

**CITY OF BELLEFONTAINE NEIGHBORS, MISSOURI
BOARD OF ALDERMEN MEETING
THURSDAY MARCH 21ST 2024-7:30 PM
PRE MEETING-7:00 PM**

Notice is hereby given that the City of Bellefontaine Neighbors will hold a Board of Aldermen meeting on Thursday, March 21, 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 no later than Thursday, March 21, 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 21ST, 2024-7:30 PM
PRE MEETING-7:00 PM

1. **CALL 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 TIME LIMIT)**
6. **PRESENTATION OF UNAPPROVED MINUTES**
 - **02-01-24-Board Of Alderman Meeting (No Quorum)**
 - **02-15-24-Board Of Alderman Meeting Minutes**
 - **03-07-24- Board Of Alderman Meeting (No Quorum)**
 - **03-13-24- Board Of Alderman Special Meeting Minutes (Pay Invoices from 02-10-23 through 02-23-24 and 02-23-24 through 03-11-24)**
7. **APPROVAL OF INVOICES (FINANCE DIRECTOR)-LORI LENZ**
 - **Pulled invoices from 03-13-24 Special Meeting**
 - **Americom Check #46907-\$80.00**
 - **Deka Services Check #46810-\$25,877.52**
 - **Marsh & Mclennan Agency Check #46815 LLC-\$100.00**
 - **MC Mechanical Services Check #46845-\$10,303.00**
 - **03-13-24 through 03-18-24=\$133,177.10**

8. **TREASURER-RICK ROGNAN**
9. **NEW BUSINES**
 - **LIQUOR LICENSE**
 - GATEWAY MARKET
 - **POLICE CARS PURCHASE**
 - 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 SAFETY MANUAL.(INTRODUCED BY ALDERWOMAN THERESA HESTER)**
 - **CR WILLIAMS-AUDITOR-DISCUSS AND VOTE**
10. **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**
 - Home Improvement Grant
11. **BOARD OF ALDERMAN REPORTS**
12. **MAYORS REPORT**
13. **ADJOURNMENT**

NOTICE IS HEREBY GIVEN THAT ON THE 21ST 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 21ST2024 WAS POSTED ON MARCH 20TH, 2024 AT 5:00 PM IN BELLEFONTAINE NEIGHBORS CITY HALL (FRONT DOOR) AND ON THE CITY'S WEBPAGE AT 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.

BOARD OF ALDERMEN MEETING MINUTES
THURSDAY FEBRUARY 1ST, 2024-7:30 PM

MEETING NOT HELD DUE TO NO QUORUM

Per President Thomas Meeting called off before assembling

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

ATTEST:

Semmie Ruffin-Hall-City Clerk

Approved by the Board of Aldermen on: _____

**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, February15, 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 too 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. **Alderman 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. **Alderman 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 31st 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 31st 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 4th 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 31st. 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

-Alase 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:

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 number 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.

(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.

(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.

(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.

(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.

(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](#).

(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.

(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

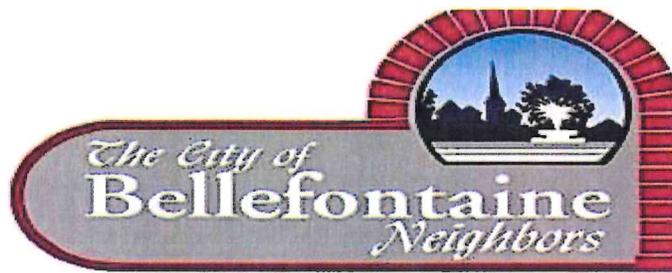


History and Fun Facts

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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

**CITY OF BELLEFONTAINE NEIGHBORS, MISSOURI
BOARD OF ALDERMEN AND MAYOR MEETING MINUTES
THURSDAY, MARCH 7, 2024-7:30 PM**

NO QUORUM

PRESENT Mayor Dinah Tatman, Interim Chief of Police Major Warren Willis, and City Clerk Semmie Ruffin-Hall.

Mayor Tatman CALLED MEETING TO ORDER at 7:30 p.m.

PLEDGE OF ALLEGIANCE TO THE FLAG

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- **Excused Absence**
- Alderwoman Alease Dailes- **Excused Absence**
- Alderwoman Alicia Smith- **Excused Absence**
- **3 Present/4 Excused Absence -Quorum was NOT established.**

ADJOURNMENT

Adjournment at 7:31 pm.

ATTEST:

Semmie Ruffin-Hall-City Clerk

Approved by the Board of Aldermen on: _____

**CITY OF BELLEFONTAINE NEIGHBORS, MISSOURI
BOARD OF ALDERMEN SPECIAL MEETING MINUTES
WEDNESDAY, MARCH 13, 2024-6:00 PM**

PRESENT, Interim Chief of Police Major Warren Willis, and City Clerk Semmie Ruffin-Hall.

President James Thomas, Sr. CALLED MEETING TO ORDER at 6:00 p.m.

PLEDGE OF ALLEGIANCE TO THE FLAG

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

- **Alderswoman Theresa Hester- Present**
- **Alderswoman Peg Warnusz- Present**
- **Alderswoman Lynette VonSeggern-Excused Absence**
- **Alderman (Board President) James Thomas, Sr.- Present**
- **Alderswoman Regina Harmon-Ward- Present**
- **Alderswoman Alease Dailes- Present**
- **Alderswoman Alicia Smith- Present**
- **6 Present/1 Excused Absence/ -Quorum was established.**

APPROVAL OF AGENDA

Alderswoman Alease Dailes motioned to approve the agenda with an amendment to table \$89,810.00 (Police cars) until the next meeting and further information is received.

ROLL CALL: City Clerk Semmie Ruffin Hall called the roll for agenda approval with amendment:

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

5-Yays/0-Nays-Motion passes

APPROVAL OF INVOICES

- **02-10-24 through 02-23-2024-\$70,438.34**

Discussion:

Alderwoman Alicia Smith stated disagree with a lot as well as some of the bills 02-23-24 through 03-11-24. So, the totals are not correct. First set of bills 02-10-24 through 02-23-24. I would like all of what I am saying for the record. No offense to anyone. But I am tired of coming through these bills, some of these bills are extremely old and I do not understand how they are getting put in the set of bills. So, Bill #, I am going to start from the beginning. Bill # 46803. It is ok to pay, the due date was 1-29 so the city along with its taxpayers had to pay a late fee because the bill was paid late, not understanding why these bills are late. The late fee was \$15. The bill that comes into question is a duplicate from 02-24, its check #46807 in the amount of \$80 it is from Americom. Then check #46810 question mark by it, it is a question that goes hand in hand with the second set of bills. The amount is \$25,877.52. One of these units should be under warranty, I asked in previous meetings I still have not received a response. One of the units is under warranty, I asked which unit is under warranty, so we do not include it in the bills, but it is included in this bill. The other set again which is check detail 02-23 through 03-11, there is a bill in the amount of. Sorry I am trying to find the other one where basically we paid for a condenser. The condensers should be completed, and part of the units being replaced, why are we paying separate bills? So that amount was pulled as well. Before you pull check #46810, I am trying to understand, if we are paying for the whole unit to be replaced, why are we replacing individual parts. Check, #46811 the paperwork states it is for part time staff salaries however, it is conflicting. Is it part-time staff for Bellefontaine or is it Elevation Health? So, if it staff and Bellefontaine staff; salary should be with salary and not a bill and if so, why did we receive a bill from Elevation. So, I was lost and confused, is it our staff or their bill? This is just a question. Check #46814 is for an individual and I did receive an email or letter that talks about some mans mailbox, but none of this was brought to the board. I have no clue as to where this person lives, who they are or do they even live in the city. Check #46815-the invoice date is from December 2023 so I put on here a possible duplicate and the only reason I say that is because I know I have seen a bill from Marsh & McLennan. Check #46817 bill for \$75.69 there is no bill in the packet at

all, and I triple checked it. So that bill from the ledger was pulled. Then I just have a question on this one. Check #46818 is a two-year renewal for what city vehicle. I was also lost because it does not provide license plate numbers. **President Thomas stated** it does have a license plate #. Check #46820-\$315.20 was pulled only because the bill says \$315.29 so it is nine cents short. So is it \$315.20 or \$315.29. We can pay just need to add nine cents. Check #46821 is being pulled completely. It is a December invoice, and it goes back to the first bill as to why these bills are being paid late. If the city clerk received it in January, then why is it being paid in February? So, I do not know if it was paid previously. **Semmie (City Clerk) advised** several times an audit was done, and Office Depot needs to be paid. We were behind a lot. **Aldерwoman Theresa Hester stated** is there anyway we can vote to pay the bills and Semmie send in explanations and pay bills so late fees do not occur. **Aldерwoman Smith stated** the last bill she wants to pull was bill #46845 that was the beginning of my concern regarding the condenser, that bill is for condenser and other parts of the unit. Bill #46485 along with bill #46810. I thought bill #46845 would have been a part of 810. Yes, that needs to be pulled. **President Thomas stated** Semmie said she would look into the bills in question. **President Thomas asked Aldерwoman Smith** if she had a new total. **Aldерwoman Smith stated** the new total is \$33,705.10. which includes adding the nine cents.

❖ **Aldерwoman Peg Warnuz joined meeting at 06:20pm**

Aldерwoman Dailes motioned to pay bills for 02/10/24 through 02/24/24 in the amount of \$33,705.10; second by **Aldерwoman Regina Harmon-Ward**.

ROLL CALL: City Clerk Semmie Ruffin Hall called the roll for approval of invoices dates 02/10/24-02/23/24 in the new amount of \$33,705.10:

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

5-Yays/0-Nays-Motion passes to pay the new total of invoices-(\$33,705.10)

Alderman Dailes motioned to pay invoices for 02/23/24 through 03/11/24 in the amount of \$82,717.36; second by **Alderman Theresa Hester**.

Discussion:

Alderman Smith stated this one is a little bit easier but still not correct. I only had two bills that had an issue. Check #46852 and again Semmie yes, it is Office Depot and please follow me. You look at these bills and they are over a year; you cannot tell me we have not paid these bills in over a year. **Semie (City Clerk) stated**, "I am telling you we have not paid these bills." **Alderman Smith stated** we need to have a closed session because I am not understanding, we have the money then why are they not being paid. It does not take a year to pay a bill. Some of this stuff was ordered from October of 2023, due dates were June of 2023. We are in March 2024. There is no way I am not buying it. **Semie (City Clerk) stated** well when we have this closed meeting, I suggest we have **Finance Director (Lori Lenz)** in there with us. So, the amount of check #46582 was pulled the whole amount for \$246.50. Check #46868 I am not sure what letter this is for. **City Clerk advised** that was the fee for the **mayor's** letter that was mailed out. **Alderman Smith stated** we did pay the bill in the last set of bills. **City Clerk advised** that was for the postage. This fee is for the stuffing and printing. **Alderman Smith stated** to the board y'all can agree to pay that, but I had pulled from the last set of bills, but the motion had passed. But these are the two bills that I had found. I did know what the letter was for so that is why I pulled it. Bill #46855(M.A.CA.) we already paid that. He belongs to two different memberships and both of his memberships were paid at the same time. Then I had a question (this one was not so bad); the question goes along with the very first bill which is 46848 and these are all its just a question regarding the resolution so if you open your packet you will see the resolution that was introduced by Alderman Dailes that was approved in December of 2023. So again, it goes with the question of why they now receive their payment. **City Clerk advised** that was not Lori, which was my fault. It was lack of communication from me to her. **Alderman Smith stated** I loved check #46873 (Sunshine Window Cleaning) it was very legible. Question on check #46886 (C & C Associates) the bill amount is \$2,48037. I do not have any issues with the bill, it is just a question. This is for I am assuming the cameras, but the issue that I have is its going to be

paid for by the dept 5032, I thought the cameras and things like that are going to be paid for under ARPA. The City Clerk stated this is the gentleman that put in our Air Conditioners, but I am not sure I will double check on that. Aldermoman Smith stated then I am really confused why are we cleaning air conditioner units if we are getting new units. Just make sure the funding is coming out of the right account. New total-\$82,395.86. Aldermoman Hester asked will Office Depot incur late fees, City Clerk stated no.

❖ Aldermoman Peg Warnuz left meeting at 06:50pm

Aldermoman Dailes motioned to pay invoices for 02/23/24 through 03/11/24 in the amount of \$82,395.86; second by Aldermoman Harmon-Ward.

ROLL CALL: City Clerk Semmie Ruffin Hall called the roll for approval of invoices dates 02/23/24-03/11/24 in the new amount of \$82,395.86:

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

5-Yays/0-Nays-Motion passes to pay the new total of invoices (\$82,395.86)

Aldermoman Dailes stated she has a question for Major Warren Willis (Interim Chief of Police

➤ Do we need two vehicles, or something happened.

Major Willis stated one was involved in the Moline incident which was a 2015 vehicle. That was an insurance payout (not sure of amount) that we received about five or six thousand dollars we received for that vehicle which went to general revenue. The other vehicle was crashed into on 367 by a drunk driver and totaled it out. That was a 2020 Explorer that we got about twenty-four or twenty-five thousand dollars for that particular vehicle that went to general revenue.

Aldermoman Dailes stated can you email those totals to Semmie. Major Willis stated will have to get the exact totals from Lori. Aldermoman Dailes stated this is the information she wanted and that is why she tabled it until Thursday.

ADJOURNMENT

Alderman Smith motioned to adjourn today's meeting to pay the bills from 02-10-24 through 02-23-24 and 02-23-24 through 03-11-24 at 6:57 pm, March 13, 2024; **seconded by Alderman Hester**

Adjournment at 6:57 pm.

ATTEST:

Semmie Ruffin-Hall-City Clerk

Approved by the Board of Aldermen on: _____

PULLED INVOICES

46807	2/15/2024	AMERICOM	1003.4 · OPERATING ACCT-NEW		80.00
INV # 486518	2/15/2024		5611	80.00	80.00
				80.00	80.00
46810	2/20/2024	DEKA SERVICE	1003.4 · OPERATING ACCT-NEW		25,877.52
G702-1992	2/20/2024		4097.2	25,877.52	25,877.52
				25,877.52	25,877.52
46815	2/20/2024	MARSH & MCLENNAN AGENCY LLC	1003.4 · OPERATING ACCT-NEW		100.00
INV # 2519325	2/16/2024		5044 · OFFICE EXP	100.00	100.00
				100.00	100.00
46845	2/23/2024	MC MECHANICAL SERVICES	1003.4 · OPERATING ACCT-NEW		10,303.00
INV # 12457551	2/22/2024		4097.2	6,903.00	6,903.00
INV # 12457551	2/22/2024		5032	2,770.00	9,673.00
INV # 12458004	2/23/2024		5032	345.00	10018.00
INV # 12458003	2/23/2024		5032	285.00	10303.00

CITY OF BELLEFONTAINE NEIGHBORS

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



70-138/810



2/20/2024

46807

PAY TO THE ORDER OF AMERICOM

Eighty and 00/100*****

DOLLARS

AMERICOM
10352 LAKE BLUFF DRIVE
ST. LOUIS, MO 63123

MEMO



Shirley Johnson
CITY TREASURER
AUTHORIZED SIGNATURE
MAYOR

⑈046807⑈ ⑈08100138⑈ 0165529502⑈

CITY OF BELLEFONTAINE NEIGHBORS

AMERICOM

Date 2/15/2024 Type Bill Reference INV # 486518

Original Amt. 80.00

Balance Due 80.00

Check Amount

2/20/2024 Discount

Payment 80.00

46807

OPERATING ACCT-

CITY OF BELLEFONTAINE NEIGHBORS

AMERICOM

Date 2/15/2024 Type Bill Reference INV # 486518

Original Amt. 80.00

Balance Due 80.00

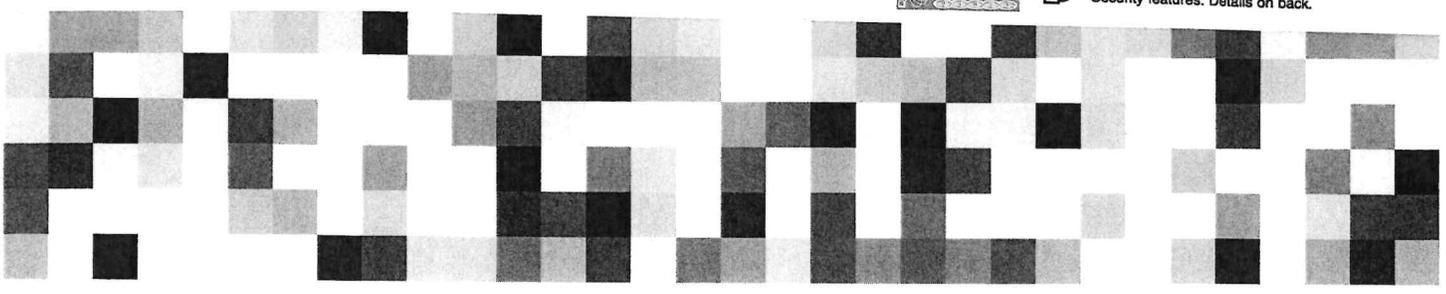
Check Amount

2/20/2024 Discount

Payment 80.00

46807

Security features. Details on back.



~

CITY OF BELLEFONTAINE NEIGHBORS

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



70-138/810



2/20/2024

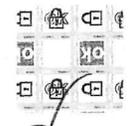
46810

PAY TO THE ORDER OF DEKA SERVICE

Twenty-Five Thousand Eight Hundred Seventy-Seven and 52/100***** DOLLARS

\$ **25,877.52

DEKA SERVICE
1802 LARKIN WILLIAMS ROAD
FENTON, MO 63026



Spencer J. ...
CITY TREASURER
MAYOR
AUTHORIZED SIGNATURE

⑈016810⑈ ⑆081001387⑆ 0165529502⑈

CITY OF BELLEFONTAINE NEIGHBORS

DEKA SERVICE
Date 2/20/2024 Type Bill Reference G702-1992

Original Amt. 25,877.52
Balance Due 25,877.52

2/20/2024
Discount
Check Amount

Payment 25,877.52

46810

OPERATING ACCT-

CITY OF BELLEFONTAINE NEIGHBORS

DEKA SERVICE
Date 2/20/2024 Type Bill Reference G702-1992

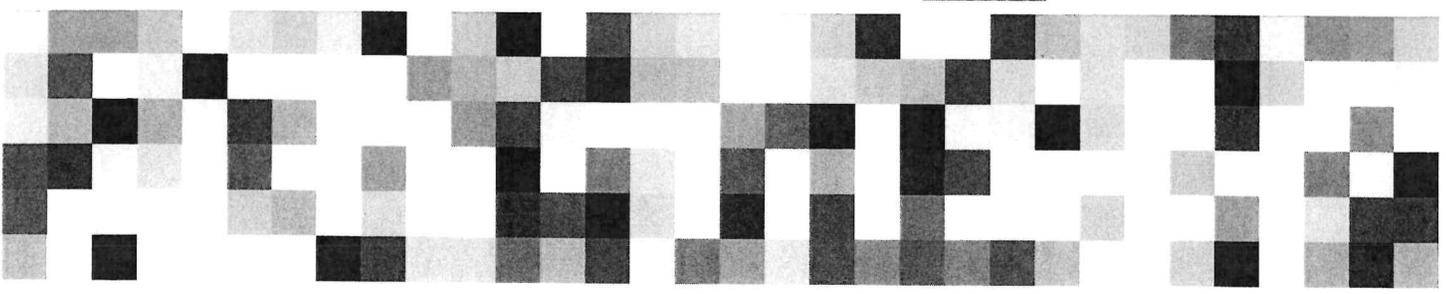
Original Amt. 25,877.52
Balance Due 25,877.52

2/20/2024
Discount
Check Amount

Payment 25,877.52

46810

Security features. Details on back.



~

46815

CITY OF BELLEFONTAINE NEIGHBORS

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



70-138/810



2/20/2024

PAY TO THE ORDER OF MARSH & MCLENNAN AGENCY, LLC.

\$ **100.00

One Hundred and 00/100***** DOLLARS

MARSH & MCLENNAN AGENCY, LLC.
JW TERRILL
P.O. BOX 505311
ST. LOUIS, MO 63150-5311

Signature
CITY TREASURER
MAYOR
AUTHORIZED SIGNATURE

⑈046815⑈ ⑆081001387⑆ 0165529502⑈

CITY OF BELLEFONTAINE NEIGHBORS

MARSH & MCLENNAN AGENCY, LLC.

Date 2/16/2024 Type Bill Reference INV # 2519325

Original Amt 100.00 Balance Due 100.00

Check Amount

2/20/2024 Discount

Payment 100.00

46815

OPERATING ACCT-

100.00

CITY OF BELLEFONTAINE NEIGHBORS

MARSH & MCLENNAN AGENCY, LLC.

