** 305533  
**Payment Date:** 02/07/24  
**Household:** 14826

Bellefontaine Neighbors  
 Parks and Recreation Department  
 369 Bellefontaine Road  
 Bellefontaine Nbrs., MO 63137  
 Phone: (314)867-0700

IMA CARTER  
 607 KARESS  
 Bellefontaine Nbrs. MO 63137

Hm Ph: (314)852-9923

**Reservation Updated: Recreation Center, Meeting Room 101**

**Reserv. Contact:** IMA CARTER  
**Phone Number:** (314)852-9923  
**Reserv. Number:** 7621  
**Status:** Firm  
**Purpose:** Birthday Party  
**Anticipated Count:** 47

<u>Date(s) And Times</u>	<u>New Fees</u>	<u>Total Fees</u>	<u>New Paid</u>	<u>Total Paid</u>	<u>Amount Due</u>
Sun 02/04/2024 11:00 am to 5:30 pm	0.00	100.00	0.00	100.00	0.00
<b>Deposit:</b>	75.00-	0.00	75.00-	0.00	0.00

**Facility Comments** No refunds or credits will be given for cancellations made less than 2 weeks before the event. A \$3.00 service charge will be made for cancellations made more than 2 weeks in advance.

Processed on 02/07/24 @ 9:42 am by ANS

Total New Deposit Fees	75.00-
Total New Fees	0.00
Discount Applied	0.00
<b>Total Due</b>	<b>75.00-</b>
Total Deposit Fees Refunded	75.00
Total Fees Paid	0.00
<b>Total Refunded</b>	<b>75.00</b>

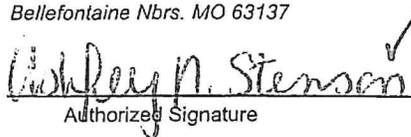
**Household Balance Information**

Overall Household Credit Balance Available 0.00  
 Overall Household Balance Due 0.00

Refund of: 75.00 Made By: Journal With Reference:

A refund of \$75.00 will be mailed to:

IMA CARTER  
 607 KARESS  
 Bellefontaine Nbrs. MO 63137

  
 \_\_\_\_\_  
 Authorized Signature

2/7/24  
 \_\_\_\_\_  
 Date

\_\_\_\_\_  
 Authorized Signature

\_\_\_\_\_  
 Date

2/6/24

Needs to be

reimbursed.

11



How does  
get more done.

13915 NEW HALLS FERRY RD.  
FLORISSANT, MO 63033 (314)972-0604

34 00043 02832 01/26/24 03:46 PM  
LE CASHIER CIAN

0000-866-628 MAILBOX POST -A- 23.98  
6' PT FANCY MAILBOX POST

SUBTOTAL 23.98  
SALES TAX 2.40  
TOTAL \$26.38

XXXXXXXXXXXX4593 MASTERCARD USD\$ 26.38  
AUTH CODE 01207T/1430023 TA

Chip Read  
AID A0000000041010 CAPITAL ONE

3034 01/26/24 03:46 PM



3034 43 02832 01/26/2024 9062

RETURN POLICY DEFINITIONS  
POLICY ID 1 DAYS POLICY EXPIRES ON 04/25/2024

A  
\*\*\*\*\*  
DID WE NAIL IT?

Take a short survey for a chance to win  
A \$5,000 HOME DEPOT GIFT CARD

Opine en español

www.homedepot.com/survey

User ID: HXY 8987 5996  
PASSWORD: 24076 5953

Entries must be completed within 14 days  
of purchase. Entrants must be 18 or  
older to enter. See complete rules on  
website. No purchase necessary.

Receipt for  
mailbox post for

John Krasel  
10750 Running Brook  
St. Louis, Mo 63133

*Trish Johnson*

RECEIVED BY	
CITY OF BELLEFONTAINE NEIGHBORS	
DATE: 2/17/24	DEPT
FOR: Admin	
APPROVED	
FOR PAYMENT	
AMOUNT \$ 26.38	

Acct # 00045311



Marsh & McLennan Agency LLC  
 Telephone 314.594.2700  
 PLEASE PAY FROM THIS INVOICE.  
 PAYMENT IS DUE ON RECEIPT.



PLEASE REMIT PAYMENT, INCLUDING YOUR INVOICE NUMBER, USING ONE OF THESE OPTIONS

**ACH or Wire**  
 Routing #: 071000039 (ACH) or 026009593 (Wire)  
 Account Name: Marsh & McLennan Agency LLC  
 Account #: 8188193262  
 Bank Address:  
 Bank of America  
 2000 Clayton Rd.  
 Concord, CA 94520-2425

**Credit Card/echeck**  
<https://serviceapi.securego.com/marshmma>

Check payable to: Marsh & McLennan Agency, LLC  
 62886 Collection Center Drive  
 Chicago, IL 60693-0628

----- INVOICE -----

City of Bellefontaine Neighbors  
 9641 Bellefontaine Road  
 Saint Louis, MO 63137

**Invoice Date** 12/18/23  
**Invoice No.** 2519325  
**Bill-To Code** CITYBELLE1  
**Client Code** CITYBELLE1  
**Inv Order No.** 800\*3133566

**Named Insured:** City of Bellefontaine Neighbors

**Amount Remitted:** \$

Please return this portion with your payment.

**Make checks payable to:** Marsh & McLennan Agency LLC

Effective Date	Policy Period	Coverage Description	Transaction Amount
01/01/24	01/01/24 to 12/31/24	Travelers Cas & Surety Co of America Policy No. 107790301 *Renewal - CL License Bond  Semmie Ruffin-Hall City Clerk \$25,000 Public Official Bond  Invoice Number: 2519325      Amount Due:	100.00         100.00

RECEIVED BY  
 CITY OF BELLEFONTAINE NEIGHBORS  
 DATE: 3/16/24  
 FOR: Adm DEPT  
 APPROVED FOR PAYMENT  
 AMOUNT \$ 100.00  
 Acct #5044

\*Premiums Due and Payable on Effective Date

RECEIVED BY	✓
CITY OF BELLEFONTAINE NEIGHBORS	
DATE:	2/14/24
FOR	Admin
APPROVED	
FOR PAYMENT	<i>[Signature]</i>
AMOUNT \$:	350.00

ACCT # 5011

## METRO MAYORS OF THE ST. LOUIS REGION

### DUES NOTICE

ANNUAL DUES FOR JANUARY 2024-JANUARY 2025

ANNUAL DUES: \$350.00

PLEASE MAKE CHECK PAYABLE TO

METRO MAYORS OF THE ST. LOUIS REGION

MAIL TO:

METRO MAYORS TREASURER: LEN PAGANO  
1 ST. PETERS CENTRE BOULEVARD  
ST. PETERS, MO 63376

PLEASE FORWARD YOUR CHECK BY MARCH 1, 2023. PAYMENT OF YOUR DUES CONSTITUTES MEMBERSHIP IN THE ORGANIZATION, INCLUDING LISTING ON THE MEMBERSHIP ROSTER. QUESTIONS SHOULD BE DIRECTED TO MAYOR LEN PAGANO, TREASURER OR BY EMAIL TO

JSMITH@STPETERSMO.NET

THANK YOU!



WE KEEP LIFE FLOWING™

**Service Address:**

CITY OF BELLEFONTAINE NEIGHBRS  
1041 HOPEDALE DR PARK  
ST LOUIS, MO 63137-1712

**THANK YOU FOR BEING OUR CUSTOMER**

**Important Account Messages**

- Want more convenience and less clutter? Try paperless billing. We send an email when your bill is available for viewing and include an option to pay. It's simple to sign up, just register or log into My Account at [amwater.com/myaccount](http://amwater.com/myaccount) and make the selection for paperless billing.
- Your charges contain a change in pricing that was effective on 01/20/24. Please review the Account Detail section of your bill for more information.

For more information, visit [www.missouriamwater.com](http://www.missouriamwater.com)

*Pd. 2/7 - CL# 46783*

**Statement**

FEB 12 2024

Account No. **1017-210011914920**

**\$1,853.50**

Payment Due By:

**March 1, 2024**

**Billing Date:**

February 08, 2024

**Service Period:**

Jan 09 to Feb 06 (29 Days)

**Total Gallons:**

54,200

**Account Summary – See page 3 for Account Detail**

Prior Billing:	\$1,323.41
Payments:	\$0.00
<b>Balance Forward:</b>	<b>\$1,323.41</b>
Service Related Charges:	\$489.19
Pass Through Charges:	\$1.75
Taxes:	\$39.15
<b>Total Amount Due:</b>	<b>\$1,853.50</b>

RECEIVED BY ✓  
 CITY OF BELLEFONTAINE NEIGHBORS  
 DATE: 2/14/24  
 FOR: HADWIN DEPT  
 APPROVED FOR PAYMENT: *[Signature]*  
 AMOUNT \$: 530.09  
 Acc# 5023



View your account information or pay your bill anytime at: [www.amwater.com/MyAccount](http://www.amwater.com/MyAccount)



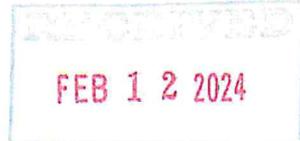
Pay by Phone\*: Pay anytime at 1-855-748-6066



Customer Service: 1-866-430-0820  
M-F 7:00am to 7:00pm – Emergencies 24/7



MISSOURI AMERICAN WATER  
PO BOX 6029  
CAROL STREAM, IL 60197-6029



**Meter Reading and Usage Summary**

Meter No.	Measure	Size	From Date	To Date	Previous Read	Current Read	Meter Units	Billing Units	Total Gallons
64594397	100 gal	2"	01/09/2024	02/06/2024	5,736 (A)	6,278 (A)	542	542.00	54,200

A = Actual E = Estimate

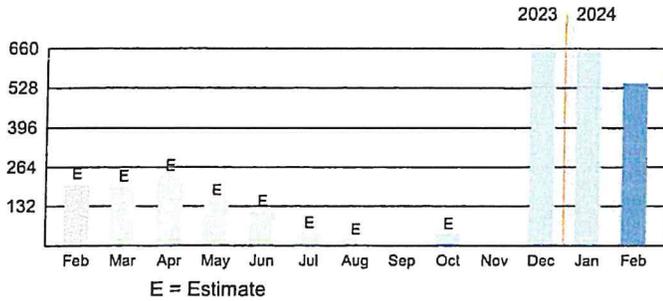
1 Billing Unit = 100 gallons

Total Gallons: 54,200

**Billed Usage History (graph shown in 100 gallons)**

- 54,200 gallons = usage for this period
- 20,400 gallons = usage for same period last year

Next Scheduled Read Date: on or about March 06, 2024  
Account Type: Other Public Authority



Average daily use for this period is: (29 days)

**1,869** gallons

Year to Date Billed Usage: 119,000 gallons

**Account Detail**

Account No. 1017-210011914920

Service To: 1041 HOPEDALE DR PARK ST LOUIS, MO 63137-1712

Prior Billing	1,323.41
Payments	0.00

**Balance Forward 1,323.41**

**Service Related Charges - 01/09/24 to 02/06/24**

<b>Water Service</b>	<b>489.19</b>
Water Service Charge	44.92
Water Usage Charge (542 x \$0.77604)	420.61
WSIRA Surcharge (336.42 x \$0.07032)	23.66

**Total Service Related Charges 489.19**

<b>Pass Through Charges</b>	<b>1.75</b>
Water Primacy Fee (1 x \$1.75)	1.75

<b>Taxes</b>	<b>39.15</b>
City Gross Receipts Tax	39.15

**Total Current Period Charges 530.09**

**Total Amount Due \$1,853.50**

**Understanding Your Bill**

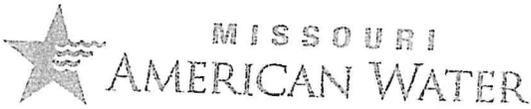
The information below defines some of the new terms you may find on your bill:

- **Service Related Charges:** This section includes charges for services related to water (or wastewater) service. If applicable, credits and debits for correction to previously billed charges are itemized in this section.
- **Fees and Adjustments:** This section provides details related to additional charges or adjustments for the service period referenced. Fees, when applicable, would include items such as service activation and late payment charges.
- **Surcharges:** Surcharges are used to recover changes to costs that occur between ratemaking cycles. Common surcharges include Purchased Water, Consolidated Expenses, Conservation, Intervenor Compensation and Payment Assistance.
- **Billing Units:** One billing unit equals 100 gallons of water used. If the meter serving your property measures your water use in cubic feet or a different unit of measure, we convert the usage to gallons to make it easier to understand.
- **Average Daily Use:** The gallons shown in the water droplet above represent your average daily water use for the current billing period. Tracking the amount of water you use can help you manage your overall water use from month to month.
- **Still have questions?** We are here to help. Our customer service representatives are available M-F, 7 a.m. to 7 p.m. More information on understanding your bill and charges can also be found on our website. See the link below.

Para obtener asistencia con la traducción de su factura, comuníquese con nuestro Centro de Servicio al Cliente, de lunes a viernes de 7 a.m. a 7 p.m.

For more information about your charges and rates, please visit: <https://amwater.com/moaw/rates>





WE KEEP LIFE FLOWING™

# Statement

Account No. **1017-210011711398**

**\$53.95**

Payment Due By:

**February 28, 2024**

**Service Address:**

CITY OF BELLEFONTAINE NEIGHBRS  
1230 CHAMBERS RD  
ST LOUIS, MO 63135-2247

**Billing Date:**

February 06, 2024

**Service Period:**

Jan 05 to Feb 02 (29 Days)

**Total Gallons:**

0

**THANK YOU FOR BEING OUR CUSTOMER**

### Important Account Messages

- Want more convenience and less clutter? Try paperless billing. We send an email when your bill is available for viewing and include an option to pay. It's simple to sign up, just register or log into My Account at [amwater.com/myaccount](http://amwater.com/myaccount) and make the selection for paperless billing.
- Your charges contain a change in pricing that was effective on 01/20/24. Please review the Account Detail section of your bill for more information.

### Account Summary – See page 3 for Account Detail

Prior Billing:	\$39.03
Payments:	\$0.00
<b>Balance Forward:</b>	<b>\$39.03</b>
Service Related Charges:	\$13.61
Pass Through Charges:	\$0.29
Taxes:	\$1.02
<b>Total Amount Due:</b>	<b>\$53.95</b>

For more information, visit [www.missouriamwater.com](http://www.missouriamwater.com)

*pd. 2/5 - CR # 46766*

View your account information or pay your bill anytime at: [www.amwater.com/MyAccount](http://www.amwater.com/MyAccount)

Pay by Phone\*: Pay anytime at 1-855-748-6066

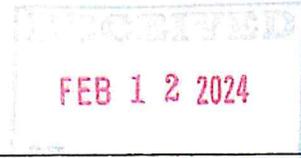
Customer Service: 1-866-430-0820  
M-F 7:00am to 7:00pm – Emergencies 24/7

MISSOURI AMERICAN WATER  
PO BOX 6029  
CAROL STREAM, IL 60197-6029

RECEIVED BY ✓  
CITY OF BELLEFONTAINE NEIGHBORS  
DATE: *2/14/24*  
FOR: *ACLD* DEPT: \_\_\_\_\_  
APPROVED: *[Signature]*  
FOR PAYMENT: \_\_\_\_\_  
AMOUNT: *14.92*

*Acct # 5023*

FEB 12 2024



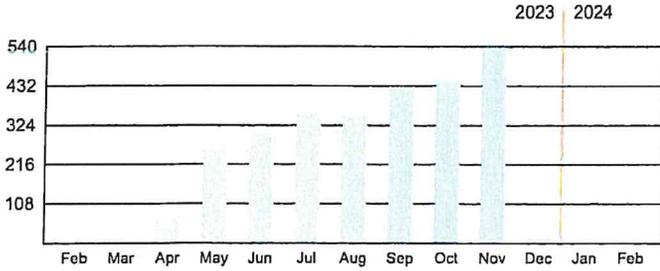
**Meter Reading and Usage Summary**

Meter No.	Measure	Size	From Date	To Date	Previous Read	Current Read	Meter Units	Billing Units	Total Gallons
27387647	100 gal	3/4"	01/05/2024	02/02/2024	5,045 (A)	5,045 (A)	0	0.00	0

A = Actual E = Estimate 1 Billing Unit = 100 gallons

**Billed Usage History (graph shown in 100 gallons)**

- 0 gallons = usage for this period
- 0 gallons = usage for same period last year



Next Scheduled Read Date: on or about March 04, 2024  
Account Type: Other Public Authority

Average daily use for this period is: (29 days)

0 gallons

Year to Date Billed Usage: 0 gallons

**Account Detail**

Account No. 1017-210011711398

Service To: 1230 CHAMBERS RD ST LOUIS, MO 63135-2247

Prior Billing	39.03
Payments	0.00
<b>Balance Forward</b>	<b>39.03</b>
<b>Service Related Charges - 01/05/24 to 02/02/24</b>	
Water Service	13.61
Water Service Charge	13.61
Water Usage Charge (0.00 x \$0.77604)	0.00
<b>Total Service Related Charges</b>	<b>13.61</b>
Pass Through Charges	0.29
Water Primacy Fee (1 x \$0.29)	0.29
Taxes	1.02
City Gross Receipts Tax	1.02
<b>Total Current Period Charges</b>	<b>14.92</b>

**Total Amount Due** **\$53.95**

**Understanding Your Bill**

The information below defines some of the new terms you may find on your bill:

- Service Related Charges:** This section includes charges for services related to water (or wastewater) service. If applicable, credits and debits for correction to previously billed charges are itemized in this section.
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- Billing Units:** One billing unit equals 100 gallons of water used. If the meter serving your property measures your water use in cubic feet or a different unit of measure, we convert the usage to gallons to make it easier to understand.
- Average Daily Use:** The gallons shown in the water droplet above represent your average daily water use for the current billing period. Tracking the amount of water you use can help you manage your overall water use from month to month.
- Still have questions?** We are here to help. Our customer service representatives are available M-F, 7 a.m. to 7 p.m. More information on understanding your bill and charges can also be found on our website. See the link below.

Para obtener asistencia con la traducción de su factura, comuníquese con nuestro Centro de Servicio al Cliente, de lunes a viernes de 7 a.m. a 7 p.m.

For more information about your charges and rates, please visit: <https://amwater.com/moaw/rates>





WE KEEP LIFE FLOWING™

### Statement

Account No. **1017-210013582510**

**\$129.43**

Payment Due By: **February 28, 2024**

A portion of your account balance is past due. Please see account messages for more information.

Billing Date: February 06, 2024

Service Period: Jan 05 to Feb 02 (29 Days)

Total Gallons: 6,100

**Service Address:**  
CITY OF BELLEFONTAINE NEIGHBRS  
9641 BELLEFONTAINE RD  
ST LOUIS, MO 63137-1818

### THANK YOU FOR BEING OUR CUSTOMER

#### Important Account Messages

- The Due Date shown on your bill applies to current charges only. However, **\$61.08 is past due and is due immediately.** To see if other payment options are available, please contact us.
- Your charges contain a change in pricing that was effective on 01/20/24. Please review the Account Detail section of your bill for more information.

For more information, visit [www.missouriamwater.com](http://www.missouriamwater.com)

*Pd. 1/25 - Ct # 46730*

#### Account Summary – See page 3 for Account Detail

Prior Billing:	\$115.46
Payments - Thank You!	\$54.38
Balance Forward - Past Due	\$61.08
Service Related Charges:	\$63.02
Pass Through Charges:	\$0.29
Taxes:	\$5.04
<b>Total Amount Due:</b>	<b>\$129.43</b>

View your account information or pay your bill anytime at: [www.amwater.com/MyAccount](http://www.amwater.com/MyAccount)

Pay by Phone\*: Pay anytime at 1-855-748-6066

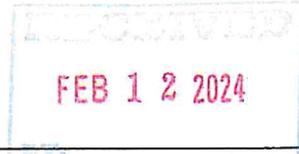
Customer Service: 1-866-430-0820  
M-F 7:00am to 7:00pm – Emergencies 24/7

MISSOURI AMERICAN WATER  
PO BOX 6029  
CAROL STREAM, IL 60197-6029

RECEIVED BY ✓  
CITY OF BELLEFONTAINE NEIGHBORS  
DATE: *2/14/24*  
FOR: *Admin* DEPT  
APPROVED FOR PAYMENT: *[Signature]*  
AMOUNT \$ *63.35*

*17Cct # 5023*

SEP 2 2024



**Meter Reading and Usage Summary**

Meter No.	Measure	Size	From Date	To Date	Previous Read	Current Read	Meter Units	Billing Units	Total Gallons
27306552	100 gal	3/4"	01/05/2024	02/02/2024	1,512 (A)	1,573 (A)	61	61.00	6,100

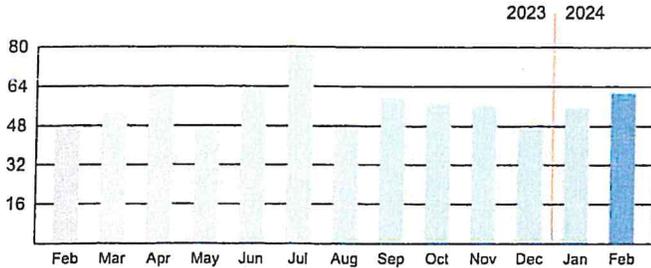
A = Actual E = Estimate

1 Billing Unit = 100 gallons

Total Gallons: 6,100

**Billed Usage History (graph shown in 100 gallons)**

- 6,100 gallons = usage for this period
- 4,700 gallons = usage for same period last year



Next Scheduled Read Date: on or about March 04, 2024  
Account Type: Other Public Authority

Average daily use for this period is: **210** gallons (29 days)

Year to Date Billed Usage: 11,600 gallons

**Account Detail**

Account No. 1017-210013582510

Service To: 9641 BELLEFONTAINE RD ST LOUIS, MO 63137-1818

Prior Billing	115.46
Payments	-54.38
Total payments as of Jan 23. Thank you!	
<b>Balance Forward - Past Due</b>	<b>61.08</b>
<b>Service Related Charges - 01/05/24 to 02/02/24</b>	
<b>Water Service</b>	<b>63.02</b>
Water Service Charge	13.61
Water Usage Charge (61 x \$0.77604)	47.34
WSIRA Surcharge (29.44 x \$0.07032)	2.07
<b>Total Service Related Charges</b>	<b>63.02</b>
<b>Pass Through Charges</b>	<b>0.29</b>
Water Primacy Fee (1 x \$0.29)	0.29
<b>Taxes</b>	<b>5.04</b>
City Gross Receipts Tax	5.04
<b>Total Current Period Charges</b>	<b>68.35</b>

**Total Amount Due** **\$129.43**

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For more information about your charges and rates, please visit: <https://amwater.com/moaw/rates>



Motor Vehicle Bureau  
Post Office Box 2076  
Jefferson City, Missouri 65105-0100

2/23/24-Mailed

Tahoe

Missouri  
DEPARTMENT OF REVENUE

(573) 526-1743

### Renewal Notice

CITY OF BELLEFONTAINE NGHBR  
9641 BELLEFONTAINE ROAD  
ST LOUIS, MO 63137

CC116

This is your notice to renew the motor vehicle registration referenced below. Please review the registration information for accuracy.

**Registration Information:**

2012 CHEV 1GNLC2E0XCR203896

Expires 2/2024

Plate CW9T1A

If any changes are required, please complete an Application for Motor Vehicle License (Form 184).

If this renewal is also for a fictitious record, you will need to complete an Application for Motor Vehicle License (Form 184) in the fictitious name. Please make sure the application is completed and signed in the fictitious name.

Please submit this renewal notice and the following items to renew this registration:

- Form 184 as mentioned above (if applicable);
- A copy of your paid personal property tax receipt or statement of non assessment;
- Registration Fees:

Total One-Year Fee: \$39.25

Total Two-Year Fee: \$78.50

Optional Fund Donations

\$1 Blind  \$1 Medal of Honor Fund  \$1, \$10, or \$\_\_\_\_\_ WW I Memorial Trust Fund

Organ Donor Fund \$\_\_\_\_\_ (Minimum \$1)

- Emissions Inspection;
- No safety inspection is required;
- Proof of liability insurance;
- A completed and signed Application for Confidential License Plates (Form 5127); and
- A copy of your title or proof of ownership.

A renewal penalty of five dollars is due if your renewal application is postmarked after the registration renewal month.

Form 184 can be located at [www.dor.mo.gov/forms](http://www.dor.mo.gov/forms).

My signature shall certify that I have and will maintain, during the period of registration, financial responsibility with respect to each motor vehicle that I own, license, or operate on the streets or highways.

*[Handwritten Signature]*

2/14/24

# 5623

NATION & FLETCHER, INC.