Date 2/16/2024 Type Bill Reference INV # 2519325

Original Amt 100.00

Balance Due 100.00

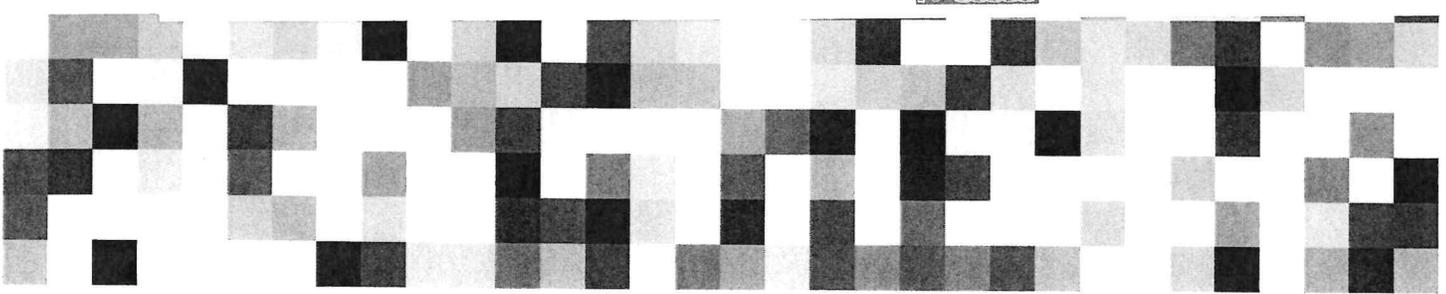
Check Amount

2/20/2024 Discount

Payment 100.00

46815

Security features. Details on back.



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CITY OF BELLEFONTAINE NEIGHBORS

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



70-138/810



2/23/2024

46845

PAY TO THE ORDER OF MC MECHANICAL SERVICES

\$ **10,303.00

Ten Thousand Three Hundred Three and 00/100 ***** DOLLARS

MC MECHANICAL SERVICES
405 BILTMORE DRIVE
FENTON, MO 63026

MEMO

Spencer G. Quinn
CITY TREASURER
D. Marshall
AUTHORIZED SIGNATURE
MAYOR

⑆0166845⑆ ⑆081001387⑆ 0165529502⑆

CITY OF BELLEFONTAINE NEIGHBORS

MC MECHANICAL SERVICES

Date	Type	Reference	Original Amt.	Balance Due
2/22/2024	Bill	INV # 12457551	6,903.00	6,903.00
2/22/2024	Bill	INV # 12457551	2,770.00	2,770.00
2/23/2024	Bill	INV # 12458004	345.00	345.00
2/23/2024	Bill	INV 3 12458003	285.00	285.00

2/23/2024

46845

Check Amount

Discount	Payment
	6,903.00
	2,770.00
	345.00
	285.00
	10,303.00

OPERATING ACCT-

10,303.00

46845

MC MECHANICAL SERVICES

Date	Type	Reference	Original Amt.	Balance Due
2/22/2024	Bill	INV # 12457551	6,903.00	6,903.00
2/22/2024	Bill	INV # 12457551	2,770.00	2,770.00
2/23/2024	Bill	INV # 12458004	345.00	345.00
2/23/2024	Bill	INV 3 12458003	285.00	285.00

2/23/2024

Discount

Payment

Check Amount

Discount	Payment
	6,903.00
	2,770.00
	345.00
	285.00
	10,303.00

Security features. Details on back.

3:10 PM
03/18/24

BELLEFONTAINE NEIGHBORS Check Detail

March 13 - 18, 2024

Type	Num	Date	Name	Account	Paid Amount	Original Amount
Bill Pmt -Check	46898	03/18/2024	A T & T 5001	1003.4 · OPERATING ACCT-NEW	-1,854.99	-1,854.99
Bill		03/18/2024		5025 · UTIL-TELEPHONE	-1,854.99	1,854.99
					<u>-1,854.99</u>	<u>1,854.99</u>
Bill Pmt -Check	46899	03/18/2024	AD MEDIA L.E.D. SIGNS	1003.4 · OPERATING ACCT-NEW	VOID	0.00
Bill Pmt -Check	46900	03/18/2024	AMEREN MISSOURI	1003.4 · OPERATING ACCT-NEW	VOID	0.00
Bill		03/18/2024		5021 · UTIL-ELECTRIC	-11.95	11.95
					<u>-11.95</u>	<u>11.95</u>
Bill Pmt -Check	46901	03/18/2024	ARCHWAY BOWLING & TROPHY SUPPL	1003.4 · OPERATING ACCT-NEW	VOID	0.00
Bill Pmt -Check	46902	03/18/2024	CHRISTA CLARK	1003.4 · OPERATING ACCT-NEW	VOID	0.00
Bill		03/12/2024		4069 · ROOM RENT	-75.00	75.00
					<u>-75.00</u>	<u>75.00</u>
Bill Pmt -Check	46903	03/18/2024	CINTAS CORPORATION #731	1003.4 · OPERATING ACCT-NEW	-351.38	-351.38
Bill		03/18/2024		5044 · OFFICE EXP	-175.69	175.69
Bill		03/18/2024		5044 · OFFICE EXP	-175.69	175.69
					<u>-351.38</u>	<u>351.38</u>
Bill Pmt -Check	46904	03/18/2024	HEWKIN AUTO BODY CO.	1003.4 · OPERATING ACCT-NEW	-4,435.00	-4,435.00
Bill		03/15/2024		5611 · EQUIP-MAINT	-4,435.00	4,435.00
					<u>-4,435.00</u>	<u>4,435.00</u>

3:10 PM
03/18/24

BELLEFONTAINE NEIGHBORS
Check Detail
March 13 - 18, 2024

							-4,435.00	4,435.00
Bill Pmt -Check	46905	03/18/2024	LUCRETIA HAWKINS	1003.4	OPERATING ACCT-NEW			-75.00
Bill	ROOM REFUND	03/12/2024		4069	ROOM RENT		-75.00	75.00
							-75.00	75.00
Bill Pmt -Check	46906	03/18/2024	M A C A	1003.4	OPERATING ACCT-NEW			-75.00
Bill	2024 MEMBERSHIP	03/15/2024		5011	MEMBERSHIPS		-75.00	75.00
							-75.00	75.00
Bill Pmt -Check	46907	03/18/2024	MISSOURI-AMERICAN WATER CO.	1003.4	OPERATING ACCT-NEW			-102.19
Bill	ACCT # 210012177632	03/08/2024		5023	UTIL-WATER		-20.18	20.18
Bill	ACCT # 210013582510	03/18/2024		5023	UTIL-WATER		-67.09	67.09
Bill	ACCT # 210011711398	03/18/2024		5023	UTIL-WATER		-14.92	14.92
							-102.19	102.19
Bill Pmt -Check	46908	03/18/2024	MISSOURI MUNICIPAL LEAGUE	1003.4	OPERATING ACCT-NEW			-58.00
Bill	INV # 6569	03/15/2024		5054	MISC EXPENSE		-58.00	58.00
							-58.00	58.00
Bill Pmt -Check	46909	03/18/2024	NATION & FLETCHER, INC.	1003.4	OPERATING ACCT-NEW			-881.10
Bill	INV # 16624	03/14/2024		5311	EQUIP-MAINT		-881.10	881.10
							-881.10	881.10
Bill Pmt -Check	46910	03/18/2024	NEW FRONTIER MATERIALS	1003.4	OPERATING ACCT-NEW			-293.54
Bill	INV # 12734830	03/15/2024		5625	ASPHALT-CONCRETE-TAR		-293.54	293.54
							-293.54	293.54

3:10 PM
03/18/24

BELLEFONTAINE NEIGHBORS Check Detail

March 13 - 18, 2024

Bill	Pmt -Check	46911	03/18/2024	OFFICE DEPOT	1003.4 · OPERATING ACCT-NEW				-69.05
						5221 · OFFICE SUPPLIES		69.05	
									<u>-69.05</u>
								69.05	
Bill	Pmt -Check	46912	03/18/2024	PENNY WINDOW-24	1003.4 · OPERATING ACCT-NEW				-2,375.00
						2049.1 · ASSET FORFEITURE-JUSTICE I		2,375.00	
									<u>-2,375.00</u>
								2,375.00	
Bill	Pmt -Check	46913	03/18/2024	PREFERRED RESOURCE NETWORK, INC	1003.4 · OPERATING ACCT-NEW				-125.76
						5044 · OFFICE EXP		125.76	
									<u>-125.76</u>
								125.76	
Bill	Pmt -Check	46914	03/18/2024	REJIS COMMISSION	1003.4 · OPERATING ACCT-NEW				-3,295.31
						5219 · IT REJIS-POLICE		23.00	
						5219 · IT REJIS-POLICE		2,539.23	
						5017 · IT REJIS FEES		59.83	
						5017 · IT REJIS FEES		673.25	
									<u>-3,295.31</u>
								3,295.31	
Bill	Pmt -Check	46915	03/18/2024	ST. LOUIS COMPOSTING, INC.	1003.4 · OPERATING ACCT-NEW				-232.30
						5311 · EQUIP-MAINT		52.52	
						5311 · EQUIP-MAINT		52.52	
						5311 · EQUIP-MAINT		52.52	
						5311 · EQUIP-MAINT		74.74	
									<u>-232.30</u>
								232.30	
Bill	Pmt -Check	46916	03/18/2024	T & K SIGNS	1003.4 · OPERATING ACCT-NEW				-11,451.56
						4097.2 · AMERICAN RESCUE PLAN ACT		11,451.56	
									<u>-11,451.56</u>
								11,451.56	

3:10 PM
03/18/24

BELLEFONTAINE NEIGHBORS

Check Detail

March 13 - 18, 2024

-1,451.56 1,451.56

Bill	Bill Amt	Check #	Date	Description	Category	Debit	Credit	Balance
Bill Pmt -Check	46917		03/18/2024	UMB BANK, NA	1003.4 · OPERATING ACCT-NEW	-954.00		
Bill		INV # 964137	03/15/2024	1054 · DUE FROM DEBT SVC		-318.00	318.00	
Bill		INV # 971084	03/15/2024	1054 · DUE FROM DEBT SVC		-318.00	318.00	
Bill		INV # 971083	03/15/2024	1054 · DUE FROM DEBT SVC		-318.00	318.00	
Bill Pmt -Check	46918		03/18/2024	AD MEDIA L.E.D. SIGNS	1003.4 · OPERATING ACCT-NEW	-8,824.00		
Bill		INV # 10529	03/18/2024	4097.2 · AMERICAN RESCUE PLAN ACT		-3,704.00	3,704.00	
Bill		INV # 10528	03/18/2024	4097.2 · AMERICAN RESCUE PLAN ACT		-5,120.00	5,120.00	
Bill Pmt -Check	46919		03/18/2024	ARCHWAY BOWLING & TROPHY SUPPL	1003.4 · OPERATING ACCT-NEW	-14.00		
Bill		INV # 101430835	03/15/2024	5044 · OFFICE EXP		-14.00	14.00	
Bill Pmt -Check	46920		03/18/2024	NEW FRONTIER MATERIALS	1003.4 · OPERATING ACCT-NEW	-486.23		
Bill		INV # 12724804	02/07/2024	5625 · ASPHALT-CONCRETE-TAR		-170.94	170.94	
Bill		INV 12726789	02/14/2024	5625 · ASPHALT-CONCRETE-TAR		-315.29	315.29	
Bill Pmt -Check	46921		03/18/2024	ED ROEHR SAFETY PRODUCTS	1003.4 · OPERATING ACCT-NEW	-511.74		
Bill		INV # 539393	03/18/2024	5223 · TRAINING & ORIENTATION		-263.37	263.37	
Bill		INV # 539392	03/18/2024	5223 · TRAINING & ORIENTATION		-248.37	248.37	
Bill Pmt -Check	46922		03/18/2024	MCCLAIN RADAR SERVICE	1003.4 · OPERATING ACCT-NEW	-385.00		

3:10 PM
03/18/24

BELLEFONTAINE NEIGHBORS Check Detail

March 13 - 18, 2024

5214 · EQUIPMENT

Bill INV # 4958 03/18/2024

-385.00 385.00
-385.00 385.00

Bill Pmt -Check 46923 03/18/2024 REJIS COMMISSION

1003.4 · OPERATING ACCT-NEW

-2,300.00

Bill INV # 527275 03/18/2024

5219 · IT REJIS-POLICE

-2,300.00 2,300.00
-2,300.00 2,300.00

Bill Pmt -Check 46924 03/18/2024 JOE MACHENS FORD

1003.4 · OPERATING ACCT-NEW

-93,940.00

Bill DEAL #502750 03/18/2024

4097.2 · AMERICAN RESCUE PLAN ACT

-46,970.00 46,970.00

Bill DEAL # 502751 03/18/2024

4097.2 · AMERICAN RESCUE PLAN ACT

-46,970.00 46,970.00

-93,940.00 93,940.00

TOTAL 27

\$133,177.10



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

Page 1 of 2
 Account Number 314 A95-0012 171 7
 Billing Date Feb 29, 2024
 Web Site att.com

Monthly Statement

Connect Today

Contact us today at 800.399.5075.

Bill-At-A-Glance

Previous Consolidated Bill	1,926.06
Payment Received 2-29 Thank you!	1,926.06CR
Adjustments	.00
Balance	.00
Current Charges	1,854.99
Total Amount Due	\$1,854.99
Amount Due in Full By	Mar 28, 2024

Plans and Services

Additions and Changes to Service

This section of your bill reflects charges and credits resulting from account activity.

Item	Monthly	Amount
No. Description	Quantity Rate	Billed
Activity on Feb 8, 2024		
Order No. A000000		
Charges for 314 867-0765		
1. Credit for service outage from Feb 6 thru Feb 8 for 314-867-0765	1	4.60CR

Company Fees and Surcharges

2. MO Universal Service Fund	.01CR
------------------------------	-------

Government Fees and Taxes

3. Federal	.00
4. State and Local	.00
Total Government Fees and Taxes	.00

Total Plans and Services 4.61CR

Billing Summary

Online: att.com/myatt	Page
Plans and Services	4.61CR
1 800 321-2000	
Service Changes:	
1 800 321-2000	
Repair Services:	
1 800 288-2020	
Individual Account Summary	1 1,859.60
Total Current Charges	1,854.99

Individual Account Summary

Consolidated Summary of Current Charges

Account Number	Plans and Services	Other Providers	Taxes	Total Charges
314 867-0076 429	943.21	31.06	.00	974.27
314 867-0080 428	471.31	31.65	.00	502.96
314 867-0700 128	354.84	27.53	.00	382.37
Totals	1,769.36	90.24	.00	1,859.60

RECEIVED BY
 CITY OF BELLEFONTAINE NEIGHBORS
 DATE: 3/13/24
 FOR: Admin DEPT
 APPROVED: *[Signature]*
 FOR PAYMENT: *[Signature]*
 AMOUNT \$: 1,854.99

Acct # 5025

News You Can Use

PREVENT DISCONNECT

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 \$1854.99. 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 Summary

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

See "News You Can Use" for additional information

46899

CITY OF BELLEFONTAINE NEIGHBORS

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



70-138/810



3/18/2024

PAY TO THE ORDER OF AD MEDIA L.E.D. SIGNS

\$ **17,648.00

Seventeen Thousand Six Hundred Forty-Eight and 00/100***** DOLLARS

AD MEDIA L.E.D. SIGNS
PO BOX 893
FLORISSANT, MO 63032

CITY TREASURER

CITY CLERK

MAYOR

AUTHORIZED SIGNATURE

MEMO

⑈046899⑈ ⑆081001387⑆ 0165529502⑈

Void

CITY OF BELLEFONTAINE NEIGHBORS

AD MEDIA L.E.D. SIGNS

Date	Type	Reference	Original Amt.	Balance Due	3/18/2024 Discount	Payment
3/15/2024	Bill	INV # 10529	3,704.00	3,704.00		3,704.00
3/15/2024	Bill	INV # 10528	5,120.00	5,120.00		5,120.00
3/18/2024	Bill	INV # 10529	3,704.00	3,704.00		3,704.00
3/18/2024	Bill	INV # 10528	5,120.00	5,120.00		5,120.00
Check Amount						17,648.00

46899

OPERATING ACCT-

17,648.00

CITY OF BELLEFONTAINE NEIGHBORS

AD MEDIA L.E.D. SIGNS

Date	Type	Reference	Original Amt.	Balance Due	3/18/2024 Discount	Payment
3/15/2024	Bill	INV # 10529	3,704.00	3,704.00		3,704.00
3/15/2024	Bill	INV # 10528	5,120.00	5,120.00		5,120.00
3/18/2024	Bill	INV # 10529	3,704.00	3,704.00		3,704.00
3/18/2024	Bill	INV # 10528	5,120.00	5,120.00		5,120.00
Check Amount						17,648.00

46899

OPERATING ACCT-

17,648.00

Void



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
 BELLEFONTAINE NEIGHBORS
 FOCUSED ENERGY
 DEPT
 APPROVED FOR PAYMENT
 AMOUNT DUE \$11.95
 Pct # 5021

MAR 13 2024

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 04/02/2024

Total Lighting Charges \$11.95
 Total Amount Due \$11.95

Amount After Due Date \$12.08
 Previous Statement \$12.11
 Total Payments \$12.11

Usage Summary

Lighting kWh 70.0000

Rate 5M Private Area Lighting

Municipal Lighting Discount

DESCRIPTION	USAGE	UNIT	RATE	CHARGE
Lighting Charge				\$11.11
Municipal Lighting Discount	11.43	@	\$ 0.10000000	\$ 1.14
Fuel Adjustment Charge	70.00	kWh	@ \$ 0.00255000	\$0.18
Renewable Energy Adjustment	70.00	kWh	@ \$ 0.00204000	\$0.14
Total Service Amount				\$10.29
DESCRIPTION	USAGE	UNIT	RATE	CHARGE
Missouri State Sales Tax	\$10.29	@	\$ 0.04225000	\$0.43
Missouri Local Sales Tax	\$10.29	@	\$ 0.04013000	\$0.41
Bellefontaine Nghbrs Municipal Charge - Service	\$10.29	@	\$ 0.08003000	\$0.82
Total Tax Related Charges				\$1.66
Total Lighting Charges				\$11.95

13073
 03990 2269087 507835 015869 00010001



See next page for service details.

Keep this portion for your records.

Page 1 of 2

Please return this portion with your payment



MAR 13 2024

Amount Due \$11.95
 Due Date April 02, 2024
 Amount After Due Date \$12.08
 Account Number 9273419116

Check if you have address changes on back.