# Invoice

4345 Bridgeton Industrial Dr.  
Bridgeton, MO 63044  
314-291-0700

Date	Invoice #
1/17/2024	16556

<b>Bill To</b>
CITY OF BELLEFONTAINE NEIGHBORS 9641 BELLEFONTAINE RD. BELLEFONTAINE NEIGHBORS, MO 63137

<b>Ship To</b>

P.O. Number	Terms	Rep	Ship	Via	F.O.B.	Project
Vince Russo	Net 15	JDN	1/12/2024	NF Truck		

Quantity	Item Code	Description	Price Each	Amount
	Labor	PERFORM INSPECTION OF LIFT WITH PAPERWORK.		250.00

RECEIVED BY  
CITY OF BELLEFONTAINE NEIGHBORS  
DATE: 2-17-24  
FOR: C.W. DEPT  
APPROVE FOR PAYMENT: *[Signature]*  
AMOUNT \$ 250.00  
Acct # 5623

<table border="1"> <tr> <th>Phone #</th> <th>Fax #</th> <th>E-mail</th> </tr> <tr> <td>314-291-0700</td> <td>314-298-8217</td> <td>susan@nationfletcher.com</td> </tr> </table>			Phone #	Fax #	E-mail	314-291-0700	314-298-8217	susan@nationfletcher.com	<b>Total</b>	\$250.00
Phone #	Fax #	E-mail								
314-291-0700	314-298-8217	susan@nationfletcher.com								



Invoice: 12724804  
 Page 1 of 1  
 Date: 1/30/2024  
 Terms: Net 30 Days

52182

BELLEFONTAINE CITY  
 NEIGHBORS  
 9641 BELLEFONTAINE  
 BELLEFONTAINE, MO 63137

Job Description:  
 MAT-A  
 POTHoles SEATON  
 00007845-SO

Ticket	Date	Location	Product	Quantity	----Material----		-----Freight-----		Tax Amount	Total
					Rate	Amount	Rate	Amount		
42907404	1/30/2024	20201	251	1.32	129.50	170.94	0.00	0.00	0.00	170.94
Subtotal	EZ STREET CMA			1.32	Ton	\$170.94		\$0.00	\$0.00	\$170.94

RECEIVED BY  
 CITY OF BELLEFONTAINE NEIGHBORS  
 DATE: 2-17-24  
 FOR: P.W. DEPT  
 APPROVED  
 FOR PAYMENT: *[Signature]*  
 AMOUNT \$ 170.94

Acct # 5825



Invoice: 12726789

Page 1 of 1

Date: 2/6/2024

Terms: Net 30 Days

52182

BELLEFONTAINE CITY  
 NEIGHBORS  
 9641 BELLEFONTAINE  
 BELLEFONTAINE, MO 63137

Job Description:

MAT-A  
 9641 BELL FOUNTAINE

00007845-SO

Ticket	Date	Location	Product	Quantity	----Material----		-----Freight-----		Tax Amount	Total
					Rate	Amount	Rate	Amount		
42987550	2/6/2024	20201	251	2.32	135.90	315.29	0.00	0.00	0.00	315.29
Subtotal				EZ STREET CMA	2.32	Ton	\$315.29	\$0.00	\$0.00	\$315.29

*#5625*

RECEIVED BY	
CITY OF BELLEFONTAINE NEIGHBORS	
DATE: <i>2-11-24</i>	
FOR: <i>T.W.</i>	DEPT
APPROVED	
FOR PAYMENT	
AMOUNT \$: <i>315.29</i>	

*ACCE #5625*

*[Handwritten signature]*





REPRINT OF ORIGINAL INVOICE

10000

THANKS FOR YOUR ORDER IF YOU HAVE ANY QUESTIONS OR PROBLEMS, JUST CALL US

FOR CUSTOMER SERVICE ORDER: (888) 263-3423 FOR ACCOUNT INQUIRIES : (800) 721-6592

Table with 3 columns: INVOICE NUMBER, AMOUNT DUE, PAGE NUMBER; INVOICE DATE, TERMS, PAYMENT DUE

Federal ID # 86-2161688

Bill To: ATTN: ACCTS PAYABLE CITY OF BELLEFONTAINE 9641 BELLEFONTAINE RD SAINT LOUIS MO 63137-1899

Ship To: CITY OF BELLEFONTAINE NEIGHBOR 9641 BELLEFONTAINE RD SAINT LOUIS MO 63137-1899

Table with 6 columns: ACCOUNT NUMBER, ACCOUNT MANAGER, SHIP TO ID, ORDER NUMBER, ORDER DATE, SHIPPED DATE; BILLING ID, PURCHASE ORDER, RELEASE, ORDERED BY, DESKTOP, COST CENTER; CATALOG ITEM # / MANUF CODE, DESCRIPTION / CUSTOMER ITEM #, U/M TAX, QTY ORD, QTY SHIP, QTY B/O, UNIT PRICE, EXTENDED PRICE

RECEIVED BY CITY OF BELLEFONTAINE NEIGHBORS DATE 2/16/13 FOR A.D. DEPT APPROVED FOR PAYMENT AMOUNT \$ 281.13

Handwritten signature: Emmie Ruffin-H

Handwritten: Acc # 5044

Table with 2 columns: SUB-TOTAL, TIERED DISCOUNT, DELIVERY, MISCELLANEOUS, SALES TAX, TOTAL

ALL AMOUNTS ARE BASED ON USD CURRENCY

To return supplies, please repack in original box and insert our packing list, or copy of this invoice. Please note problem so we may issue credit or replacement, whichever you prefer. Please do not strip collect. Please do not return furniture or machines until you call us first for instructions. Shortage or damage must be reported within 5 days after delivery.

DETACH HERE

Table with 5 columns: CUSTOMER NAME, BILLING ID, INVOICE NUMBER, INVOICE DATE, INVOICE AMOUNT

AMOUNT ENCLOSED 281.13

FL0 002317295 3456189450019 00000028113 1 2

PLEASE SEND YOUR CHECK TO: ODP Business Solutions, LLC PO BOX 660113 DALLAS TX 75266-0113

PLEASE RETURN THIS STUB WITH YOUR PAYMENT TO ENSURE PROMPT CREDIT TO YOUR ACCOUNT. PLEASE DO NOT STAPLE OR FOLD. THANK YOU



Receipt # 305536  
 Payment Date: 02/07/24  
 Household: 11172

Bellefontaine Neighbors  
 Parks and Recreation Department  
 369 Bellefontaine Road  
 Bellefontaine Nbrs., MO 63137  
 Phone: (314)867-0700

OTHA WASHINGTON  
 9480 ADLER  
 Bellefontaine Nbrs. MO 63137

Hm Ph: (314)379-236

**Reservation Updated: Recreation Center, Meeting Room 101**

Reserv. Contact: OTHA WASHINGTON  
 Phone Number: (314)379-2363  
 Reserv. Number: 7631  
 Status: Firm  
 Purpose: birthday party  
 Anticipated Count: 47

Date(s) And Times	New Fees	Total Fees	New Paid	Total Paid	Amount Due
Sat 02/03/2024 11:00 am to 5:30 pm	0.00	100.00	0.00	100.00	0.00
	Deposit: 75.00-	0.00	75.00-	0.00	0.00

Facility Comments: No refunds or credits will be given for cancellations made less than 2 weeks before the event. A \$3.00 service charge will be made for cancellations made more than 2 weeks in advance.

Processed on 02/07/24 @ 9:55 am by ANS

Total New Deposit Fees	75.00
Total New Fees	0.00
Discount Applied	0.00
<b>Total Due</b>	<b>75.00</b>
Total Deposit Fees Refunded	75.00
Total Fees Paid	0.00
<b>Total Refunded</b>	<b>75.00</b>

**Household Balance Information**

Overall Household Credit Balance Available 0.00  
 Overall Household Balance Due 0.00

Refund of: 75.00 Made By: Journal With Reference:

A refund of \$75.00 will be mailed to:  
 OTHA WASHINGTON  
 9480 ADLER  
 Bellefontaine Nbrs. MO 63137

Ashley N. Stinson      2/7/24  
 Authorized Signature      Date

\_\_\_\_\_  
 Authorized Signature      Date



PO BOX 740709  
ATLANTA, GA 30374-0709

### Invoice/Statement

MB 01 007096 81280 H 34 D  
00101123 NDA 9207276245  
CITY OF BELLEFONTAINE  
NEIGHBORS  
9641 BELLEFONTAINE RD  
SAINT LOUIS, MO 63137-1818

01/26/2024	\$0.45
------------	--------

Client Number: 00101123      Lab Code: NDA  
 Client Name: CITY OF BELLEFONTAINE  
 Terms: 30 Days  
 Protocol Number: N/A  
 PO Number: N/A



- The information provided on this statement is confidential and only for the intended recipient.
- Your payment stub is attached below or you may pay online at the website listed below or by telephone. Please include your client number, invoice numbers and amounts paid on your check stub. Invoice discrepancies must be identified in writing by fax or through einvoice using the fax number or weblink below. Payment is due for the undisputed balance.
- We report payment history to credit agencies. Unless a valid dispute is identified, open invoices beyond our terms are reported as past due. This bill is final unless discrepancies are reported within 30 days.
- This invoice reflects the total net fee for services rendered. If you are required to report items or services to Medicare or Medicaid, you must report the total net fee either on the applicable cost report or other reporting documentation required by the Medicare or Medicaid programs.

For Billing Inquiries:  
 Weekdays 9AM - 4:30PM EST  
 Phone: 1-800-345-2455 Fax: 484-676-5464  
 Or visit our website at [HTTPS://QUESTDIAGNOSTICS.COM/EINVOICE](https://questdiagnostics.com/einvoice)

RECEIVED BY  
 CITY OF BELLEFONTAINE NEIGHBORS  
 DATE: 2/17/24  
 FOR: [Signature] DEPT: [Signature]  
 APPROVED FOR PAYMENT: [Signature]  
 AMOUNT: \$0.45  
 Acct # 3649

Lab Tax ID: #38-2084239

▲ Please fold and tear along perforation and remit with payment in the envelope provided. ▲

Lab Code: NDA

Current Invoice Balance: \$0.00  
 Past Due Balance: \$0.45



LOG ON NOW. Pay your statement online securely at  
[HTTPS://QUESTDIAGNOSTICS.COM/EINVOICE](https://questdiagnostics.com/einvoice)  
 or call 1-800-345-2455.

Statement Date: 01/26/2024	Invoice Number: 9207276245
----------------------------	----------------------------

Client Number: 00101123

\$ 0.45
---------

Please make checks payable to QUEST DIAGNOSTICS.  
 Be sure to include invoice number on your check.

MAIL PAYMENTS TO:  
 QUEST DIAGNOSTICS  
 PO BOX 740709  
 ATLANTA, GA 30374-0709



**REJIS**

When Data Matters

REJIS Commission  
4255 W Pine Blvd  
Saint Louis MO  
63108  
(314) 535-1950

# Invoice

#525330

2/13/2024

30050 Bellefontaine Neighbors Police Department

**Bill To**  
Sammie Ruffin-Hall  
Bellefontaine Neighbors Police Dept.  
9641 Bellefontaine Road  
Bellefontaine Neighbors, MO 63137

<b>Terms</b>	<b>Due Date</b>	<b>Created From</b>	<b>Client Services Rep</b>	<b>Period Start</b>	<b>Period End</b>
Net 30	3/14/2024		Brian P Haley	2/1/2024	2/29/2024

QTY	Item	Proposal #	PO #	Rate	Amount
3	LE-0003-2023 First Responder ID Badges w/LEWeb Subscription Ervin Landman, Tyrone Eastern, Edward Lee			\$11.50	\$34.50

Subtotal	\$34.50
Total	\$34.50

RECEIVED BY ✓	
CITY OF BELLEFONTAINE NEIGHBORS	
DATE:	2/14/24 Police DEPT
FOR	
APPROVED	<i>M. Se</i>
FOR PAYMENT	
AMOUNT \$	\$34.50

#5219

detach and return with remittance

Remit to:  
REJIS Commission  
4255 W Pine Blvd  
Saint Louis MO 63108  
(314) 535-1950

Invoice #: 525330  
Remit this amount: \$34.50  
Customer #: 30050 Bellefontaine  
Neighbors Police Department





# REJIS

Since 1978

REJIS Commission  
4255 W Pine Blvd  
Saint Louis MO  
63108  
(314) 535-1950

# Invoice

## #523454

1/18/2024

30046 City of Bellefontaine Neighbors

**Bill To**  
Semmie Ruffin-Hall  
City of Bellefontaine Neighbors  
9641 Bellefontaine Road  
Bellefontaine Neighbors, MO 63137

<b>Terms</b>	<b>Due Date</b>	<b>Created From</b>	<b>Client Services Rep</b>	<b>Period Start</b>	<b>Period End</b>
Net 30	2/17/2024		Brian P Haley	1/1/2024	1/31/2024

QTY	Item	Proposal #	PO #	Rate	Amount
1	SV-0001 E-Mail Domain Hosting Monthly Maintenance			\$10.00	\$10.00
45	SW-0034 Trellix Antivirus DAT File Updates for Desktops-1/1/24-12/31/24	SO#: 79 (26), SO#: 964 (19)		\$2.50	\$112.50
2	SV-0241 United Technologies Maintenance Dell PowerEdge R440, SN:FNC8PX2, Tag:000530, Dell PowerEdge R440, SN:FND4PX2, Tag:000531	SO#: 1454		\$41.00	\$82.00
39	KAS-001 Kaseya License per Device	SO#: 1437		\$6.25	\$243.75
3	KAS-003 Kaseya License per Server	SO#: 1437		\$75.00	\$225.00

**Subtotal** \$673.25

**Total** \$673.25

RECEIVED BY
CITY OF BELLEFONTAINE NEIGHBORS
DATE: 2/16/24
FOR: Admin DEPT
APPROVED: <i>Semmie Ruffin-Hall</i>
FOR PAYMENT
AMOUNT \$ 673.25

Acct # 507

detach and return with remittance

Remit to:  
REJIS Commission  
4255 W Pine Blvd  
Saint Louis MO 63108  
(314) 535-1950

Invoice #: 523454  
Remit this amount: \$673.25  
Customer #: 30046 City of  
Bellefontaine Neighbors



523454



# REJIS

REJIS Commission  
4255 W Pine Blvd  
Saint Louis MO  
63108  
(314) 535-1950

# Invoice

#525369

2/20/2024

30049 Bellefontaine Neighbors Municipal Court

RECEIVED BY	
CITY OF BELLEFONTAINE NEIGHBORS	
DATE: 2/20/24	
FOR: <i>Haley</i>	DEPT:
APPROVED	<i>Sammie Ruffin-Hall</i>
FOR PAYMENT	
AMOUNT \$: 612.33	

*PO # 5017*

Bill To  
Sammie Ruffin-Hall  
Bellefontaine Neighbors Municipal Court  
9641 Bellefontaine Road  
Bellefontaine Neighbors, MO 63137

Terms	Due Date	Created From	Client Services Rep	Period Start	Period End
Net 30	3/21/2024		Brian P Haley	2/01/2024	2/29/2024

QTY	Item	Proposal #	PO #	Rate	Amount
1	CT-0018 IMDSPlus Class One w/ Interfaces-License Maint. and Support • Class one Courts are limited to 250 or fewer new case filings per month. If the Court exceeds the maximum number of cases for four of six consecutive months, the Court's class will be adjusted accordingly. The Court's costs will be adjusted to the applicable cost associated with the new class.			\$334.25	\$334.25
3	CT-0047 IMDSPlus Workstation Maintenance			\$10.50	\$31.50
1	WN-0047 REJIS Access - Additional Agency Fee	592		\$36.00	\$36.00
1	LE-0009-M-2024 LEWeb Subscription Fee - Monthly			\$210.58	\$210.58

Subtotal	\$612.33
Total	\$612.33

detach and return with remittance

Remit to:  
REJIS Commission  
4255 W Pine Blvd  
Saint Louis MO 63108  
(314) 535-1950

Invoice #: 525369  
Remit this amount: \$612.33  
Customer #: 30049 Bellefontaine  
Neighbors Municipal Court



525369

Receipt # 305792  
 Payment Date: 02/12/24  
 Household: 2414

Bellefontaine Neighbors  
 Parks and Recreation Department  
 369 Bellefontaine Road  
 Bellefontaine Nbrs., MO 63137  
 Phone: (314)867-0700

RICHARD G. STADTER  
 611 KELVIN  
 Bellefontaine Nbrs. MO 63137

Home Ph: (314)869-597

**Reservation Updated: Recreation Center, Meeting Room 101**

Reserv. Contact: CATHERINE STADTER  
 Phone Number: (314)869-5975  
 Reserv. Number: 7622  
 Status: Firm  
 Purpose: birthday party  
 Anticipated Count: 47

Date(s) And Times	New Fees	Total Fees	New Paid	Total Paid	Amount Due
Sat 02/10/2024 11:00 am to 5:30 pm	0.00	100.00	0.00	100.00	0.00
Facility Comments	Deposit: 75.00-	0.00	75.00-	0.00	0.00

No refunds or credits will be given for cancellations made less than 2 weeks before the event. A \$3.00 service charge will be made for cancellations made more than 2 weeks in advance.

Processed on 02/12/24 @ 3:13 pm by ANS

Total New Deposit Fees	75.00
Total New Fees	0.00
Discount Applied	0.00
<b>Total Due</b>	<b>75.00</b>
Total Deposit Fees Refunded	75.00
Total Fees Paid	0.00
<b>Total Refunded</b>	<b>75.00</b>

**Household Balance Information**

Overall Household Credit Balance Available 0.00  
 Overall Household Balance Due 0.00

Refund of: 75.00 Made By: Journal With Reference:

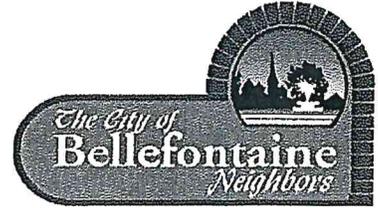
A refund of \$75.00 will be mailed to:  
 STADTER  
 611 KELVIN  
 Bellefontaine Nbrs. MO 63137

Wendy N. Stensson  
 Authorized Signature

2/12/24  
 Date

\_\_\_\_\_  
 Authorized Signature

\_\_\_\_\_  
 Date



**CITY OF BELLEFONTAINE NEIGHBORS  
EXPENSE REPORT**

EMPLOYEE NAME: Sarah Pflueger

DEPARTMENT: Parks & Recreation

TRAVEL/EVENT DATES: \_\_\_\_\_ DESCRIBE TRIP/OTHER CITY BUSINESS: \_\_\_\_\_

	SUN	MON	TUE	WED	THU	FRI	SAT	TOTAL
DATE				2/14				
MILEAGE								
REGISTRATION								
LODGING								
BREAKFAST								
LUNCH								
DINNER								
TAXI/BUS FARE								
PHONE CALLS								
MISC				St. Louis Fish & chicken - For luncheon				

TOTAL EXPENSES: \$109.18

BAL. DUE EMPLOYEE: \$102.99

LESS ADVANCE: \_\_\_\_\_

BAL. DUE CITY: \_\_\_\_\_

EMPLOYEE SIGNATURE: Sarah Pflueger

DATE: 2/16/2024

APPROVED BY: \_\_\_\_\_ (DEPARTMENT HEAD)

APPROVED BY: [Signature] (MAYOR)

\*\*\*\* Please include ALL receipts and documentation when submitting this form. Expense reports with proper attachments are required within 2 weeks of event to qualify for reimbursement.

# INVOICE



Ricoh USA, Inc Attn: Customer Administration  
300 Eagleview Blvd, Exton PA US 19341

7126000984 PRESORT PBPS002 <>



CITY OF BELFONTAINE  
ATTN: ACCOUNTS PAYABLE  
NEIGHBORS  
9669 BELLEFONTAINE RD  
SAINT LOUIS MO 63137-1818

Contract #: 5220156

Invoice Number	Invoice Date
5068852984	02/01/2024
Terms	Due Date
30 NET	03/02/2024
Customer Number	Purchase Order Number
2199387	003818
Federal ID	DUNS#
23-0334400	04-396-4519

We appreciate your business.  
For any questions, please contact us by visiting [my.ricoh-usa.com](http://my.ricoh-usa.com) and using Click to Chat or call us at 1-888-456-6457 to order additional products, supplies, services or to submit meter reads

For details on Ricoh's EPEAT and environmental initiatives, visit [www.ricoh-usa.com/environment](http://www.ricoh-usa.com/environment). Ricoh has posted to its website take back, recycling, paper content, reporting and design information for its imaging equipment/ Toner Containers/ packaging to meet EPEAT criteria. None of the returned material goes to landfill or incineration.

Equipment Location	Equipment Detail Service Offering	Billing Details	Amount	Sales Tax	Total		
CITY OF BELFONTAINE 9669 BELLEFONTAINE RD NEIGHBORS SAINT LOUIS MO 63137-1818 Ask to speak with Jimmy Direc	RICOH MPC3004-RM EID 14588206 MFG G696M310144R1 S/N C84335487	<b>Black and White</b>					
		Current Read	41060	01/31/2024			
		Previous Read	38057	11/01/2023			
		Total Images	3003				
		Allowance	0				
		Additional Images	3003 @	0.007500	22.52	0.00	22.52
		<b>Color</b>					
		Current Read	7862	01/31/2024			
		Previous Read	6974	11/01/2023			
		Total Images	888				
Allowance	0						
Additional Images	888 @	0.055000	48.84	0.00	48.84		
<b>Total</b>			<b>71.36</b>	<b>0.00</b>	<b>71.36</b>		

Regular Bill~

Amount Due	71.36
------------	-------

CITY OF BELFONTAINE  
ATTN: ACCOUNTS PAYABLE  
NEIGHBORS  
9669 BELLEFONTAINE RD  
SAINT LOUIS MO 63137-1818

Detach and Return This Portion With Your Payment or Pay Online at [www.ricoh-usa.com](http://www.ricoh-usa.com)  
To ensure proper credit to your account, please write your customer and invoice number on your check

Make check payable and remit to:

2/13/24  
Parker  
J. [Signature]  
\$ 71.36  
# 5513 office

Customer No.	2199387
Invoice Number	5068852984

Amount Due	71.36
------------	-------

Ricoh USA, Inc  
P.O. Box 660342  
DALLAS TX 75266-0342

Thank you for choosing Ricoh USA, Inc

00 0050688529842 00021993878 00000071365 00000000 00000000

**Parks and Recreation Department**  
**9669 Bellefontaine Road**  
**St. Louis County, Missouri 63137**  
**(314) 867-0700**

**St. Louis**  
**Fish-Chicken-Grill**  
10051 BELLEFONTAINE RD  
SAINT LOUIS, MO. 63137  
**314-395-5555**

Wednesday, February 14, 2024 10:03 AM

**ADV ORDER: 559**

Thursday, February 15, 2024

Dear Lori,

I am requesting a refund check in the amount of \$68.18. On Wed had to make an order from St. Louis Fish and Chicken for my Sen my own debit card. I did not have access to an administrator's ca purchase.



Sarah Pflueger

Recreation Supervisor

Emp1: Cashier1 Inv#: 0064134  
Open: February 13, 2024 11:23 AM  
Due: February 14, 2024 10:30 AM  
Station: 2 Ref: 314-867-0076

Qty	Description	Price	Amount
** ADV-ORDER **			
1	50 WINGS CHICAGO	62.99	62.99

Sub Total 62.99  
Sales Tax 5.19

**Total 68.18**

**Visa 68.18**

Closed: February 14, 2024 10:03 AM

Cust# 314-867-0076  
BELLFOUNTAIN CENTER

Thank you, Please Come Again!

RECEIVED BY	
CITY OF BELLEFONTAINE NEIGHBORS	
DATE	2/15/24
FOR	REC
APPROV	[Signature]
FOR AMOUNT	68.99

Acct# 5516

Special Events

Statement date  
02/12/24

CITY OF BELLEFONTAINE  
9669 BELLEFONTAINE RD

Large General Service

Customer service or gas emergencies  
800.832.4173 | spire.com

Account number 3443440000	Read type Actual	Read date 02/22/24	Read meter 137
------------------------------	---------------------	-----------------------	-------------------

**Service period (32 days)**  
01/11/24 to 02/11/24

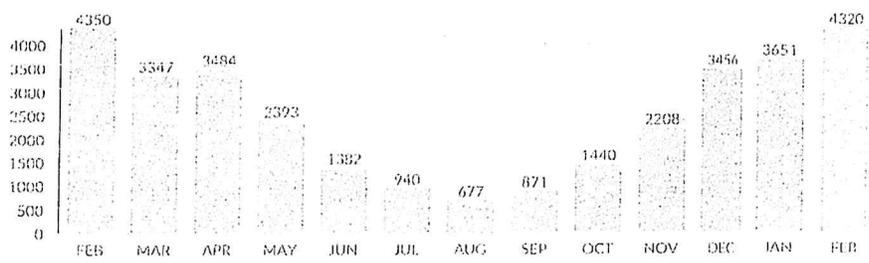
Usage 4320  
Previous reading 55353  
Present reading 59673

Previous balance \$10,040.24  
Payment received (\$6,107.57)

Current charges \$4,574.01

*A late fee may be charged if not paid before 02/28/24*

Gas usage history



	Feb '23	Jan '24	Feb '24
Total used	4350	3651	4320
Average daily Ccfs	155.36	117.77	135
Days in billing cycle	28	31	32

The bill is not subject to...  
if you pay from...  
we will...  
A late fee may be charged if not paid before 02/28/24

Thank you for your payment of \$6,107.57 on 01/19/24.

Your account is currently past due. Please pay immediately to avoid additional late fees or collection activity. If you have already made a payment, please disregard this message. Thank you.

Delivery and distribution charges

Customer charge	\$145.43
Usage: 4,320 Ccf @ \$0.15689	\$677.76
Pipeline upgrade charge (ISRS)	\$5.47
<b>Delivery subtotal</b>	<b>\$828.66</b>
Natural gas cost charges	
Usage	\$3,351.80
<b>Natural gas subtotal</b>	<b>\$3,351.80</b>

Taxes	
Belle Nighbors Tax	\$334.56
Taxes subtotal	\$334.56
<b>Subtotal</b>	<b>\$8,506.68</b>

RECEIVED BY  
CITY OF BELLEFONTAINE NEIGHBORS  
DATE: 2/20/24  
FOR: DEC DEPT  
APPROVE: [Signature]  
FOR PAYMENT: [Signature]  
AMOUNT \$ 8506.68  
ACCE # 5082

Please print the amount of your payment. We will then accept your cash, check, or money order to pay this bill.

Account number 3443440000	Read type Actual	Read date 02/22/24	Read meter 137
------------------------------	---------------------	-----------------------	-------------------

A late fee may be charged if not paid before 02/28/24 Amount enclosed: \$ 8506.68

Help Share the warmth by checking the red box here or by signing up at DollarHelp.org Make check payable to: Spire

Statement date  
02/12/24

BELLEFONTAINE NEIGHBORS  
9641 BELLEFONTAINE RD

Small General Service

Customer service or gas emergencies  
1-800-872-4123 | info@cityofbellefontaine.com

Account number 2443440000	Read by Actual	Date read 02/22/24
------------------------------	-------------------	-----------------------

Account summary

Service period (31 days)  
01/09/24 to 02/03/24

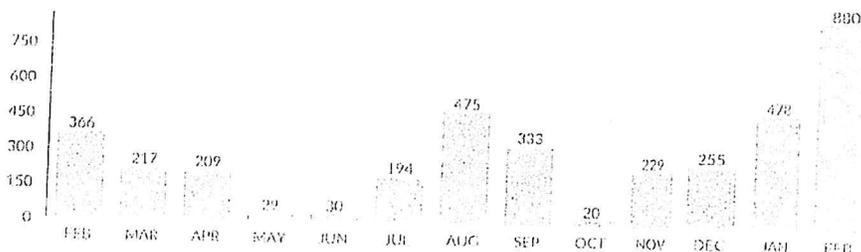
Usage 880  
Previous reading 800  
Present reading 1680

Previous balance \$300.10

Current charges \$1,015.85

*A late fee may be charged if not paid before 02/28/24*

Gas usage history



	Feb '23	Jan '24	Feb '24
Total used	366	478	880
Average daily Ccfs	13.07	15.42	28.39
Days in billing cycle	28	31	31

Delivery and distribution charges:

Delivery and distribution charges			
Customer charge		\$40.72	
Usage: 880 Ccf @ \$0.24021		\$211.38	
Pipeline upgrade charge (ISRS)		\$1.53	
Delivery subtotal			\$253.63
Natural gas cost charges			
Usage		\$682.78	
Natural gas subtotal			\$682.78
Taxes			
Belle Nighbors Tax		\$74.94	
Taxes subtotal			\$74.94
Subtotal			\$1,011.35

Your account is currently past due. Please pay immediately to avoid additional late fees or collection activity. If you have already made a payment, please disregard this message. Thank you.

RECEIVED BY  
CITY OF BELLEFONTAINE NEIGHBORS

DATE: 2/12/24

FOR: Ad. min DEPT

APPROVED FOR PAYMENT

AMOUNT \$ 1,015.85

Account 50235022

RECEIVED  
FEB 20 2024  
BY: .....

SOLD BY: TV		DATE: 2-20-24	
NAME: Bellefontaine City Hall			
ADDRESS: 9640 Bellefontaine			
CASH	C.O.D.	CHARGE	ON ACCT.
			A
05		65	
FEB 20 2024			
RECEIVED BY: <i>[Signature]</i>			

RECEIVED BY  
CITY OF BELLEFONTAINE NEIGHBORS  
DATE: 2/20/24  
FOR: Admin DEPT  
APPROVED FOR PAYMENT: *[Signature]*  
AMOUNT \$ 65.00

ACCT# 0045

All claims and returned goods MUST be accompanied by this bill.  
*Thank You.*



290 Axminister Drive | Fenton, MO 63026  
 636-349-2421 | 636-349-1968  
 sci-supplies.com

# INVOICE

## Supply Concepts Inc.

Date	Invoice #
2/14/2024	186795-1

City of Bellefontaine Neighbors  
 9641 Bellefontaine Road  
 St. Louis, MO 63137

Ship To  
 City of Bellefontaine Neighbors  
 9641 Bellefontaine Road  
 City of Bellefontaine Neighbor  
 St. Louis, MO 63137

P.O. No.		Terms	Due Date	Rep	Ship	Via
Semmie		Net 30	3/15/2024	101	2/14/2024	SCI
Quantity	Item Code	Description	U/M	Price Each	Amount	
1	NonCat**	*** Delivered *** Business cards printed full color - <i>Alison Smith</i> BX/500 Smith (Unit of Measure = BX)		30.00	30.00	

RECEIVED BY  
 CITY OF BELLEFONTAINE NEIGHBORS  
 DATE: *2/15/24*  
 FOR: *Admin* DEP:  
 APPROVE: *Semmie Ruffin*  
 FOR PAYMENT: *30.00*  
 AMOUNT \$ *30.00*  
*Acct # 5044*

If you've received this e-mail by mistake, please let us know the correct e-mail for billing purposes.  
 Thank-You!

Subtotal	\$30.00
Sales Tax (8.238%)	\$0.00
Total	\$30.00
Payments/Credits	\$0.00
<b>Balance Due</b>	<b>\$30.00</b>



290 Axminister Drive | Fenton, MO 63026  
 636-349-2421 | 636-349-1968  
 sci-supplies.com

# INVOICE

Date	Invoice #
2/19/2024	186876-1

## Supply Concepts Inc.

Ship To

City of Bellefontaine Neighbors  
 9641 Bellefontaine Road  
 St. Louis, MO 63137

City of Bellefontaine Neighbors  
 9641 Bellefontaine Road  
 City of Bellefontaine Neighbor  
 St. Louis, MO 63137

P.O. No.		Terms	Due Date	Rep	Ship	Via	
Serrmie		Net 30	3/20/2024	101	2/19/2024	SCI	
Quantity	Item Code	Description		U/M	Price Each	Amount	
10	NonCat**	#10 regular envelopes printed full color 500/bx 5bx/ct (Unit of Measure = BX)			55.00	550.00	
<table border="1"> <tr> <td>           RECEIVED BY            CITY OF BELLEFONTAINE NEIGHBORS            DATE: <u>2/20/24</u>            FOR <u>Admin</u> DEPT            APPROVED            FOR PAYMENT            AMOUNT \$ <u>550.00</u>  <u>Acc # 504</u> </td> </tr> </table>							RECEIVED BY CITY OF BELLEFONTAINE NEIGHBORS DATE: <u>2/20/24</u> FOR <u>Admin</u> DEPT APPROVED FOR PAYMENT AMOUNT \$ <u>550.00</u> <u>Acc # 504</u>
RECEIVED BY CITY OF BELLEFONTAINE NEIGHBORS DATE: <u>2/20/24</u> FOR <u>Admin</u> DEPT APPROVED FOR PAYMENT AMOUNT \$ <u>550.00</u> <u>Acc # 504</u>							
Subtotal					\$550.00		
Sales Tax (8.238%)					\$0.00		
Total					\$550.00		
Payments/Credits					\$0.00		
Balance Due					\$550.00		

If you've received this e-mail by mistake, please let us know the correct e-mail for billing purposes.  
 Thank-You!



**Bill To:**  
 BELLEFONTAINE CTY HALL  
 ACCOUNTS PAYABLE  
 9641 BELLEFONTAIN RD  
 ST LOUIS, MO 63137

**Remit To:**  
 TERMINIX PROCESSING CENTER  
 PO BOX 802155  
 CHICAGO, IL 60680

**Invoice Details**  
 Customer Number 2559752  
 Invoice Number 443196251  
 Invoice Date 02/06/2024  
 Invoice Amount \$ 81.00

Svc Address	Location	Sales Agreement #	P.O. Number	Base Amount	Environmental Fee	Tax Amount	Total
Work Order #	Service Description	Area	Service Date				
9641 BELLEFONTAINE RD, SAINT LOUIS, MO 63137	BELLEFONTAINE CITY HL	2882899		\$ 76.00			
19953540509	Gen Pest Control Regular		02/06/24	\$ 5.00			
				\$ 0.00			\$ 81.00

The environmental and safety surcharge covers ongoing costs required for maintaining environmental and safety initiatives for our employees and customers. This includes but is not limited to transportation improvements, safety training and service safety protocols as they may pertain to each industry we service.

RECEIVED BY  
 CITY OF BELLEFONTAINE NEIGHBORS  
 DATE: 3.14.24  
 FOR: Admin DEPT  
 APPROVED: *[Signature]*  
 FOR PAYMENT: *[Signature]*  
 AMOUNT: \$ 81.00  
 Acct # 5032



St. Louis County Police Department  
 Fiscal Services  
 7900 Forsyth Blvd.  
 Clayton, MO 63105  
 Phone: 314-615-0176

**INVOICE**  
 Customer Copy

CUSTOMER	INVOICE DATE	INVOICE NUMBER	AMOUNT PAID	DUE DATE	TOTAL DUE		
1798	02/05/2024	157022	\$0.00	03/06/2024	\$7,420.00		
DESCRIPTION	QUANTITY	PRICE	UOM	ORIGINAL BILL	ADJUSTED	PAID	AMOUNT DUE
COMMUNICATIONS CONTRACT COMMUNICATIONS CONTRACT FEBRUARY 2024	1	\$7,420.00	EACH	\$7,420.00	\$0.00	\$0.00	\$7,420.00

PLEASE PUT INVOICE NUMBER ON YOUR CHECK.  
 MAKE CHECKS PAYABLE TO: St. Louis County Treasurer

Invoice Total	<b>\$7,420.00</b>
---------------	-------------------

RECEIVED BY  
 CITY OF BELLEFONTAINE NEIGHBORS  
 DATE: 2/14/24  
 FOR Police DEPT  
 APPROVED Maj SE  
 FOR PAYMENT  
 AMOUNT \$ 7420.00

5218

✂ DETACH AND RETURN THE PORTION BELOW WITH YOUR PAYMENT ✂

Mastercard/VISA/Discover are accepted by phone at  
 314-615-8729 or at the following locations:

South County Government Center  
 4546 Lemay Ferry  
 St. Louis, MO 63129

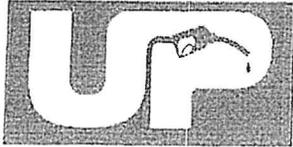
Northwest Crossing  
 715 Northwest Plaza Drive  
 St. Ann, MO 63074

**INVOICE**  
 Remit Portion

Invoice Date	02/05/2024
Invoice Number	157022
Customer Number	1798
Amount Paid	
<b>Due Date</b>	<b>03/06/2024</b>
<b>Invoice Total Due</b>	<b>\$7,420.00</b>

1798  
 BELLEFONTAINE NEIGHBORS POLICE DEPT.  
 CHIEF JEREMY IHLER  
 9641 BELLEFONTAINE ROAD  
 SAINT LOUIS, MO 63137

Remit To: St. Louis County Treasurer  
 41 S. Central, 8th Floor  
 Clayton, MO 63105



UNITED PETROLEUM SERVICE

128 Millwell Drive  
Maryland Heights, MO 63043  
Phone: 314-241-3767  
Fax: 314-241-3771

INVOICE

Ticket/Invoice #: 451897 Date: 2/2/2024  
Cust/Site #: 15037/CC000007 PO #:  
Technician: 48 Terms: NET 10 DAYS  
Sales Rep: GISMEGIAN, PAU Phone: 314-867-0076

Customer: City of Bellefontaine - LENZ  
Bellefontaine City Hall  
9641 Bellefontaine Road  
St. Louis MO 63137

Service Site: City of Bellefontaine  
Bellefontaine City Hall  
9641 Bellefontaine Road  
St. Louis MO 63137

Quantity	Description	Unit Price	Total Price
TOTAL SERVICE LABOR			
4.00	REGULAR HOURS	105.00	420.00
	GOOCH, WILLY L. 1/26/2024		
MISC REVENUE			
1.00	TRIP CHARGE	25.00	25.00
1.00	LEIGHTON OBRIEN LINE TEST	225.00	225.00

Customer Comments: Annual due 1/12/2024

1-26-24 Lob line and leak detector test on one line passed. Tested shear valves, ok. Did annual leak detection certification. Printed testing history from tank monitor.

Complete

SRG 2-2-24

RECEIVED BY

CITY OF BELLEFONTAINE NEIGHBORS

DATE: 2/18/24

FOR: P.W. DEPT

APPROVED FOR PAYMENT *[Signature]*

AMOUNT \$: 670.00

Acc # 5031

PLEASE REMIT PAYMENT TO: United Petroleum Service 128 Millwell Drive Maryland Heights, MO 63043	Subtotal: 670.00 Tax: .00 Total Invoice: 670.00 Total Payment: .00 TOTAL DUE: 670.00
---	--

Failure to pay within stated terms will result in additional interest charges and costs of collection as allowed.



Meeting your service needs 24 hours a day!



156 Weldon Parkway  
 Maryland Heights, MO 63043  
 Phone: 314-432-1801 Fax: 314-432-0059

# INVOICE

www.westportpools.com

For Invoice Questions Contact:  
 service@westportpools.com or call  
 314-743-4829

Date: 1/23/2024  
 Invoice No. 131298  
 Terms: Net 10 days

Customer ID: 8010

City of Bellefontaine Neighbors  
 Email Invoices To:  
 jkirincich@cityofbn.com

Service: City of Bellefontaine Neighbors  
 Location: 9641 Bellefontaine Rd.  
 Bellefont. Nbrs, MO 63137

Reference: Work Order 165062  
 Description: Work Order 165062 COUNTER SALES

PO Number:

Item	Description	UOM	Quantity/ (Hours)	Unit Price/ (Labor Rate)	Amount/ (Extension)
<b>Parts</b>					
1/23/2024	CHEMPHAJ1055 MURIATIC ACID CASE OF 4 GALLONS		3.00	\$40.00	\$120.00
1/23/2024	MOSSCOMMPRO3 POOL MOSS PRO3 (BULK) #9037400177		4.00	\$87.64	\$350.56
<b>Parts Subtotal</b>					<b>\$470.56</b>

2/6/24  
 Part 1  
 J. Kirincich  
 \$470.56 ✓  
 Aquatics

REMIT TO: WESTPORT POOLS  
 156 WELDON PARKWAY  
 MARYLAND HEIGHTS, MO 63043

Or pay online at [www.westportpools.com/pay-bill](http://www.westportpools.com/pay-bill)

Subtotal:	\$470.56
Sales Tax:	\$0.00
Payments:	\$0.00
<b>Total Due:</b>	<b>\$470.56</b>



Happy with our service?  
 You can easily leave a  
 Google review using this  
 QR code.

Receipt # 306011  
 Payment Date: 02/20/24  
 Household: 16588

Bellefontaine Neighbors  
 Parks and Recreation Department  
 369 Bellefontaine Road  
 Bellefontaine Nbrs., MO 63137  
 Phone: (314)867-0700

CARLA JONES  
 913 FONTAINE PLACE  
 Bellefontaine Nbrs. MO 63137

Home Phone: (314)255-345

**Reservation Updated: Recreation Center, Meeting Room 101**

Reserv. Contact: CARLA JONES  
 Phone Number: (314)255-3456  
 Reserv. Number: 7628  
 Status: Firm  
 Purpose: Birthday Party  
 Anticipated Count: 47

Date(s) And Times	New Fees	Total Fees	New Paid	Total Paid	Amount Due
Sat 02/17/2024 11:00 am to 5:30 pm	0.00	100.00	0.00	100.00	0.00
Facility Comments	Deposit: 75.00-	0.00	75.00-	0.00	0.00

No refunds or credits will be given for cancellations made less than 2 weeks before the event. A \$3.00 service charge will be made for cancellations made more than 2 weeks in advance.

Processed on 02/20/24 @ 8:43 am by ANS

Total New Deposit Fees	75.00
Total New Fees	0.00
Discount Applied	0.00
<b>Total Due</b>	<b>75.00</b>
Total Deposit Fees Refunded	75.00
Total Fees Paid	0.00
<b>Total Refunded</b>	<b>75.00</b>

**Household Balance Information**

Overall Household Credit Balance Available 0.00  
 Overall Household Balance Due 0.00

Refund of: 75.00 Made By: Journal With Reference:

A refund of \$75.00 will be mailed to:  
 CARLA JONES  
 913 FONTAINE PLACE  
 Bellefontaine Nbrs. MO 63137

Joshua M. Stroman  
 Authorized Signature

2/20/24  
 Date

\_\_\_\_\_  
 Authorized Signature

\_\_\_\_\_  
 Date



# INVOICE

832 Industry Drive  
 Tukwila WA 98188  
 PH: 206-575-3488/800-603-6802  
 Fax: 206-575-3927

DATE	INVOICE NO.
2/20/2024	11739

VENDOR# / CUSTOMER #:
FileOnQ / 20450

**BILL TO**

Bellefontaine Neighbors Police Dept.  
 Accounting  
 9641 Bellefontaine Road  
 St Louis MO 63137

**SHIP TO**

Bellefontaine Neighbors Police Dept.  
 Evidence  
 9641 Bellefontaine Road  
 St Louis, MO 63137

P.O. NO.	TERMS	DUE DATE	REP	SHIP DATE	SHIP VIA
2024MS	MONTHLY	3/1/2024	MTX	3/1/2024	Monthly MTX

ITEM	DESCRIPTION	QTY	RATE	AMOUNT
MONTHLYMTX	FileOnQ Software Maintenance & Support Valid MONTHLY: MARCH 2024MS  **SPECIAL AGREEMENT** \$335.00 monthly licensing & support fee (S. ENGLUND)  EvidenceOnQ Server Database 1- Box Module 1 - Retention Module 1 - Signature Capture Module 1 - Document Collection 1 - Inventory Module 1 - eDocs & Imaging Module 6 - Reports 3 - EvidenceOnQ Concurrent Client Seat Licenses  OUT OF STATE - Missouri	1	335.00	335.00T
			0.00%	0.00

**RECEIVED BY**  
**CITY OF BELLEFONTAINE NEIGHBORS**  
 DATE: 2/21/24  
 FOR Police DEPT  
 APPROVED M. S. O.  
 FOR PAYMENT  
 AMOUNT \$ 335.00 5227  
 #5611

**\*\*ALL MAJOR CREDIT CARDS ACCEPTED\*\***

FileOnQ Technology/Product Protected by Patent No's  
 RE47071 & RE47094

Federal ID # 91- 1947942

<b>Total</b>	\$335.00
<b>Payments/Credits</b>	\$0.00
<b>Balance Due</b>	\$335.00

**QUESTIONS: 800-603-6802 Ext. 125 or Email: [Becky@FileOnQ.com](mailto:Becky@FileOnQ.com)**

Invoice



Gulf States Distributors  
 6000 East Shirley Lane  
 P.O. Box 241387 (36124-1387)  
 Montgomery, AL 36117  
 3342712010

Invoice Number: 1461295-IN  
 Invoice Date: 2/14/2024

Order Number: 0214719  
 Order Date 2/14/2024  
 Salesperson: 0030  
 Customer Number: MOBELNE

Sold To:

Bellefontaine Neighbors Police  
 9641 Bellefontaine Rd  
 Bellefontaine Neighb, MO 63137

Ship To:

Bellefontaine Neighbors Police  
 Major Tim Sanders  
 314-867-0080  
 9641 Bellefontaine Rd  
 Saint Louis, MO 63137-1818

Customer P.O.	Ship VIA	F.O.B.		Terms		
Major Tim Sanders				Net 20 days		
Item Number	Unit	Ordered	Shipped	Back Ordered	Price	Amount
SPE53651	CASE	8.00	8.00	0.00	259.00	2,072.00
53651 9mm 124gr TMJ						
FEDTGL12-8	CASE	5.00	5.00	0.00	115.00	575.00
TGL12-8 12ga 2 3/4x1 1/8 8-Shot						
						DropShip: N
						DropShip: N

# 5214

RECEIVED BY	
CITY OF BELLEFONTAINE NEIGHBORS	
DATE:	<u>2/21/24</u>
FOR	<u>Police</u> DEPT
APPROVED	<u>M. J. SO</u>
FOR PAYMENT	
AMOUNT \$	<u>\$2647.00</u>

Net Invoice: 2,647.00  
 Less Discount: 0.00  
 Freight: 0.00  
 Sales Tax: 0.00  
 Invoice Total: 2,647.00

46844

CITY OF BELLEFONTAINE NEIGHBORS

9641 BELLEFONTAINE RD  
SAINT LOUIS, MISSOURI 63137  
(314) 867-0076 FAX (314) 867-1790



70-138/810



2/23/2024

PAY TO THE ORDER OF JOHN KRSUL

\$ \*\*76.02

Seventy-Six and 02/100\*\*\*\*\* DOLLARS

JOHN KRSUL  
10750 RUNNINGBROOK  
ST. LOUIS, MO 63137

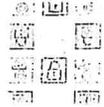
CITY TREASURER

CITY CLERK

MAYOR

FILE COPY

AUTHORIZED SIGNATURE



MEMO

⑈046844⑈ ⑆081001387⑆ 0165529502⑈

CITY OF BELLEFONTAINE NEIGHBORS

46844

JOHN KRSUL

2/23/2024

Date	Type	Reference	Original Amt.	Balance Due	Discount	Payment
2/23/2024	Bill	REIMBURSEMENT	76.02	76.02		76.02
					Check Amount	76.02

OPERATING ACCT-

76.02

CITY OF BELLEFONTAINE NEIGHBORS

46844

JOHN KRSUL

2/23/2024

Date	Type	Reference	Original Amt.	Balance Due	Discount	Payment
2/23/2024	Bill	REIMBURSEMENT	76.02	76.02		76.02
					Check Amount	76.02

OPERATING ACCT-

76.02



**REFERENCE TO CHECK #'S 46814(\$23.98) & 468449(\$76.02)**

The public works department had agreed to pay the total amount of \$100 as reimbursement for parts and labor for Mr. John Krsul. During the most recent ice storm, our salt truck slide and demolished his mailbox. Mr. Krsul was told to get three bids for the repair and the city would reimburse him. However, he decided it was an easy fix so he purchased the material and rebuilt his mailbox. There were two checks cut as reimbursement totaling \$100.00.

Jeffrey Ross  
Director of Public Works

MC Mechanical Services  
405 Biltmore Drive  
Fenton, MO 63026  
314-968-8400



Bill To  
City of Bellefontaine Neighbors  
9669 Bellefontaine Road  
St. Louis, MO 63137

Invoice No.	12457551	Service Location	Bellefontaine Recreational Center
Customer PO No.	003081		9669 Bellefontaine Road
Invoice For	Repair Job #30607488 (09/18/2023 - 10/03/2023)		St. Louis, MO 63137
Transaction Date	11/16/2023		
Due Date	12/16/2023 (Net 30)		

Notes

Replace (1) 3-Ton Condenser for Racquetball Court: \$6,903.00  
Leak check Locker Room Split System: \$2,770.00  
Per Quote# 23-1174

Code	Item	Svc	Qty	Unit Price	Amt
	Total Amount Due	HVAC	1	\$9,673.00	\$9,673.00
GRAND TOTAL					\$9,673.00

Terms & Conditions

All past due amounts are subject to a service charge of 1.5% per month (18% per year). If Buyer fails to pay within terms, then in addition to other remedies, Buyer agrees to pay Seller all costs of collection, including reasonable attorney fees.

NOTICE TO OWNER

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

11/20/23  
Parker  
J. K.  
\$9,673

\$6,903.00 - ARPA

\$2,770.00 - Building Maintenance



MC Mechanical Services  
405 Billmore Drive  
Fenton, MO 63026  
314-968-8400



Bill To  
City of Bellefontaine Neighbors  
9669 Bellefontaine Road  
St. Louis, MO 63137

Invoice No. 12458004 Service Location Bellefontaine Neighbors  
9641 Bellefontaine Road  
St. Louis, MO 63137  
Invoice For Service Call Job #32272065  
(11/30/2023)  
Transaction Date 2/1/2024  
Due Date 3/2/2024 (Net 30)

Notes

Mayor's Office - electric wall unit not working  
Contact Jimmy 314-882-0044

Technicians: Steven Witeka

No power to unit, turn on breaker heard a pop, disconnected blower motor turned on breaker and electric heater elements work, fan motor is bad. Unit used to have Cooling but all the piping was cut loose .electric element looks like someone added it but it might be original. Started pulling blower motor to find information for motor and wheel customer decided since all they need is electric heat that he would have his maintenance guys demo everything close at the wall and just put a electric wall mount on themselves.

Code	Item	Svc	Qty	Unit Price	Amt
L RLC	LABOR	EQMAINT	2.5	\$120.00	\$300.00
TRUCK	TRUCK CHARGE	HVAC	1	\$45.00	\$45.00
GRAND TOTAL					\$345.00

Terms & Conditions

All past due amounts are subject to a service charge of 1.5% per month (18% per year). If Buyer fails to pay within terms, then in addition to other remedies, Buyer agrees to pay Seller all costs of collection, including reasonable attorney fees.

NOTICE TO OWNER

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RECEIVED BY  
CITY OF BELLEFONTAINE NEIGHBORS  
DATE: 2/1/24  
FOR: Admin DEPT  
APPROVED: [Signature]  
FOR PAYMENT: [Signature]  
AMOUNT \$ 345.00

Acct #5032

MC Mechanical Services  
405 Biltmore Drive  
Fenton, MO 63026  
314-968-8400



Bill To  
City of Bellefontaine Neighbors  
9669 Bellefontaine Road  
St. Louis, MO 63137

**Invoice No.** 12458003 **Service Location** Bellefontaine Neighbors  
**Invoice For** Service Call Job #32217281 9641 Bellefontaine Road  
(11/28/2023) St. Louis, MO 63137  
**Transaction Date** 2/1/2024  
**Due Date** 3/2/2024 (Net 30)

**Notes**

Detective's Offices and Major Willis' Office are cold and the fan is not blowing air into the offices. Onsite Contact: Jimmy or Major Willis 314.399.1061  
Technicians: Ryan Wallace  
11/28/23: Arrived on site and met with contact. Unit was out on pressure switch, cleaned and reset power. Belt was loose, tightened belt and unit started and brought space to temp, unit operational at this time

Code	Item	Svc	Qty	Unit Price	Amt
L REG	LABOR	HVAC	2	\$120.00	\$240.00
TRUCK	TRUCK CHARGE	HVAC	1	\$45.00	\$45.00
<b>GRAND TOTAL</b>					<b>\$285.00</b>

**Terms & Conditions**

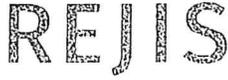
All past due amounts are subject to a service charge of 1.5% per month (18% per year). If Buyer fails to pay within terms, then in addition to other remedies, Buyer agrees to pay Seller all costs of collection, including reasonable attorney fees.