>003990 2269087 0001 092139 10Z
 03990 1 AB 0 547 ADC 630

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

MAR 13 2024

AMEREN MISSOURI
 PO BOX 88068
 CHICAGO IL 60680-1068

00600000 0092734191106 000000011950 000000011950

46901

CITY OF BELLEFONTAINE NEIGHBORS

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



70-138/810



3/18/2024

PAY TO THE ORDER OF ARCHWAY BOWLING & TROPHY SUPPLY

\$ **28.00

Twenty-Eight and 00/100***** DOLLARS

ARCHWAY BOWLING & TROPHY SUPPLY
1040 ST. FRANCOIS ST.
FLORISSANT, MO.
63031

CITY TREASURER

CITY CLERK

MAYOR

MEMO

AUTHORIZED SIGNATURE

⑈046901⑈ ⑆081001387⑆ 0165529502⑈

Void

CITY OF BELLEFONTAINE NEIGHBORS

ARCHWAY BOWLING & TROPHY SUPPLY

46901

Date	Type	Reference	Original Amt.	Balance Due	3/18/2024 Discount	Payment
3/15/2024	Bill	INV # 101430835	14.00	14.00		14.00
3/18/2024	Bill	INV # 101430835	14.00	14.00		14.00
				Check Amount		28.00

Void

OPERATING ACCT-

28.00

CITY OF BELLEFONTAINE NEIGHBORS

ARCHWAY BOWLING & TROPHY SUPPLY

46901

Date	Type	Reference	Original Amt.	Balance Due	3/18/2024 Discount	Payment
3/15/2024	Bill	INV # 101430835	14.00	14.00		14.00
3/18/2024	Bill	INV # 101430835	14.00	14.00		14.00
				Check Amount		28.00

Receipt # 307068
 Payment Date: 03/12/24
 Household: 16704

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

Christa Clark
 10166 Coburg Lands Drive
 Bellefontaine Nbrs. MO 63137

Home Ph: (314)465-1354

Reservation Updated: Recreation Center, Meeting Room 101

Reserv. Contact: **Christa Clark**
 Phone Number: **(314)465-1354**
 Reserv. Number: 7630
 Status: Firm
 Purpose: Baby Shower
 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>
Sat 03/09/2024 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 03/12/24 @ 11:12 am by ANS

Total New Deposit Fees	75.00-
Total New Fees	0.00
Discount Applied	0.00
Total Due	75.00-
Total Deposit Fees Refunded	75.00
Total Fees Paid	0.00
Total Refunded	75.00

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:
 Christa Clark
 10166 Coburg Lands Drive
 Bellefontaine Nbrs. MO 63137

Wendy N. Steffen
 Authorized Signature

3/12/24
 Date

 Authorized Signature

 Date



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.COM/MYACCOUNT

3120018 01 AB 0.547 **AUTO 15 010002.63137-189941 -C03-P20028- RE



CITY OF BELLEFONTAINE
 9641 BELLEFONTAINE
 SAINT LOUIS MO 63137-1899

PAYER # 13715108

STATEMENT DATE 02/29/2024



DATE	SOLD-TO	DESCRIPTION	REFERENCE	AMOUNT DUE	DUE DATE
01/08/2024	13695920	<i>Paid check # 46804 ✓</i>	4179525060	\$ 175.69	02/10/2024
01/22/2024	13695920		4180889402	\$ 175.69	02/10/2024
02/05/2024	13695920		4182316974	\$ 175.69	03/10/2024
02/19/2024	13695920		4183795065	\$ 175.69	03/10/2024

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: *3/15/24*
 FOR: *Admin* DEPT
 APPROVED
 FOR PAYMENT: *[Signature]*
 AMOUNT \$: *351.38*
Check # 50814

Page 1 of 1

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	<i>351.38</i>

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

DATE	DUE DATE	REFERENCE	AMOUNT
01/08/2024	02/10/2024	4179525060	\$ 175.69
01/22/2024	02/10/2024	4180889402	\$ 175.69
02/05/2024	03/10/2024	4182316974	\$ 175.69
02/19/2024	03/10/2024	4183795065	\$ 175.69

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



8602-03-b-1-3124018-0001-0148883

HEWKIN AUTO BODY CO
15 DARST RD
FERGUSON, MO 63135
Phone Number: (314) 522-9468
Fax Number: (314) 522-1232
Federal ID Number: 721542060

03/12/2024

CITY OF BELLEFONTAINE NEIGHBORS: UNIT 23

Repair Order Number: 12453
Re: 2020 FORD Police Interceptor Utility Vehicle AWD (Fleet)

Dear CITY OF BELLEFONTAINE NEIGHBORS: UNIT 23:

Enclosed is the documentation for the repair work performed on your vehicle. The following is a breakdown of the billing and payments received:

Original Gross Amount:	\$4,565.83
Total Supplement Amount:	(\$130.83)
Current Gross Amount:	\$4,435.00

Receipts Already Received from Customer: \$0.00

Receipts Due from Customer: \$4,435.00

Please review your records and issue payment for the current balance due. Thank you for your prompt attention to this matter.

Sincerely,



Steven Hewkin
Estimator

RECEIVED BY	
CITY OF BELLEFONTAINE NEIGHBORS	
DATE: 3/18/24	Police DEPT
FOR	
APPROVED	<i>[Signature]</i>
FOR PAYMENT	
AMOUNT \$	4435.00

Acct # 3611

HEWKIN AUTO BODY CO

15 DARST RD, FERGUSON, MO 63135
Phone: (314) 522-9468
FAX: (314) 522-1232

Workfile ID: dcf16d06
PartsShare: 7MPNvN
Federal ID: 721542060

Supplement of Record 1 with Summary

Customer: CITY OF BELLEFONTAINE NEIGHBORS: UNIT 23

Job Number: 12453

Written By: Steven Hewkin, 3/12/2024 3:22:40 PM

Insured: CITY OF BELLEFONTAINE
NEIGHBORS: UNIT 23

Policy #:

Claim #:

Type of Loss:

Date of Loss:

Days to Repair: 0

Point of Impact:

Owner:

CITY OF BELLEFONTAINE NEIGHBORS:
UNIT 23

(314) 805-1294 Business

Inspection Location:

HEWKIN AUTO BODY CO

15 DARST RD
FERGUSON, MO 63135
Repair Facility
(314) 522-9468 Business

Insurance Company:

VEHICLE

2020 FORD Police Interceptor Utility Vehicle AWD (Fleet) 4D UTV 6-3.3L Flex Fuel BLACK & WHITE

VIN: 1FM5K8AB7LGC94809

Interior Color:

Mileage In: 49,481

Vehicle Out:

License:

Exterior Color: BLACK & WHITE

Mileage Out:

State:

Production Date: 8/2020

Condition:

Job #: 12453

TRANSMISSION

Automatic Transmission
4 Wheel Drive

POWER

Power Steering
Power Brakes
Power Windows
Power Locks
Power Mirrors
Power Driver Seat

DECOR

Dual Mirrors
Privacy Glass
Overhead Console

CONVENIENCE

Air Conditioning

Intermittent Wipers

Tilt Wheel

Cruise Control

Rear Defogger

Message Center

Steering Wheel Touch Controls

Rear Window Wiper

Telescopic Wheel

Climate Control

Backup Camera

RADIO

AM Radio

FM Radio

Stereo

Search/Seek

Auxiliary Audio Connection

SAFETY

Drivers Side Air Bag

Passenger Air Bag

Anti-Lock Brakes (4)

4 Wheel Disc Brakes

Traction Control

Stability Control

Front Side Impact Air Bags

Head/Curtain Air Bags

Hands Free Device

Xenon or L.E.D. Headlamps

SEATS

Cloth Seats

Bucket Seats

Reclining/Lounge Seats

WHEELS

Styled Steel Wheels

PAINT

Clear Coat Paint

OTHER

Rear Spoiler

California Emissions

TRUCK

Trailer Hitch

Trailer Package

Supplement of Record 1 with Summary

Customer: CITY OF BELLEFONTAINE NEIGHBORS: ~~XXXXXXXXXX~~ 28

Job Number: 12453

2020 FORD Police Interceptor Utility Vehicle AWD (Fleet) 4D UTV 6-3.3L Flex Fuel BLACK & WHITE

Line	Oper	Description	Part Number	Qty	Extended Price \$	Labor	Paint
1		QUARTER PANEL					
2	*	Rpr LT Quarter pnl assy				10.0	2.6
3		Add for Clear Coat					1.0
4		R&I LT Wheel opng mldg				0.4	
5		Repl Fuel door	LB5Z78405A26APTM	1	48.53	0.1	0.3
6		Add for Clear Coat					0.1
7		REAR LAMPS					
8		Repl LT Tail lamp assy level 1, 2	LB5Z13405F	1	784.97	0.3	
9		FRONT DOOR					
10		R&I LT Belt molding				0.3	
11	*	Rpr LT Outer panel				6.0	2.4
12		Overlap Major Non-Adj. Panel					-0.2
13		Add for Clear Coat					0.4
14	*	R&I LT Lower molding black BASE, INTERCEPTOR to 01/21/2021				0.4	
15		R&I LT Mirror outside Interceptor, w/o strobe lamps				0.3	
16		R&I LT Handle, outside INTERCEPTOR				0.4	
17		R&I LT R&I trim panel				0.5	
18		REAR BUMPER					
19		R&I R&I bumper cover				1.2	
20	*	Rpr Upper cover				1.5	2.4
21		Add for Clear Coat					1.0
22	#	REMOVE STRIPES		1		3.0	
23	#	PRE-SCAN		1		1.0 M	
24	#	POST-SCAN		1		1.0 M	
25	#	Subl Hazardous Waste Disposal		1	3.50 X		
26	#	Repl Car Cover / Mask for Overspray		1	10.00	0.2	
SUBTOTALS					847.00	26.6	10.0

ESTIMATE TOTALS

Category	Basis	Rate	Cost \$
Parts			843.50
Body Labor	24.6 hrs @	\$ 80.00 /hr	1,968.00
Paint Labor	10.0 hrs @	\$ 80.00 /hr	800.00
Mechanical Labor	2.0 hrs @	\$ 160.00 /hr	320.00
Paint Supplies	10.0 hrs @	\$ 50.00 /hr	500.00
Miscellaneous			3.50
Subtotal			4,435.00
Grand Total			4,435.00

Receipt # 307067
 Payment Date: 03/12/24
 Household: 13719

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

LuCRETIA HAWKINS
 9834 SURREY LANE
 Bellefontaine Nbrs. MO 63137

Hm Ph: (314)229-9595

Reservation Updated: Recreation Center, Meeting Room 109

Reserv. Contact: LuCRETIA HAWKINS
 Phone Number: (314)229-9595
 Reserv. Number: 7641
 Status: Firm
 Purpose: Birthday Party
 Anticipated Count: 35

Date(s) And Times	New Fees	Total Fees	New Paid	Total Paid	Amount Due
Sat 03/09/2024 11:00 am to 05:30 pm	0.00	90.00	0.00	90.00	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 03/12/24 @ 11:10 am by ANS

Total New Deposit Fees	75.00
Total New Fees	0.00
Discount Applied	0.00
Total Due	75.00
Total Deposit Fees Refunded	75.00
Total Fees Paid	0.00
Total Refunded	75.00

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:
 LuCRETIA HAWKINS
 9834 SURREY LANE
 Bellefontaine Nbrs. MO 63137

Lucretia Hawkins
 Authorized Signature

3/12/24
 Date

 Authorized Signature

 Date

2024 MACA MEMBERSHIP APPLICATION FORM

ANNUAL MEMBERSHIP FEE OF \$75.00 IS DUE BY JANUARY 31st OF EACH YEAR

Checks are to be made payable to: **MACA** and mailed along with your application to:
Deb Freise, 995 Main Street, Moscow Mills, MO 63362

Date: 12/12/23

Individual's Membership Information: Member ID, if known: _____

First Time Member Previous Member Years of Service: 3
Muni Court Clerk Prosecutor Clerk Circuit Clerk Other: _____

Full Name: Dorris J. Walker - McGahue

Email Address: dwalker-mcgahue@cityofbn.com

Alternate name(s) that you may be listed under: _____

If new, name of clerk you are replacing: _____

They: Retired Transferred Other: _____

Name of Court: _____

Mailing Address _____ City _____ Zip _____

Phone # _____ ext. _____ Fax # _____

Division Type:

Municipal Associate / Circuit Prosecutor

Other: _____

County: _____ Circuit # 24 MACA Region # 1 (1-9)

IF APPLICATION IS NOT 100% CC
THE MEMBERSHIP REQU

NT

Acct #5011

M

Pmt. Rec'd On: _____ Am

RECEIVED BY
CITY OF BELLEFONTAINE NEIGHBORS
DATE: 3/15/24
FOR Admin DEPT
APPROVED
FOR PAYMENT Emmie Pappas
AMOUNT \$ 75.00
Acct #5011



Account

Account No. 1017-210012177632

\$20.18

Service Address:

CITY OF BELLEFONTAINE NEIGHBRS
10237 ASHBROOK DR PARK
ST LOUIS, MO 63137-1522

Payment Due By:

March 26, 2024

Billing Date:

March 04, 2024

Service Period:

Feb 01 to Feb 29 (29 Days)

Total Gallons:

0

Account Summary -- See page 3 for Account Detail

Prior Billing:	\$5.63
Payments - Thank You!	\$5.63
Balance Forward:	\$0.00
Service Related Charges:	\$18.42
Pass Through Charges:	\$0.29
Taxes:	\$1.47
Total Amount Due:	\$20.18

MISSOURI AMERICAN WATER

Registered Account, Bill Payment

- 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 and make the selection for paperless billing.
- Tired of buying stamps and writing checks? Enroll in Auto Pay and your bill will be paid on time, every time directly from your bank account. To enroll, register or log on to My Account at amwater.com/myaccount.

For more information, visit www.missouriamwater.com

RECEIVED BY
CITY OF BELLEFONTAINE NEIGHBORS
DATE: 3/17/24
FOR: Adams DEPT
APPROVED: *[Signature]*
FOR PAYMENT: *[Signature]*
AMOUNT \$ 20.18

Acct # 5093

View your account information or pay your bill anytime at: 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



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

Statement

Account No. 1017-210013582510

\$67.09

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

Billing Date: March 06, 2024
Service Period: Feb 03 to Mar 04 (31 Days)
Total Gallons: 5,700

Account Summary — See page 3 for Account Detail

Prior Billing:	\$129.43
Payments - Thank You!	\$129.43
Balance Forward:	\$0.00
Service Related Charges:	\$61.85
Pass Through Charges:	\$0.29
Taxes:	\$4.95
Total Amount Due:	\$67.09

Important / Action 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 and make the selection for paperless billing.
- Tired of buying stamps and writing checks? Enroll in Auto Pay and your bill will be paid on time, every time directly from your bank account. To enroll, register or log on to My Account at amwater.com/myaccount.

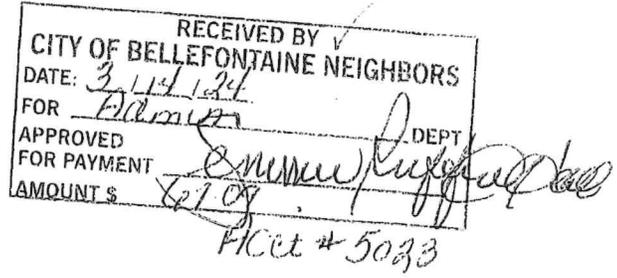
For more information, visit www.missouriamwater.com

View your account information or pay your bill anytime at: 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



008561/025699 VC3IV0 ETM1C00004 1 (VC3IV00010085650103100)

Account No. 1017-210013582510

\$67.09

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

Amount Enclosed \$ **67.09**




P.O. BOX 91623
RANTOUL, IL 61866-0623

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




008561 1 AV 0.504 08561/008561/025699 34 03 VC3IV0 005
CITY OF BELLEFONTAINE NEIGHBRS


MISSOURI AMERICAN WATER
PO BOX 6029



Statement

Account No. **1017-210011711398**

\$14.92

Payment Due By:

April 1, 2024

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

Billing Date: March 08, 2024
Service Period: Feb 03 to Mar 04 (31 Days)
Total Gallons: 0

THANK YOU FOR BEING OUR CUSTOMER

Account Summary -- See page 3 for Account Detail

Important Account Messages

Prior Billing:	\$53.95
Payments - Thank You!	\$53.95
Balance Forward:	\$0.00
Service Related Charges:	\$13.61
Pass Through Charges:	\$0.29
Taxes:	\$1.02
Total Amount Due:	\$14.92

- 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 and make the selection for paperless billing.
- Tired of buying stamps and writing checks? Enroll in Auto Pay and your bill will be paid on time, every time directly from your bank account. To enroll, register or log on to My Account at amwater.com/myaccount.

For more information, visit www.missouriamwater.com

RECEIVED BY

CITY OF BELLEFONTAINE NEIGHBORS

DATE: 3/17/24

FOR: Adrian DEPT

APPROVED FOR PAYMENT: *[Signature]*

AMOUNT \$: 14.92

Acct # 5093

- View your account information or pay your bill anytime at: 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

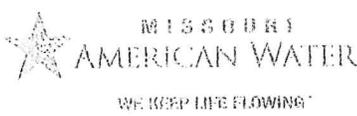
017605/052847 VC3J3T ETM1C00007 1 (VC3J3T0010176060103)

Account No. **1017-210011711398**

\$14.92

Payment Due By:

April 1, 2024



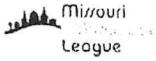
Service to: 1230 CHAMBERS RD
ST LOUIS, MO 63135-2247

Amount Enclosed \$ 14.92



017605 1 AB 0.544 17605/017605/052847 72 03 VC3J3T 008
CITY OF BELLEFONTAINE NEIGHBRS
1230 BELLEFONTAINE RD

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



Missouri Municipal League

1727 Southridge Dr.
Jefferson City, MO 65109
(573) 635-9134

INVOICE

Invoice Number: 6569

Bill To: City of Bellefontaine Neighbors
9641 Bellefontaine Rd
Saint Louis, MO 63137-1899
UNITED STATES

Ship To: Debra Thomas
Guest
City of Bellefontaine Neighbors
9641 Bellefontaine Rd
Saint Louis, MO 63137-1899
UNITED STATES

Account No.	Purchase Order No.	Order Date	Order Number	Terms	Invoice Date
10510549		1/29/2024	8797.00	Net 30	1/29/2024

Qty	Description	Unit Price	Extended Price
	2024 Legislative Conference 2/20/2024 - 2/21/2024 Jefferson City, MO, United States		
1	LC24/LEGBREAK24 - Wednesday Breakfast – GUEST	23.00	23.00
1	LC24/LEGDIN24 - Tuesday Dinner at The Millbottom	35.00	35.00
Line Item Total			
	58.00		
	Other		
	Tax		
	0.00		
	Subtotal		
	58.00		
	Amount Received		
	Amount Due		
	58.00		

RECEIVED BY
CITY OF BELLEFONTAINE NEIGHBORS
DATE: 3/13/24
FOR: Admin DEPT
APPROVED FOR PAYMENT: *[Signature]*
AMOUNT \$: 58.00
Acct # 5054

NATION & FLETCHER, INC.

Invoice

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

Date	Invoice #
2/20/2024	16624

Bill To
CITY OF BELLEFONTAINE NEIGHBORS 9641 BELLEFONTAINE RD. BELLEFONTAINE NEIGHBORS, MO 63137

Ship To

P.O. Number	Terms	Rep	Ship	Via	F.O.B.	Project
JEFF	Net 15	JDN	2/20/2024	NF Truck		

Quantity	Item Code	Description	Price Each	Amount
		PER QUOTE #4271		
		REPAIR ROTARY LIFT SPOAION700		
	Parts	341" OVERHEAD HOSE		294.25
	Parts	68" POWER UNIT HOSE		78.50
	Parts	SAFETY RELEASE CABLE		75.50
	Parts	2- LOCK CABLE GUIDE		57.85
	Labor	LABOR		375.00

RECEIVED BY
 CITY OF BELLEFONTAINE NEIGHBORS
 DATE: 2.27.24
 FOR _____ DEPT _____
 APPROVED _____
 FOR PAYMENT _____
 AMOUNT \$ _____

P.W. 5311

P.O. # 3919

Phone #	Fax #	E-mail	Total	\$881.10
314-291-0700	314-298-8217	susan@nationfletcher.com		



Invoice: 12734830
 Page 1 of 1
 Date: 3/6/2024
 Terms: Net 30 Days

52182

BELLEVILLE CITY
 NEIGHBORS
 9641 BELLEVILLE
 BELLEVILLE, MO 63137

Job Description:
 MAT-A
 POTHOLES
 00007845-SO

Ticket	Date	Location	Product	Quantity	-----Material-----		-----Freight-----		Tax Amount	Total
					Rate	Amount	Rate	Amount		
42988286	3/6/2024	20201	251	2.16	135.90	293.54	0.00	0.00	0.00	293.54
Subtotal	EZ STREET CMA			2.16	Ton	\$293.54		\$0.00	\$0.00	\$293.54

RECEIVED BY
 CITY OF BELLEVILLE NEIGHBORS
 DATE: 3/14/24
 FOR: F.W. DEPT
 APPROVED FOR PAYMENT: *[Signature]*
 AMOUNT \$ 293.54
 Acct # 5625

Invoice Total	2.16	Ton	\$293.54	0.00	\$0.00	\$293.54
---------------	------	-----	----------	------	--------	----------

Invoice Deductions or Changes should be requested PRIOR to payment.
 Send all Tax Certificates or Lien Waiver forms to the email listed below.

Check Remittance:

NFM Buyer LLC
 PO Box 773188
 Chicago, IL 60677-3188

SOLD TO: 52182
 INVOICE DATE: 3/6/2024
 INVOICE NO: 12734830
 AMOUNT: \$293.54

billing@newfrontiermaterials.com

(314) 473-3434

Main Office:

2300 Creve Coeur Mill Rd

Maryland Heights, MO 63043



ORIGINAL INVOICE

10000

THANKS FOR YOUR ORDER

Contact Number For:
Account Inquiries: (888) 263-3423
Order 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: BELLEFONTAINE POLICE DEPT
9641 BELLEFONTAINE RD
SAINT LOUIS MO 63137

Main invoice table with 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: 3/15/23
FOR Police DEPT
APPROVED [Signature]
FOR PAYMENT
AMOUNT \$ 69.05

\$52.21

Summary table with columns: SUB-TOTAL, DISCOUNT, DELIVERY, MISCELLANEOUS, SALES TAX, TOTAL. Total amount circled as \$69.05.