**NOTICE TO OWNER**

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

RECEIVED BY  
CITY OF BELLEFONTAINE NEIGHBORS  
DATE: 2/18/24  
FOR Admin DEPT  
APPROVED FOR PAYMENT  
AMOUNT \$ 285.00

ACCT # 5032



REJIS Commission  
 4255 W Pine Blvd  
 Saint Louis MO  
 63108  
 (314) 535-1950

# Invoice

#525363

2/20/2024

30050 Bellefontaine Neighbors Police Department

Bill To  
 Semmie Ruffin-Hall  
 Bellefontaine Neighbors Police Dept.  
 9641 Bellefontaine Road  
 Bellefontaine Neighbors, MO 63137

Terms	Due Date	Created From	Client Services Rep	Period Start	Period End
Net 30	3/21/2024		Brian P Haley	2/1/2024	2/29/2024

QTY	Item	Proposal #	PO #	Rate	Amount
1	WN-0093 AT&T 20 Mbps Fiber Connection	SO#: 605		\$515.00	\$515.00
1	LE-0009-M-2024 LEWeb Subscription Fee - Monthly			\$1,186.23	\$1,186.23
10	WN-0064-2022 Verizon-Unlimited National Access Wireless Plan			\$55.00	\$550.00
2	SV-0035-2024 PASS-Fee Per Civilian Employee at PD	A7DF0829 (1), SO#:604 (2)		\$1.50	\$3.00
20	SV-0036-2024 PASS-Fee Per Commissioned Officer	A7DF0829		\$3.00	\$60.00
1	LE-0013-2024 Live Scan Standard Workstation Connection	53193158		\$60.00	\$60.00
3	DC-0023 REJIS Provided Storage - Per Terabyte (TB) REJIS Provided Storage - Per Terabyte (TB)	SO#: 1084		\$35.00	\$105.00
1	LE-0076-M MSHP MULES Connection Fee- Circuit - Monthly - 9/1/22-6/30/24 ORI: MO0950400			\$60.00	\$60.00

detach and return with remittance

Remit to:  
 REJIS Commission  
 4255 W Pine Blvd  
 Saint Louis MO 63108  
 (314) 535-1950

Invoice #: 525363  
 Remit this amount: \$2,539.23  
 Customer #: 30050 Bellefontaine  
 Neighbors Police Department





**REJIS**

When Data Matters

REJIS Commission  
4255 W Pine Blvd  
Saint Louis MO  
63108  
(314) 535-1950

# Invoice

#525363

2/20/2024

30050 Bellefontaine Neighbors Police Department

Subtotal \$2,539.23

Total \$2,539.23

RECEIVED BY	
CITY OF BELLEFONTAINE NEIGHBORS	
DATE: <u>2/21/24</u>	
FOR: <u>Police</u>	DEPT
APPROVED FOR PAYMENT	<u>Mj SC</u>
AMOUNT \$	<u>\$2,539.23</u>

#5279

detach and return with remittance

Remit to:  
REJIS Commission  
4255 W Pine Blvd  
Saint Louis MO 63108  
(314) 535-1950

Invoice #: 525363  
Remit this amount: \$2,539.23  
Customer #: 30050 Bellefontaine  
Neighbors Police Department



525363





REJIS Commission  
 4255 W Pine Blvd  
 Saint Louis MO  
 63108  
 (314) 535-1950

# Sales Order

#1851

Customer: 30050 Bellefontaine Neighbors Police  
 Department

**Bill To**  
 Semmie Ruffin-Hall  
 Bellefontaine Neighbors Police  
 Dept.  
 9641 Bellefontaine Road  
 Bellefontaine Neighbors, MO  
 63137

**Ship To**  
 Semmie Ruffin-Hall  
 Bellefontaine Neighbors Police  
 Dept.  
 9641 Bellefontaine Road  
 Bellefontaine Neighbors, MO  
 63137

**TOTAL**

**\$110.00**

Quantity	Item	FRQ	Rate	Amount
10	WN-0134 VPN Token - Mobile Authentication-1/1/24-12/31/24	OTO	\$11.00	\$110.00
			<b>Subtotal</b>	\$110.00
			<b>Tax (%)</b>	
			<b>Total</b>	\$110.00

Frequency information is provided to assist the customer in determining ongoing costs.

Frequency Codes:  
 OTO - One Time Only MTH - Monthly QTR - Quarterly SA - Semi Annually ANN - Annually



**FACILITY REFUND RECEIPT**

Receipt # 306010  
 Payment Date: 02/20/24  
 Household: 13156

Bellefontaine Neighbors  
 Parks and Recreation Department  
 9 Bellefontaine Road  
 Bellefontaine Nbrs., MO 63137  
 Phone: (314)867-0700

STACEYETTA CARTER  
 1205 DUENKE  
 Bellefontaine Nbrs. MO 63137

Hm Ph: (314)399-2277

**Reservation Updated: Recreation Center, Meeting Room 101**

Reserv. Contact: **AEESHA CARTER**  
 Phone Number: **(314)399-2277**  
 Reserv. Number: 7645  
 Status: Firm  
 Purpose: Repass  
 Anticipated Count: 47

<u>Date(s) And Times</u>	<u>New Fees</u>	<u>Total Fees</u>	<u>New Paid</u>	<u>Total Paid</u>	<u>Amount Due</u>
Fri 02/16/2024 11:00 am to 5:30 pm	0.00	100.00	0.00	100.00	0.00
Deposit:	75.00-	0.00	75.00-	0.00	0.00

Facility Comments: No refunds or credits will be given for cancellations made less than 2 weeks before the event. A \$3.00 service charge will be made for cancellations made more than 2 weeks in advance.

Processed on 02/20/24 @ 8:38 am by ANS

Total New Deposit Fees	75.00-
Total New Fees	0.00
Discount Applied	0.00
<b>Total Due</b>	<b>75.00-</b>
Total Deposit Fees Refunded	75.00
Total Fees Paid	0.00
<b>Total Refunded</b>	<b>75.00</b>

**Household Balance Information**

Overall Household Credit Balance Available 0.00  
 Overall Household Balance Due 0.00

Refund of: 75.00 Made By: Journal With Reference:

A refund of \$75.00 will be mailed to:  
 STACEYETTA CARTER  
 1205 DUENKE  
 Bellefontaine Nbrs. MO 63137

Christy M. Stemen  
 Authorized Signature

2/20/24  
 Date

\_\_\_\_\_  
 Authorized Signature

\_\_\_\_\_  
 Date

City of Bellefontaine Neighbors  
Application for Liquor License

For Calendar Year 2023

Business Name: Gate way markeT LLC  
Business Address 9309 Bellefontaine Rd St Louis Mo 63111  
Phone No. 314 - 395-0463

**\*\*You must provide:**

1. a copy of your current Missouri State Liquor License ✓
2. a St. Louis County Police background check ✓
3. a \$2,000 bond

Copies attached  YES  NO

Applicant is not permitted to operate until license is issued.

To the Board of Aldermen of the City of Bellefontaine Neighbors,  
Missouri:

The undersigned hereby makes application for license to (check each item that applies):

For every license for the sale of malt liquor containing alcohol in excess of three and two-tenths (3.2) percent and not in excess of five (5) percent of alcohol by weight, for sale by grocers and other merchants and dealers, in the original package, direct to consumers but not for resale, twenty-two dollars and fifty cents (\$22.50) per year.

For every license to sell malt liquor containing in excess of three and two-tenths (3.2) percent of alcohol and not in excess of five (5) percent by weight as a wholesaler or distributor, to persons duly licensed to sell such malt liquor at retail, seventy-five dollars (\$75.00) per year.

For every license to sell intoxicating liquor at retail, in the original package, not to be consumed upon the premises where sold, one hundred fifty dollars (\$150.00) per year.

For every license issued for the sale of malt liquor and light wines containing not in excess of fourteen (14) percent of alcohol by weight made exclusively from grapes, berries and other fruits and vegetables, at retail by the drink for consumption on the premises where sold, which license shall also permit the holder to sell nonintoxicating beer, fifty-two dollars and fifty cents (\$52.50) per year.

\_\_\_\_\_ For every license issued for the sale of all kinds of intoxicating liquor of alcoholic content in excess of three and two-tenths (3.2) percent by weight at retail for consumption on the premises of the licensee, including five (5) percent beer, when such sale has been authorized at an election as provided in the laws of the state, or otherwise by law, four hundred fifty dollars (\$450.00) per year.

\_\_\_\_\_ For every license to sell intoxicating liquor of all kinds by a wholesaler or distributor to persons duly licensed to sell such intoxicating liquor at retail, three hundred seventy-five dollars (\$375.00) per year.

\_\_\_\_\_ For every license to manufacture, distill, brew or rectify intoxicating liquors of all kinds, three hundred dollars (\$300.00) per year.

\_\_\_\_\_ For every license to manufacture, distill, brew or rectify intoxicating liquors containing not in excess of twenty-two (22) percent of alcohol by weight, one hundred fifty dollars (\$150.00) per year.

\_\_\_\_\_ For every license to manufacture or brew malt liquor of the alcohol content defined in this article, three hundred dollars (\$300.00) per year.

*WV* \_\_\_\_\_ For every license to sell intoxicating liquor containing not in excess of twenty-two (22) percent of alcohol by weight by a wholesaler or distributor to persons duly licensed to sell such intoxicating liquor at retail, one hundred fifty dollars (\$150.00) per year.

*✓* \_\_\_\_\_ For every Sunday sales license for the sale of intoxicating liquors of all kinds at retail by the drink or for the sale of intoxicating liquor of all kinds in the original package at retail under the provisions of section 3-22(a)(8) of this Code, the licensee shall pay to the city collector the sum of fifty dollars (\$50.00).

**Per Section 3-34 of the City of Bellefontaine Neighbors Code of Ordinance a bond is required.**

(a) Each application for a license under this article shall be accompanied by a bond to be given to the city in the principal sum of two thousand dollars (\$2,000.00), with a surety company authorized to do business in the state as surety, conditioned that the person obtaining such license shall keep at all times an orderly house and that he will not sell, give away or otherwise dispose of, or suffer the same to be done on or about his premises, any intoxicating liquor in any quantity to any minor and that he will not violate any of the provisions of this article or of the liquor control law of the state (RSMo., section 311.010 et seq.), that he will pay all taxes and license fees provided for in this article, together with all fines, penalties and forfeitures which may be adjudged against him under the provisions of this article.

Additional sureties on such bond may be required by the board of aldermen at any time during the life of such license, if, in its discretion, it deems the surety of the bond to be insufficient or impaired, and such bond shall provide that the adding of additional sureties thereto, with or without notice to the existing sureties, shall in no way impair the liability of the sureties.

(b) Such bond may be sued on in the name of the city for the collection of any taxes, penalties, fines or license fees, and in the name of the city for the use and benefit of any person damaged by the breach of any of the other conditions of such bond or this article.

**City of Bellefontaine Neighbors  
Affidavit Accompanying Application  
For Liquor License**

The undersigned Fadi Nasser being first duly sworn  
type or print applicant name  
upon his/her oath states:

That this affidavit is subscribed and sworn to in support of the  
application dated the 15 of Jan, 2024  
day month year  
made by Gateway Market LLC for a permit or license to:  
organization/establishment

Full Package Liquor with Sunday Sales  
type of liquor license applied for

The undersigned CORPORATION makes application for said liquor license  
for premises known and numbered as

Gateway Market 9309 Bellefontaine Rd  
organization/establishment name address to be licensed for liquor sales

in the City of Bellefontaine Neighbors, Missouri, said location to be  
covered by said liquor license has 1 rooms in a 1 story  
building.

1. The full name of the managing officer of the corporation for which  
this license is sought is  
Mahar Fawid Bani Fadi

2. The place of residence of the managing officer is:

640 Lenjer Dr. Manchester MO 63011  
Street Address City State Zipcode

Mailing address for license correspondence if different from premises address above:

3. How long immediately preceding date of this application have you  
lived at that place of residence? 10 years

4. What is your date of birth? ~~10/11/82~~ 10/11/82

5. If a license is granted, does the corporation agree that it will  
first obtain the approval of the Supervisor of Liquor Control of the  
State of Missouri before naming any other person as managing officer  
during the term for which the license is granted?  yes  no

6. Does the corporation or any stockholder or the managing officer  
thereof, or any member of their households or immediate families, have  
a direct or indirect interest in any other license issued by the  
supervisor of Liquor Control which is now in force?  yes  no  
If yes, give details Liberty Market LLC, Gateway, Miss Market LLC

Gateway Market LLC

7. Has the corporation or any stockholder or the managing officer thereof, or any member of their households or immediate families, at any time in the past, held a license from the Supervisor of Liquor Control? (not applicable to renewals of existing Bellefontaine Neighbors licenses)  yes  no If yes, name the person and give the location of the premises see #6, Fadi Nasser

8. Has the corporation or any stockholder or the managing officer, or any member of their households or immediate families, ever made application for a license from the Supervisor of Liquor Control or by the licensing authority of any other state or by any city, which was denied?  yes  no If yes, name the applicant, approximate date of denial, and details regarding same. \_\_\_\_\_

9. Has the corporation or any of its stockholders or the managing officer thereof, or any member of their households or immediate families, ever had any license issued by the Supervisor of Liquor Control of the State of Missouri or by the licensing authority of any other state or by any city, suspended or revoked?  yes  no If yes, give details \_\_\_\_\_

10. Is there now employed, or will you employ, at the premises sought to be licensed hereunder, any person who has at any time had a license from the Supervisor of Liquor Control revoked or suspended?  yes  no If yes, give details \_\_\_\_\_

11. Has any officer or stockholder of the corporation or the managing officer ever been employed by any person, partnership, or corporation that had a license suspended or revoked by the Supervisor of Liquor Control of the State of Missouri?  yes  no If yes, give details \_\_\_\_\_

12. Has your managing officer or any stockholder or officer you ever been arrested or indicted for the violation of any Federal law, law of the State of Missouri, or of any other state?  yes  no If yes, give details \_\_\_\_\_

13. Has your managing officer or any stockholder or officer ever been convicted of any crime in any Missouri court, any court of any other state or country or in any Federal court?  yes  no If yes, give details \_\_\_\_\_

14. Has your managing officer or any stockholder or officer ever been convicted of the violation of any ordinance of any city relating to intoxicating liquor, gambling, immorality, fighting, or peace disturbance?  yes  no If yes, give details \_\_\_\_\_

15. Has the corporation or any stockholder or officer or the managing officer or any member of their households or immediate families, ever been convicted of any Federal law or law of any state concerning intoxicating liquor?  yes  no If yes, state details as to each conviction, giving name of person convicted, date, nature of offense, court where sentence was entered, and sentence or fine imposed \_\_\_\_\_

16. Is there now employed, or will you employ, on the premises sought to be licensed hereunder, any person who has been convicted of any crime?  yes  no If yes, give details \_\_\_\_\_

17. Has there been issued to the corporation or your managing officer within the past year a Retail Liquor Dealer's Federal Tax Stamp designating the corporation or the managing officer of the premises for which you seek a license as a person or place for dealing in intoxicating liquor other than malt liquors?  yes  no

18. Has there been issued to any other person within the past year a Retail Liquor Dealer's Federal Tax Stamp designating the place for which you seek a license as a place for dealing in intoxicating liquors other than malt liquors?  yes  no

19. Specify if you own, rent, or lease the premises for which you seek a license  own  rent  lease If rent or lease, give landlord's name, address, and amount of rent \_\_\_\_\_

What interest, if any, does the landlord have, directly or indirectly, in the business which you intend to engage in if the license is granted?  
\_\_\_\_\_

20. Did you purchase the business within the past six months?  yes  no If yes, give name of former owner and the amount you paid for it \_\_\_\_\_

If yes, does the former owner of the business have any interest, either directly, or indirectly, in the business for which you seek a license  yes  no If yes, give details \_\_\_\_\_

Did you pay the former owner the total purchase price in cash?  yes  no If not, state in detail manner of payment \_\_\_\_\_

21. Give the names of any person, firm, or corporation holding any mortgage or encumbrance of any kind, against the business for which you seek a license ( no mortgage or encumbrance) \_\_\_\_\_  
State amount of mortgage or encumbrance and terms of payment \_\_\_\_\_

22. State names of any person, firm, or corporation that has advanced, or that will advance any money to you to purchase or operate the business for which you seek a license ( no advance)  
\_\_\_\_\_

23. Does the corporation or any officer or stockholder or the managing officer above named have any interest, directly or indirectly, in any brewery, winery, distillery, rectifying or blending plant, or wholesale liquor concern either as part owner, stockholder, agent, or employee, or otherwise?  yes  no If yes, give details \_\_\_\_\_

24. State the name and address of any distiller, wholesaler, winemaker, brewer, or any employee, office or agent thereof who has, or who will have, any financial interest, if any, directly or indirectly, in the business in which you seek a license. ( no such interest)  
\_\_\_\_\_

25. State the name of any distillery, wholesaler, winemaker, brewer, or any employee, officer, or agent thereof, who has loaned or who will directly or indirectly loan, give away, or furnish equipment, money, credit, or property of any kind to you except ordinary commercial credit for liquors sold to you and except such articles and services, if any, as are permitted by the regulators of the Supervisor of Liquor Control. ( no such provisions) \_\_\_\_\_

26. State the name and residence of any person, firm, or corporation, if any, who are interested, or who will become interested, directly or indirectly, other than hereinabove set out, in the business for which you seek a license and the nature of such interest. ( no such interest) \_\_\_\_\_

27. What is the distance in feet measured in a straight line from the nearest point of the premises for which application is being made to the nearest school, church, or other building regularly used as a place of worship? Over 1000 feet feet

28. Give date and place of incorporation. 12-23-14 Bridgeport, MO

29. State names and residences of all officers of the corporation and the office held by each.

Name	Residence	Office
Fadi Nasser	30 Woodmere Pt Ct St. Charles MO 63303	Pres
Walced Nasser	4105 New Town Dr St. Charles MO 63301	Vice Pres

30. State names of all stockholders and number of shares owned by each. (Attach additional sheet(s) if necessary.)

Name	Number of Shares	Name	Number of Shares
Fadi Nasser	50%		
Walced Nasser	50%		

31. Do you understand that the herein named managing officer must be actively in charge of the business?  yes  no If not, give details \_\_\_\_\_

32. Is this application being made by the corporation as a subterfuge to permit any person other than yourself to secure a license from the Supervisor of Liquor Control, in your name, for his/her benefit?  
 yes  no

33. That the applicant has and will keep at all times in his store a stock of goods having a value according to invoices of at least \$1,000 exclusive of fixtures and intoxication liquors.  
(Strike out if the application is for the sale of liquor by the drink).

34. That no license or permit issued by the City of Bellefontaine Neighbors, Missouri, or by the Supervisor of Liquor Control of the State of Missouri under the Act of the 57<sup>th</sup> General Assembly of Missouri, Extra Session, has been revoked or suspended.



**MISSOURI - DIVISION OF ALCOHOL AND TOBACCO CONTROL - LICENSE**

**THIS LICENSE MUST BE POSTED ON THE PREMISES IN FULL PUBLIC VIEW**

ORIGINAL PACKAGE LIQUOR	274983	\$100.00
SUNDAY - ORIGINAL PACKAGE LIQUOR	274984	\$200.00

**EXPIRATION DATE: JUNE 30, 2024**

EFFECTIVE DATE: JULY 1, 2023 ST. LOUIS CO.

BUS. STRUCTURE: LMTD LIABILITY

MANAGING OFFICER OR PARTNERS: FADI A NASSER

SPECIAL PERMITS: EMP-MINORS

ALL OF A BUILDING AT 9309 BELLEFONTAINE RD., ST. LOUIS, MO.

RENEWAL NOTICES are mailed annually in March. It's the licensee's responsibility to pay the required fee by MAY 1ST of each calendar year. Late fees will be assessed for late renewal after MAY 1ST.

*Sandra K. Karsten*

DIRECTOR OF PUBLIC SAFETY

*Christin Templeton*

ACTING SUPERVISOR OF ALCOHOL AND TOBACCO CONTROL

GATEWAY MARKET LLC  
GATEWAY MARKET  
9309 BELLEFONTAINE RD.  
ST. LOUIS, MO 631371308

**LICENSE NOT TRANSFERABLE**

State of Missouri  
Missouri Retail Sales License

Licensee:

License Issued: 04/19/2021

GATEWAY MARKET  
9309 BELLEFONTAINE RD  
SAINT LOUIS, MO 63137-4308

GATEWAY MARKET LLC

MISSOURI ID: 22424318

The issuance of this license is contingent upon the licensee's compliance in all respects with the requirements in Chapter 144 RSMo, and the rules promulgated thereunder.

This license is valid until cancelled and surrendered by the licensee or revoked by the Director of Revenue.

This license must be prominently displayed in the place of business.

LIQUOR CONTROL  
COPY

STATE OF

*Ken Zellen*

Director of Revenue

MISSOURI DEPARTMENT OF REVENUE  
TAXATION DIVISION

This business is registered INSIDE the city limits of BELLEFONTAINE NEIGHBORS in ST LOUIS COUNTY and you are liable to collect and remit all applicable state and local sales taxes.





## No Match Notification

A statewide search of the identifiers below has revealed no criminal conviction or sex offender information on file. Fingerprints were not provided and thus the result of the search cannot be guaranteed.

Date of Search: 01/15/2024

Name (1): FADI NASSER

Name (2):

Name (3):

Date Of Birth: 01/07/1989

SSN: xxx-xx-9736

Control Number: 6645116

If you have any questions, please do not hesitate to contact our office at 573-526-6153.

Missouri State Highway Patrol  
Criminal Justice Information Services Division  
PO BOX 9500  
Jefferson City, MO 65102



# Saint Louis **COUNTY** **POLICE**

Colonel Kenneth Gregory  
Chief of Police  
7900 Forsyth Boulevard  
St. Louis, Missouri 63105  
Voice/TTY (314) 889-2341

**BUREAU OF CENTRAL POLICE RECORDS - (314) 615-5317**  
**ARREST RECORD INFORMATION**

**RECORD CHECK INFORMATION REFLECTS ARREST/CRIMINAL INFORMATION FOR  
ST. LOUIS CITY AND ST. LOUIS COUNTY ONLY  
DOES NOT INCLUDE TRAFFIC VIOLATION INFORMATION  
RECORD CHECK APPLICATIONS WILL NOT BE ACCEPTED BY FAX**

**SECTION A: MUST BE COMPLETED PERSONALLY BY INDIVIDUAL REQUESTING RECORD CHECK**

NAME Waleed Nasser RACE White SEX M HT 6.F WT 200  
ADDRESS: 6105 Newtown Dr DATE OF BIRTH \_\_\_\_\_  
CITY St. Charles STATE MO ZIP 63301 PLACE OF BIRTH Kuwait  
SOCIAL SECURITY # \_\_\_\_\_

THIS INFORMATION IS CURRENT AS OF 02/28/2024 BUT MAY NOT FULLY REFLECT DISPOSITIONS  
INSTITUTED THEREAFTER IN THE JUDICIAL PROCESS OR DURING JUDICIAL REVIEW.

I authorize the St. Louis County Police Department to release arrest/conviction information concerning myself which is on file at the Regional Justice Information Service in compliance with Chapter 610, Revised Missouri Statutes. I further understand that I am required to provide satisfactory verification of my identity prior to release of this information and that I am subject to a fee in accordance with County ordinance. The intent of the record check is for:

- St. Louis City and St. Louis County arrest/conviction information - OPEN RECORDS ONLY
- Record challenge (St. Louis County arrest/conviction information - BOTH OPEN AND CLOSED RECORDS)
- Child care and nursing home employment

**OFFICIAL NOTICE OF DISCLAIMER**

THE RECORD INFORMATION SHOWN ON THIS FORM INCLUDES OPEN ARREST INFORMATION AND CERTAIN CLOSED INFORMATION WITHIN ST. LOUIS COUNTY AS DEFINED BY MISSOURI STATE STATUTE. THIS **INCLUDES** ARRESTS AND CONVICTION INFORMATION WITHIN ST. LOUIS COUNTY AS WELL AS CONVICTION INFORMATION **ONLY** FOR ST. LOUIS CITY. The information provided is based on comparison of our records with the name, race, sex, age, date of birth and social security number provided by the applicant and, to the best of our knowledge, the information provided belongs to the applicant. Since the only positive means of identification is through fingerprinting and fingerprinting was not part of this record check, the Police Department cannot state unequivocally the record belongs to the applicant.

Waleed Nasser  
Signature

2-28-2024  
Date of request

**SEE REVERSE SIDE FOR ARREST RECORD INFORMATION**



"Committed to Our Citizens Through Neighborhood Policing"

**No Match Notification**

A statewide search of the identifiers below has revealed no criminal conviction or sex offender information on file. Fingerprints were not provided and thus the result of the search cannot be guaranteed.

Date of Search: 01/15/2024

Name (1): WALEED NASSER

Name (2):

Name (3):

Date Of Birth: 10/20/1982

SSN: xxx-xx-4741

Control Number: 6645117

If you have any questions, please do not hesitate to contact our office at 573-526-6153.

Missouri State Highway Patrol  
Criminal Justice Information Services Division  
PO BOX 9500  
Jefferson City, MO 65102

LICENSE AND PERMIT BOND

State Farm



STATE FARM FIRE AND CASUALTY COMPANY

BLOOMINGTON, ILLINOIS

KNOW ALL PERSONS BY THESE PRESENTS, That we, GATEWAY MARKET LLC

of 9309 BELLEFONTAINE RD CITY OF BELLEFONTAINE NEIGHBORS, MO 63137 as Principal, and STATE FARM FIRE AND CASUALTY COMPANY, a corporation organized under the laws of the State of Illinois, having its principal office in the city of Bloomington, Illinois, as Surety, are held and firmly bound unto CITY OF BELLEFONTAINE NEIGHBORS, MO in the full and aggregate sum of TWO THOUSAND AND NO CENTS Dollars (\$2,000.00) lawful money of the United States, for which payment well and truly to be made, we bind ourselves, our heirs, executors, administrators, successors and assigns, jointly and severally, firmly by these presents.

THE CONDITION OF THE ABOVE OBLIGATION IS SUCH that whereas the said Principal has been granted a LIQUOR LICENSE

for a term beginning MARCH 1, 2024 and ending MARCH 1, 2025

NOW, THEREFORE, if the above Principal shall indemnify and save harmless the Obligee, against loss by reason of said Principal's breach of any ordinance, rule or regulation relating to the above described license or permit, then this obligation shall be null and void, otherwise to remain in full force and effect.

Provided, that if the Surety shall so elect, this bond may be cancelled by giving thirty (30) days notice in writing to the said Obligee and this bond shall be deemed cancelled at the expiration of said thirty (30) days; but said Surety so filing said notice shall not be discharged from any liability already incurred under this bond or which shall accrue hereunder before the expiration of said thirty (30) day period.