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 ship 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 columns: CUSTOMER NAME, BILLING ID, INVOICE NUMBER, INVOICE DATE, INVOICE AMOUNT

AMOUNT ENCLOSED
69.05

FL0 002317295 3557046690018 00000006905 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

PENNY WINDOW-24

9910 HALLS FERRY
ST. LOUIS, MO 63136
USA

INVOICE

Invoice Number: PW-24-0071
Invoice Date: Mar 6, 2024
Page: 1

Voice: 314-867-4355
Fax: 314-867-7773

Duplicate

Bill To:

CITY OF BELLEFONTAINE
9669 BELLEFONTAINE RD.
ST. LOUIS, MO

Ship to:

CITY OF BELLEFONTAINE
9641 BELLEFONTAINE RD.

Customer ID	Customer PO	Payment Terms	
BELLEFONTAINE	9641 BELLEFONTAINE R	Net 30 Days	
Sales Rep ID	Shipping Method	Ship Date	Due Date
		3/6/24	4/5/24

Quantity	Item	Description	Unit Price	Amount
1.00	INSTALL LABOR	INSTALLATION LABOR	1,195.00	1,195.00
3.00	ENTRANCE DOOR	HINGES	360.00	1,080.00
1.00	ENTRANCE DOOR	STRIKES	100.00	100.00

RECEIVED BY
CITY OF BELLEFONTAINE NEIGHBORS
DATE: 3/15/24
FOR: Police DEPT
APPROVED
FOR PAYMENT [Signature]
AMOUNT \$ 2375.00

#2099.1

Subtotal	2,375.00
Sales Tax	
Total Invoice Amount	2,375.00
Payment/Credit Applied	
TOTAL	2,375.00

Check/Credit Memo No:

INVOICE

Preferred Resource Network

dba Personal Assistance Services
9735 Landmark Parkway, Suite 17
Saint Louis, MO 63127
Voice 800-356-0845

Visit us at www.paseap.com



INVOICE # 13721

Invoice Date 03/08/2024

Invoice Amount 125.76

Total Due 125.76

Purchase Order

Terms Net 30

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

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

QTY	UNIT	DESCRIPTION	UNIT PRICE	AMOUNT
48	Employees	Monthly EAP Services 04/01/2024- 04/30/2024	\$2.62	\$125.76
TOTAL AMOUNT:				\$125.76

RECEIVED BY
CITY OF BELLEFONTAINE NEIGHBORS
DATE: 3/14/24
FOR: *Adrian* DEPT
APPROVED FOR PAYMENT: *[Signature]*
AMOUNT \$: 125.76
RCN # 5041

REJIS

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

Invoice

#527249

3/12/2024

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	4/11/2024		Brian P Haley	2/5/2024	3/10/2024

QTY	Item	Proposal #	PO #	Rate	Amount
2	LE-0003-2024 First Responder ID Badges w/LEWeb Subscription Tyrone Eastern, Edward Lee			\$11.50	\$23.00

Subtotal \$23.00

Total \$23.00

RECEIVED BY ✓	
CITY OF BELLEFONTAINE NEIGHBORS	
DATE: 3/15/24	Police DEPT
APPROVED FOR PAYMENT	MWSE
AMOUNT \$	23.00

527249

detach and return with remittance

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

Invoice #: 527249
Remit this amount: \$23.00
Customer #: 30050 Bellefontaine
Neighbors Police Department



527249



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

Invoice

#527290

3/14/2024

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	4/13/2024		Brian P Haley	3/1/2024	3/31/2024

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 #: 527290
 Remit this amount: \$2,539.23
 Customer #: 30050 Bellefontaine
 Neighbors Police Department



527290

REJIS

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

Invoice

#527290

3/14/2024

30050 Bellefontaine Neighbors Police Department

Subtotal \$2,539.23

Total \$2,539.23

RECEIVED BY	
CITY OF BELLEFONTAINE NEIGHBORS	
DATE:	3.18.24
FOR:	POLICE DEPT
APPROVED FOR PAYMENT:	<i>[Signature]</i>
AMOUNT \$:	2539.23

#5219

detach and return with remittance

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

Invoice #: 527290
Remit this amount: \$2,539.23
Customer #: 30050 Bellefontaine
Neighbors Police Department



REJIS

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

Invoice

#527611

3/14/2024

31162 Bellefontaine Neighbors Prosecuting Attorney

Bill To

Semmie Ruffin-Hall
Bellefontaine Neighbors Prosecuting Atty
9641 Bellefontaine Road
Bellefontaine Neighbors, MO 63137

Terms	Due Date	Created From	Client Services Rep	Period Start	Period End
Net 30	4/13/2024		Brian P Haley	3/1/2024	3/31/2024

QTY	Item	Proposal #	PO #	Rate	Amount
1	LE-0035 LEWeb for Agencies 2 Agencies who do not provide data.	SO#: 1311		\$45.83	\$45.83
1	PAM-034 PAMS Document Imaging w/ <=10 GB Total	SO#: 1311		\$14.00	\$14.00

Storage-1/1/2023-12/31/2024
PAMS Document Imaging Interface offering includes: purchase of required storage hardware, supporting storage software, technical support and off-site backup costs associated with the storage of the PAMS image data. REJIS will review the document storage usage in January and July of each year. If the agency exceeds the current maximum limit for their storage class, the agency will be notified and the price adjusted six (6) months after the customer has been notified. The purchase and maintenance of scanners or similar devices are the responsibility of the agency.

RECEIVED BY	
CITY OF BELLEFONTAINE NEIGHBORS	
DATE: 3/13/24	
FOR: Adams	DEPT:
APPROVED	
FOR PAYMENT	
AMOUNT \$: 59.83	

Subtotal \$59.83

Total \$59.83

detach and return with remittance

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

Invoice #: 527611
Remit this amount: \$59.83
Customer #: 31162 Bellefontaine
Neighbors Prosecuting Attorney



REJIS

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

Invoice

#527306

3/14/2024

30046 City of Bellefontaine Neighbors

Bill To

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

Terms	Due Date	Created From	Client Services Rep	Period Start	Period End
Net 30	4/13/2024		Brian P Haley	3/1/2024	3/31/2024

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: 3/15/24	
FOR: HRM	DEPT:
APPROVED: <i>[Signature]</i>	
FOR PAYMENT: <i>[Signature]</i>	
AMOUNT \$ 673.25	

Acct # 5017

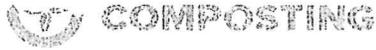
detach and return with remittance

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

Invoice #: 527306
Remit this amount: \$673.25
Customer #: 30046 City of
Bellefontaine Neighbors



527306



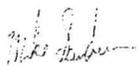
St Louis Composting Inc
39 Old Elam Avenue
Valley Park MO 63088

Invoice
#INV161842
03/13/2024

Bill To City of Bellefontaine Nei 9641 Bellefontaine Road St Louis MO 63137 United States	Ship To City of Bellefontaine Nei 9641 Bellefontaine Road St Louis MO 63137 United States
--	--

Sales Rep J B	PO/Job # Street	Terms Net 20	Location Fort Bellefontaine Facility	Ship Date 03/13/2024
-------------------------	---------------------------	------------------------	--	--------------------------------

Item	Qty	Rate	Amount
Black Color Enhanced Mulch Please do not lay out Colored Mulch in wet or moist conditions.	2	26.00	\$52.00
Fuel Surcharge	1	0.52	\$0.52

Signature: 	Subtotal	\$52.52
Note:	Sales Tax (0%)	\$0.00
Truck / Carrier Info:	Shipping Cost	\$0.00
	Total	\$52.52
	Amount Paid	\$0.00
	Amount Due	\$52.52

ALL PRODUCT(S) PROVIDED "AS IS" WITHOUT WARRANTY OF ANY KIND, INCLUDING BUT NOT LIMITED TO, THE IMPLIED WARRANTIES OF MERCHANTABILITY AND/OR FITNESS FOR A PARTICULAR PURPOSE.

By contracting with St. Louis Composting, Inc. ("SLC") to purchase product(s) and/or deliver product(s) and/or dispose of material allowed by the terms of SLC's applicable operating permit, Customer agrees to release SLC, its agents and employees of and from any and all liability, claims, demands, actions, and causes of action sustained by Customer (including but not limited to personal injury and/or property damage) in connection with the purchase/loading/delivery of such product(s) and/or the disposal of such material(s).

Customer represents and warrants that all materials Customer deposits with SLC consist only of material allowed by the terms of SLC's applicable operating permit or otherwise can be charged extra. Customer agrees to indemnify, defend and hold SLC harmless from any and all claims, damages, penalties and liabilities (including but not limited to attorneys' fees) in the event of a breach of this representation warranty. If not paid in full at the time of purchase, delivery or disposal, all fees and taxes charged by SLC shall be due and payable based on the above terms. In the event Customer fails to pay to SLC, in addition to the fees and taxes already due and owing, the following amounts: (i) a finance charge equal to 1.5% per month (18% APR); and (ii) all reasonable costs of collection, including but not limited to attorney fees.

Phone # (314) 355-0052	Fax # 636-861-5925	Email ar@stlcompost.com	Web Site www.stlcompost.com
----------------------------------	------------------------------	-----------------------------------	---------------------------------------

RECEIVED BY
CITY OF BELLEFONTAINE NEIGHBORS
DATE: 3/14/24
FOR: _____ DEPT
APPROVED
FOR PAYMENT
AMOUNT \$ 52.52



INV161842

P.W.
#6311



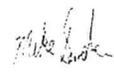
St Louis Composting Inc
 39 Old Elam Avenue
 Valley Park MO 63088

Invoice
 #INV161715
 03/13/2024

Bill To City of Bellefontaine Nei 9641 Bellefontaine Road St Louis MO 63137 United States	Ship To City of Bellefontaine Nei 9641 Bellefontaine Road St Louis MO 63137 United States
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Sales Rep J B	PO/Job # Street	Terms Net 20	Location Fort Bellefontaine Facility	Ship Date 03/13/2024
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Item	Qty	Rate	Amount
Black Color Enhanced Mulch Please do not lay out Colored Mulch in wet or moist conditions.	2	26.00	\$52.00
Fuel Surcharge	1	0.52	\$0.52

Signature: 	Subtotal	\$52.52
Note:	Sales Tax (0%)	\$0.00
Truck / Carrier Info:	Shipping Cost	\$0.00
	Total	\$52.52
	Amount Paid	\$0.00
	Amount Due	\$52.52

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Phone # (314) 355-0052	Fax # 636-861-5925	Email ar@stlcompost.com	Web Site www.stlcompost.com
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INV161715

RECEIVED BY
 CITY OF BELLEFONTAINE NEIGHBORS
 DATE: 3/13/24
 FOR APPROVED FOR PAYMENT
 \$52.52
 #5311
 P.L.O.



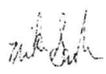
St Louis Composting Inc
39 Old Elam Avenue
Valley Park MO 63088

Invoice
#INV162111
03/13/2024

Bill To City of Bellefontaine Nei 9641 Bellefontaine Road St Louis MO 63137 United States	Ship To City of Bellefontaine Nei 9641 Bellefontaine Road St Louis MO 63137 United States
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Sales Rep JB	PO/Job # Street	Terms Net 20	Location Fort Bellefontaine Facility	Ship Date 03/13/2024
------------------------	---------------------------	------------------------	--	--------------------------------

Item	Qty	Rate	Amount
Black Color Enhanced Mulch Please do not lay out Colored Mulch in wet or moist conditions.	2	26.00	\$52.00
Fuel Surcharge	1	0.52	\$0.52

Signature: 	Subtotal	\$52.52
Note:	Sales Tax (0%)	\$0.00
Truck / Carrier Info:	Shipping Cost	\$0.00
	Total	\$52.52
	Amount Paid	\$0.00
	Amount Due	\$52.52

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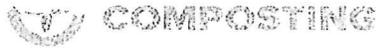
Phone # (314) 355-0052	Fax # 636-861-5925	Email ar@stlcompost.com	Web Site www.stlcompost.com
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INV162111

RECEIVED BY	
CITY OF BELLEFONTAINE NEIGHBORS	
DATE: 3.19.24	
FOR: [Signature]	DEPT
APPROVED FOR PAYMENT	
AMOUNT \$ 52.52	

R.W. #531



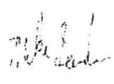
St Louis Composting Inc
39 Old Elam Avenue
Valley Park MO 63088

Invoice
#INV162038
03/13/2024

Bill To City of Bellefontaine Nei 9641 Bellefontaine Road St Louis MO 63137 United States	Ship To City of Bellefontaine Nei 9641 Bellefontaine Road St Louis MO 63137 United States
--	--

Sales Rep J B	PO/Job # Street	Terms Net 20	Location Fort Bellefontaine Facility	Ship Date 03/13/2024
-------------------------	---------------------------	------------------------	--	--------------------------------

Item	Qty	Rate	Amount
Cedar Mulch	2	37.00	\$ 74.00
Fuel Surcharge	1	0.74	\$ 0.74

Signature: 	Subtotal	\$74.74
	Sales Tax (0%)	\$0.00
	Shipping Cost	\$0.00
Note:	Total	\$74.74
Truck / Carrier Info:	Amount Paid	\$0.00
	Amount Due	\$74.74

ALL PRODUCT(S) PROVIDED "AS IS" WITHOUT WARRANTY OF ANY KIND, INCLUDING BUT NOT LIMITED TO, THE IMPLIED WARRANTIES OF MERCHANTABILITY AND/OR FITNESS FOR A PARTICULAR PURPOSE.

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Customer represents and warrants that all materials Customer deposits with SLC consist only of material allowed by the terms of SLC's applicable operating permit or otherwise can be charged extra. Customer agrees to indemnify, defend and hold SLC harmless from any and all claims, damages, penalties and liabilities (including but not limited to attorneys' fees) in the event of a breach of this representation warranty. If not paid in full at the time of purchase, delivery or disposal, all fees and taxes charged by SLC shall be due and payable based on the above terms. In the event Customer fails to pay to SLC, in addition to the fees and taxes already due and owing, the following amounts: (i) a finance charge equal to 1.5% per month (18% APR); and (ii) all reasonable costs of collection, including but not limited to attorney fees.

Phone # (314) 355-0052	Fax # 636-861-5925	Email ar@stlcompost.com	Web Site www.stlcompost.com
----------------------------------	------------------------------	-----------------------------------	---------------------------------------

RECEIVED BY
CITY OF BELLEFONTAINE NEIGHBORS
DATE: 3/14/24
FOR _____ DEPT _____
APPROVED FOR PAYMENT: 
AMOUNT \$ 74.74



INV162038

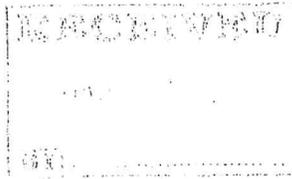
P.W. #5311



UMB Bank, N.A.
 P O Box 414589
 Kansas City, MO 64141-4589

"DUPLICATE"

Invoice 964137



Invoice Date: December 8, 2023
 Account Number: BNF7
 Administrator: Kelly Duff
 Phone Number: (314) 612-8034
 Email: Kelly.Duff@umb.com

Bellefontaine Neighbors
 Attn: City Clerk
 9641 Bellefontaine Rd
 Bellefontaine Neighbors, MO 63137

✓ Note - never rec'd

Billing Period: December 1, 2022 through November 30, 2023

Prior Balance:	\$318.00
Payments Received as of December 7, 2023	\$318.00
Adjustments	\$ 0.00
Outstanding Balance:	\$ 0.00

Current Billing Period:	
Current Period Fees	\$318.00
Total Fees Due	\$318.00

RECEIVED BY ✓
 CITY OF BELLEFONTAINE NEIGHBORS
 DATE: 3/14/24
 FOR: HR Dept
 APPROVED: *[Signature]*
 FOR PAYMENT: *[Signature]*
 AMOUNT \$ 318.00
 Acct # 1057

Remittance Stub
 Billing Period 12/01/2022 - 11/30/2023

Account Number: BNF7
 Invoice Number: 964137
 Remit Balance: \$318.00

Payment Due Upon Receipt

Bellefontaine Neighbors
 Attn: City Clerk
 9641 Bellefontaine Rd
 Bellefontaine Neighbors, MO 63137

Check Enclosed \$ 318.00

Mail Payments To:
 UMB Bank, N.A.
 Attn: Trust Fees Department
 P O Box 414589
 Kansas City, MO 64141-4589



UMB Bank, N.A.
P O Box 414589
Kansas City, MO 64141-4589

Invoice 964137

"DUPLICATE"

Account Detail
Bellefontaine Neighbors Bds Srs 2017A

Account Number: BNF7

Administrative Fees

Paying Agent Fee	\$300.00
Miscellaneous Expense	18.00
Administrative Fees Total	\$318.00
Account Total	\$318.00



UMB Bank, N.A.
 P O Box 414589
 Kansas City, MO 64141-4589

Invoice 971084

Invoice Date: March 8, 2024
 Account Number: BN17
 Administrator: Kelly Duff
 Phone Number: (314) 612-8034
 Email: Kelly.Duff@umb.com

Bellefontaine Neighbors
 Attn: City Clerk
 9641 Bellefontaine Rd
 Bellefontaine Neighbors, MO 63137

Billing Period: March 1, 2023 through February 29, 2024

Prior Balance:	\$318.00
Payments Received as of March 8, 2024	\$318.00
Adjustments	\$ 0.00
Outstanding Balance:	\$ 0.00

Current Billing Period:	
Current Period Fees	\$318.00
Total Fees Due	\$318.00

RECEIVED BY
 CITY OF BELLEFONTAINE NEIGHBORS
 DATE: 3/18/24
 FOR Admin DEPT
 APPROVED
 FOR PAYMENT
 AMOUNT \$ 318.00
 Doc # 1054

Remittance Stub
 Billing Period 03/01/2023 - 02/29/2024

Account Number: BN17
 Invoice Number: 971084
 Remit Balance: \$318.00

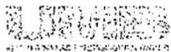
Payment Due Upon Receipt

Bellefontaine Neighbors
 Attn: City Clerk
 9641 Bellefontaine Rd
 Bellefontaine Neighbors, MO 63137

Check Enclosed \$ _____

Mail Payments To:
 UMB Bank, N.A.
 Attn: Trust Fees Department
 P O Box 414589
 Kansas City, MO 64141-4589

WIRE PAYMENT INSTRUCTIONS:
 UMB Bank, N.A. Kansas City, Missouri
 ABA No. 101 000 695
 SWIFT BIC Code UMKCUS44
 BNF Account 98 0000 6R23
 BNF Name Trust
 Reference 971084
 Attention Fee Processing



FNB Bank, N.A.
P O Box 414589
Kansas City, MO 64141-4589

Invoice 971084

Account Detail

Account Number: BN17

Bellefontaine Neighbors GO Bds Srs 2017

Administrative Fees

Paying Agent Fee	\$300.00
Miscellaneous Expense	18.00
Administrative Fees Total	\$318.00
Account Total	\$318.00



UMB Bank, N.A.
 P O Box 414589
 Kansas City, MO 64141-4589

Invoice 971083

Invoice Date: March 8, 2024
 Account Number: 145878.1
 Administrator: Kelly Duff
 Phone Number: (314) 612-8034
 Email: Kelly.Duff@umb.com

Bellefontaine Neighbors
 Attn: City Clerk
 9641 Bellefontaine Rd
 Bellefontaine Neighbors, MO 63137

Billing Period: March 1, 2023 through February 29, 2024

Prior Balance:	\$318.00
Payments Received as of March 8, 2024	\$318.00
Adjustments	\$ 0.00
Outstanding Balance:	\$ 0.00

Current Billing Period:	
Current Period Fees	\$318.00
Total Fees Due	\$318.00

RECEIVED BY
 CITY OF BELLEFONTAINE NEIGHBORS
 DATE: 3/18/24
 FOR: Admin DEPT
 APPROVED FOR PAYMENT
 AMOUNT: 318.00
 ACC # 1084

Remittance Stub	Account Number:	145878.1
Billing Period 03/01/2023 - 02/29/2024	Invoice Number:	971083
	Remit Balance	\$318.00

Payment Due Upon Receipt

Bellefontaine Neighbors
 Attn: City Clerk
 9641 Bellefontaine Rd
 Bellefontaine Neighbors, MO 63137

Check Enclosed \$ _____

Mail Payments To:
 UMB Bank, N.A.
 Attn: Trust Fees Department
 P O Box 414589
 Kansas City, MO 64141-4589



UMB Bank, N.A.
P O Box 414589
Kansas City, MO 64141-4589

Invoice 971083

Account Detail

Account Number: 145878.1

Bellefontaine Neighbors Proj Fd 2017

Administrative Fees

Miscellaneous Expense	18.00
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Administrative Fees Total	\$18.00
----------------------------------	----------------

Account Services

Escrow Agent Fee	\$300.00
------------------	----------

Account Services Total	\$300.00
-------------------------------	-----------------

Account Total	\$318.00
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AdMedia LED Signs, LLC

13870 Evan Aire Drive
 Florissant, MO 63034
 314-496-0596

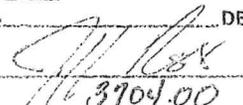
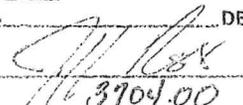
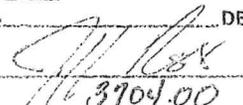
Invoice

Date	Invoice #
1/31/2024	10529

Bill To
City of Bellefontaine Neighbors 9641 Bellefontaine Rd. Bellefontaine Neighbors, MO 63137

Ship To
Klein Park

P.O. Number	Terms	Rep	Ship	Via	F.O.B.	Project
	Due on completion		2/9/2024	DThomas		

Quantity	Item Code	Description	Price Each	Amount	
1	LED sign	Double face Watchfire 10mm sign with 2 x7 viewing area.	22,793.00	22,793.00	
	Labor	Remove old Watchfire portion from existing monument sign and install new.	1,900.00	1,900.00	
PAYMENTS MADE: \$9,846.00 pd ck #46621 on 12/21/23 2,500.00 pd ck #46646 on 12/18/23 8,643.00 pd ck #46716 on 01/11/24 \$20,989.00 TOTAL PAYMENTS TO DATE					
<table border="1"> <tr> <td> RECEIVED BY CITY OF BELLEFONTAINE NEIGHBORS DATE: <u>3/13/24</u> FOR: <u>L.W.</u> DEPT APPROVED FOR PAYMENT  AMOUNT \$ <u>3704.00</u> <i>Acct # 40571-2</i> </td> </tr> </table>					RECEIVED BY CITY OF BELLEFONTAINE NEIGHBORS DATE: <u>3/13/24</u> FOR: <u>L.W.</u> DEPT APPROVED FOR PAYMENT  AMOUNT \$ <u>3704.00</u> <i>Acct # 40571-2</i>
RECEIVED BY CITY OF BELLEFONTAINE NEIGHBORS DATE: <u>3/13/24</u> FOR: <u>L.W.</u> DEPT APPROVED FOR PAYMENT  AMOUNT \$ <u>3704.00</u> <i>Acct # 40571-2</i>					

We appreciate your business!	Total	\$24,693.00
	Less Payments	- 20,989.00
	BALANCE DUE	\$3,704.00

AdMedia LED Signs, LLC

13870 Evan Aire Drive
 Florissant, MO 63034
 314-496-0596

Invoice

Date	Invoice #
1/31/2024	10528

Bill To
City of Bellefontaine Neighbors 9641 Bellefontaine Rd. Bellefontaine Neighbors, MO 63137

Ship To
Bellefontaine Rd at I-270

P.O. Number	Terms	Rep	Ship	Via	F.O.B.	Project
	Due on completion		2/20/2024	Date		

Quantity	Item Code	Description	Price Each	Amount														
1	LED sign	Faux brick foam sign with Poly Armor protective coating, including single sided Watchfire 8mm (free upgrade from 10mm) sign, 3 x 7 viewing area. Overall size 8 1/4 ft high x 10 ft wide, mounting on new poles and footings.	29,886.00	29,886.00														
	Labor	Drill footings, set poles and pour concrete. Install sign and make connections to existing electric at sign. Includes cost of St. Louis County electrical permit.	4,250.00	4,250.00														
PAYMENTS MADE: \$14,568.00 pd ck #46621 on 12/12/23 2,500.00 pd ck #46646 on 12/18/23 11,948.00 pd ck #46716 on 01/11/24 ----- \$29,016.00 TOTAL PAYMENTS TO DATE																		
<table border="1"> <tr> <td colspan="2" style="text-align: center;">RECEIVED BY</td> </tr> <tr> <td colspan="2" style="text-align: center;">CITY OF BELLEFONTAINE NEIGHBORS</td> </tr> <tr> <td>DATE: 3/13/24</td> <td></td> </tr> <tr> <td>FOR: P.U.</td> <td>DEPT</td> </tr> <tr> <td>APPROVED</td> <td><i>[Signature]</i></td> </tr> <tr> <td>FOR PAYMENT</td> <td></td> </tr> <tr> <td>AMOUNT \$</td> <td>15,120.00</td> </tr> </table> <p style="text-align: right;"><i>Acct #40971.2</i></p>					RECEIVED BY		CITY OF BELLEFONTAINE NEIGHBORS		DATE: 3/13/24		FOR: P.U.	DEPT	APPROVED	<i>[Signature]</i>	FOR PAYMENT		AMOUNT \$	15,120.00
RECEIVED BY																		
CITY OF BELLEFONTAINE NEIGHBORS																		
DATE: 3/13/24																		
FOR: P.U.	DEPT																	
APPROVED	<i>[Signature]</i>																	
FOR PAYMENT																		
AMOUNT \$	15,120.00																	

We appreciate your business!

Total	\$34,136.00
Less Payments	- 29,016.00
BALANCE DUE	\$5,120.00



Archway Engraving and Trophies
 855 St. Francois Street
 Florissant, MO 63031 United States

Invoice #101430835

Issue date
 Mar 14, 2024

Door Plate - Pickup 3/22 After 1:30

Hello Ms. Bishop,

Thank you for asking us to make your plate. Please find your invoice attached to this email.

The total is \$14.00.

If you have any questions or concerns regarding this invoice, please don't hesitate to get in touch with us at archwaytrophy@sbcglobal.net or 314-831-1165.

We appreciate your business!

Raveen Griffin, Owner
 Archway Engraving and Trophies

Customer	Invoice Details	Payment
Felicia Bishop City of Bellefontaine Neighbors fbishop@cityofbn.com 314-867-0076	PDF created March 15, 2024 \$14.00	Due April 13, 2024 \$14.00

Items	Quantity	Price	Amount
2x10 Wood Plate	1	\$14.00	\$14.00

Subtotal			\$14.00
Total Due			\$14.00

RECEIVED BY
 CITY OF BELLEFONTAINE NEIGHBORS
 DATE: 3/15/24
 FOR: P. GRIFIN DEPT: _____
 APPROVAL: *[Signature]*
 FOR PAYMENT: *[Signature]*
 AMOUNT \$: 14.00
Acc # 5041



Pay online

To pay your invoice go to <https://squareup.com/u/KFUOucgd>
 Or open the camera on your mobile device and place the QR code in the camera's view.



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		
42987484	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	\$0.00	\$170.94

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

Acct # 5625



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>2-6-24</i>	
FOR: <i>T.W.</i>	DEPT
APPROVED	
FOR PAYMENT	
AMOUNT \$ <i>315.29</i>	

ACCT #5625

[Handwritten signature]



Ed Roehr Safety Products

Ship To Address:
 2550 St. Louis Avenue
 St. Louis, MO 63106
 Phone # 314-533-9344

Remittance Address:
 P.O. Box 790379
 St. Louis, MO 63179
 Fax # 314-533-3830

INVOICE NO.	PAGE
539393	01
INVOICE DATE	
03/15/24	

Wholesale Distributor
 POLICE - FIRE - EMS
 Equipment & Uniforms

SOLD TO

BELLEFONTAINE NEIGHBORS
 POLICE DEPT.
 9641 BELLEFONTAINE
 ST. LOUIS, MO 63137

SHIP TO

BELLEFONTAINE NEIGHBORS
 POLICE DEPT.
 9641 BELLEFONTAINE
 ST. LOUIS, MO 63137

ORDER NO.	ORDER DATE	CUSTOMER NO.	SLSMN	PURCHASE ORDER NUMBER		SHIP VIA	ENTERED
244404	01/29/24	000000001165	016	EDDIE LEE 272		Jamie to	DeJJ
QTY. ORDER/B.O.	QTY. SHIP/RETURN	ITEM NO./DESCRIPTION		UNIT PRICE	UOM DISC.	NET PRICE	
0001	0001	jj New Hire / Eddie Lee					
			BL8666-04-35R	60.29	EA		60.29
			Pant BL FlexRS Covert DN 35R Dark Navy Covert Tactical 43.5os				
1	1		BL8676-04-LR	53.59	EA		53.59
			Shirt BL FlexRS SS DN LR SuperShirt Emb B/Slvs				
1	1		BL8671-04-16535	59.49	EA		59.49
			Shirt BL FlexRS LS DN 16535 SuperShirt Emb B/Slvs				
1	0		GER71DX1/L-LR	160.00	EA		.00
1			JACKET SYSTEM GER NAVY/HV LR REV ANSI SHELL/SOFTSHELL LINER Emb B/Slvs Officer Badge Emb LUF CNT RUF				
2	0		SBZCNT	5.00	EA		.00
2			Cloth Name Tag SBZ *Specify: Color & Font* Silver on Dark Navy To Read: LEE				

RETURN PRODUCTS ARE NOT ACCEPTED WITHOUT A RETURN AUTHORIZATION

SALE AMOUNT	
MISC. CHARGE	
FREIGHT	
SALES TAX	
TOTAL	



Ed Roehr Safety Products

INVOICE NO.	PAGE
539393	02
INVOICE DATE	
03/15/24	

Ship To Address:
 2550 St. Louis Avenue
 St. Louis, MO 63106
 Phone # 314-533-9344

Remittance Address:
 P.O. Box 790379
 St. Louis, MO 63179
 Fax # 314-533-3830

Wholesale Distributor
 POLICE - FIRE - EMS
 Equipment & Uniforms

SOLD TO

BELLEFONTAINE NEIGHBORS
 POLICE DEPT.
 9641 BELLEFONTAINE
 ST. LOUIS, MO 63137

SHIP TO

BELLEFONTAINE NEIGHBORS
 POLICE DEPT.
 9641 BELLEFONTAINE
 ST. LOUIS, MO 63137

ORDER NO.	ORDER DATE	CUSTOMER NO.	SLSMN	PURCHASE ORDER NUMBER	SHIP VIA	ENTERED
244404	01/29/24	000000001165	016	EDDIE LEE 272	Jamie to	DeJJ
QTY. ORDER/B.O.	QTY. SHIP/RETURN	ITEM NO./DESCRIPTION	UNIT PRICE	UOM DISC.	NET PRICE	
0001	0000	PUPFU-3-XL	20.00	EA		
1		Gloves PF Neoprene/Lined XL THINSULATE			.00	
3	3	BL8120X-04-LG	25.00	EA		
1	0	SHIRT BL S/S COMPRESION NVY LG			75.00	
1		GER70J3/L-LR	80.00	EA		
1	1	RAIN JACKET GER BLK/HIVIS LR ANSI 3 W/ REFL STRIPING *SNAPS			.00	
1		PEP1521	15.00	EA		
1		Stars PE 7/16" 6-Star Silver			15.00	
1	0	CLUTCH BACK / SEXTET				
1		SBA-XT03II-2C	775.00	EA		
1		XT03 SBA Level II NIJ06 w/2 M1 Carriers BA-2000S-XT03			.00	
1	0	Lee 2214/2215 Navy				
1		SBA-DN6566	240.00	EA		
1		Oregon City Carrier 2.0 (Specify: Size & Color)			.00	
1	0	Lee 2214/2215 Black				
1		SBZNAME TAPE	6.00	EA		
1		Cloth Nametape SBZ Blk Square w/Velcro / Specify: Colors			.00	

RECEIVED BY White on Black Square w/Velcro To Read:
CITY OF BELLEFONTAINE NEIGHBORS
 DATE: 3/18/24
 FOR: POLICE DEPT
 APPROVED FOR PAYMENT: [Signature]
 AMOUNT: 263.37

#5223

PO Box 790379
 St. Louis, MO 63179
 NET 30

SALE AMOUNT	263.37
MISC. CHARGE	.00
FREIGHT	.00
SALES TAX	.00
TOTAL	263.37



Ed Roehr Safety Products

Ship To Address:
 2550 St. Louis Avenue
 St. Louis, MO 63106
 Phone # 314-533-9344

Remittance Address:
 P.O. Box 790379
 St. Louis, MO 63179
 Fax # 314-533-3830

INVOICE NO.	PAGE
539392	01
INVOICE DATE	
03/15/24	

Wholesale Distributor
 POLICE - FIRE - EMS
 Equipment & Uniforms

SOLD TO

BELLEFONTAINE NEIGHBORS
 POLICE DEPT.
 9641 BELLEFONTAINE
 ST. LOUIS, MO 63137

SHIP TO

BELLEFONTAINE NEIGHBORS
 POLICE DEPT.
 9641 BELLEFONTAINE
 ST. LOUIS, MO 63137

ORDER NO.	ORDER DATE	CUSTOMER NO.	SLSMN	PURCHASE ORDER NUMBER		SHIP VIA	ENTERED
244405	01/29/24	000000001165	016	TYRONE EASTERN 273		Jamie to	DeJJ
QTY. ORDER/B.O.	QTY. SHIP/RETURN	ITEM NO./DESCRIPTION		UNIT PRICE	UOM DISC.	NET PRICE	
0001	0001	jj New Hire / Tyrone Eastern #273					
		BL8666-04-33R		60.29	EA		60.29
		Pant BL FlexRS Covert DN 33R Dark Navy Covert Tactical 42os					
1	1	BL8676-04-LR		53.59	EA		53.59
		Shirt BL FlexRS SS DN LR SuperShirt Emb B/Slvs					
1	1	BL8671-04-16535		59.49	EA		59.49
		Shirt BL FlexRS LS DN 16535 SuperShirt Emb B/Slvs					
1	0	GER71DX1/L-LR		160.00	EA		
1		JACKET SYSTEM GER NAVY/HV LR REV ANSI SHELL/SOFTSHELL LINER Emb B/Slvs Officer Badge Emb LUF CNT RUF					.00
3	0	SBZCNT		5.00	EA		
3		Cloth Name Tag SBZ *Specify: Color & Font* Silver on Dark Navy To Read: EASTERN					.00

RETURN PRODUCTS ARE NOT ACCEPTED WITHOUT A RETURN AUTHORIZATION

SALE AMOUNT	
MISC. CHARGE	
FREIGHT	
SALES TAX	
TOTAL	



Ed Roehr Safety Products

INVOICE NO.	PAGE
539392	02
INVOICE DATE	
03/15/24	

Ship To Address:
 2550 St. Louis Avenue
 St. Louis, MO 63106

Remittance Address:
 P.O. Box 790379
 St. Louis, MO 63179

Phone # 314-533-9344

Fax # 314-533-3830

Wholesale Distributor
 POLICE - FIRE - EMS
 Equipment & Uniforms

SOLD TO

BELLEFONTAINE NEIGHBORS
 POLICE DEPT.
 9641 BELLEFONTAINE
 ST. LOUIS, MO 63137

SHIP TO

BELLEFONTAINE NEIGHBORS
 POLICE DEPT.
 9641 BELLEFONTAINE
 ST. LOUIS, MO 63137

ORDER NO.	ORDER DATE	CUSTOMER NO.	SLSMN	PURCHASE ORDER NUMBER	SHIP VIA	ENTERED
244405	01/29/24	000000001165	016	TYRONE EASTERN 273	Jamie to	DeJJ

QTY. ORDER/B.O.	QTY. SHIP/RETURN	ITEM NO./DESCRIPTION	UNIT PRICE	UOM DISC.	NET PRICE
0001 1	0000	BL225-04-LR SWEATER BL NAVY V-NECK LR FLEECE LINED Emb B/Slvs Officer Badge Emb LUF CNT RUF	95.00	EA	.00
3	3	BL8120X-04-LG SHIRT BL S/S COMPRESION NVY LG	25.00	EA	75.00
1	0	GER70J3/L-LR	80.00	EA	
1	0	RAIN JACKET GER BLK/HIVIS LR ANSI 3 W/ REFL STRIPING *SNAPS			.00
1	0	SBA-XT03II-2C	775.00	EA	
1	0	XT03 SBA Level II NIJ06 w/2 M1 Carriers BA-2000S-XT03 Eastern 2213/2214 Navy			.00
1	0	SBA-DN6566	240.00	EA	
1	0	Oregon City Carrier 2.0 (Specify: Size & Color) Eastern 2213/2214 Black			.00
1	0	SBZNAME TAPE	6.00	EA	
1	0	Cloth Nametape SBZ Blk Square w/Velcro / Specify: Colors White on Black Squared w/Velcro To Read:			.00

RECEIVED BY V EASTERN
CITY OF BELLEFONTAINE NEIGHBORS
 DATE: 3/18/24
 FOR POLICE DEPT
 APPROVED *Mujal 134*
 FOR PAYMENT
 RETURN PRODUCTS ARE NOT ACCEPTED WITHOUT A RETURN AUTHORIZATION
 AMOUNT \$ 248.37

A.5223

PO Box 790379
 St. Louis, MO 63179

NET 30

SALE AMOUNT	248.37
MISC. CHARGE	.00
FREIGHT	.00
SALES TAX	.00
TOTAL	248.37

McClain Radar Service, LLC

859 Du Pre Court
St. Peters, MO 63376

Invoice

Date	Invoice #
3/15/2024	4958

Bill To
Bellefontaine Neighbors Police Dept. 9641 Bellefontaine Road St. Louis, MO. 63137 Attn: Major Willis

Ship To

P.O. No.	Terms
	Due on receipt

Quantity	Description	Rate	Amount
7	Radar Certification: Labor- See log sheet for serial numbers.	45.00	315.00
1	LIDAR Certification: Labor	70.00	70.00
Thank you for your business.		Total	\$385.00

Phone #
636-399-0003

RECEIVED BY	
CITY OF BELLEFONTAINE NEIGHBORS	
DATE:	<u>3 18 24</u>
FOR	<u>POLICE</u> DEPT
APPROVED	<u>Major Willis</u>
FOR PAYMENT	
AMOUNT \$	<u>385.00</u>

56115214

REJIS

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

Invoice

#527275

3/14/2024

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	4/13/2024		Brian P Haley	3/1/2024	2/28/2025

QTY	Item	Proposal #	PO #	Rate	Amount
1	SW-0038 Media Services Capture Station Maintenance-1/1/24-12/31/24			\$2,300.00	\$2,300.00

Media Services is a regional mug shot system which allows users to capture photos with a digital camera and store these images in a regional database. These images are used to develop suspect lineups, register convicted sex offenders, and search for specific scars, marks, and tattoos that help identify suspects.

Subtotal	\$2,300.00
Total	\$2,300.00

RECEIVED BY
CITY OF BELLEFONTAINE NEIGHBORS
DATE: 3/15/24
FOR: Police DEPT
APPROVED: [Signature]
FOR PAYMENT: [Signature]
AMOUNT \$: 2,300.00
Acct # 5219

detach and return with remittance

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

Invoice #: 527275
Remit this amount: \$2,300.00
Customer #: 30050 Bellefontaine
Neighbors Police Department



City of Bellefontaine Neighbors
Application for Liquor License

For Calendar Year 2023

Business Name: Gateway 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 Nassar 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
Maher Fadi Bani Fadi

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

1040 Leijer 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? ~~10/11/89~~ ~~10/11~~ 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 Mini 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 Nassar

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. 12-03-14 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 57th 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

Christen 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 63137-1308

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 Zellmer

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.

Notice Number: 2020645233

**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

Semmie Ruffin-Hall

From: whitecoleman <whitecoleman@whitecoleman.net>
Sent: Wednesday, March 6, 2024 6:00 PM
To: Dinah Tatman; James Thomas; Semmie Ruffin-Hall
Cc: Alease Dailes; Regina Harmon-Ward; Theresa Hester; Alicia Smith; Lynette VonSeggern; Peg Warnusz
Subject: Standards for consideration in Granting/Denying Alcohol Sales License/Gateway Market
Attachments: 3-6-24 Gateway Memo re Alcohol License Qualifications.pdf; 3-6-24 attachment to memo date 3-6-24.pdf

Good afternoon all. Attached is a Memorandum summarizing the history relating to Gateway Market and legal requirements regarding whether to grant/deny a liquor license. Please advise if you have any questions.

Dorothy

Dorothy White-Coleman
White Coleman & Associates, LLC
500 North Broadway, Ste. 1300
St. Louis, Missouri 63102-2125
(314) 621-7676 Telephone
(314) 621-0959 Facsimile
whitecoleman@whitecoleman.net

*****NOTICE*****

This electronic message is from White Coleman & Associates, LLC, a law firm. It may contain confidential or privileged information. If you received this transmission in error, please immediately notify the sender by telephone at (314) 621-7676 of the error and delete this message and any attachments. Thank you.