This bond may be continued from year to year by means of a continuation certificate.

Signed, sealed and dated this 28TH day of FEBRUARY, 2024.

Gateway market LLC  
Principal

By: [Signature]  
Facult Member

STATE FARM FIRE AND CASUALTY COMPANY

By: [Signature]  
Attorney-in-fact



POWER OF ATTORNEY
STATE FARM FIRE AND CASUALTY COMPANY

KNOW ALL PERSONS BY THESE PRESENTS: That STATE FARM FIRE AND CASUALTY COMPANY, an Illinois corporation, with its principal office in Bloomington, Illinois, does hereby constitute and appoint: Kirstin Kwiatkowski of Imperial MO

its true and lawful Attorney(s)-in-Fact, to make, execute, seal and deliver for, and on its behalf as surety, any and all bonds, undertakings or other writings obligatory in the nature of a bond as follows:

- \$ 2,500 - License, Permit or Indemnity - Financial Guarantee
\$25,000 - License & Permit - Code Compliance
\$25,000 - Public Official
\$50,000 - Notary Public
\$100,000 - Administrator, Executor, or Trustee of a decedent's estate
\$50,000 - Guardian, Conservator, or Committee
\$25,000 - Receiver
\$ 2,500 - Judicial

THIS POWER OF ATTORNEY IS NOT VALID FOR THE EXECUTION OF ANY CONTRACT (CONSTRUCTION OR SUPPLY) BOND - BID, PERFORMANCE OR PAYMENT.

This appointment is made under and by the authority of a resolution which was passed by the Executive Committee of the Board of Directors of State Farm Fire and Casualty Company on the 25th day of February, 2021, as is duly authorized by the Board of Directors in Article II, Section 6 of the By-Laws of the Company, which resolution is:

WHEREAS, the Board desires to delegate the authority to appoint persons as Attorneys-in-Fact for certain bonds, undertakings, or other writings obligatory in the nature of a bond.

RESOLVED, that any Officer of the Company who works regularly with surety bonds is hereby authorized to appoint and empower any representative of the Company as Attorney-in-Fact to execute on behalf of the Company any bonds, undertakings, or other writings obligatory in the nature of a bond, which the Company might execute through its officers.

IN WITNESS THEREOF, STATE FARM FIRE AND CASUALTY COMPANY has caused this instrument to be signed by its Officer, and its Corporate Seal to be affixed this 25th day of February, 2021.

This APPOINTMENT SHALL CEASE AND TERMINATE AUTOMATICALLY AS OF DECEMBER 31, 2025, UNLESS SOONER REVOKED AS PROVIDED.

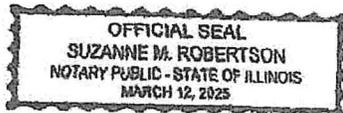


STATE FARM FIRE AND CASUALTY COMPANY

By: John R. Horton - Assistant Secretary Treasurer

STATE OF ILLINOIS
COUNTY OF McLEAN

On this 25th day of February, 2021, before me personally came John R. Horton to me known, who being duly sworn, did depose and say that he is Assistant Secretary Treasurer of STATE FARM FIRE AND CASUALTY COMPANY, the corporation described in and which executed the above instrument; that he knows the seal of said corporation; that the seal affixed to said instrument is such Corporate Seal; and that he executed said instrument on behalf of the corporation by authority of his office under the By-Laws of said corporation.



Suzanne M. Robertson
Notary Public
My commission expires March 12, 2025

CERTIFICATE

I, the undersigned Assistant Secretary Treasurer of STATE FARM FIRE AND CASUALTY COMPANY, do hereby certify that the original Power of Attorney of which the foregoing is a true and correct copy, is in full force and effect and has not been revoked and the resolutions as set forth are now in force.

Signed and sealed at Bloomington, Illinois. Dated this 28TH day of February, 2024



Julia Klimzing - Assistant Secretary Treasurer

If you have a question concerning the validity of this Power of Attorney, call 309-766-2090.

**GATEWAY MARKET LLC**  
DBA GATEWAY MARKET  
9309 BELLEFONTAINE RD  
SAINT LOUIS, MO 63137-1308

1778

PAY TO THE ORDER OF

CITY OF BELLEFONTAINE MEMBERS

DATE 2-29-24 81-43/829

DOLLARS

422.50



FOR SQUARE WEAPONS

THREE HUNDRED TWENTY TWO AND 50/100

1 8 2

# JOE MACHENS FORD LINCOLN

1911 W. Worley • Columbia, MO 65203 • (573) 445-4411 • (800) 745-4454 • www.machens.com

December 6, 2023

State Contract # CC240138008

## Fleet Order

Subject: Joe Machens Proposal on a **2024 Ford Police Interceptor Utility AWD**

To: Whom it May Concern;

As per the requested quote on a 2024 Ford Police Interceptor Utility AWD, Joe Machens Ford proposes the following. The PI Utility includes both the factory and State Contract standard options. This proposed unit has other manufacturer options, as noted below.

### Price – Dealer Code – Option

**\$44,335** – K8A – 2024 PI Utility All wheel drive

### Included Standard Options (incl in price above)

~~\$N/C~~ – 99B / 44U – 3.3L V6 Gas Engine

~~\$N/C~~ – 16C – 1st & 2nd Row Carpet Flooring

~~\$N/C~~ – 17T – Cargo Dome Lamp - Red/White

~~\$N/C~~ – 18D – Global Lock / Unlock feature

~~\$N/C~~ – 43D – Dark Car Feature

~~\$N/C~~ – 47A – Police Engine Idle feature

~~\$N/C~~ – 51R – Spot Lamp Driver Side (LED)

~~\$N/C~~ – 549 – Heated Mirrors

~~\$N/C~~ – 55F – Remote Keyless Entry Key Fob

~~\$N/C~~ – 60A – Pre-Wiring grille, siren, speaker

~~\$N/C~~ – 60R – Radio Noise Suppression Bonds

~~\$N/C~~ – 61B – OBD-II Split Connector

~~\$N/C~~ – 65L – 18" Full Wheel Covers

~~\$N/C~~ – 76D – Underbody Deflector Plate

~~\$N/C~~ – 76R – Reverse Sensing

~~\$N/C~~ – 86T – Tail Lamp / PI Housing Only

~~\$N/C~~ – STD – Front Headlamp/PI Housing Only

~~\$N/C~~ – STD – Class III Trailer Tow Receiver

~~\$N/C~~ – STD – Trailer Tow Lighting Pkg

~~\$N/C~~ – STD – Remappable switches steer. wheel

~~\$N/C~~ – STD – Rear Camera, in Center Stack

~~\$N/C~~ – STD – Bluetooth (SYNC)

~~\$N/C~~ – STD – Interceptor Badge

~~\$N/C~~ – F6 – Rear Cloth Seat

### Deleted Standard Options (included in Total price below)

~~(\$20)~~ – (-16C) – 1st & 2nd Row Carpet Flooring DELETE, replaced with Vinyl

~~(\$190)~~ – (-76D) – Underbody Deflector Plate DELETE

### Added Optional equipment (included in Total price below)

~~\$600~~ – 17A – Rear Auxiliary Air

~~\$0~~ – UM – Exterior Color: Agate Black

~~(\$20)~~ – (-F6 / 96) – Rear Cloth Seat DELETE, replaced with Rear Vinyl Seat (96)

~~\$200~~ – DEL – Delivery / Fees per...or...\$0 – Customer pick up

### Total

**\$44,905 per vehicle (2024 Ford Police Interceptor Utility AWD)**

Joe Machens Ford appreciates your business, and we look forward to servicing your needs in the future. Any questions should be directed to Kelly Sells, Fleet Department Manager.

Thanks,



Kelly Sells, Fleet Manager, Joe Machens Ford, 573-777-1089, ksells@machens.com



## Semmie Ruffin-Hall

---

**From:** Warren Williss  
**Sent:** Friday, March 1, 2024 3:22 PM  
**To:** Semmie Ruffin-Hall  
**Cc:** Dinah Tatman  
**Subject:** FW: 2024 PI Utility - incoming

---

**From:** KELLY SELLS <[ksells@machens.com](mailto:ksells@machens.com)>  
**Sent:** Friday, December 8, 2023 11:20 AM  
**To:** Warren Williss <[wwilliss@cityofbn.com](mailto:wwilliss@cityofbn.com)>  
**Cc:** Dinah Tatman <[DTatman@cityofbn.com](mailto:DTatman@cityofbn.com)>  
**Subject:** Re: 2024 PI Utility - incoming

Warren,

I will put your name on orders 8020 & 8021. Looks like I expect to see them toward the end of Feb. Thanks!

8020 1FM5K8AB9RGA26921  
8021 1FM5K8AB7RGA27789

Thank you,  
**Kelly Sells**  
Fleet Manager  
Joe Machens Ford  
Columbia, MO  
573-777-1089 (Office)

---

**From:** Warren Williss <[wwilliss@cityofbn.com](mailto:wwilliss@cityofbn.com)>  
**Sent:** Thursday, December 7, 2023 4:01 PM  
**To:** KELLY SELLS <[ksells@machens.com](mailto:ksells@machens.com)>  
**Cc:** Dinah Tatman <[DTatman@cityofbn.com](mailto:DTatman@cityofbn.com)>  
**Subject:** RE: 2024 PI Utility - incoming

**CAUTION:** This message originated externally, please use caution when clicking on links or opening attachments!

---

**From:** KELLY SELLS <[ksells@machens.com](mailto:ksells@machens.com)>  
**Sent:** Wednesday, December 6, 2023 1:57 PM  
**To:** Warren Williss <[wwilliss@cityofbn.com](mailto:wwilliss@cityofbn.com)>  
**Subject:** 2024 PI Utility - incoming

Hi Warren,

See attached quote on these and let me know. I have 10 black ones unclaimed.

Thank you,

**Kelly Sells**

Fleet Manager

Joe Machens Ford

Columbia, MO

573-777-1089 (Office)

INTRODUCED BY ALDERWOMAN THERESA HESTER

BILL NO. 2685

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

**AN ORDINANCE AMENDING SECTION 2-42 OF THE BELLEFONTAINE NEIGHBORS, MISSOURI, CODE OF ORDINANCES AND ADOPTING AN AMENDMENT TO THE PERSONNEL RULES AND REGULATIONS TO APPROVE THE CITY OF BELLEFONTAINE NEIGHBORS, MISSOURI EMPLOYEE SAFETY MANUAL.**

**WHEREAS**, the City of Bellefontaine Neighbors (the “City”) has from time to time adopted various ordinances and promulgated various personnel rules, regulations and standards governing the conduct and management of employees of the City, and from time to time amended and revised same; and

**WHEREAS**, the Personnel Rules and Regulations thus far approved have been in full force and effect since adoption; and

**WHEREAS**, the City now wishes to further amend and supplement the provisions of Section 2-42 to address safety measures necessary to promote a safe work environment for all employees and build employee awareness of safety issues through education, communication, and recognition.

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

**Section One.**

Section 2-42 of Division 1 of Article III of Chapter 2 of the Code of Ordinances of the City of Bellefontaine Neighbors, Missouri, is hereby amended by enacting a new Section 2-42(b), to read as follows:

Chapter 2 - ADMINISTRATION  
ARTICLE 111. OFFICERS AND EMPLOYEES  
DIVISION 1. GENERALLY

Sec. 2-42. Personnel Rules and Regulations adopted.

(a) The rules, regulations, and procedures set forth in the document entitled "Personnel Rules And Regulations And Personnel/Handbook City Of Bellefontaine Neighbors, Missouri," dated May 3, 2012, as revised by Ordinance No. 2223 on August 16, 2012; Ordinance No. 2228 on October 18, 2012; Ordinance No. 2275 on March 20, 2014; Ordinance No. 2307 on November 6, 2014; Ordinance No. 2348 on November 5, 2015; Ordinance No. 2366 on May 19, 2016, Ordinance No. 2450 on March 7, 2019 and Ordinance No. \_\_\_\_\_ on March \_\_\_\_\_, 2024, are hereby incorporated herein by reference and adopted as the rules, regulations and procedures governing employment with the City, as to all matters encompassed therein.

(b) The City of Bellefontaine Neighbors, Missouri 2024 Employee Safety Manual is hereby adopted as the rules, regulations and procedures governing safety measures to be followed in order to promote a safe work environment for all City employees, as to all matters encompassed therein.

(c) The Board of Aldermen reserves the right to amend, modify, repeal or revise the provisions set forth in the referenced documents from time to time and to interpret and apply the rules and regulation as may be necessary from time to time.

**Section Two.**

The Personnel Rules And Regulations And Personnel Handbook City Of Bellefontaine Neighbors, Missouri, are hereby amended and supplemented as follows:

The “City of Bellefontaine Neighbors, Missouri 2024 Employee Safety Manual,” attached hereto as **Exhibit A** and incorporated herein by this reference, is to be added to and incorporated in said Personnel Rules and Regulations.

**Section Three.**

It is hereby declared to be the intention of the Board of Aldermen that each and every part, section and subsection of this Ordinance shall be separate and severable from each and every other part, section and subsection hereof and that the Board of Aldermen intends to adopt each said part, section and subsection separately and independently of any other part, section and subsection. In the event that any part of this Ordinance shall be determined to be or to have been unlawful or unconstitutional, the remaining parts, sections and subsections shall be and remain in full force and effect.

**Section Four.**

The Chapter, Article, Division and/or Section assignments designated in this Ordinance may be revised and altered by the codification company servicing the City's Code of Ordinances upon supplementation of such code if, in the discretion of the editor, an alternative designation would be more reasonable. In adjusting such designations the editor may also change other designations and numerical assignment of code sections to accommodate such changes.

**Section Five.**

This Ordinance shall be in full force and effect from and after its passage by the Board of Aldermen and approval by the Mayor.

**PASSED BY THE BOARD OF ALDERMEN FOR THE CITY OF BELLEFONTAINE  
NEIGHBORS THIS \_\_\_ DAY OF \_\_\_\_\_, 2024.**

\_\_\_\_\_  
Presiding Officer

**ATTEST:**

\_\_\_\_\_  
Semmie Ruffin-Hall, City Clerk

**APPROVED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_.**

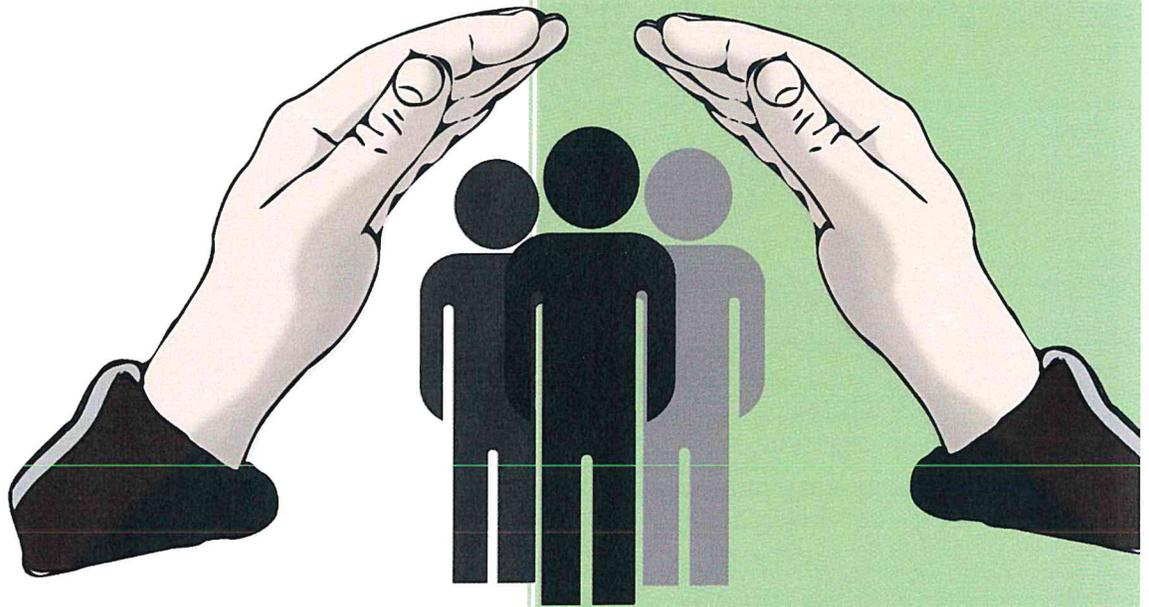
\_\_\_\_\_  
Dinah L. Tatman, Mayor

**ATTEST:**

\_\_\_\_\_  
Semmie Ruffin-Hall, City Clerk

2024

# SAFETY MANUAL



CITY OF  
BELLEFONTAINE  
NEIGHBORS  
2/21/2024

# CITY OF BELLEFONTAINE NEIGHBORS EMPLOYEE SAFETY MANUAL

## TABLE OF CONTENTS

### **Introduction/General**

Foreword .....	2
General Safety Guidelines .....	3-4
Loss Prevention Policy .....	4-5
Introduction .....	5-7
General Policies and Procedures .....	7-9
Safety Program .....	10-11
New Employee Safety Orientation .....	12

### **Investigation/Reporting**

Accident Reporting Procedures & Forms .....	12-14
General Rules for Implementing an Investigation Process .....	14-16
Incident/Accident Investigation Process, Policy and Guidelines .....	16-18
Techniques of the Incident/Accident Investigation Process .....	18-24

### **Equipment/Roadways**

Driving Safety .....	24-25
Lock-Out/Tag-Out .....	25-32
Safe Driving Principles .....	33
Facility and Equipment Self Inspection .....	33-34

### **Site Safety**

Confined Space Entry .....	34-36
Office Safety & General Housekeeping .....	36-38
Visitor Safety .....	38-40

### **Chemical/Weather/Fire/First Aid**

Bloodborne Pathogens .....	40-42
Working in Weather Extremes .....	42-46

Fire Prevention .....	46-47
Hazard Communication-Chemical Exposure .....	47-50
First Aid .....	51-52

**Personal Protection**

Personal Protective Equipment .....	52-56
Respiratory Protection .....	56-57
Fall Protection .....	57-58
Lifting and carrying .....	59
Trenching and Excavating .....	60

**FOREWORD**

The safety rules contained in this manual are the minimum acceptable safety requirements for the City of Bellefontaine Neighbors.

These rules are the outgrowth of many years of experience by employees who have performed and supervised our work under all types of conditions.

It is each employee’s responsibility to be familiar with the safety rules contained in this manual and to make safety a constant part of their work procedure. Every supervisor has the responsibility to see that these rules are carried out.

No work is so critical that time cannot be taken to do it safely.

**GENERAL SAFETY GUIDELINES**

1. Use the safety equipment which has been provided for use in performing daily work assignments.
2. Wear the prescribed uniform and safety shoes as required.
3. Do not operate vehicles or equipment unless training or orientation has been received.

4. Warn co-workers of unsafe conditions or practices they are engaged in which could lead to or cause an accident.
5. Report defective vehicles or equipment immediately to a supervisor.
6. Report dangerous or unsafe conditions that exist in the work place as well as throughout the municipality. This would include defective sidewalks, broken curbs, hanging tree limbs, loose handrails, open manholes, sunken basins and sewers, and missing or damaged traffic signs or signals.
7. Report all injuries to your supervisor, regardless of the severity.
8. Report unsafe conditions resulting from municipal work that could present a hazard to the public.
9. Take care not to abuse vehicles, equipment, and tools so that these items will be in usable condition for as long as possible, as well as to ensure that they are in the best possible condition while being used.

### **LOSS PREVENTION POLICY**

The City of Bellefontaine Neighbors maintains that the safety of its residents and employees is our greatest responsibility. In all of our assignments, the health and safety of all should be the utmost consideration. Managers and supervisory personnel at all levels of the municipal workforce are directed to make safety a matter of continuing concern, equal in importance with all other operational considerations. This policy is established to emphasize that effective loss prevention is an integral part of management procedures designed to fully utilize municipal capital and personnel. Although profit is not a goal of municipal concern, the same efficiency is desired to ensure maximum use of each tax dollar available.

With the operational activities of any endeavor, there may be exposure to personal injury or property damage that may be unintentionally hidden. Reviews of contemplated operations should include consideration of errors which could occur. The detail of the working situation and method should also receive consideration of the possibility of improper actions. Accidents are unplanned events. Proper planning can control accidents. Most accidents are preventable. The theory of loss prevention is to initiate such pre-planning as is necessary to minimize unsafe

acts, contain environmental hazards, and control unsafe conditions.

Continual emphasis on loss prevention techniques, the refinement of work procedures, and safe working conditions has been shown to significantly reduce injuries, property damage, and work interruption. Every employee is charged with the responsibility of supporting and cooperating with the loss prevention program outlined in the attached manual. All employees are expected, as a condition of employment, to adopt the concept that the safe way to perform a task is the most efficient and the only acceptable way to perform it. Safety adherence and performance will be considered as an important measure of supervisory and employee performance evaluation.

---

City Administrator/Mayor

## **INTRODUCTION**

### **PURPOSE**

This safety manual is for the employees of the City of Bellefontaine Neighbors and is designed to be a source of safety rules and regulations pertaining to all departments.

This manual is not intended to provide specific procedures, rather it provides rules which will lead to the safety of all employees. Work Groups may develop a more detailed safety manual that provides more specific details and safety procedures for their specific tasks, which, upon review by the Executive Safety Committee and approval by the Group Managers, shall be considered a part of this manual. The following material shall be followed at all times where applicable.

### **ACCIDENT PREVENTION**

No phase of operations is of greater importance than that of accident prevention. The degree of safety and the results accomplished are directly proportional to the effort expended to control the conditions, practices, and human actions that are responsible for accidents.

### **EFFECTIVE DATE**

- This manual shall be effective as of the date of issuance. Compliance by every employee is

mandatory and is considered a requirement for employment.

- Existing governmental codes, statutes, rules and orders shall be considered a part of this manual, and where any conflict exists, the governmental codes, statutes and rules shall prevail.

### **EMERGENCY CONDITIONS**

In case of a life-threatening emergency, a supervisor may modify or suspend parts of this manual as may be considered temporarily necessary to permit proper handling of the specific emergency. In any case, the supervisor shall be fully accountable for the reasonableness of their actions.

### **RESPONSIBILITY OF THE SUPERVISOR**

- The supervisor shall be responsible for the general safety of the employees working under their direction, and for the safety of the general public affected by their work.
- The supervisor shall give new employees or transferred employees a safety orientation on the special hazards and precautions of the new job.
- The supervisor shall conduct a briefing prior to starting a job to acquaint employees with an unfamiliar type of work or procedure. Proper safety equipment shall be issued.
- The supervisor shall plan the work considering the hazards involved, the tools, the materials, and safety devices available to do the work in a safe manner. Explicit instructions shall be given to employees who have been given new duties.
- In hazardous work conditions, the supervisor shall designate an employee to give emergency help if needed. When the supervisor leaves the job site, this employee shall be in charge of job safety.
- The supervisor shall be responsible for having necessary approved equipment, such as warning signs, barricades, guards, handrails and lights properly placed when and where needed.

### **RESPONSIBILITY OF THE EMPLOYEE**

- Safety is the responsibility of each employee.
- It is the responsibility of each employee to perform assigned duties so as to provide safety to themselves and fellow workers, and protection of the public and City property.

- Each employee is expected to keep fully informed of the contents of the appropriate section(s) of the safety manual and apply it to their work. Compliance with these rules is mandatory and is considered a requirement for employment.
- Employees are expected as part of their job to take an active part in the safety program and apply it in everyday work.
- Before proceeding with a job, employees shall satisfy themselves that they can perform the job without injury. If the employee is in doubt as to the safe performance of the work assigned, they shall request instructions from the supervisor.
- Employee's clothing (including shoes and gloves) shall be suitable for the job to be performed.
- Employees shall be responsible for wearing appropriate personal protective equipment.

## **GENERAL POLICIES AND PROCEDURES**

### **PURPOSE**

The purpose of the general policies and procedures is to provide an overview of the rules and applications pertaining to safety for all City employees.

This manual will provide the process for reporting, and investigating incidents/accidents that do occur. An outline of the safety program is also included.

### **RESPONSIBILITIES**

#### **Management**

- establish policies and procedures
- provide support to all safety teams
- ensure that personal protective safety equipment is provided
- provide continued safety training
- appoint members to the Executive Safety Committee

#### **Employees**

- follow established safety policies and procedures
- participate in safety team and departmental safety activities
- use recommended personal protective safety equipment as provided

- report any safety hazards to supervisor
- report all accidents/injuries to supervisor within the shift they occur

### **EXECUTIVE SAFETY COMMITTEE**

The purpose of the Safety Program is to provide consistency and support to departments in the establishment of their safety programs. Members will be appointed to the committee by each Group Manager. Committee members may be changed at the discretion of the respective Group Manager. The chairman of the committee will be appointed by the City Administrator. The committee will evaluate and recommend any changes, problems, concerns or enhancements to the Safety Program to the City Administrator/Mayor.

The committee will develop and maintain a global safety manual, as well as assist each group in developing their individual group safety manuals. The committee will establish an avenue of communication between employees and members of the committee.

The committee will establish and monitor a safety program designed to meet the current needs of the safety environment of the City of Bellefontaine Neighbors. This program will be reviewed on an annual basis.

The committee will meet monthly to review and analyze all incidents/accidents and determine whether each accident applies to the Safety-First Program. Incidents are not considered chargeable, and do not impact the employee's safety award. A chargeable accident impacts the employee's safety award for the current biannual time period. A chargeable accident may also impact the employee's three- and five-year safety awards.

After the committee meets, an Employee Notification form will be sent to each employee who had an accident that was reviewed by the committee to notify those employees of the committee's ruling.

### **APPEAL PROCESS**

If an employee would like to appeal the ruling made by the Executive Safety Committee, they should notify their supervisor of the request within 3 business days of receiving the Employee Notification form. The supervisor will then notify the Group Manager, who will contact the Executive Safety Chairman. The Executive Safety Chairman will notify the department's

Executive Safety Committee representative of the appeal.

Appeals are to be made in person by the employee listed as being directly involved on the accident report at the next regularly scheduled Executive Safety Committee meeting. That employee must be present at the meeting to make his/her appeal. If preferred, the supervisor may speak in that employee's place to make the appeal, but the employee must still be present to answer any questions that the committee may ask.

If the decision is not appealed before the next regularly scheduled Executive Safety Committee meeting, the ruling will be considered final.

## **SAFETY PROGRAM**

### **PURPOSE**

The purpose of the safety program is to provide a framework to promote a safe work environment for all employees. The program is designed to promote the proactive elimination of potential physical hazards in all departments by involving employees in the safety process. The program is designed to build employee awareness of safety issues through education, communication, and recognition.

A safety program will be developed by the Executive Safety Committee based on the current goals and requirement of the current safety year which runs from January 1st through December 31st. Recommendations for changing the program will come from the Executive Safety Committee to the City Administrator/Mayor.

### **RESPONSIBILITIES**

#### **Executive Safety Committee**

- facilitate the identification and correction of safety concerns
- provide analysis of global safety issues
- support individual departments with resources and training as required
- recommend to City Administrator, any changes or enhancements to the Safety program
- review accident trends and make appropriate recommendations to the City Administrator

#### **and Group Managers**

- monitor safety inspections to ensure that recommendations are completed

## Management

- facilitate information flow from Executive Safety Committee to employees through MOT

## Supervisors

- support safety program through reinforcement with MOT Supervisors
- discuss safety changes with Executive Safety Committee before implementation
- enforce all safety rules and regulations
- ensure supervisors are conducting and completing thorough accident investigations

## Employees

- follow all safety guidelines as outlined in safety manual
- wear/use personal protective safety equipment, including seatbelts
- report any safety hazards to supervisor
- alert supervisor if you have not been properly trained on a piece of equipment or work

## procedure

- promote safety in your department

## GENERAL INFORMATION

- criteria for the safety award program will be outlined by the Executive Safety Committee

and presented to City Administrator/Mayor

- program is designed to promote safety for all employees
- awards will be presented to individuals who have met their goals for the current specified

## time period

- time off and gift cards are offered as awards for meeting biannual goals of no chargeable

## accidents

- special milestone goals are established for completing three years and five years with no chargeable accidents.

## Current Program

- goals established for individuals
- an incentive program is in place to reward individuals for meeting or exceeding goals
- the program is based on accidents that have been determined attributable to the employee

by the Executive Safety Committee

- after the end of each specified time period, calculations are made and awards are distributed

## Individual Goals

- each City employee has a goal to achieve zero chargeable accidents
- if the employee achieves this goal, he/she will receive an individual award
- if an employee leaves the City before the safety awards are distributed, the employee will

not receive an award.

## Eligibility

- the safety program is for all full-time, part-time, service representatives, interns, and temporary employees
- in order to qualify, full-time and part-time employees must work a minimum of 260 hours in a 6-month period. Service representatives, interns, and temporary employees must work a minimum of 100 hours in a 6-month period.

## **NEW EMPLOYEE SAFETY ORIENTATION**

### PURPOSE

The purpose of this section is to ensure that every new employee receives basic safety instruction during the first week of employment.

### RESPONSIBILITIES

#### Management

- Designate employee responsible for new employee safety orientation.
- Develop safety orientation criteria for each job description.
- Certify that each new employee has received new employee safety orientation during first

week of employment.

- Impress on new employee that: "Safety is a condition of employment."

#### Employees

- Acknowledge that "Safety is a condition of employment."
- Read and understand assigned sections of the safety manual during first week of

employment.

- Practice safe work habits at the work place.

### General Information

- Never start a new job task without reviewing safety standards for the new assignment.
- Never operate any tool/equipment/vehicle without proper orientation “sign off” on the safety standards form for that tool/equipment/vehicle.

- If you don’t feel adequately trained for your assigned job duty, an accident is inevitable. Never perform a task, or operate a tool/equipment/vehicle, you are not properly trained to do.

- Stay alert and anticipate potential accidents. Don’t be the subject of an accident investigation.

### **ACCIDENT REPORTING PROCEDURES**

#### **PURPOSE**

All accident reporting procedures are listed in Personnel Policy. Tools for assisting in completing a thorough report and subsequent investigation are covered in this manual. The packets of documents that are provided to each group for reporting any incidents/accidents are located in the Citywideshare drive.

### **GENERAL RULES FOR IMPLEMENTING AN INVESTIGATION PROCESS**

1. Begin the investigation as soon as possible; provide first aid or seek medical assistance; eliminate hazards.
2. Note the time of arrival and the condition of the weather.
3. If assistance is needed, do not hesitate to call for it from any source.
4. A preliminary survey of the situation should be taken. This is to be done with composure and without haste.
5. Take names and addresses of all witnesses and immediately record written statements.
6. The scene of the accident may need to be roped off.
7. Avoid preconceived theories. These are the investigator’s deadliest enemies because

they will cloud his/her reasoning, deaden his/her perceptions, obscure the facts, and distort the individual's judgement.

8. Never alter the position of – or even touch – any object before it is sketched, photographed, or properly described in the report.
9. Note the time of accident and/or injury (hour, day, month, and year)
10. The specific place where the accident occurred in detail.
11. The name of the injured person(s) involved, occupation and department.
12. Description of property damaged.
13. Nature of injury (strain, laceration, contusion, etc.). Location of injury (head, toe, hand, etc.).
14. Severity of injury.
15. Exactly what the person was doing.
16. How the action took place.
17. The Who, What, When, Why, Where, and How formula is most helpful to follow each time a different person is introduced in the action.
18. A subsequent interview of the witnesses should be conducted at this time. More detail should be noted and, if possible, assistance from another investigator.
19. A re-examination of the area should be in detail. Starting from left to right or reverse, but each time the area is examined it should be done in the same manner.
20. Points to compass should always be used in describing the general features of everything important that has been observed.
21. Items, objects, and conditions should be further described as to position, class, quantity, form, dimension, direction, style, make, identifying numbers, and color.
22. Maps or drawings showing exact position of all parties involved and location of all evidence.
23. Photographs often show what the eye misses and should be used.
24. Marks, stains, or tracks should be measured and photographed. It is advisable to use a tape measure whenever photographs are taken.
25. All physical conditions must be listed in detail with regard to the following: guarding;

condition of equipment; design or construction; process; operation or arrangement; illumination; dress or apparel; and weather if applicable.

26. Personal behavior noted in detail with regard to the following: action or what the individuals were doing; performing operations without authority; using or not using guards; operating speeds; using or not using improper equipment and personal protective equipment.

27. Length of time injured employee(s) has been working at the job.

## **INCIDENT/ACCIDENT INVESTIGATION PROCESS**

### **POLICY AND GUIDELINES**

#### **PURPOSE**

It shall be the policy of the City of Bellefontaine Neighbors to complete the incident/accident investigation

process on accidents and occurrences in which an employee must receive medical attention, when City property has been damaged, and significant “near miss” situations.

The incident/accident investigation process shall be completed by the employee’s supervisor and reviewed by the employee’s Executive Safety Committee representative, as well as the Executive Safety Committee. The accident investigation process shall be completed using the guidelines and accident investigation forms included herein.

#### **INTRODUCTION**

The incident/accident investigation process can help the City of St. Peters control accidents and related costs by documenting exactly what occurred and identifying what can be done to help prevent a reoccurrence.

The incident/accident investigation process helps identify accident cause(s) and allows the supervisor and employee to take steps to prevent the same accident from happening again.

This proactive approach to prevent accidents, rather than simply filing claims, helps reduce the total number of claims and related costs. Accident reduction also helps improve efficiency by

reducing lost time, work interruption, equipment repairs, and other indirect costs that are often associated with employee accidents.

The objective is to prevent or reduce the number of injuries and future accidents.

“Near Misses” are unsafe practices or conditions that have not yet resulted in an accident or loss, but could unless corrective steps are taken. The incident/accident investigation process is conducted “before-the-fact” or before an injury or loss occurs to help identify and correct hazards before a claim is experienced. This may be prompted by a “near miss” situation or by observations of unsafe practices that could lead to an accident.

Incidents are any of the following:

- a minor injury to a City employee that may require First Aid treatment but does not require attention from a medical provider (i.e., Urgent Care or ER). Some examples are scrapes, small cuts, rashes, or eye irritants; AND/OR
- theft, loss, or damage to City property with an estimated replacement/repair cost of less than \$100; OR
- “near misses” where injury or damage could have occurred; OR
- injury or property damage involving a third party (not a City employee, not City property)

Accidents are any of the following:

- an injury to a City employee that requires attention from a medical provider (i.e., Urgent Care or ER); AND/OR
- theft, loss, or damage to City property with an estimated replacement/repair cost of \$100 or greater; OR
- theft, loss, or damage to non-City property involving a City employee with an estimated replacement/ repair cost of \$100 or greater

The accident and incident investigation process follows basically the same procedures. The investigation process is a report of the facts, causes, and contributing factors that lead to the incident/accident and an action plan for correcting the problem. Without a proper investigation process and follow-up, corrective measures, accidents and their related costs

cannot be controlled. Accidents must ideally be prevented in the first place, and those that do occur must be analyzed and controlled as much as possible.

Accidents are usually the result of conditions or actions that the supervisors and employees are often in the best position to control. An accident is simply an unplanned event that interrupts operations and results in loss of time, property damage, or bodily injury. They usually arise from one of four areas:

**EQUIPMENT** Buildings, tools, carts, machinery, vehicles, etc.

**MATERIAL** Solvents, cleaning agents and anything else that might be used as part of the service or job.

**PEOPLE** Includes those persons who operate equipment, use cleaning materials, interact with the public, etc.

**ENVIRONMENT** Includes temperature, ventilation, noise, insects, or other factors that affect the surrounding work area.

## **TECHNIQUES OF THE INCIDENT/ACCIDENT**

### **INVESTIGATION PROCESS**

An effective incident/accident investigation process involves an inquisitive interviewer. The individual performing the incident/accident investigation process needs to ask pertinent questions. When the investigation has been completed, the investigator, together with members of the safety team should establish possible remedies to prevent this incident/accident from occurring again.

Remember the incident/accident investigation process is a fact-finding activity, not a fault-finding activity.

### **WHEN TO INVESTIGATE**

An investigation is required for all accidents involving physical injuries and or property damage. If a “near miss” occurs, members of that safety team should review the circumstances that lead up to the “near miss.” It has been found that a “near miss” may often precede an accident, producing serious physical injuries and/or property damage. There are valuable lessons to be

learned from the review of “near misses” and about the prevention of a more serious accident.

#### WHO WAS INVOLVED

The person involved in the accident is usually the person injured in the accident. When more than one person is injured through the same accident, an individual report for each person should be completed depicting each individual’s perspective and circumstances.

#### WHAT HAPPENED

In describing what happened, it is most beneficial to give a brief, accurate and clear description of the accident. The accident description will help you to focus on the accident itself in order to prevent the accident from happening again.

#### WHAT INJURIES OR PROPERTY DAMAGES OCCURRED

Describe any injuries and or property damage that resulted from this accident. If this is a “near miss” state that on the investigation form.

#### ACCIDENT CAUSES

This is the core of the effective incident/accident investigation process. It is important to define the two types of accident causes, which must be considered:

- BASIC CAUSES

The basic causes are the unsafe act(s) and or unsafe condition(s). Example: operating a grinder without wearing safety glasses; or, oil on the floor.

- PRIMARY CAUSES

The primary causes are the reasons why the unsafe act(s) or condition(s) existed. Example: Lack of instruction on why safety glasses should be worn while grinding, or why was oil leaking on the floor. These causes place the focus where it belongs – the management system. By strengthening the management system, accident symptoms or basic causes will be prevented which will break the accident chain. This area of the incident/accident investigation process deserves a great deal of thought and consideration.

#### PRIMARY CAUSES

A key point to keep in mind is that we endorse the “multiple causation” theory of the incident/accident investigation process. The multiple causation theory suggests that often

there is more than one primary cause, which triggers the basic cause and ultimately the accident occurrence.

The four main areas of accident causes are:

- Unsafe acts
- Unsafe conditions
- Job factors
- Personal factors

#### CORRECTIVE ACTION (REMEDIES)

What will you do to correct these causes?

To help you focus on the individual aspects of the “accident chain,” there is space provided in the incident/accident investigation process report for your recommended corrective action for both the basic and primary causes you have identified.

When will these causes be corrected?

To help you correct these causes and effectively prevent recurrence, it is important that action takes place once the incident/accident investigation process is completed.

#### INTERVIEWING

Important techniques to remember when interviewing injured parties and witnesses:

- Conduct interviews as soon as practical
- Discuss the purpose of the investigation (fact finding, not fault finding)
- Be diplomatic
- Establish rapport (put the person at ease, and be calm)
- Ask one question at a time
- Avoid the implied answer or leading question (example: Why did you fail, obviously, you ---)
- Keep questions as simple as possible
- Do not ridicule stupidity, poor judgment, etc. Do the best you can to save the “face” of the

person being interviewed

- Allow the individual to present his/her version in its entirety without interruption if possible

(keep your thoughts to yourself)

- Ask questions to clarify facts or fill in any gaps
- Interviewer should relate his/her understanding of the accident back to the individual
- Discuss methods to prevent recurrence
- End interview on a positive note

The interview should be conducted at the accident site if possible.

## SAMPLE QUESTIONS

### WHO

- Who was injured?
- Who saw the accident?
- Who was working with the employee?
- Who had instructed/assigned the worker?
- Who else was involved?
- Who else can prevent recurrence?

### WHAT

- What was the accident?
- What was the injury?
- What was the employee doing?
- What had the employee been told to do?
- What tools were being used?
- What machine(s) were involved?
- What operation was being performed?
- What instructions had been given?
- What precautions were necessary?
- What precautions were given?
- What protective equipment was being used?
- What protective equipment should have been used?
- What other persons contributed to the accident?
- What problem or question was encountered?
- What did the witnesses do when the accident occurred?
- What extenuating circumstances were involved:
- What did the witnesses see?
- What will be done to prevent recurrence?

### WHEN

- When did the accident occur?
- When did the worker start on that job?
- When was the worker assigned on the job?
- When were the hazards pointed out to the worker?
- When had the supervisor last checked on the job process?
- When did the worker first sense something was wrong?
- When was the last safety meeting the worker attended?

## **WHY**

- Why was the employee injured or property damaged?
- Why did the employee do what he/she did?
- Why did the other employee do what he/she did?
- Why wasn't protective equipment used?
- Why weren't specific instructions given?
- Why was employee in that position?
- Why was employee using the tools?
- Why did employee continue working under the circumstances?
- Why wasn't supervisor there at the time?
- Why didn't the employee check with the supervisor when it was noted that things were not

as they should have been?

## **WHERE**

- Where did the accident occur?
- Where was the employee at the time?
- Where was the supervisor at the time?
- Where were fellow workers at the time?
- Where were other people who were involved at the time?
- Where were the witnesses when the accident occurred?

## **HOW**

- How did the employee get injured or the property get damaged?
- How could the employee have avoided the accident?
- How could fellow workers have avoided the accident?
- How could supervisor have prevented the accident? (Or could the supervisor have

prevented the accident?)

## **Driving Safety**

### **PURPOSE**

Have an effective safety program which will interact with most aspects of fleet operations and challenge the skills and knowledge of its supervisors and drivers.

### **RESPONSIBILITIES**

#### **Safety Management**

- Screen new drivers by running license check
- Monitor driver license (CDL: Class and Endorsements) and accidents
- Provide training to upgrade driver skills and knowledge

- Provide a formal mechanism for investigating and reviewing accidents
- Monitor maintenance and equipment safety
- Oversee and implement regulatory compliance
- Communicate program goals to drivers and supervisory personnel
- Monitor program effectiveness

Each group should have a designated person with responsibility for safety and compliance with regulations.

- Implement defensive driving incentive program
- Establish carrier safety standards
- Ensure drivers are aware of fleet vehicles requiring wheel chocks, based on the minimum

recommendations of the Executive Safety Committee, i.e., “any truck with dual wheels, or standard transmission larger than one ton, shall be chocked when vehicle is parked”.

## **LOCKOUT/TAGOUT GUIDELINES**

### **PURPOSE**

This policy outlines lockout/tagout requirements for identifying hazardous energy sources, safe shutdown and startup, and isolation and dissipation of hazardous energy. Lockout/tagout covers repair and maintenance of all machines and equipment in which unexpected start-up or release of stored energy could cause injury. These guidelines will insure that machinery or equipment is isolated from all potentially hazardous energy and locked/tagged out before employees perform any servicing or maintenance activities where the unexpected energization, start-up, or release of stored energy could cause injury. For the purpose of these guidelines, “energy source” is defined as, “any source of electrical, mechanical, hydraulic, pneumatic, chemical, thermal, or other type of energy.”

### **OBJECTIVES**

- To establish minimum requirements for the safe lockout/tagout of energy isolating devices.
- To ensure that all employees are protected from potentially hazardous energy when

performing service or maintenance activities.

The potential for serious injury or fatalities exists for all employees working with or around powered equipment, including all mobile equipment. The proper use of lockout/tagout procedures eliminate the risk of accidental contact with direct or stored energy when

operating or maintaining this equipment. Although each employee is primarily responsible for their own safety, in all instances where conditions are not covered by these guidelines, or the job is not completely understood, the employee shall obtain specific instructions from his/her supervisor before proceeding with the work.

## RESPONSIBILITIES

Group Managers have the responsibility to:

- Implement these lockout/tagout guidelines by:
- Directing all supervisors to identify activities where lockout/tagout should be used, and

to identify employees this may affect.

- Ensuring all affected employees are informed of the impending utilization of the lockout procedure. That it is made known to all employees:

- a. Which equipment is to be locked out
- b. Why it is locked out and all hazards involved
- c. Who is affected
- d. Approximately how long this procedure will be in effect

- Ensuring that all necessary equipment is available to comply with these guidelines.
- Enforcing compliance with these guidelines. All appropriate employees, presently employed and new employees, must be trained and responsible for the purpose and the use of these lockout/tagout guidelines.

Supervisors have the responsibility to:

- Identify those areas or equipment where lockout/tagout can be used. Make a thorough survey to locate and identify all equipment or other sources of energy that might accidentally or inadvertently start up and cause injury to personnel. Find switches, locks, or other safety devices for this specific equipment. More than one machine or energy source may be involved, so a complete investigation is required.

- Train all personnel in the location of the areas listed with the appropriate use of the lockout/tagout equipment.

- Provide necessary equipment to properly perform lockout/tagout.
- Enforce compliance with these guidelines.

Employees have the responsibility to:

- Understand their assigned tasks relating to lockout/tagout.
- Comply with the directives of these guidelines.
- Advise supervisors as to the need for lockout/tagout equipment.
- Maintain lockout/tagout devices and padlocks in good working condition.
- Refrain from starting, energizing, or using that machine or equipment which has been

observed to be locked or tagged out.

#### **APPLICATION**

- Residual energy should not be overlooked. Locking out a switch or turning off the power does not guarantee safety. Trapped air, gas, or chemicals, coiled springs, blocked or raised loads, and elevated machine parts must be bled, released or blocked.
- The person who applies the lock must be the only one who removes it. No lockout/tagout device may be removed or cut by a person other than the one who originally installed the device, unless removal is authorized by the appropriate supervisor. The appropriate supervisor shall be the immediate supervisor of the employee who placed the lock and performed, or is performing, the designated work.
- Before equipment restart, a thorough safety check must be performed. Survey the scene to make sure that all employees are at a safe distance. Verify the reinstallation of all safeguards to ensure that no tools or obstructions have been left inside the equipment. Double-check all switches, valves, and controls to ensure that they are in the “off” position. In addition, all necessary personal protective equipment must be worn (hard hat, goggles, etc.).
- To ensure continuity of lockout/tagout protection during shift or personnel changes, an authorized employee will oversee the removal of all outgoing employees’ lockout or tagout devices and the application of all oncoming employees’ lockout or tagout devices.
- Under these guidelines, when a device can be locked out, it must be locked out. The only exception to this is if it can be demonstrated that tagout provides the same degree of employee protection as lockout. In that case, tagout may be used.
- Under these guidelines one may use both lockout and tagout when performing repairs on equipment. The tag should describe why the equipment is locked out, how long it will be

locked out and who locked it out. If there is any doubt, employees are to contact their supervisor. If tagout is used, it must be noted that there are limitations to tag outs. They do not provide a physical restraint, and are only warning devices. Unless their meaning is clearly understood, tags may provoke a false sense of security.

- Employees may not remove, bypass, or ignore tags without proper authorization. Failure to comply with this will result in disciplinary action. Tags must be legible and readily understood. Both tags and their means of attachment must withstand hostile environmental conditions and be securely attached.

#### LOCKOUT SEQUENCE

- Notify all affected employees that servicing or maintenance is required on a machine or piece of equipment and that the machine or equipment must be shut down and locked out to perform the servicing or maintenance.

- Authorized employees shall refer to the equipment manuals to identify the type and magnitude of the energy that the machine or equipment utilizes, shall understand the hazards of the energy, and shall know the methods to control the energy.

- If the machine or equipment is operating, shut it down by the normal stopping procedure (depress stop button, open switch, close valve, etc.).

- Operate any switches, valves, or other energy isolation devices so that the equipment is effectively isolated from any energy source. All stored energy from springs, rotating flywheels, elevated machinery members, hydraulic systems, air, gas, steam or water pressure, or any other energy source must be dissipated or restrained by repositioning, blocking, bleeding or otherwise to prevent the release of the energy.

- Using the appropriate locks and tags, lock the equipment and attach a clearly labeled tag completed in detail.

- After ensuring that no personnel are exposed, test all switches and operating controls to confirm that the equipment cannot be either accidentally or deliberately operated. Test for the absence of energy sources. Make sure equipment, instruments, or meters, used to test the absence of energy, are working properly by testing them on a known source. After testing, make sure all controls are in the "neutral" or "off" position before continuing.

## RESTORATION

- After all servicing operations are complete, verify that no one is exposed to the start-up of equipment. Check to see that all tools have been removed, and the guards have been reinstalled.
- Notify all affected employees of the ending of the lockout, and the impending start-up of the affected equipment.
  - Remove locks and tags.
  - Start-up equipment, if necessary.
  - Notify affected employees that the servicing or maintenance is completed and the machine or equipment is ready for use.

### **Procedure for more than one employee:**

In addition to the preceding steps, if more than one individual is working on the same equipment, all are required to lockout equipment. Each shall place his or her own personal lockout device on the energy isolating device or devices. When an energy isolating device cannot accept multiple locks or tags, a multiple lockout device shall be used. If lockout is used, a single lock may be used to lockout the machine or equipment with the key being placed in the lockout box or cabinet which allows the use of multiple locks to secure it. Each employee will then use his or her own lock to secure the box or cabinet. As each person no longer needs to maintain his or her lockout protection, that person will remove his or her lock from the box or cabinet.

### **Procedure for outside personnel (contractors, etc.):**

Outside contractors will adhere to the City of Bellefontaine Neighbors Lockout/Tagout Guidelines. It is the responsibility of the City's Project Supervisor to ensure that all contractors are aware of the City's Lockout/Tagout Guidelines.

## ELECTRICAL HAZARD PREVENTION

Hazard prevention is a key part of each employee's duties around electric power lines. Hazards include possible contact with bare, uninsulated, or energized electrical components, and

grounding fault. Pre-job safety planning is the greatest accident prevention in the work place.

Points to Remember:

- Understand the work in progress. Preplan for safety!
- Do not touch any equipment operating near power lines or exposed to high or low voltage.
- Use caution when carrying any long pieces of pipe, steel, survey equipment, or wood in the

vicinity of overhead or energized lines.

- Maintain a 10 foot distance from lines.
- Consider requesting that lines be de-energized.
- “Faulted circuits” may automatically be re-energized several seconds later. Victims may be

re-shocked and rescuers endangered.

- Understand what lockout/tagout includes when it applies to your work.
- Power line contact kills or seriously injures hundreds of construction equipment operating

personnel each year. Many of these victims were aiding the operation at the time of contact.

- Look for applications and use the “danger zone” (marker tape, fences, and barriers)

concept.

- If a vehicle or piece of equipment you operate does make contact with an energized electrical line or component, your safest course of action will usually be to remain on the equipment until it is de-energized. If you must dismount, it is critical that you not touch the vehicle and the ground at the same time.

- An equipment grounding program to check for grounding faults and equipment damage, is important, on a regular basis, with electrical extensions and equipment.

#### DEFINITIONS APPLICABLE TO THIS PROCEDURE

**Affected Employee** An employee whose job requires him/her to operate or use a machine or equipment on which servicing or maintenance is being performed under lockout or tagout, or whose job requires him/her to work in an area in which such servicing or maintenance is being performed.

**Authorized Employee** A person who locks or implements a tagout system procedure on

machines or equipment to perform the servicing or maintenance on that machine or equipment. An authorized employee and an affected employee may be the same when the affected employee's duties also include performing maintenance or servicing on a machine or equipment which must be under lockout/tagout.

**Capable of Being An energy isolating device** is capable of being locked out if it has a Locked Out hasp or other means of attachment to which, or through which, a lock can be affixed, or it has a locking mechanism built into it.

**Other energy isolating devices** are capable of being locked out, if lockout can be achieved without the need to dismantle, rebuild, or replace the energy isolating device or permanently alter its energy control capability.

**Energized** Connected to an energy source or containing residual or stored energy.

**Energy Isolating Device** A mechanical device that physically prevents the transmission or release of energy. Push buttons, selector switches and other control circuit type of devices are not energy isolating devices.

**Energy Source** Any source of electrical, mechanical, hydraulic, pneumatic, chemical, thermal, or other type of energy.

**Hazardous Energy** The unexpected release of energy or "stored" energy upon machines or equipment which could cause injury to employees.

**Lockout** The placement of a lockout device on an energy-isolating device in accordance with an established procedure ensuring that the energy- isolating device and the equipment being controlled cannot be operated until the lockout device is removed.

**Lockout Device** A device that utilizes a positive means such as a lock, key, or combination to hold an energy isolating device in the safe position and prevent the energizing of a machine or equipment.

Servicing and/or Work place activity such as constructing, installing, setting up, Maintenance adjusting, inspecting, modifying, and maintaining and/or servicing machines or equipment.