IRS Circular 230 Disclosure: Any U.S. federal tax advice contained in this communication (including any attachments) is not intended and cannot be used for the purpose of (i) avoiding penalties under the Internal Revenue Code or (ii) promoting, marketing, or recommending to another party any transaction or matter addressed herein.



Virus-free. www.avg.com

WHITE COLEMAN & ASSOCIATES, LLC

ATTORNEYS AT LAW

500 NORTH BROADWAY, SUITE 1300
SAINT LOUIS, MISSOURI 63102-2125
E-MAIL: WHITECOLEMAN@WHITECOLEMAN.NET

(314) 621-7676 OFFICE

(314) 621-0959 FACSIMILE

**THIS MEMORANDUM CONTAINS INFORMATION PROTECTED BY THE
ATTORNEY-CLIENT PRIVILEGE AND IS THEREFORE PRIVILEGED AND
CONFIDENTIAL**

**To: Mayor Dinah L. Tatman
Board of Aldermen
City of Bellefontaine Neighbors, Missouri**

**From: Dorothy White-Coleman
White Coleman & Associates, LLC**

Date: March 6, 2024

Re: Standards for Consideration in Granting/Denying an Alcohol Sales License

This Memorandum summarizes the recent history of Gateway Market, LLC (“Gateway Market”) applications to the City of Bellefontaine Neighbors, Missouri (the “City”) for a liquor license. It also sets forth to legal guidance on the standards which govern an application for a liquor license.

1. BACKGROUND

Based on the information we have, Gateway Market submitted to the City an application for a liquor license on or about May 20, 2021. At the time that the application was submitted, the City did not have a Collector of Revenue because of the resignation of the prior Collector. Mr. Jay Kanzler, an attorney for Fadi Nasser, the owner of Gateway Market contacted the City in August, 2021 to follow up on the status of the application. Jeff Howe had recently been appointed the Collector of Revenue for the City and Mr. Kanzler was advised in August, 2021 that he would review the application and make a recommendation.

In October 2021, Collector Howe wrote a letter to Mr. Nasser (a copy of which is attached) advising him that the application failed two requirements:

- “1. Per Missouri Statute 311.060.1: An applicant must be a citizen of the County, Town, City or Village. The managing officer, yourself, is from O’Fallon, MO.

2. Per Missouri Statute 311.080.1: No license shall be granted for sale within 100/300 feet of any school, church or other building regularly used as a place of religious worship, unless the applicant for the license shall first obtain the consent in writing of the Board of Alderman, City Council, or other proper authorities of any incorporated city, town, or village. Your real estate parcel is within 300 feet of the nearest parcel line of 1000 St. Cyr Road, which is regularly used as a place of religious worship per the building owner.”

Thereafter, Mr. Nasser’s attorney advised the City that he would do no more with his application and advised Collector Howe that Gateway Market was requesting to go before the Board for vote.

At its regular meeting on February 3, 2022, the Board, following discussion of the relevant criteria, voted to deny Gateway Market’s application for a liquor license. A copy of Collector Howe’s letter to Mr. Nasser advising him that the Board denied his application for a liquor license is attached. Mr. Nasser filed a Petition for Review of the Board’s decision on or about January 3, 2023. That lawsuit was voluntarily dismissed by Gateway Market on August 9, 2023.

On or about January 15, 2024, Gateway Market filed its current application for a liquor license.

2. LEGAL STANDARDS FOR GRANTING OR DENYING A LIQUOR LICENSE

The relevant considerations are as indicated in Collector Howe’s letter to Mr. Nasser.

A. Does Gateway Market Meet the Eligibility Requirements?

Section 311.060.1 R.S.Mo. provides that “No person shall be granted a license hereunder unless such person is of **good moral character** and a **qualified legal voter** and a **taxpaying citizen of the county, town, city or village**, nor shall any corporation be granted a license hereunder unless the managing officer of such corporation is of good moral character and a qualified legal voter and taxpaying citizen of the county, town, city or village; ...”.

The City’s Code of Ordinances, Section 3-25 of Article II of Chapter 3 Alcoholic Beverages, incorporates standards which are similar to Section 311.060.1. It provides:

“No person shall be granted a license under this article unless such person is of **good moral character** and a **qualified legal voter** and **taxpaying citizen of the state**. No person shall be granted a license or permit under this article whose license as such dealer has been revoked, or who has been convicted, since the ratification of the twenty-first amendment to the Constitution of the United States, of the violations of the provisions of any law applicable to the manufacture or sale

of intoxicating liquor, or who employs or has employed in his business, as such dealer, any person whose license has been revoked or who has been convicted of violating the provisions of any such: law since the date aforesaid.”

Accordingly, the City’s Code Section 3-25 is broader than the State Statute.

Section 311.220.2 R.S.Mo. provides that cities may “make and enforce ordinances for the regulation and control of the sale of all intoxicating liquors within their limits”, and “provide for penalties for the violation of such ordinances, where not inconsistent with the provisions of this law”. Pursuant to these provisions, cities may set standards that are required to be met before issuing a liquor license, as long as any ordinances enacted do not conflict with Missouri’s Liquor Control Act, Chapter 311, R.S.Mo. *State ex rel. Southland Corp. v. City of Woodson Terrace*, 599 S.W.2d 529, 530 (Mo.Ct.App. 1980). Based on this provision, although the City Code does not have to mirror the State Statute, the prior Board discussed revising the City Code to make it mirror the State Statute, and relied upon the State Statute.

B. Is Gateway Market within 100/300 feet of a School, Church or Other Building Regularly Used as a Place of Worship?

With respect to the second requirement set forth in Collector Howe’s letter, City Code Section 3-29 provides that:

No license shall be granted for the sale of intoxicating liquor, as defined in this chapter, within three hundred (300) feet of any school, church or other building regularly used as a place of worship nor at any other location prohibited by this code or other ordinances of the city. The relevant distance shall be measured from the nearest point on the lot on which the licensed premises is to be located to the nearest point of the lot upon which the church or school is located (lot line to lot line)... Provided further, however, that:

- (1) When a school, church or place of worship shall hereafter be established within three hundred (300) feet of any business previously licensed to sell intoxicating liquor, the license shall not be denied for this reasons; and
- (2) That the lot-line-to-lot-line distance measurement specified above shall not be applicable to any lot upon which a licensed facility is located as of February 1, 2006, and that the distance measurement to be utilized as to lots with such an existing facility shall be from the nearest point on the lot where the licensed facility if located to the nearest point of the building in which the school, church or other use is located.

The State Statute is identical to the City Code, but has a 100 feet limitation while the City Code has a 300 feet limitation. However, based on the State Statute and the City Code, the 100/300 feet limitation applies to any school, “*church or other building regularly used as a place of worship.*” The determination should therefore be based on whether there is a church or other

building regularly used as a place of worship which is within 100/300 feet, lot line to lot line of Gateway Market.

The Board may, in its discretion, also consent to waive this requirement and grant a license.

3. OTHER FACTORS FOR CONSIDERATION

It must also be noted that City Code Section 3-28 of Article II of Chapter 3 Alcoholic Beverages, provides that:

“The board of aldermen may, at the time of granting any license under this article and as a condition thereof, require the applicant to observe such reasonable requirements in the conduct of the business thereunder, at the location named, as may be necessary, in the opinion of the board of aldermen, to properly and adequately protect the traveling public in the use of the public street on which such business abuts or fronts and to avert traffic hazards arising in connection therewith.”

Based upon this Section, the City may also consider factors such as police activity, traffic and other problems attending to liquor establishments in the community in making a determination of whether to grant a license, as long as the factors considered do not conflict with state law, and are not discriminatory, unreasonable, capricious, or unconstitutional. *State ex rel. Payton v. Riverside*, 640 S.W.2d 137, 143 (Mo.Ct.App. 1982); *Jordan v. City of Centerville*, 119 S.W.3d 214, 217 (Mo.Ct.App. 2003).

I trust this Memorandum provides the legal guidance necessary. If there are additional questions, please let us know.

Semmie Ruffin-Hall

From: Semmie Ruffin-Hall
Sent: Tuesday, March 5, 2024 3:58 PM
To: 'Dorothy White-Coleman'; 'whitecoleman@whitecoleman.net'; 'Susie MCFarlind'
Cc: 'Felicia Bishop'; Dinah Tatman; Dinah Tatman
Subject: 1000 B St Cyr-Information
Attachments: 1000 B. St Cyr Road-Property Information (Gateway Market).pdf

Tracking:	Recipient	Delivery	Read
	'Dorothy White-Coleman'		
	'whitecoleman@whitecoleman.net'		
	'Susie MCFarlind'		
	'Felicia Bishop'	Delivered: 3/5/2024 3:58 PM	
	Dinah Tatman	Delivered: 3/5/2024 3:58 PM	Read: 3/5/2024 6:25 PM
	Dinah Tatman		

This is the information that Felicia gave to me to remit to you.

Thanking you in advance,

Semmie

Mrs. Semmie A. Ruffin-Hall
City Clerk
Bellefontaine Neighbors City Hall
9641 Bellefontaine Road
St. Louis, MO. 63137
Sruffin-hall@cityofbn.com
(314) 867-0076-Main Line
(314) 867-1790-Fax

"First Do No Harm"



Website - cityofbn.com

CONSTRUCTION / CONCRETE PERMIT

Construction Permit
 Concrete Permit

City of Bellefontaine Neighbors
9641 Bellefontaine Road
Bellefontaine Neighbors, MO 63137
(314) 867-0076

Date: 7/21/16

Permit #: 5410

Project Address: 1000 St Cyr Rd

Owner: Rosemary Whitehead

Contractor: MASON Signs Co Address: 9324 St. Charles Rock Rd Phone Nos.: 63114

Subcontractor: Address: Phone Nos.: 314-303-9564 (Shellie)

Type of Construction: New Building Addition Accessory Bldg. Swimming Pool Sign Other Demolition
Utilities Disconnected Gas Electric Water

Type of Concrete Work: Replacement Work Only New Work
Driveway Parking Area Patio Fence Sidewalk Storage Shed Other

Description: See Attached plans

Roof sign to be removed.

Items Needed "X" Items Attached "✓"

Inspections Required

Complete Plans _____
Plat Plan _____
Location Drawings _____
Fire District Permit _____
Heating and Air Conditioning _____
Electrical _____
Engineering Specifications _____
Other _____

1. Pre-Installation _____
2. Installation _____
3. Total Construction Cost 3000
Permit Fees:
Concrete: _____ Construction: 57.50
Receipt No. 78381
Date Start ASAP

IMPORTANT: Do not begin work under the Authorization Card is displayed on the premises. Be sure to notify the Building Official of the day work is to begin and the day work will be completed for Inspections.

With the above information, I / we make application for a new construction permit and affirm the statements made herein are true and correct. I / we further agree with engineering specifications and other provisions of the ordinances of the City.

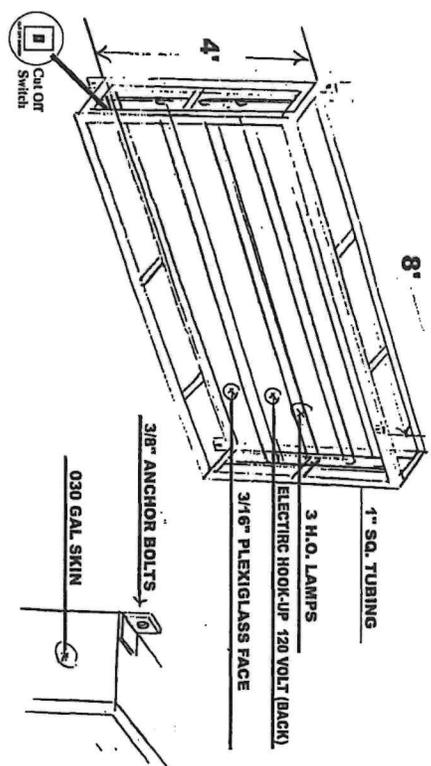
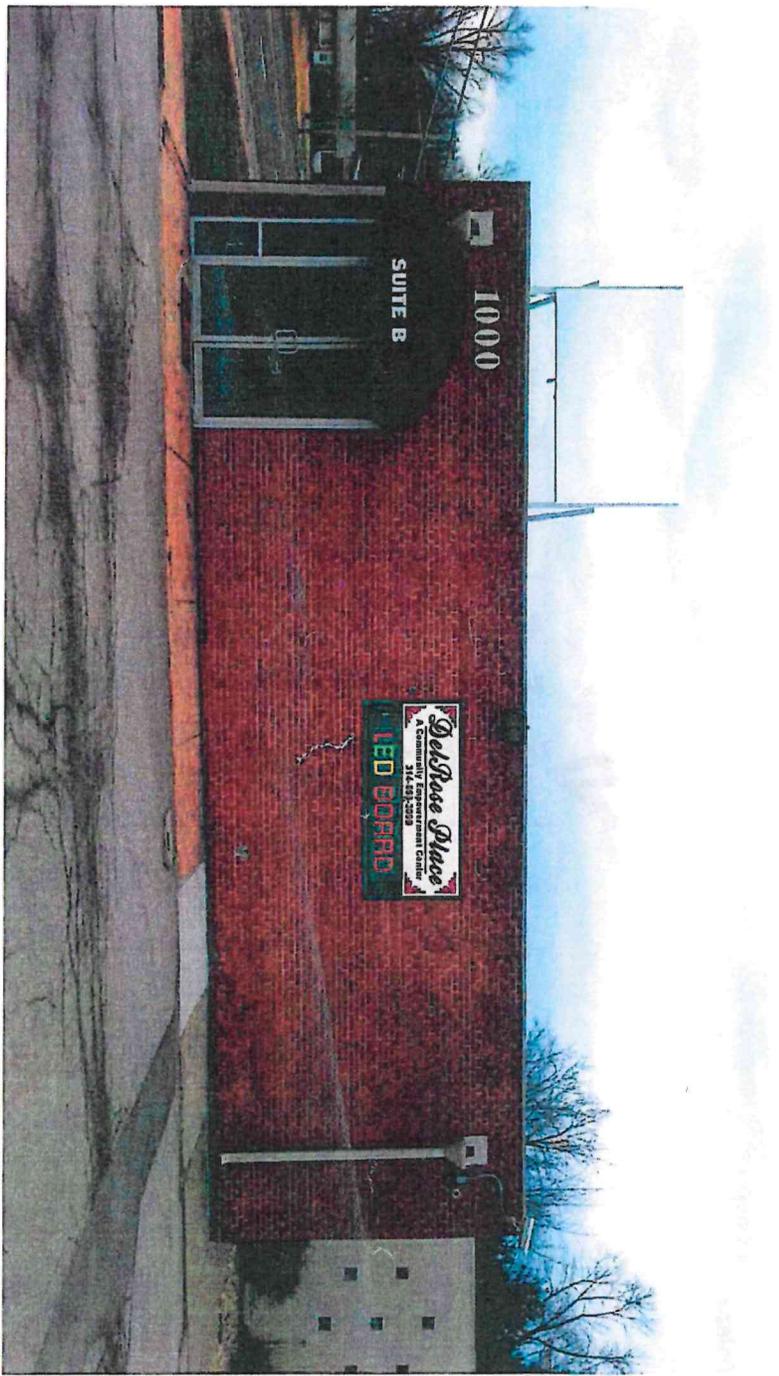
Owner / Agent _____

Contractor Shellie Mo

This is to certify that permission is granted to the above Applicant to proceed as described in the above Application and in accordance with the provisions of the Ordinances of the City of Bellefontaine Neighbors, MO and subject to:

Final Inspection Approved By [Signature] Date 10/21/16

Approved Date 7/21/16
By [Signature]
By _____



UL LISTED

THIS DESIGN AND ENGINEERING IS SUBMITTED AS OUR PROPOSAL, AND THE RIGHT TO USE OR EXHIBIT IN ANY FORM, IS NOT AUTHORIZED WITHOUT WRITTEN PERMISSION BY MASON SIGN.

<p>This purchaser agrees to hold the author harmless against any claims for action for damage which may occur as a result of drilling for pins and fasteners, including but not limited to screws, gas lines or any underground obstacles which the purchaser or others may deem valuable.</p>	Address: _____ 1000 Saint Cyr Road		9324 St. Charles Rock Road St. Louis, Mo. 63114 314-423-1608
	City: Belfountain State: MO Account Rep: _____ Sales Rep: _____ APPROVALS _____ CLIENT _____ DESIGN _____ PROD. _____ Designer: _____ Design No. _____ DATE 7/21/16 Rev. Date: _____ DESCRIPTION _____		

SUN VALLEY ADULT CARE CENTER, INC.

1000 ST. CYR ROAD/ST. LOUIS, MO. 63137

(314)868-2232 PHONE/(314)868-8075 FAX

rosewhitehead@hotmail.com

October 21, 2010

Robert Doerr
Planning and Zoning Chairman
City of Bellefontaine Neighbors
9641 Bellefontaine Road
Bellefontaine Neighbors, Missouri 63137

Dear Mr. Doerr:

Please except this letter as my request for a conditional use to operate a banquet center at 1000 St. Cyr Road (see attached Conditional Use Permit Application). The building is currently owned by me, Rosemary Whitehead. I currently operate an adult day center (a day program for elderly and special needs young adults). In addition to the adult day care center, we would like to operate a banquet center in the final phrase of renovation of the building.

The total building is 13,500 square feet, divided into four (4) separate areas, separated by firewalls. Three areas are currently being used for the adult day program, which will continue. We would like the remaining, unfinished area of the building to be renovated and used as a banquet center to permit social events, such as weddings, church and business functions, seminars and other community events.

This final phrase of renovation is 2,450 square feet, separated by a firewall. As per our sealed, architectural plans, the banquet hall will seat 250 people and have a commercial kitchen. We anticipate adequate parking due to the fact that the two services will not operate at the same time.

We would like to start the renovation as soon as possible, if permitted. If further information is needed, please free feel to contact me at the above phone number or at (314) 283-3131(cell) or our Project Manager, Willie Lomax at (314)574-8261.

Your immediate response in this matter is highly appreciated.

Sincerely,



Rosemary Whitehead,
Director

cc: Willie Lomax, Project Manager

*\$125 Rec'd
10/21/10
Rec # 62621*

SUN VALLEY ADULT CARE CENTER, INC.

1000 ST. CYR ROAD/ST. LOUIS, MO. 63137
(314)868-2232 PHONE/(314)868-8075 FAX
rosewhitehead@hotmail.com

October 21, 2010

Robert Doerr
Planning and Zoning Chairman
City of Bellefontaine Neighbors
9641 Bellefontaine Road
Bellefontaine Neighbors, Missouri 63137

Dear Mr. Doerr:

Please except this letter as my request for a conditional use to operate a banquet center at 1000 St. Cyr Road (see attached Conditional Use Permit Application). The building is currently owned by me, Rosemary Whitehead. I currently operate an adult day center (a day program for elderly and special needs young adults). In addition to the adult day care center, we would like to operate a banquet center in the final phrase of renovation of the building.

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Your immediate response in this matter is highly appreciated.

Sincerely,


Rosemary Whitehead,
Director

cc: Willie Lomax, Project Manager

*\$125 Rec'd
10/21/10
Rec # 62621*

October 27, 2021

Fadi Nasser

Gateway Market

9309 Bellefontaine Road

St. Louis, MO 63137

RE: Liquor License Application

Greetings Mr. Nasser.

I am the Interim Collector of Revenue for Bellefontaine Neighbors, Missouri. I review liquor applications for completeness and technical compliance. The City Board of Aldermen then votes to approve or deny the application. The application for a liquor license at 9309 Bellefontaine Road has been reviewed and fails two requirements.

1. Per Missouri Statute 311.060, 1, (attached): An applicant must be a citizen of the County, Town, City, or Village. The managing officer, yourself, is from O'Fallon, MO.
2. Per Missouri Statute 311.080. 1, (attached): No license shall be granted for sale within 100 / 300* feet of any school, church, or other building regularly used as a place of religious worship, unless the applicant for the license shall first obtain the consent in writing of the board of alderman, city council, or other proper authorities of any incorporated city, town, or village. Your real estate parcel is within 300 feet of the *nearest parcel line of 1000 St. Cyr Road, which is regularly used as a place of religious worship per the building owner.

9641 Bellefontaine Road
Bellefontaine Neighbors, MO 63137
314 / 867-0076
Fax: 314 / 867-1790



March 15, 2022

Mr. Fadi Nasser
Gateway Market
9309 Bellefontaine Road
St. Louis, MO 63137

Re: Gateway Market/Liquor License Application

Dear Mr. Nasser:

At its regular meeting on February 3, 2022, the Board of Alderpersons of the City of Bellefontaine Neighbors (the "City"), following discussion of the relevant criteria, the Board voted to deny the application of Gateway Market for a liquor license from the City. Please feel free to contact me if you have any questions.