Tagout Placement of a tagout device on an energy isolating device in accordance with an established procedure to indicate that the energy isolating device and the equipment being controlled may not be operated until a tagout device is removed.

Tagout Device A prominent warning device such as a tag and a means of attachment which can be securely fastened to an energy isolating device in accordance with an established procedure to indicate that the energy isolation device and the equipment being controlled may not be operated until a tagout device is removed.

## **SAFE DRIVING PRINCIPLES**

### **PURPOSE**

The purpose of this section is to provide standard safety guidelines for the operation of motor vehicles. These guidelines are general in nature; however, more detailed information will appear in departmental safety manuals regarding the operation of specialized vehicles such as refuse trucks or vehicles with aerial lifts.

### **GENERAL INFORMATION**

- All drivers shall know and obey all state and local motor vehicle laws applicable to the operation of their vehicle, including wearing seatbelts.
- All drivers shall drive at safe speeds no greater than that permitted by law and taking into consideration the weather conditions.
- Employees shall not jump on or off vehicles in motion.
- Keep floorboards free of debris which may interfere with pedal operation.
- Drivers shall not permit unauthorized persons to drive, operate, or ride in or on a City vehicle. (See Administrative Policy-Vehicle Use Guidelines)
- Employees shall not permit anyone to ride on the running boards, fenders, or any part of

the vehicle except on the seats, except as required by special, approved job activities.

- Drivers shall do a walk-around inspection of the vehicle before beginning operation.
- Driver shall report any defects that may have developed during the day.
- There will be no smoking or use of a vapor product in City vehicles pursuant to the

provisions of Section 230.020 of the City code.

#### OPERATION

- Driver shall clearly signal any intentions of turning, passing, or stopping.
- Driver shall yield right-of-way to any emergency vehicle approaching from any direction.

☑ Driver shall be prepared to stop and yield the right-of-way in all instances when necessary to avoid an accident.

- Driver shall be courteous toward other operators and pedestrians.
- Driver shall maintain sufficient distance behind other vehicles to safely stop the vehicle.
- All tools and equipment shall be properly secured during transport.

### **FACILITY AND EQUIPMENT SELF INSPECTIONS**

#### PURPOSE

The purpose of this section is to ensure that City facilities and equipment are periodically inspected by City personnel to ensure that safe conditions exist at all times.

#### RESPONSIBILITIES

##### Management

- Develop a checklist for each City facility to be inspected.

1. Areas accessible to the public should be inspected no less than once each month.

2. Non-public work areas should be inspected quarterly.

- Incorporate safety inspections into the preventative maintenance schedules for all City equipment.

- Maintain written documentation of all inspections.

Assign and rotate inspection personnel.

##### Employees

- Report any safety concerns to your supervisor at once.
- Perform assigned safety inspections at once. This task ensures you and your fellow

employees have continued safe working conditions. Take the task seriously.

- Report inoperable safety equipment in your work area to your supervisor at once.
- Be aware of areas accessible to the public and be observant for potential safety concerns.

#### General Information

- Although this section requires periodic safety inspections to ensure safe operations, it is every employee's obligation to be observant of safe working conditions each and every day.

### **CONFINED SPACE ENTRY PROCEDURES**

#### GENERAL

One of the hazards that can be encountered in municipal work is that of entering a confined space in which toxic and/or flammable gases may have accumulated or where the oxygen has been depleted to the point where human life cannot be supported.

Most of the severe injuries that take place in confined spaces occur because an employee either went into a confined space without first testing its atmosphere for toxic gases or was overcome while working in a confined space while not continuously ventilating and monitoring that space.

**The following procedures therefore must be followed:**

#### THE SPACE

The employee shall follow Confined Space Entry Procedure before entering all confined spaces in which toxic or flammable gases may accumulate, or in which oxygen depletion may occur.

(Examples: manholes, valve vaults, below ground tanks, vaults and buildings, lift stations, water towers, wet wells, sanitary or storm sewers, and any tanks.)

#### THE EQUIPMENT

The facility, or designated employee, must have available the following equipment before any confined space entry is attempted:

- Retrieval system to include a full body safety harness connected to a winch and tripod by means of a tagline and yoke

- Safety harness
- Two self-contained breathing apparatuses with a full tank
- Two hand-held walkie talkie type City radios
- A properly calibrated oxygen meter and metering/sensing devices for the suspected toxic

and flammable gases

- One fresh air blower and necessary accessories

#### THE ENTRY

- The employee must be trained in the confined space entry procedure before proceeding.
- Also, before a confined space is opened to begin the entry procedure, at least one trained

employee shall remain present as attendant throughout the duration of the job to be performed and until the space is evacuated by all personnel. The ratio of one entrant to one attendant shall not be exceeded.

Before a confined space is entered the following tests or determination will be made of the atmosphere within the confined space, in the following order:

- If the confined space has properly designed mechanical ventilation and the confined space is ventilated continuously or a minimum of time for one complete air change, pre-testing of atmosphere is not required. (Examples: lift station drywell, wastewater pump pit)

- If no mechanical ventilation is installed and working, testing prior to entry must be done.
- The oxygen content of the space will be checked with a properly calibrated portable oxygen

meter. If the oxygen meter registers 19.5% or lower, or 23.5% or higher, do not enter the space.

- A properly calibrated portable metering/sensing device will be used to detect the presence of flammable and toxic gases prior to and during confined space work. The device used will be one capable of detecting the suspected gases. (LEL < 10 ppm; H<sub>2</sub>S < 10 ppm).

- Confined spaces will be ventilated when an oxygen deficiency, or oxygen enrichment, is detected or when the presence of toxic or flammable gases are present. The ventilation will be maintained until the hazardous gases are brought to acceptable levels, or until the oxygen reading is between 20% and 23%. Ventilation shall continue while any employee is in the space.

- Upon determination of atmosphere of a hazardous nature requiring a Self-Contained Breathing Apparatus (S.C.B.A.) to be used, no admittance will be allowed unless performed by someone designated to perform emergency or rescues with S.C.B.A. or other supplied air equipment.
- While monitoring the confined space and while working therein, employees will carry a portable (walkie-talkie) that will allow them to talk with each other.
- Any person entering a confined space without permanently installed mechanical ventilation, and which is difficult to get in and out of, shall do so only after all of the above procedures are followed and only while wearing a safety harness with lifeline attached, and while attended by an employee stationed outside of the confined space.

#### TRAINING

- Supervisors shall ensure employees subject to working in confined spaces shall attend a training session on confined space procedures every twelve months.
- All of the above training shall be documented and available for employee review.

### **OFFICE SAFETY AND GENERAL**

#### **HOUSEKEEPING**

##### PURPOSE

The City of Bellefontaine Neighbors has designated areas for office work as well as other indoor related tasks

(storage, plant facilities, etc.) The following guidelines will be used to ensure a generally safe, indoor working environment.

##### Housekeeping and Sanitation

1. Good housekeeping is important for maintaining a safe workplace.
2. Each employee is responsible for maintaining a clean and sanitary workplace.
3. All materials must be properly stored with stock being placed neatly in racks or bins wherever possible.
4. Clear all floors and walkways of tripping hazards on a regular basis. Marked aisles must be

kept clear of obstructions.

5. Maintain all floors, decks and working surfaces in non-slippery condition by removing spills as soon as possible. Any non-slip material should be inspected on a regular basis for wear.

6. Place trash in proper receptacle. Do not throw it on the floor or ground.

7. Ample space for each employee to work safely and to achieve a sound footing shall be provided.

8. Ample light for the work to be performed will be provided.

9. Provide adequate fresh airflow in work area.

### **Wet Weather**

1. Area supervisors should be aware of the safety of their area and be alert to wet floor hazards.

2. Wet floor signs or cones should be placed at entranceways during times of inclement weather.

3. Housekeeping crews shall inspect entrances and keep water accumulations removed throughout the workday.

4. Doormats should be located inside doorways and length-way with the hall.

5. Doormats should be periodically examined for saturation.

### **Fire Safety**

#### **Buildings**

1. All employees should know escape routes and locations of fire exits.

2. All fire exits must be unobstructed, unlocked and marked.

3. Fire/smoke alarms should be tested and fire drills conducted regularly.

4. All employees should know the location of and how to use fire extinguishers.

5. Facilities should be periodically inspected to ensure fire extinguishers are charged and to identify and eliminate fire hazards. Fire extinguisher locations should be properly marked.

6. Wiring and/or extension cords used for office machines or other appliances should be checked periodically.

#### **Office Safety**

1. Perform a Hazard Risk Assessment.
2. Know where building emergency exits are located. These areas should not be used for storage or be blocked. Access ways should be kept clear at all times. Walkways within the office should be open and not restricted by stacked boxes or garbage.
3. Electrical cords, computer, communication and phone lines must be secured to prevent tripping. Carpet and desk mats must be secured to prevent tripping or falling.
4. File Drawers should be closed immediately after use so no one can run into or trip over them. Only one drawer should be opened at a time to prevent the cabinet from tipping forward. Use caution when closing drawers.
5. Avoid handling supplies more than once by putting materials in their stored location upon receiving them.
6. Always use proper lifting techniques. Use mechanical lifting devices and/or ask for assistance when moving heavy and/or bulky items.
7. Never walk with items stacked so high that your vision is obstructed. Do not stack items in such a manner that they are unstable.
8. Be aware of and keep hands and fingers out of pinch points throughout the office, especially desk drawers, file cabinets and stacked materials.
9. Eating, drinking should be avoided around office equipment and computer terminals. Paper clips and staples should be used with caution around copying equipment and keyboards.
10. Be aware of stress and strain associated with the use of computers and poorly arranged workstations. Arrange your workstation so that excessive reaching and poor posture is eliminated. Your arms and shoulders should be at a rest position and your wrist should not rest against the edge of desk.
11. Office equipment such as chairs and desks that are broken and are a safety hazard should be labeled as "Broken, Do Not Use" and removed from the area until they are repaired or replaced.

#### Office Equipment

1. Adding Toner-Procedures
  - a. Follow directions on the toner cartridge.

## 2. Paper Cutter Operation

- a. Pay complete attention to what you are doing.
- b. Pull up on cutting blade.
- c. Place paper on cutting board.
- d. Make sure nothing is in the cutting area, i.e., fingers or any objects besides what is being cut.
- e. After cutting-put cutting blade in the down position and discard any trash from cutting.

## **Computer Data Entry**

1. Adjust seat height and backrest angle to fit the user in a seated position. Thighs should be parallel to the floor or sloping downward slightly. Adjust footrest for proper height and angle.
2. Adjust keyboard to keep forearms parallel to the floor or sloping downward slightly. Use wrist rests if necessary to maintain neutral position when needed.
3. Maintain correct hand and wrist posture when entering data. Keep wrists in a neutral position.
4. Position documents roughly perpendicular to the line of sight using a document holder and maintain monitor at eye level. Eyes should look straight ahead or downward 10 to 15 degrees.
5. Locate computer monitors away from windows and/or use anti-glare screens when needed.
6. Use caution when working behind computer equipment because of multiple cords.
7. Repetitive motion illness develops over an extended period of time. Learn work habits that reduce risks. These include properly adjusting your work station, taking breaks at least every two hours (more often if you are having symptoms) and performing stretching exercises.

## **VISITOR SAFETY**

### PURPOSE

The purpose of this section is to ensure that all employees are aware of and involved in accident prevention activities whenever non-employee “visitors” are present in the work place or job site.

## RESPONSIBILITIES

### Management

- Provide mechanism for identifying visitors in the work place (i.e. visitor name badges or sign in/sign out log).

- Establish and maintain locations and activities accessible to visitors (i.e. restricted areas).
- Designate responsible employee for visitors on work premises and responsible for

evacuation of visitors during emergencies.

- Establish criteria for visitor personal protective equipment while on premises.

### Employees

- Report all visitor safety problems immediately.
- Be aware of visitor location in relation to your work location.
- Assist in evacuating any visitors in your work area during an emergency.
- Make sure visitors in your work area are obeying proper safety guidelines.

### General Information

- All established safety guidelines apply to visitors just the same as City employees.
- Visitors are not familiar with our operation and may not be as predictable as fellow

employees. Watch for visitor safety when they are present in your work area.

- You are the final authority with a visitor. If you think their actions are unsafe, make sure your position is known. If your authority is questioned, immediately notify your supervisor.

- If it is your responsibility to conduct a group tour, plan ahead:
- Know the route you are going to take on the tour.
- Know the closest evacuation point at all locations along the tour route.
- Let fellow employees know in advance of the tour, the approximate time, and the

number of people in the tour who will be in their work area.

- If the tour includes children, make sure there are enough adult chaperones to supervise the group in an orderly fashion. If not, consider breaking up the group and conducting more than one tour.

- Make sure the adult chaperones know what you expect of them and that they can hear

and understand your verbal instructions.

## **BLOODBORNE PATHOGENS**

### **PURPOSE**

To limit occupational exposure to blood and other potentially infectious materials since any exposure could result in transmission of bloodborne pathogens, which could lead to disease or death.

### **SCOPE**

Covers all employees who could be “reasonably anticipated” as the result of performing their job duties to face contact with blood and other potentially infectious materials. “Good Samaritan” acts such as assisting a co-worker with a nosebleed would not be considered occupational exposure.

Infectious materials include semen, vaginal secretions, cerebrospinal fluid, synovial fluid, pleural fluid, pericardial fluid, peritoneal fluid, amniotic fluid, saliva in dental procedures, any body fluid visibly contaminated with blood and all body fluids in situations where it is difficult or impossible to differentiate between body fluids. They also include an unfixed tissue or organ other than intact skin from a human (living or dead), and human immunodeficiency virus (HIV) – containing cell or tissue cultures, organ cultures and HIV or hepatitis B (HBV) – containing culture medium or other solutions as well as blood, organs or other tissues from experimental animals infected with HIV or HBV.

### **EXPOSURE CONTROL PLAN**

Requires employers to identify, in writing, tasks and procedures as well as job classifications where occupational exposure to blood occurs without regard to personal protective clothing and equipment.

Detailed ECP plans will be included in the operations manuals of those departments whose employees have occupational exposure to potentially infectious fluids.

### **METHODS OF COMPLIANCE**

Mandates universal precautions, (treating body fluids/materials as if infectious) emphasizing

engineering and work practice controls.

Hepatitis B vaccination should be given to any employee who has had occupational exposure to blood within ten (10) working days of exposure. Employees must sign a declination form if they choose not to be vaccinated, but may later opt to receive the vaccine.

Post-exposure evaluation and follow-up procedures will be made available to all employees who have had an exposure incident. Follow-up will include a confidential medical evaluation documenting the circumstances of exposure, identifying and testing the source individual if feasible, testing the exposed employee's blood if he/she consents, post-exposure prophylaxis, counseling and evaluation of reported illnesses. All diagnoses must remain confidential.

Detailed Compliance plans will be included in the operations manuals of those departments whose employees have occupational exposure to potentially infectious fluids.

#### TRAINING

All employees who have the potential of occupational exposure should receive training within ninety (90) days of employment, initially upon assignment to such areas, and annually. Training should include the regulations, explanation of regulations, general discussion on bloodborne diseases and their transmission, exposure control plan, personal protective equipment, hepatitis B vaccine, response to emergencies involving blood, how to handle exposure incidents, the post-exposure evaluation and follow-up program.

#### RECORDKEEPING

Medical records must be kept for each employee with occupational exposure for the duration of employment plus thirty (30) years. These records must remain confidential and must include name and social security number; hepatitis B vaccination status (including dates); results of any examinations, medical testing and follow-up procedures; a copy of the healthcare professional's written opinion; and a copy of information provided to the healthcare professional.

#### **HEPATITIS B VACCINE DECLINATION (MANDATORY)**

I understand that, due to my occupational exposure to blood or other potentially infectious materials, I may be at risk of acquiring hepatitis B virus (HBV) infection. I have been given the opportunity to be vaccinated with hepatitis B vaccine, at no charge to myself. However, I decline hepatitis B vaccination at this time. I understand that by declining this vaccine, I continue to be at risk of acquiring hepatitis B, a serious disease. If in the future, I continue to have occupational exposure to blood or other potentially infectious materials and I want to be vaccinated with hepatitis B vaccine, I can receive the vaccination series at no charge to me.

Signed: \_\_\_\_\_

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

### **WORKING IN WEATHER EXTREMES**

#### **PURPOSE**

Employees of the City may be called upon to work in extreme weather conditions. Depending on the time of year, this may be cold weather or hot weather. Employees should be aware of the potential dangers of each extreme.

#### **COLD WEATHER**

In working in outside conditions where cold weather may be a factor, employees should be aware of several potential injuries. These are inclusive of hypothermia, cold response, frostnip, and frostbite.

Hypothermia, a decrease in the core body temperature to a level at which normal muscular and cerebral functions are impaired; may result from cold temperatures, improper clothing and equipment, wetness, fatigue and exhaustion, or dehydration.

Cold response is the reduced blood circulation to a body area resulting in heat loss. It is characterized by paleness, coldness, or numbness.

Frost nip is a freezing of the top layers of skin tissue characterized by numbness, white waxy skin, with a hard rubbery exterior, and a soft deeper tissue.

Frostbite is a deeper freezing of a body part. It is white with a wooden feel. The body area may be numb and can include freezing of muscle and bone.

City employees should be aware of their work environment and plan accordingly to have the correct protective weather equipment for the work on a particular workday.

Employees should have present cold weather gear, such as insulated outer clothing, insulated socks, gloves, and head covering. Rain gear should be available for use in wet weather to prevent hypothermia. Waterproof rubber over boots should be worn to prevent trench foot; a condition brought on by prolonged exposure of the feet to cold, wet conditions.

Other less known, but no less serious conditions, such as chilblains (redness and itching), snow blindness, and frozen corneas are a possibility and can be prevented by wearing of appropriate clothing and goggles/sunglasses.

### **COLD WEATHER SAFETY**

- Whenever possible, schedule coldest part of work for the warmest part of the day.
- Reorganize work procedures to minimize sitting still or standing for long periods of time.
- All employees who have not been working in the cold environment must adjust to the cold

before expecting to be fully productive (5-7 days).

- Be sure to drink plenty of warm, caffeine-free, non-alcoholic drinks or soup.
- Take regular breaks.
- Wear the proper clothing in layers. Cotton, polypropylene or lightweight wool should be

next to your skin. Outer garments should be of waterproof, wind resistant material like nylon.

- Employees should be sure to wear a hat or other head covering as up to 40% of heat loss can occur when the head is exposed.

- Wear waterproof boots with two pairs of socks. The inner pair should be cotton and the outer pair wool.

- Employees should wear gloves for light to moderate work anytime the air temperature falls below 40 degrees F.

- Keep as dry as possible and have extra clothing readily available to change into if you do get wet.

- Remember! The frequency of accidents is higher in cold weather. Make allowances for your slowed reflexes and numbed hands when doing your job.

## **HOT WEATHER**

Hot weather, considered above 90°F, can produce sunburn, dehydration, heat stroke and heat exhaustion. Employees are expected to use their judgement and dress accordingly as well as drink plenty of fluids. Activities requiring an increase in labor activity such as asphalt or concrete-paving activities will require more water intake to eliminate dehydration.

Heat stroke is the more serious of the two heat related injuries. The symptoms of heat stroke often appear quite suddenly and are characterized by collapse, delirium or coma. Certain characteristics include diminished sweating; dry, hot skin and flushed face; rapid pulse; headaches, dizziness and irritability, nausea and vomiting; an extra high body temperature ranging from 105 to 110 degrees; and an extremely rapid pulse.

The heat stroke victim should be taken for medical treatment immediately. Attempts also should be made to lower the body temperature. This can be done by removing all the patient's clothes except for shorts and sprinkling his entire body with water. A fine spray of water evaporates more rapidly and produces a cooler effect.

Heat exhaustion, the symptoms of the slightly less serious heat exhaustion are different from heat stroke in that the patient's skin normally is cold, clammy and covered with perspiration instead of hot and dry. The face is pale; other symptoms include a headache, loss of appetite, drowsiness, cramps of the limbs and abdominal muscles, faintness or unconsciousness. The pupils of the eyes sometimes are dilated.

To treat heat exhaustion, move the patient to a cool place where he may rest and keep him lying down and head level low. If you have salt available, give him small amounts mixed with water. It's not a bad idea to send the patient to the doctor for a checkup after he rests a few moments.

Sunburn, a common summer injury, can cause a City employee minor discomfort or several days of lost work. City employees are expected to utilize City uniforms for immediate protection of exposed areas. Head coverings should be worn to protect from heat stroke and heat exhaustion, as well as sunburn.

## **HOT WEATHER SAFETY**

- Supervisors should schedule heaviest work during the cooler morning hours whenever possible.
- All employees who have not been working in a hot environment must adjust to the heat before expecting to be fully productive (5-7 days).
- Employees should drink 2 cups of water before beginning work. Then 2-4 additional cups should be taken during each hour of work.
- Employees must begin drinking fluids before they feel thirsty to avoid heat-related problems.
- Employees should not take salt tablets but should get extra salt through their normal meals.
- Light meals are better than fatty foods as they are easier on the digestive system.
- Frequent, short breaks in the shade are better than infrequent, long ones.
- Employees should wear the proper clothing such as loosely woven cotton shirts, sunglasses, sweatbands and the proper footwear.
- Supervisors should ensure that each crew has adequate water and that employees are allowed enough break time for drinking purposes.

Employees must remember that a lack of sleep, obesity, alcohol use and similar factors can increase the risk of heat related injuries.

## **SUN EXPOSURE**

By far, the most common cause of skin cancer is overexposure to the sun. Many skin cancers occur on parts of the body that usually are not covered by clothing.

People who sunburn easily and have fair skin with red or blonde hair are most prone to develop skin cancer. The amount of time spent in the sun also affects a person's risk of skin cancer.

To prevent skin cancer:

- Cover up with a wide-brimmed hat and a bandana for your neck.
- Wear long-sleeved shirts and pants.
- Use sunscreens to help prevent skin cancer as well as premature aging of your skin. Use a

Sun Protective Factor (SPF) rating of 15 or higher. Apply sunscreen at least one hour before going into the sun.

- You can still get burned on a cloudy day. Try to stay out of the direct sun at midday, because sunrays are the strongest between 10 a.m. and 3 p.m.
- Know your skin. Whatever your skin type, do a monthly self-examination of your skin to note any moles, blemishes, or birthmarks. Check them once a month and if you notice any changes in size, shape, or color, or if a sore does not heal, see your physician without delay.

## **FIRE PREVENTION**

### **PURPOSE**

The purpose of this section is to provide guidelines that should be followed to reduce the possibility of fire in your department.

### **RESPONSIBILITIES**

#### **Management**

- Provide and document training for all staff members
- Ensure equipment is in safe working order
- Provide proper storage of materials and supplies
- Provide yearly fire evacuation drills

#### **Employees**

- Report all fire hazards immediately

### **FIRE EXITS**

- Fire doors must not be blocked or locked to prevent emergency use when employees are within the building.
- Exit routes from building must be clear and free of obstruction and properly marked with signs designating exits from the building.

### **PORTABLE FIRE EXTINGUISHERS**

- Each building must have a full complement of the proper type of fire extinguisher for fire hazards present.

- Employees expected or anticipated to use fire extinguishers must be instructed on the hazards of fighting fire, how to properly operate the fire extinguisher available, and what procedures to follow in alerting others to the fire emergency.
- Only approved fire extinguishers are permitted to be used in the workplace and they must be kept in good operating condition. Proper maintenance and inspection of this equipment is required by each building supervisor.

### **EMERGENCY EVACUATION PLAN**

- Each City building should develop an emergency evacuation plan. The plan shall include procedures to account for all evacuated employees (including physically handicapped employees). The evacuation plan shall be provided to all employees who work in that building.

### **FIRE SUPPRESSION SYSTEM**

- Buildings with fire suppression systems shall be tested yearly. A copy of the test shall be sent to the Risk Manager for the City.

### **FIRE ALARMS**

- Buildings with fire alarms shall be tested monthly. A copy of the test shall be sent to the Risk Manager for the City.

## **HAZARD COMMUNICATION – CHEMICAL EXPOSURE**

### **PURPOSE**

The City of Bellefontaine Neighbors is complying with the requirements of OSHA's Hazard Communication

Standard by compiling lists of hazardous chemicals, using Material Safety Data Sheets (MSDSs), ensuring that containers are labeled, and training City employees in all of the work units in the City. In addition, the city provides this same information to contractors involved in a city project so that they may provide this information and train their employees. The purpose of this program is to inform interested persons, including employees, that the City of St. Peters is

complying with the OSHA Hazard Communication Standard, Title 29 Code of Federal Regulations 1910.1200, by compiling a hazardous chemicals list, using material safety data sheets, ensuring that containers are labeled, and providing our employees with training and information availability.

#### **RESPONSIBILITIES**

This program applies to all work operations in our City where employees may be exposed to hazardous substances under normal working conditions or during an emergency situation. All employees can obtain further information on this written program, the hazard communication standard, applicable MSDSs, and chemical information lists from their MST supervisor. Under this program, the City's employees will be informed of the contents of the Hazard Communication Standard, the hazardous properties of chemicals with which they work, safe handling procedures, and measures to take to protect themselves from these chemicals. The City employees will also be informed of the hazards associated with non-routine tasks. If after reading this program, you find that improvements can be made, please contact the Executive Safety Chairman. We encourage all suggestions because we are committed to the success of our written hazard communication program. We strive for clear understanding, safe behavior, and involvement in the program from every level of the City.

#### **HAZARD EVALUATION PROCEDURES**

Our chemical inventory is a list of hazardous chemicals known to be present in our work place. Anyone who comes into contact with the hazardous chemicals on the list needs to know what those chemicals are and how to protect themselves. That is why it is so important that hazardous chemicals are identified, whether they are found in a container or generated in work operations (for example, welding fumes, dusts and exhaust fumes). The hazardous chemicals on the list can cover a variety of physical forms including liquids, solids, gases, vapors, fumes, and mists. Sometimes hazardous chemicals can be identified using purchase orders. Identification of others requires an actual inventory of the facility. Each work unit will update the inventory as necessary.

Each MST supervisor will keep the chemical inventory list, along with related work practices and

MSDS sheets used in their work units located where it is accessible to all employees during work hours. After the chemical inventory is compiled, it serves as a list of every chemical for which an MSDS must be maintained.

### **MATERIAL SAFETY DATA SHEETS (MSDSs)**

The MSDSs we use are fact sheets for chemicals which pose a physical or health hazard in the work place. MSDSs provide our employees with specific information on the chemicals they use. Each MST supervisor is to appoint an employee to be responsible for obtaining and maintaining the MSDSs at their facility. The procedures to be followed if the MSDS is not received at time of first shipment is: He/she will contact the chemical manufacturer or vendor to obtain the MSDS. The material safety data sheets must be kept in a place that is readily accessible to all employees at all work locations in the City.

### **LABELS AND OTHER FORMS OF WARNING**

Labels list at least the chemical identity, appropriate hazard warnings, and the name and address of the manufacturer, importer, or other responsible party. The chemical identity is found on the label, the MSDS, and the chemical inventory. Therefore, the chemical identity links these three sources of information. The chemical identity used by the supplier may be a common or trade name, or a chemical name. The hazard warning is a brief statement of the hazardous effects of the chemical (i.e., “flammable”, or “causes lung damage”). Labels frequently contain other information such as precautionary measures (i.e., “do not use near open flame”), but this information is provided voluntarily by the City and is not required by the rule. Our labels are legible and prominently displayed, though their sizes and colors can vary. Each MST supervisor is responsible for ensuring that all hazardous chemicals in their work areas are properly labeled and updated, as necessary. The MST supervisor also ensures that newly purchased materials are checked for labels prior to use. The MST supervisors will refer to the corresponding MSDS to assist employees in verifying label information.

A poster will be displayed to inform employees about the hazard communication standard in all work units of the City of Bellefontaine Neighbors.

If employees transfer chemicals from a labeled container to a portable container that is intended only for their IMMEDIATE use, no labels are required on the portable container.

The following procedures are used to review and update label information when necessary and to ensure that labels that fall off or become unreadable are immediately replaced.

- MST supervisors are to ensure that manufacturers' labels are in place, or that a properly filled out label is being used.
- If a label is missing, employees should immediately tell their supervisor who can find out what the chemical is and ensure it is labeled properly.

### **TRAINING**

Everyone who works with or is potentially "exposed" to hazardous chemicals will receive initial training and annual retraining on the Hazard Communication Standard and the safe use of those hazardous chemicals. "Exposure" means that "an employee is subjected to a hazardous chemical in the course of employment through any route of entry (inhalation, ingestion, skin contact or absorption, etc.) and includes potential (e.g., accidental or possible) exposure".

Whenever a new hazard is introduced, or an old hazard changes, additional training is provided. Information and training is a critical part of the hazard communication program. The City will train the employees to read and understand the information on labels and MSDSs, determine how the information can be obtained and used in their own work areas, and understand the risks of exposure to the chemicals in their work areas as well as the ways to protect themselves. Our goal is to ensure employee comprehension and understanding including being aware that they are exposed to hazardous chemicals, knowing how to read and use labels and MSDSs, and appropriately following the protective measures, we have established. The City encourages the employees to ask their supervisors questions.

All employees must be trained about all hazardous substances they may be exposed to. All new employees will need training before they work with hazardous substances. When you introduce a new hazardous chemical into your work place, employees will need updated training.

## **TRAINING CONTENT**

Training content is organized so employees receive training on those chemicals or chemical hazards to which they are exposed. The format of the training program used will be, audiovisual materials, class room instruction, and interactive CD ROM or Internet training.

The training plan emphasizes these elements:

- Summary of the standard and this written program, including what hazardous chemicals are present, the labeling system used, and access to MSDS information and what it means.
- Chemical and physical properties of hazardous materials (e.g., flash point, reactivity) and methods that can be used to detect the presence or release of chemicals.
- Physical hazards of chemicals (e.g., potential for fire, explosion, etc.).
- Health hazards, including signs and symptoms of exposure, associated with exposure to chemicals and any medical condition known to be aggravated by exposure to the chemical.
- Procedures to protect against hazards (e.g., engineering controls; work practices or methods to assure proper use and handling of chemicals; personal protective equipment required, and its proper use, and maintenance; and procedures for reporting chemical emergencies).

The procedure to train new employees at the time of their initial assignment is by interactive CD ROM or Internet training on their first day of employment and by specific training by their supervisor on any chemicals and chemical hazards that they will be exposed to. Supervisors will train employees when a new hazard is introduced by ensuring that employees are familiar with the label and the MSDS for that hazard and answer any questions they may have. Retraining of employees will be done on an annual basis, by using audio visuals, class room instruction and interactive CD ROM or Internet training. Forms are signed by employees upon completion of their training and are kept on file in the Human Resources Department.

## **CONTRACTORS**

When contractors or any other employers' workers (i.e., painters, electricians, or plumbers) will be working on City buildings or property, the project supervisor will:

- Provide the other employer(s) with MSDSs for any of our chemicals to which their

employees may be exposed.

- Relay necessary label and/or emergency precautionary information to the other employer(s).

Each contractor bringing chemicals on-site must provide the project supervisor with the appropriate hazard information on these substances, including the MSDSs, the labels used, and the precautionary measures to be taken in working with these chemicals.

## **FIRST AID**

### **PURPOSE**

The purpose of this section is to ensure that all city employees; whenever practical, will have available to them trained First Aid and CPR personnel while at the work place.

### **RESPONSIBILITIES**

#### **Management**

- Assess work units and work sites to determine appropriate personnel for First Aid and CPR training.

- Provide First Aid and CPR training to appropriate personnel.
- Keep First Aid and CPR certifications current for designated personnel.
- Provide appropriate First Aid kits at designated work sites.
- Keep First Aid kits adequately stocked.
- Evaluate work sites for exposure to blood borne pathogens (BBP), and evaluate possible

need for training in dealing with BBP.

If exposure to BBP is determined:

1. All employees need annual training on what not to do and designated employees need annual training on what to do when exposure or possible exposure occurs.
2. Make Hepatitis B vaccinations available for all employees in the work units with potential for exposure.

#### **Employees**

- Report any injury to yourself or a fellow employee to your supervisor immediately.
- Report any shortage or outage of First Aid kit supplies to your supervisor immediately.

- Do not attempt to treat any bleeding wound unless you have proper current training in blood borne pathogens.
- Limit your First Aid and/or CPR activities to the extent of your training. Notify a supervisor

immediately and assist the injured person until trained help arrives.

#### GENERAL INFORMATION

- First Aid kits are available at all work locations and in most city vehicles. Make sure you know the location of these First Aid kits, and that they are properly stocked.
- First Aid training is available to all city employees. If you have not had training or your training has expired, let your supervisor know. If you want training, advise your supervisor and training will be scheduled.
- CPR training is available to designated employees. If you have not had training or your certification has expired, notify your supervisor. If you want CPR training, let your supervisor know and training will be provided on an as needed basis.
- Safety teams requiring First Aid and CPR training should contact the Volunteer/Training Specialist in Human Resources.

### **PERSONAL PROTECTIVE EQUIPMENT**

#### PURPOSE

The purpose of this section is to ensure that workplace hazards are identified and that personal protective equipment is provided to all employees who work in hazardous conditions. The transmittal of this information is to be accomplished by this section, to include a hazard assessment, equipment selection and employee training.

#### RESPONSIBILITY

Management has the responsibility to implement the City's Personal Protective Equipment

Procedures by:

- identifying and assessing the hazards in employees' work environment
- providing all employees with information, training, and the equipment they need to protect

themselves and others

- ensuring that all necessary equipment is available to comply with this policy
- ensuring all affected employees, presently employed and all new employees, are trained

and responsible for the purpose and use of this section

- enforcing compliance with this section

Employees have the responsibility to:

- understand their assigned tasks relating to personal protective equipment
- apply the proper training and equipment to safely work in hazardous areas
- assist with the assessment and identification of hazardous areas
- comply with the directives of this policy
- 

Executive Safety Committee has the responsibility to:

- recommend training for appropriate supervisors and employees in this policy, based on trends identified by review of city-wide accidents, except for specialty equipment of the Police Department, which will be the responsibility of the Police Department
- assist in the assessment of work area hazards, to include the type of hazard, recommended personal protective equipment, employees affected, and training required

### **WRITTEN PERSONAL PROTECTIVE EQUIPMENT PROGRAM**

The City of Bellefontaine Neighbors relies upon the cooperation of each Group Manager, MOT, and MST supervisors in order to complete the following:

- identify hazardous environments in the workplace
- select and have affected employees utilize the types of PPE that will protect employees

from identified hazards

- communicate selection decisions to affected employees
- train affected employees to recognize when protective equipment use is required, and the proper use and care of this equipment

### **HAZARD ASSESSMENT**

An assessment of workplace hazards, or potential hazards, shall be completed for each workplace. The assessment shall include the type of hazard, recommended protective equipment, employees affected, and training requirements.

- Select the type of protective equipment that will protect affected employees from

identified hazards.

- Communicate selection decisions and provide necessary equipment to affected employees.
- Provide the proper fitting of protective equipment for each affected employee.

## **TRAINING**

Each employee who is required to wear protective equipment as determined by the hazard assessment shall be properly trained in the use and care of this equipment. Each affected employee shall be trained to know at least the following:

- when protective equipment is necessary
- what protective equipment is necessary
- how to properly put on, take off, adjust, and wear protective equipment
- the limitations of protective equipment
- the proper care, maintenance, useful life, and disposal of the protective equipment

Each affected employee shall demonstrate an understanding of the training specified above and the ability to use the equipment properly before being allowed to perform work requiring the use of protective equipment.

When the supervisor has reason to believe that any affected employee who has been trained does not meet the conditions in the above section, the employee shall be retrained.

Circumstances where an employee may need retraining include, but are not limited to, situations where:

- changes in the workplace render previous training obsolete
- changes in the types of protective equipment render previous training obsolete
- inadequacies surface in an affected employee's knowledge or use of assigned protective

equipment

The supervisor shall verify that all affected employees have successfully completed training on required protective equipment as called for in the above section under training through proper documentation, to include the employee's name, date of training, and subject of training.

Documentation of PPE training is the responsibility of the supervisor.

## **EYE AND FACE PROTECTION**

Each affected employee:

- shall use approved eye and face protection when exposed to hazards from flying particles, molten metal, liquid chemicals, acids or caustic liquids, chemical gasses or vapors, or potentially dangerous light radiation
- shall use eye protection that provides side protection when there is a hazard of flying objects
- shall use eye protection while engaged in operations that involve eye hazards
- shall wear approved eye protection that incorporates the prescription in the design, or eye protection that can be worn over prescription lenses without disturbing the proper position of the prescription or protective lenses.
- shall use equipment with filter lenses that have a filter number adequate for the work being performed for protection from injurious light radiation (the usual recommended lens shade for electric arc welding is 10, 11, or 12 while the usual recommended lens shade for oxy-acetylene is 5, 6, or 7)
- shall wear eye and face protective equipment that bears the manufacturers' identification Mark.

## **HEAD PROTECTION**

Each affected employee:

- shall wear approved head protection when working in areas where there is a possibility of injury from falling objects
- shall wear approved head protection when working in areas near exposed electrical conductors which could contact the head
- shall regularly clean and inspect protective helmets for defects, such as cracks and dents (any helmet with damage or defects affecting the structural integrity of the helmet, shall be replaced)
- shall store protective helmets out of the direct sunlight, and application of non-approved decorations, logos or other markings shall be prohibited.

## **FOOT PROTECTION**

Affected employees shall:

- wear approved foot protection when working in areas where there is a possibility of foot injuries due to falling or rolling objects, objects piercing the sole, and where the feet are exposed to electrical hazards
- provide care and maintenance of safety footwear
- inspect footwear for defects on a regular basis

### **HEARING PROTECTION**

Each affected employee shall be provided approved hearing protection against the effects of noise exposure when the sound levels in the workplace exceed certain limits. The supervisor is responsible for ensuring that devices are properly fitted and are used correctly by the employee.

Proper care and maintenance shall be given to hearing protection equipment. Reusable plugs shall be inspected before each use for cracks and defects. Defective and/or disposable plugs shall be disposed of, and not reused. Earmuffs shall form a tight seal around the ears. During regular inspections, check seals for cracks and loose headbands.

### **HAND PROTECTION**

Affected employees shall:

- wear approved hand protection when exposed to hazards such as those from skin absorption of harmful substances; cuts, and lacerations; abrasions; punctures; chemical burns; thermal burns; and harmful temperature extremes
- assess work activities to determine the proper type of glove for the environment involved
- properly care for and inspect all hand protection for defects and holes
- properly dispose of defective equipment

### **RESPIRATORY PROTECTION**

#### **PURPOSE**

Many activities within municipal work include working in areas where breathing dust, vapors or other inhalation hazards are encountered. In general, there are two types of inhalations

hazards, the hazardous, or toxic ones, and the nuisance ones. The hazardous, or toxic, inhalation hazards are to be taken seriously and shall be dealt with in accordance with the materials manufacture requirements for inhalation protection.

Examples of hazardous or toxic inhalation hazards are: paint, fumes, chlorine, asbestos, and any unknown materials.

Other inhalation areas are ones that create a nuisance for a person. These situations can typically, be dealt with through the wearing of a standard dust particle mask. These masks will only filter out heavy particles and will not filter out toxins within the air. Examples of these types of inhalation conditions are: grass mowing, grinding, sweeping floors, etc.

**RESPONSIBILITIES**

**Management**

- Ensure site specific procedures for toxic and/or hazardous inhalation hazards are in place and available to all employees.
- Provide and document training on this procedure annually, or as required. Departments identify and schedule training through the Volunteer/Training Specialist in Human Resources. Documentation is the responsibility of supervisor.
- Ensure any specialized breathing equipment is maintained and tested, per the manufacturer’s requirements.

**Employees**

- Familiarize yourself with the inhalation hazards of the work unit and follow the procedures in place.
- Report any defective breathing equipment to your supervisor.

**CONSULT YOUR DEPARTMENT’S SAFETY AND PROCEDURES MANUALS WHEN WORKING WITHIN POOR AIR QUALITY SITUATIONS.**

**FALL PROTECTION**

**PURPOSE**

The purpose of this section is to ensure that employees identify fall hazards and that the proper

equipment is provided to employees who work in these areas.

- When an employee is exposed to a fall in excess of six feet and protective measures such as catch platforms, guardrails, and safety nets are not practical, the employee shall be protected by the use of fall-arrest equipment or positioning devices such as body harnesses, lanyards, lifelines, and rope grabs. When choosing fall-arrest equipment or positioning devices, consideration shall be given to type of work to be performed and limiting the shock load on the body of the wearer in the event of a free fall.

- Employees shall rig fall-arrest equipment so they cannot free fall more than six feet or contact any lower object. When positioning devices are used, they shall be rigged to limit free fall to two feet. Anchorage points for fall-arrest equipment and positioning devices shall be capable of supporting a shock load and located above the employee's harness attachment point.

- Employees shall avoid the following lanyard snap-hook connections to help eliminate the possibility of accidental disengagement (roll-out):

1. Single-locking snap hooks.
2. Two (or more) snap-hooks connected to one D-ring.
3. Two snap-hooks connected to each other.
4. A snap-hook connected back on its integral lanyard.
5. Improper dimensions of the D-ring, rebar, or other connection to the snap-hook dimension.

- When vertical lifelines are used, each employee shall be protected by a separate lifeline. The lifeline shall be properly weighted at the bottom and terminated to preclude a device such as a rope grab from falling off the line.

- Horizontal lifelines shall be limited to two persons at one time between supports.
- Prior to each use, the employee shall visually inspect all fall-arrest equipment and positioning devices for defects. Equipment showing any defect shall be withdrawn from service.

- All fall-arrest equipment and positioning devices subjected to impacts caused by a free fall or by testing shall be removed from service. They may only be subjected to fall shock loads

once.

- Employees shall store all fall-arrest equipment and positioning devices in a cool dry place, which is not subjected to direct sunlight when not in service.
- Employees shall not use fall-arrest equipment or positioning devices until they have been properly trained in their use, and that training is documented

## **LIFTING AND CARRYING**

### **PURPOSE**

The purpose of this section is to ensure that employees identify the many types of injuries such as strains, crushing, hernia, ruptures, fractures, and lacerations caused by material handling.

Be sure to follow the following safe lifting techniques:

Employees shall lift heavy objects in the following manner:

- Get in close to the load you are about to lift.
- Keep feet parted, one alongside, one behind the object.
- Squat down to the load bending your hips and knees.
- Keep the back straight, nearly vertical.
- Keep the body weight directly over the feet.
- Use the whole hand to achieve a full grasp of the load.
- As you grasp the load, tuck in the chin, retract the shoulders, and stick out your chest. This

causes you to lock in the natural "S" curve in your back.

- Maintain this position, including the "S" curve as you lift.
- Do not twist as you are lifting.
- Do not jerk the load you are lifting.
- If the load is too heavy or awkward, get help or use a material handling aid.

Employees shall obtain assistance, or use power equipment, in lifting heavy objects.

When two or more persons carry a heavy object that is to be lowered or dropped, there shall be a prearranged signal for releasing the load.

When two or more persons are carrying an object, each employee, if possible, should face the direction in which the object is being carried. Employees shall not attempt to lift beyond their capacity. Caution shall be taken when lifting or pulling in an awkward position.

Employees shall avoid twisting or excessive bending when lifting or setting down loads.

When moving a load horizontally, employees shall push the load rather than pull it.

When performing a task that requires repetitive lifting, the load shall be positioned to limit bending and twisting. The use of lift tables, pallets, and mechanical devices should be considered.

## **TRENCHING AND EXCAVATING**

### **PURPOSE**

The purpose of this section is to provide guidelines to be used by City departments that will be working in trenching and excavating situations. Trenching and excavating are recognized as one of the most hazardous construction operations. Each department that works in trenches or excavations shall train their employees on proper and safe work procedures. For each trenching or excavation situation you should employ the proper sloping, shoring, and bracing measures designed for a particular situation.

### **RESPONSIBILITIES**

#### **Management**

- Provide training for all staff members
- Ensure equipment is in safe working order
- Provide emergency procedure and rescue method plan

#### **Employees**

- Review working conditions prior to commencing with work activities
- Report all hazards immediately

### **GENERAL INFORMATION**

- All City Departments shall comply with the Missouri One-Call System or directly contact the appropriate Utility Owner prior to commencing trenching or excavating work.
- The sides of all excavations in which City employees may find themselves exposed to danger from moving ground shall be guarded by a shoring system, sloping of the ground, or some other equivalent means. All slopes except for solid rock, hard shale or cement sand and gravel shall be excavated to at least to the maximum allowable slope. The maximum allowable slope shall be flattened when an excavation has water conditions, silty materials, loose boulders, and areas where erosion, deep frost action, and slide planes appear. All banks more than four feet high shall be shored, laid back to the maximum allowable slope,

or provided with other equivalent protection.

- Except in hard rock, excavations below the level of the base footing of any foundation or retaining wall shall not be permitted unless the wall is underpinned and all other precautions are taken to ensure the stability of the adjacent walls for the protection of employees involved in the excavation work. Underpinning, shoring, or bracing shall be designed by a qualified person and inspected daily by that qualified person or by a designated representative.

- Diversion ditches, dikes, or other suitable measures shall be used to prevent surface water from entering any excavation and to provide good drainage of the area adjacent to the excavation.

- Excavated material shall be stored and retained at least two feet from the edge of the excavation and at a distance to prevent excessive loading on the face of the excavation.

- Boulders, stumps, or other materials that may roll or slide into the excavation shall be removed or made safe.

- Guardrails, fences, or other barricades and warning lights shall be maintained from dusk to dawn and shall be placed at all excavations which are adjacent to roadways, paths, walkways, sidewalks, or driveways. Adequate barrier physical protection shall be provided at all remotely located excavations.

- Materials used for sheeting, sheet piling, cribbing, bracing, shoring, and underpinning shall be in good serviceable condition and of adequate dimensions.

- Where personnel are required to enter excavations over four feet in depth, stairs, ladders, or ramps shall be provided so as to require no more than 25 feet of lateral travel within the excavation to at least one point of exit.

- At least two means of exit shall be provided for workers in excavations.
- Workers shall wear hard hats at all times when working in an excavation and in the area of excavating equipment.

INTRODUCED BY ALDERWOMAN ALEASE DAILES

BILL NO. 2684

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

AN ORDINANCE AUTHORIZING AND DIRECTING THE MAYOR OF THE CITY OF BELLEFONTAINE NEIGHBORS, MISSOURI, TO EXECUTE AND ENTER INTO A LEASE AGREEMENT ON BEHALF OF THE CITY OF BELLEFONTAINE NEIGHBORS WITH AMERICOM IMAGING SYSTEMS, INC.

BE IT ORDAINED BY THE CITY BOARD OF ALDERMEN FOR THE CITY OF BELLEFONTAINE NEIGHBORS, MISSOURI, AS FOLLOWS:

**Section 1.** The Mayor and other appropriate city officials are hereby authorized to execute and enter into a lease agreement on behalf of the City with Americom Imaging Systems, Inc. (“Americom Imaging”), whereby Americom Imaging will lease four (4) copiers to the City of Bellefontaine Neighbors, in substantial accord with the terms and conditions set forth in Exhibit A, A-1, and A-2 attached hereto and incorporated herein by this reference, together with such amendments, addenda or revisions thereto in form or substance as may be approved by the City Attorney.

**Section 2.** This Ordinance shall be in full force and effect from and after its passage by the Board of Aldermen and approval by the Mayor.

PASSED BY THE BOARD OF ALDERMEN FOR THE CITY OF BELLEFONTAINE NEIGHBORS ON THIS \_\_\_\_ DAY OF \_\_\_\_\_, 2024.

\_\_\_\_\_  
Presiding Officer

Attest:

\_\_\_\_\_  
Semmie Ruffin-Hall, City Clerk

APPROVED THIS \_\_\_\_ DAY OF \_\_\_\_\_, 2024.

\_\_\_\_\_  
Dinah L. Tatman, Mayor

Attest:

\_\_\_\_\_  
Semmie Ruffin-Hall, City Clerk



### Amendment to Value Rental Agreement

This Amendment is made part of the Value Rental Agreement ("Agreement") by and between City of Bellefontaine Neighbors (as "Customer") and Americom Imaging Systems, Inc. (as "Owner"), Agreement number \_\_\_\_\_. Owner and Customer may be referred to herein individually as "Party" and collectively as "Parties".

WHEREAS, The Amendment shall be effective as of the same date as the Agreement. This Amendment is hereby made a part of, and incorporated into, the Agreement as though fully set forth therein. The provisions of the Agreement shall remain in full force and effect, provided that, in the event of a conflict between any provision of this Amendment and any provision of the Agreement, the provision of this Amendment shall control.

NOW, THEREFORE, the Parties, intending to be legally bound and for good and valuable consideration, the adequacy of which is hereby acknowledged, agree as follows:

#### 5. ASSIGNMENT:

The first sentence shall remain in bold and is hereby amended to read as follows:

**"YOU SHALL NOT SELL, TRANSFER, ASSIGN, ENCUMBER, PLEDGE OR SUBRENT THE EQUIPMENT OR THIS AGREEMENT, without our prior written consent, which shall not be unreasonably withheld."**

#### 6. DEFAULT AND REMEDIES:

The third sentence is hereby amended to read as follows:

"We may recover default interest on any unpaid amount at the rate of 9% per year, not to exceed the maximum amount permitted by Missouri law."

The seventh sentence is hereby amended to read as follows:

"In the event of a dispute, claim or action involving this Agreement or the enforcement thereof, the prevailing party shall be entitled to recover its reasonable attorneys' fees and costs from the other party."

#### 8. END OF TERM:

The first sentence is hereby amended to read as follows:

"At the end of the initial term, this Agreement shall renew for successive 12-month renewal term(s) under the same terms hereof unless you send us written notice no less than 60 days before the end of the initial term or at least 30 days before the end of any renewal term that you want to return the Equipment, and you timely return the Equipment."

#### 12. LAW; JURY WAIVER:

The first and second sentences are hereby amended to read as follows:

"This Agreement is governed by and shall be construed in accordance with the laws of the state of Missouri. You consent to jurisdiction and venue of any federal or state court in St. Louis County, Missouri and waive the defense of inconvenient forum."

**Severability.** If any one or more provisions of this Amendment shall be deemed invalid, illegal, or unenforceable in any respect by a court of law, the validity, legality, and enforceability of the remaining provisions contained herein shall not in any way be affected or impaired. The Parties agree to use their best efforts to achieve the purpose of the invalid provision by a new legally valid provision.

**Headings.** The headings contained in this Amendment are for ease of reference and shall not affect in any event the meaning or interpretation of this Amendment.



**Intent of Parties.** This Amendment is intended to be solely for the benefit of the Parties hereto, as existing now and as may be joined from time to time, and is not intended to confer any benefits upon, or create any rights in favor of, any person other than the Parties hereto.

**Execution of this Amendment.** A faxed, e-mailed, or otherwise electronically transmitted copy of this Amendment bearing facsimiles of the Parties' signatures may be treated as an original of this Amendment for all purposes. This Amendment may be executed in two or more counterparts, each which shall be deemed an original but all of which together shall constitute one and the same instrument. Delivery of an executed counterpart of this Amendment by facsimile or electronic mail shall be equally as effective as delivery of an original executed counterpart of this Amendment.

**Authorization of Signor.** Each Party hereto represents that the individual signing below on behalf of Customer and Owner respectively has the necessary authority to enter into and perform under this Amendment.

**IN WITNESS HEREOF,** the Parties have signed this Amendment on the date stated below but as binding as of the Effective Date of the Agreement.

Customer Acceptance:  
**CITY OF BELLEFONTAINE NEIGHBORS**

Owner Acceptance:  
**AMERICOM IMAGING SYSTEMS, INC.**

Authorized Signer: \_\_\_\_\_

Accepted by: \_\_\_\_\_

Print Name: \_\_\_\_\_

Name: \_\_\_\_\_

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

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

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

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

\* Signer for the Agreement and this Amendment must be the same.