Sincerely,

By: Jeff Howe
Interim City Collector of Revenue

cc: Tommie Pierson, Mayor
Dorothy White-Coleman, Esq.
Jay Kanzler, Esq.
Witzel Kanzler & Dimmitt, LLC
2001 S. Big Bend Boulevard
St. Louis, MO 63117

CONSTRUCTION / CONCRETE PERMIT

Construction Permit
 Concrete Permit

City of Bellefontaine Neighbors
9641 Bellefontaine Road
Bellefontaine Neighbors, MO 63137
(314) 867-0076

Date: 7/21/16

Permit #: **5410**

Project Address: 1000 St Cyr Rd

Owner: Rosemary Whitehead Address: _____ Phone Nos. _____

Contractor: MASON Signs Co Address: 9324 St. Charles Rock Rd Phone Nos. 63114

Subcontractor: _____ Address: _____ Phone Nos. 314-303-9564 (Shelli)

Type of Construction New Building Addition Accessory Bldg. Swimming Pool Sign Other Demolition
Utilities Disconnected Gas Electric Water

Type of Concrete Work Replacement Work Only New Work
Driveway Parking Area Patio Fence Sidewalk Storage Shed Other

Description: See Attached plans

Roof sign to be removed.

Items Needed "X" Items Attached "✓"

Inspections Required

Complete Plans _____
Plat Plan _____
Location Drawings _____
Fire District Permit _____
Heating and Air Conditioning _____
Electrical _____
Engineering Specifications _____
Other _____

1. Pre-Installation _____
2. Installation _____
3. Total Construction Cost 3000
Permit Fees:
Concrete: _____ Construction: 57.50
Receipt No. 78381
Date Start ASAP

IMPORTANT: Do not begin work under the Authorization Card is displayed on the premises. Be sure to notify the Building Official of the day work is to begin and the day work will be completed for Inspections.

With the above information, I / we make application for a new construction permit and affirm the statements made herein are true and correct. I / we further agree with engineering specifications and other provisions of the ordinances of the City.

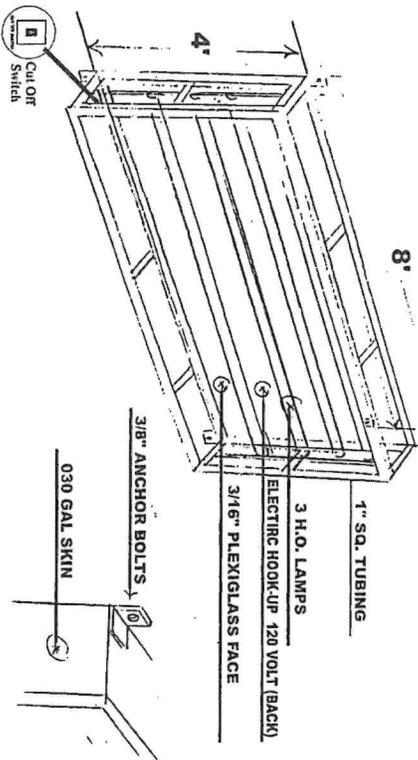
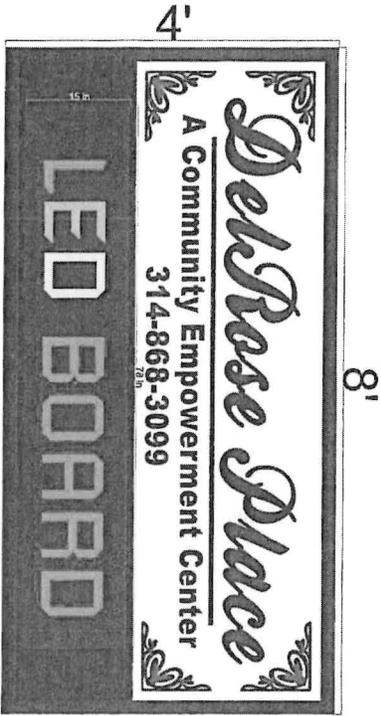
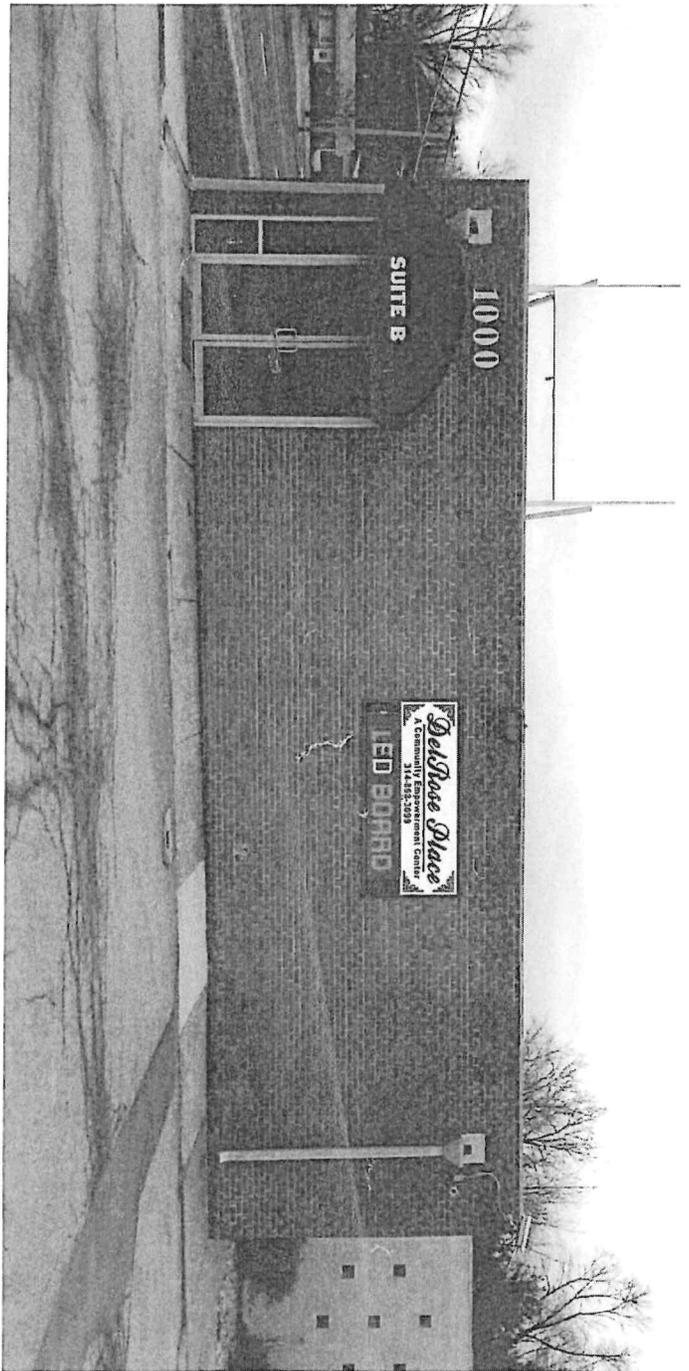
Owner / Agent _____

Contractor Shelli Mo

This is to certify that permission is granted to the above Applicant to proceed as described in the above Application and in accordance with the provisions of the Ordinances of the City of Bellefontaine Neighbors, MO and subject to:

Final Inspection Approved By [Signature] Date 10/21/16

Approved Date 7/21/16 By [Signature] By _____



UL LISTED

THIS DESIGN AND ENGINEERING IS SUBMITTED AS OUR PROPOSAL, AND THE RIGHT TO USE OR EXHIBIT IN ANY FORM, IS NOT AUTHORIZED WITHOUT WRITTEN PERMISSION BY MASON SIGN.



9324 St. Charles Rock Road
 St. Louis, Mo. 63114
 314-423-1608

Address: 1000 Saint Cyr Road

City: Belfontaine

State: MO

Account Rep: _____

Sales Rep: _____

APPROVALS

CLIENT _____

DESIGN _____

PROD. _____

Designer: _____

Design No. _____

DATE 7/21/16

Rev. Date: _____

DESCRIPTION

The purchaser agrees to hold the other harmless in any event as a result of drilling for other and foundations, including but not limited to sewer, gas lines or any underground obstacles which the purchaser or others may deem visible.

CITY OF BELLEFONTAINE NEIGHBORS, MO.

APPLICATION FOR PUBLIC HEARING
FOR CONDITIONAL USE PERMIT

DATE: 10/21/11

FEE: \$125.00

RECEIPT: _____

In accordance with Ordinance No. 396, Article XVI, "CONDITIONAL USE REGULATIONS",

I/WE Rosemary Whitehead as OWNER/RENTER

of property described at 1000 ST. Cyr Road
Bellefontaine Neighbors, Mo. 63137

Present Zoning _____

do hereby request a PUBLIC HEARING before the Board of Aldermen of the City of Bellefontaine Neighbors for the approval of a CONDITIONAL USE PERMIT, ORDINANCE NO. 396, ARTICLE XVI.

→ We would like a separate area from the adult day care be renovated and used as a banquet hall.

PROPOSED USE BY OWNER/RENTER: Rosemary Whitehead
Respectfully,

ATTACHED: _____ OWNER/RENTER: Rosemary Whitehead

Ownership Documents _____

Plans _____

Notes _____

PRESENT ADDRESS: 1000 St. Cyr Road

St. Louis, Mo. 63137

ZIP 63137 PHONE (314) 283-3131

CONDITIONAL USE PERMIT

This is to certify that permission is granted to the above applicant for the Conditional Use Permit as described in this application and attached information and in accordance with the provisions of applicable ordinances of the City of Bellefontaine Neighbors, MO.

Approved by the City of Bellefontaine Neighbors, MO. Board of Aldermen

_____ Date

_____ By

SUN VALLEY ADULT CARE CENTER, INC.

1000 ST. CYR ROAD/ST. LOUIS, MO. 63137

(314)868-2232 PHONE/(314)868-8075 FAX

rosewhitehead@hotmail.com

October 21, 2010

Robert Doerr
Planning and Zoning Chairman
City of Bellefontaine Neighbors
9641 Bellefontaine Road
Bellefontaine Neighbors, Missouri 63137

Dear Mr. Doerr:

Please except this letter as my request for a conditional use to operate a banquet center at 1000 St. Cyr Road (see attached Conditional Use Permit Application). The building is currently owned by me, Rosemary Whitehead. I currently operate an adult day center (a day program for elderly and special needs young adults). In addition to the adult day care center, we would like to operate a banquet center in the final phrase of renovation of the building.

The total building is 13,500 square feet, divided into four (4) separate areas, separated by firewalls. Three areas are currently being used for the adult day program, which will continue. We would like the remaining, unfinished area of the building to be renovated and used as a banquet center to permit social events, such as weddings, church and business functions, seminars and other community events.

This final phrase of renovation is 2,450 square feet, separated by a firewall. As per our sealed, architectural plans, the banquet hall will seat 250 people and have a commercial kitchen. We anticipate adequate parking due to the fact that the two services will not operate at the same time.

We would like to start the renovation as soon as possible, if permitted. If further information is needed, please free feel to contact me at the above phone number or at (314) 283-3131(cell) or our Project Manager, Willie Lomax at (314)574-8261.

Your immediate response in this matter is highly appreciated.

Sincerely,



Rosemary Whitehead,

Director

cc: Willie Lomax, Project Manager

*\$125 Rec'd
10/21/10
Rec # 62621*

CITY OF BELLEFONTAINE NEIGHBORS, MO.

APPLICATION FOR PUBLIC HEARING
FOR CONDITIONAL USE PERMIT

DATE: 10/21/11

FEE: \$125.00

RECEIPT: _____

In accordance with Ordinance No. 396, Article XVI, "CONDITIONAL USE REGULATIONS",

I/WE Rosemary Whitehead as OWNER/RENTER

of property described at 1000 ST. Cyr Road

Bellefontaine Neighbors, Mo. 63137

Present Zoning _____

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We would like a separate area from the adult day care be renovated and used as a
→ banquet hall.

PROPOSED USE BY OWNER/RENTER:

Rosemary Whitehead
Respectfully,

ATTACHED:

OWNER/RENTER: Rosemary Whitehead

Ownership Documents _____

Plans _____

Notes _____

PRESENT ADDRESS: 1000 St. Cyr Road

St. Louis, Mo. 63137

ZIP 63137 PHONE (314) 283-3131

CONDITIONAL USE PERMIT

This is to certify that permission is granted to the above applicant for the Conditional Use Permit as described in this application and attached information and in accordance with the provisions of applicable ordinances of the City of Bellefontaine Neighbors, MO.

Approved by the City of Bellefontaine Neighbors, MO. Board of Aldermen

Date _____

By _____

SUN VALLEY ADULT CARE CENTER, INC.

1000 ST. CYR ROAD/ST. LOUIS, MO. 63137
(314)868-2232 PHONE/(314)868-8075 FAX
rosewhitehead@hotmail.com

October 21, 2010

Robert Doerr
Planning and Zoning Chairman
City of Bellefontaine Neighbors
9641 Bellefontaine Road
Bellefontaine Neighbors, Missouri 63137

Dear Mr. Doerr:

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Your immediate response in this matter is highly appreciated.

Sincerely,


Rosemary Whitehead,
Director

cc: Willie Lomax, Project Manager

*\$125 Rec'd
10/21/10
Rec # 62621*

Semmie Ruffin-Hall

From: Semmie Ruffin-Hall
Sent: Tuesday, March 19, 2024 1:54 PM
To: James Thomas; 'james thomas'; 'Regina Harmon'; Regina Harmon-Ward; 'Alease Dailes'; Alease Dailes; 'Alicia Smith'; Alicia Smith; 'Theresa Hester'; Theresa Hester; 'Theresa Hester'; 'Peg Warnusz'; Peg Warnusz; Lynette VonSeggern; 'Lynette2656'
Cc: Dinah Tatman; 'Reverend Dinah Tatman'; dwcoleman@whitecoleman.net; whitecoleman@whitecoleman.net; smcfarind@whitecoleman.net; Warren Willis; Timothy Sanders
Subject: Information Requested on 2015 Vehicle and 367 Incident
Attachments: 2015 Vehicle-.pdf; 367.pdf

Tracking:	Recipient	Read
	James Thomas	
	'james thomas'	
	'Regina Harmon'	
	Regina Harmon-Ward	
	'Alease Dailes'	
	Alease Dailes	
	'Alicia Smith'	
	Alicia Smith	
	'Theresa Hester'	
	Theresa Hester	
	'Theresa Hester'	
	'Peg Warnusz'	
	Peg Warnusz	Read: 3/19/2024 1:58 PM
	Lynette VonSeggern	
	'Lynette2656'	
	Dinah Tatman	Read: 3/19/2024 4:42 PM
	'Reverend Dinah Tatman'	
	dwcoleman@whitecoleman.net	
	whitecoleman@whitecoleman.net	
	smcfarind@whitecoleman.net	
	Warren Willis	Read: 3/19/2024 2:45 PM
	Timothy Sanders	

Good afternoon. I have attached the information Alderwoman Dailes requested from Major Willis at the 03-13-24 meeting.

Alderwoman Dailes stated she has a question for Major Warren Willis (Interim Chief of Police

- Do we need two vehicles, or something happened.

Major Willis stated one was involved in the Moline incident which was a 2015 vehicle. That was an insurance payout (not sure of amount) that we received about five or six thousand dollars we received for that vehicle which went to general revenue. The other vehicle was crashed into on 367 by a drunk driver and totaled it out. That was a 2020 Explorer that we got about twenty-four or twenty-five thousand dollars for that particular vehicle that went to general revenue.

Alderwoman Dailes stated can you email those totals to **Semie**. **Major Willis stated** will have to get the exact totals from **Lori**. **Alderwoman Dailes stated** this is the information she wanted and that is why she tabled it until Thursday.

Thanking you in advance,

Semie

*Mrs. Semmie A. Ruffin-Hall
City Clerk
Bellefontaine Neighbors City Hall
9641 Bellefontaine Road
St. Louis, MO. 63137
Sruffin-hall@cityofbn.com
(314) 867-0076-Main Line
(314) 867-1790-Fax*

"First Do No Harm"



Website - cityofbn.com

Claims >

City of Bellefontaine Neighbors (AUTO20200001078-002) - 12/5/2020 City of Bellefontaine Neighbors ☆

Contacts

No contacts.

Reported By Information

Files

No files. Click here or drop files to add.

Reported By: Casey Saenphimmachak

Phone: 18888888888

Email:  idickinson@mirma.org

Who should we reach out to for further information?

Me

General Information

Member: City of Bellefontaine Policy: BLF-2021 - 2020-07-01

Neighbors Policy Coverage: Auto Physical Damage

Brentwood Claim # 21-28013

Claim Number: AUTO20200001078-002

Loss Event: AUTO20200001078

Coverage: Auto Physical Damage

Type Of Claim: Auto Physical Damage

Status: Closed

Lead Claim: No

Adjuster: Ivy Dickinson

Supervisor: Glenn Price

[Claims >](#)

City of Bellefontaine Neighbors (AUTO20200001078-002) - 12/5/2020 City of Bellefontaine Neighbors 

Loss Time: 12:30 AM Accident Postal: 65201

Date Reported to Member: 12/09/2020

Date Reported to MIRMA: 12/09/2020

Department: BLF27 - Police

Cause: Police pursuit - Other

Description of Accident/Loss: During police chase, officer hit Moline Acres Officer.

Claimant Comments: ***** this suffix is for member vehicle

ONLY**

03 suffix is for Estate of Turner

Member Driver/Vehicle Information

Claimant: City of Bellefontaine Vehicle Make: Ford

Neighbors Vehicle Model: TAURUS

Driver Name: Brian Ratford Vehicle Year: 2015

VIN: 

Subrogation

Subrogation:

Claims >

City of Bellefontaine Neighbors (AUTO20200001078-002) - 12/5/2020 City of Bellefontaine Neighbors ☆

Litigation or Lawsuit:

Involved Parties

New Involved Party

Involved Party Type	Name	Home Phone	Work Phone	Email	Street	Street2	City	Code	Postal
---------------------	------	------------	------------	-------	--------	---------	------	------	--------

Current Financials

Prior Valuation Show Graph

Categories	Paid	Outstanding	Incurred
+ Comprehensive	0.00	0.00	0.00
+ Expense	164.00	0.00	164.00
+ Collision	3,926.51	0.00	3,926.51
+ Legal	0.00	0.00	0.00
- Recovery	1,135.50	0.00	1,135.50
- Subrogation	0.00	0.00	0.00
Incurring Formula: Net Incurred	2,955.01	0.00	2,955.01

9/30/21
[Signature]

Claims >

City of Bellefontaine Neighbors (AUTO20200001078-002) - 12/5/2020 City of Bellefontaine Neighbors ☆

Contacts

No contacts.

Files

No files. Click here or drop files to add.

Reported By Information

Reported By: Casey Saenphimmachak
 Phone: 18888888888
 Email:  idickinson@mirma.org

Who should we reach out to for further information?

Me

General Information

Member:	City of Bellefontaine	Policy:	BLF-2021 - 2020-07-01
Brentwood Claim #	Neighbors	Policy Coverage:	Auto Physical Damage
Claim Number:	21-28013		
	AUTO20200001078-002		
Loss Event:	AUTO20200001078		
Coverage:	Auto Physical Damage		
Type Of Claim:	Auto Physical Damage		
Status:	Closed		
Lead Claim:	No		
Adjuster:	Ivy Dickinson		
Supervisor:	Glenn Price		

Claims >

City of Bellefontaine Neighbors (AUTO20200001078-002) - 12/5/2020 City of Bellefontaine Neighbors ☆

Loss Time: 12:30 AM Accident Postal: 65201

Date Reported to Member: 12/09/2020

Date Reported to MIRMA: 12/09/2020

Department: BLF27 - Police

Cause: Police pursuit - Other

Description of Accident/Loss: During police chase, officer hit Moline Acres Officer.

Claimant Comments: ***** this suffix is for member vehicle ONLY**

03 suffix is for Estate of Turner

Member Driver/Vehicle Information

Claimant: City of Bellefontaine Neighbors

City of Bellefontaine Neighbors

Vehicle Make: Ford

Vehicle Model: TAURUS

Driver Name: Brian Ratford

Vehicle Year: 2015

VIN: [REDACTED]

Subrogation

Subrogation:

Claims >

City of Bellefontaine Neighbors (AUTO20200001078-002) - 12/5/2020 City of Bellefontaine Neighbors ☆

Litigation or Lawsuit:

Involved Parties

➤ New Involved Party

Involved Party Type	Name	Home Phone	Work Phone	Email	Street1	Street2	City	Code	Postal
---------------------	------	------------	------------	-------	---------	---------	------	------	--------

Current Financials

Prior Valuation Show Graph

Categories	Paid	Outstanding	Incurred
+ Comprehensive	0.00	0.00	0.00
+ Expense	164.00	0.00	164.00
+ Collision	3,926.51	0.00	3,926.51
+ Legal	0.00	0.00	0.00
- Recovery	1,135.50	0.00	1,135.50
- Subrogation	0.00	0.00	0.00
Incurred Formula: Net Incurred	2,955.01	0.00	2,955.01

9/30/21
[Signature]

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>
Sent: Friday, December 8, 2023 11:20 AM
To: Warren Williss <wwilliss@cityofbn.com>
Cc: Dinah Tatman <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>
Sent: Thursday, December 7, 2023 4:01 PM
To: KELLY SELLS <ksells@machens.com>
Cc: Dinah Tatman <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>
Sent: Wednesday, December 6, 2023 1:57 PM
To: Warren Williss <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__.

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2024

SAFETY MANUAL



CITY OF
BELLEFONTAINE
NEIGHBORS
2/21/2024

CITY OF BELLEFONTAINE NEIGHBORS EMPLOYEE SAFETY MANUAL

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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, statues 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; H2S < 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 light 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.

Sealed Audit Bid
CR Williams & Associates

City of Bellefontaine Neighbors
Semmie Ruffin-Hall
City Clerk
9641 Bellefontaine Rd
St. Louis, MO 63137

MAR 05 2021

Emmie

10:15 AM

- opened

in attendance of Reading

(1) Mayor Tatman

(2) Code Enforcer - Jessica Fisher

(3) City Clerk - Emmie Ruppel

Proposal for Three-Year Municipal Audit Services

City of Bellefontaine Neighbors

For the Contract Periods through June 30, 2022, June 30, 2023, and June 30, 2024

Submitted February 28, 2024

**Joseph Joyner, CPA
Offices in: St. Louis, MO, Chicago, IL, Gary, IN**

Mailing Address:

**CRWilliams & Associates LLC
Certified Public Accountants
1257 Hornsby Avenue
St. Louis, MO 63147
(219)-944-1615 (Bus)/(866)-834-4294 (Fax)
jjoyner@crwilliams.net**

CRWilliams & Associates LLC

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Cover Letter - Proposal for Audit Services
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LETTER OF TRANSMITTAL

Pricing and Price Analysis

The Technical Proposal

Proposed Methodology, Approach, Work Plan (Exhibit B),
Team Qualifications and Assurances Regarding Personnel
(Exhibit D, and Exhibit E),

Past Performance and Assurances Regarding the Organization
(Exhibit F and Exhibit G).

Miscellaneous Exhibits/Information:

Minority Business Enterprise (MBE)/Women Business Enterprise (WBE) Participation,
Organizations for the Blind and Sheltered Workshop Preference, and/or Missouri
Service-Disabled Veteran Business Enterprise Participation

- Exhibit H-Participation Commitment
- Exhibit I-Documentation of Intent to Participate

Miscellaneous Information

- Missouri Licenses
 - Firm License
 - Individual License
-

1257 Hornsby * St. Louis, Missouri 63147
TEL: (219) 944-1615 * FAX: (866) 834-4294 * www.crwilliams.net

February 27, 2024

Dinah Tatman
Mayor
City of Bellefontaine Neighbors
9641 Bellefontaine Road
St. Louis, Missouri 63137

We are very pleased for the opportunity to respond to the **REQUEST FOR QUOTATION** Three-Year City of Bellefontaine Neighbors Audit Services for, for the periods June 30, 2022, June 30, 2023 and June 30, 2024, the effective date of contract through May 31, 2024. We are licensed by the State of Missouri. This offer is a firm proposal for 60 days and we understand and will comply with the terms and requirements of the RFP documents.

Why should you select CRWilliams & Associates LLC for this project? We are qualified to provide services within the time frame requested and believe we are qualified due to years of experience in providing audit and accounting services to state agencies, county governments, cities, municipalities and others including:

Counties/Cities

Washington County Missouri-2020 & 2021
Atchison County Missouri-2020 & 2021
Laclede County-2021
Reynolds County Missouri-2020 & 2021
Village of Uplands Park Missouri-2018 & 2021
City of Velda Village Missouri 2016 - 2022
Wright County-2006-2007, 2019
City of Gary Chicago International Airport 2020
City of East St. Louis, Illinois 2016-2020
Village of Cahokia Illinois 2021
Canteen Township Illinois 2020
Village of Centreville Illinois 2016 - 2018
Normandy Fire Protection District 2016-2022
Missouri Department of Natural Resources 2012-2016

We are committed to perform this engagement with the highest level of professionalism and respect expected and that comes from working cooperatively with the State of Missouri participants. The accompanying response is a written expression of our qualifications but cannot completely convey the enthusiasm with which we approach this opportunity. We look forward to working with you.

Sincerely,

Joseph Joyner

City of Bellefontaine Neighbors Request for Quotation

EXHIBIT A PRICING PAGE

Audit Services –CRWilliams & Associates LLC shall provide a firm, fixed total price for providing an Audit Without a Single Audit per year, and a firm, fixed total price for providing an Audit with a Single Audit per year. CRWilliams & Associates LLC shall provide such prices for providing the services required herein in accordance with the provisions and requirements of this RFQ. All costs associated with providing the required services shall be included in the stated prices.

(UNSPSC Code: 93151607)

	Firm, Fixed Total Price Per Audit Per Year Without a Single Audit	Firm, Fixed Total Price Per Audit Per Year with a Single Audit
City of Bellefontaine Neighbors	\$ <u>13,955</u> Item 1	\$ <u>16,802</u> Item 2

The total audit fees are \$41,865 for the three years June 30, 2022, June 30, 2023 and June 30, 2024, if no single audit, and maximum at \$50,406 if all three years are single audit.

Request for Quotation
City of Bellefontaine Neighbors
Office of Administration

COMPANY PROFILE

Firm Profile, Organization, Size, Structure

CRWilliams & Associates LLC is a regional Certified Public Accounting firm providing comprehensive services to private and public sector organizations in the areas of accounting and auditing services for municipal entities, partnerships, corporations, and nonprofit entities. The clients we have served over the years range in size from the pioneering entrepreneur to the established multimillion-dollar municipal corporation. Each is provided with the same level of dedicated professional service.

CRWilliams & Associates LLC has established offices in three cities in the Midwest: Gary, Indiana; St. Louis, Missouri, and Chicago, Illinois. In addition, to our internal structure, we have developed relationships with the Big Four international accounting firms, and with large regional firms, to provide our clients with the expertise to handle their every conceivable accounting need.

CRWilliams & Associates LLC has established a reputation for quality services and well-thought out procedures to solve our clients' accounting needs. The partners at CRWilliams & Associates LLC have accumulated more than 45 years of accounting experience covering diverse areas of accounting, auditing, taxation, and management advisory services. We have geared our services to solve your problems.

To maintain the competitive edge, CRWilliams & Associates LLC has computerized its services and trained its personnel to be versed in computer technologies. We have utilized our computer acumen to ease the physical burden of our workload. We have never let the computer interfere with our professional judgment.

Our base of accounting and auditing services, are supplemented with comprehensive taxation and management advisory services.

We have developed a network of accounting, tax, and management advisory professionals.

LICENSE /PERMIT TO PRACTICE IN MISSOURI

CRWilliams & Associates LLC is licensed and registered to perform audits in the states of Missouri, Indiana, Illinois, California, New Jersey, Mississippi, Ohio, Michigan and Maryland. We meet or exceed requirements of those States' Board of Accountancy for continuing education.

ENGAGEMENT TEAM LOCATION

The team chosen for this engagement would include the firm's assurance services partner, a quality review manager, an engagement manager, one senior auditor and one staff auditor from the St. Louis Office. The assurance services partner will supervise this engagement. CRWilliams & Associates LLC is headquartered in Gary, Indiana with offices in St. Louis, Missouri and Chicago, Illinois.

RANGE OF SERVICES

Our governmental staff consist of nine (9) CPA's, and twelve (12) professional staff members, all with significant audit and accounting experience. We are auditors-of-record preparing GASB-34, and OMB-Circular Uniform Guidance audits for Counties, Cities, Towns, Housing Authorities and other municipal entities.

All staff has significant governmental, nonprofit, and for-profit audit, and tax experience. We service clients in a variety of industries with specialized emphasis on governmental, nonprofit, health-care, small businesses, and professional corporations. We currently serve as auditors for cities, government entities, municipalities, and nonprofit organizations who have single audit compliance requirements.

QUALITY CONTROL POLICIES

Our independent peer review was recently performed by BCA Watson Rice LLP for fiscal year ended December 31, 2020, and our next peer review period ends December 31, 2023. Our staff participates in continuing professional education and are actively involved in organizations such as the American Institute of Certified Public Accountants (AICPA), the Missouri Society of Certified Public Accountants (MSCPA), and the National Association of Black Accountants (NABA).

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Government Auditing Standards, Yellow Book, require audit management to obtain at least eighty hours of continuing education and training every two years, of which, at least twenty-four of those eighty hours are directly related to the government environment.

We established and implemented a program to ensure all our auditors meet the CPE requirements. This program ensures we are proficient in the appropriate accounting principles and standards and in nonprofit and government auditing. We maintain documentation of the education and training and ensure we staff our nonprofit and government engagements with supervision and management professionals who have met yellow book education and experience requirements.

RELATIONSHIP DEVELOPMENT AND AMOUNT OF ASSISTANCE REQUIRED

The desired and/or essential relationships we will establish between the management of Bellefontaine Neighbors, the Missouri State Auditor's Office, and our project team is associated with mutual planning the tasks to perform. Our approach to completing the tasks will involve City of Bellefontaine Neighbors staff's participation, developing the project team's understanding of the environment, and continuous cooperation meeting the engagement objectives. We will need assistance in retrieving and locating documents, preparing confirmations, and some minor copying.

WORK COMPLETION

We strive to complete any engagement work awarded, we have not failed to deliver our product on as contracted. This record of timely delivery is because we staff our jobs with adequate, experienced professionals, including our managing officer, who ensures our engagements are brought in on time and on budget.

MALPRACTICE INSURANCE

CRWilliams & Associates LLC has Errors and Omission insurance of \$1,000,000/\$1,000,000 per occurrence/aggregate.

Overall Supervision Exercised

We will maintain the quality of fieldwork staff by maintaining the assignment of the personnel identified in exhibit C to this engagement. Personnel will not be changed without the express prior written consent of Bellefontaine Neighbors or State Auditor, and only then with personnel of equal or higher experience and education. We will assign staff accountants and provide Bellefontaine Neighbors notification upon contract award.

Affirmative Statement of Independence

CRWilliams & Associates LLC affirms it is independent of the Bellefontaine Neighbors as defined by the standards applicable to financial audits contained in Government Auditing Standards, issued by the Comptroller General of the United States. CRWilliams & Associates LLC further affirms no prior personal relationship with the Bellefontaine Neighbors or the Office of State Auditor, and is unaware of any current personal relationships maintained with any Bellefontaine Neighbors or the State Auditor's staff or officers.

CRWilliams & Associates LLC affirms it will not solicit to perform any additional services for the City of Bellefontaine Neighbors while performing the audit.

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EXHIBIT B

METHOD OF PERFORMANCE

We have propose utilizing one team of auditors performing audit services. The team is staffed with one engagement coordinating partner, one site coordinating manager, one site audit senior, and one site staff auditor. We have scheduled the team to complete field work in 2 - 2.5 weeks of site work with the remainder of the testing and the report preparation completed off site.

We will utilize a secure portal for City of Bellefontaine Neighbors staff provided documents as we continue communication with the varying City of Bellefontaine Neighbors staff responsible for the component environments.

We are prepared to begin the planning activities within two weeks of notification. We propose site work to begin about fifteen days post-the City of Bellefontaine Neighbors' general ledger closing, no later than August 30, 2024, and begin the first City of Bellefontaine Neighbors audit June 15, 2024. We propose to complete field work and the report drafts by October 17, 2024. Exhibit C identifies the specific staff resources assigned to the City of Bellefontaine Neighbors by the level of staff skills. The schedule of activities within the method of performance identifies each staff person by specific task and hours assigned to the specific task.

The project plan, staffing resources, describes the allocations enabling completion of each City of Bellefontaine Neighbors' audit in a timely manner.

3. Economic Impact to Missouri - The offeror should respond to the following:

- Provide a description of the proposed services that will be performed and/or the proposed products that will be provided by Missourians and/or Missouri products.

Offeror Response: The proposed services by provided by Missourians are the audit for financial and compliance.

- Provide a description of the economic impact returned to the State of Missouri through tax revenue obligations.

Offeror Response: The economic impact returned to the State of Missouri is the state and Saint Louis City earnings and income taxes on the income and earnings generated by this and other engagements. The impact directly sustains a Missouri business in its entrepreneurial efforts. The business efforts result in utilization of Missouri citizens, utilization of products purchased in Missouri resulting in the payment of Missouri payroll taxes, income taxes, local property taxes, and sales taxes. The employment of Missouri citizens enables each to participate in the remittance of income taxes, local property taxes, local earnings taxes and sales taxes. CRWilliams provision of services enables its Missouri clients to meet compliance and other reporting obligations contributing to the reduction in dysfunctional management practices.

- Provide a description of the company's economic presence within the State of Missouri (e.g., type of facilities: sales offices; sales outlets; divisions; manufacturing; warehouse; other), including Missouri employee statistics.

Offeror Response: CRWilliams economic presence within the State of Missouri is experienced through the acquisition of practice space resulting in the employment of landlord/property management personnel encompassing both property management and maintenance. The landlord/property management business efforts result in hiring Missouri citizens, utilization of products purchased in Missouri resulting in the payment of Missouri payroll taxes, income taxes, local property taxes, and sales taxes. The employment of Missouri citizens enables each to participate in the remittance of income taxes, local property taxes, local earnings and sales taxes. CRWilliams has employed two staff accountants, two accounting clerks, a senior accountant and an assurance partner in the Saint

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Louis office.

METHOD OF PERFORMANCE

We will provide financial and compliance audits, as required, on a regulatory basis, based on the Government Audit Standards, report to the Bellefontaine Neighbors and the Office of State Auditor, electronic and hard copies to the Bellefontaine Neighbors, Office of State Auditor, and the Federal Audit Clearing House no later than the dates required in Request for Quotation. We can begin our planning within two weeks of the notice of award.

Entrance Conference. We will conduct an entrance conference at the beginning of fieldwork to review with the associated management various issues such as any comments relating to internal accounting controls and procedures, related party transactions, fraud issues, and the audit environment. CRWilliams will schedule the entrance conference at a location and time mutually agreed upon by the City of Bellefontaine Neighbors and CRWilliams. CRWilliams shall notify the City of Bellefontaine Neighbors elected officials, City of Bellefontaine Neighbors City Clerk, City of Bellefontaine Neighbors Finance Clerk, City of Bellefontaine Neighbors City Collector and the City of Bellefontaine Neighbors Treasurer of the entrance conference arrangements.

Focus on Uniform Guidance

Our applicability of the changes in single audit as revised through Uniform Guidance is addressed in identifying the whether City of Bellefontaine Neighbors reaches threshold or is required by contract to perform single audit testing. We will continue our discussions with the City of Bellefontaine Neighbors Clerks regarding Uniform Guidance requirements and reviewing a schedule of data requests.

Our review of the changes in the Single Audit Uniform Guidance audit requirements as revised through the issuance of Uniform Guidance, Single Audit, 2.CFR.200 Subpart F – audit requirements indicate the guidance over 2.CFR.200 Subpart F – Audit Requirements will be effective for audit years beginning after November 2021. The RFP audit period is affected. Uniform Guidance, Single Audit, 2.CFR.200 Subpart F audit requirements replace the audit requirements under OMB Circular Uniform Guidance and will impact the way we plan, and report results under single audits.

The changes in the audit procedures under Uniform Guidance require addressing the change in the Single Audit Threshold (200.501) include – The threshold for requiring a single audit increases from \$500,000 to \$750,000 in federal expenditures. The Type A programs experience and increase in thresholds (200.518) – The lowest level threshold for type A programs has been increased from \$300,000 to \$750,000. Type A Program Risk Assessment (200.518 & 200.519) under Uniform Guidance changes to reflect Type A program are considered high risk and subject to audit as a major program if the program has not been audited in the past two years, or if the program had a high risk finding during its most recent audit period. The impact is to increase focus on the internal controls implementation. The planning activities will incorporate prior year findings corrective actions implementation as a part of initial risk assessment.

Type B Program Risk Assessment (200.518 & 200.519) requires the auditor perform an assessment of Type B programs to assess which programs are high risk. Uniform Guidance requires an assessment on Type B programs over 25% of the Type A threshold. The change requirements do not require identifying more high-risk Type B programs than 25% of the number of low-risk Type A programs. The Uniform Guidance encourages an approach leading to different high-risk Type B programs audited as a major program in a given period when selecting the Type B programs to assess for risk. The Percentage of Coverage Rule (200.518) for auditees assessed at low risk indicate the total major programs selected based on the risk assessment discussed above must be at least 20% of the total federal awards expended. For auditees not considered low risk, the percentage coverage is increased to 40%. Under prior OMB guidance, the percentage coverage was 25% for low-risk auditees and 50% for auditees not considered low risk.

The criteria for a low-risk auditee (200.520) requires an auditee to meet all of the conditions described in the Uniform Guidance to be considered a low risk auditee. The conditions take a two-year lookback approach. We have not reiterated the multiple conditions but will address in the planning component reviewing the prior year findings as a component of the initial risk assessment. Audit findings changes (200.516) under Uniform Guidance, the known and likely questioned costs threshold has been raised from \$10,000 to \$25,000. Uniform Guidance directs the Corrective Action Plan prepared by the auditee in response to the audit findings documented separately from the auditor's findings. The Schedule of Expenditures of Federal Awards Disclosures (200.510) under Uniform

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Guidance adds new disclosures to be included with the SEFA. This includes a requirement to disclose whether or not the entity elected to use the 10% de minimis indirect cost rate.

Our audit will be conducted as required by Request for Quotation and the Office of State Auditor in accordance with (1) generally accepted auditing standards (GAAS) as promulgated by the American Institute of Certified Public Accountants, (2) Government Auditing Standards as issued, and updated through 2022, by the Comptroller General of the United States, and (3) U.S. OMB Circular UNIFORM GUIDANCE, as required in U.S. Code of Federal Regulations Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance). We will also compile the schedule of expenditures of federal awards for compliance with U.S. OMB Circular Uniform Guidance. If financial statements are not prepared in accordance with generally accepted accounting principles (GAAP), CRWilliams will make the appropriate audit report modifications and disclosures.

SCOPE OF SERVICES

We will conduct an independent financial and compliance audit of the basic financial statements for the three years ended June 30, 2024, for single audit engagements and financial audit of the basic financial statements for the years ended June 30, 2022, June 30, 2023 and June 30, 2024 for non-single audit engagements. If financial statements are not prepared in accordance with generally accepted accounting principles (GAAP), the contractor shall make appropriate audit report modifications and disclosures. The contractor shall include all City of Bellefontaine Neighbors funds and all City of Bellefontaine Neighbors officer's accounts in the scope of the audit, as appropriate, excluding any funds or entities that have been separately audited. The contractor should ensure all monies handled by such entities are included in the scope of the audit, not just monies passed through other City of Bellefontaine Neighbors officials.

We will incorporate in our compliance procedures the inclusion of a determination and the reporting of any reduction in tax revenues resulting from an agreement between the City of Bellefontaine Neighbors and the individual/entity in which the City of Bellefontaine Neighbors has agreed to forgo tax revenues it otherwise is entitled in return for the individual/entity taking a specific action after the agreement is entered for economic development or other activities benefiting the City of Bellefontaine Neighbors.

We utilize a comprehensive set of work programs as published by PPC's Guide to Audit of Local & State Government. These programs cover key areas relating to the engagement. As part of our engagement planning process each work program is reviewed and customized based on the unique needs of each client. We will review the budget, financial statements, organization charts, financial manual, program requirements, and program budgets. The hours will differ by each counties' individual audit environment. The following hours schedule is an estimate of the average hours by single audit and non-single audit engagement.

Schedule of Single Audit Hours by Major Component

		Staff	Senior	Manager	Partner	QC Partner
Planning	84.50	16.90	15.00	37.58	15.03	0.00
Audit Field Work	251.75	117.83	80.95	43.91	9.06	0.00
Audit Report	70.00	10.80	14.40	16.80	12.00	16.00
	406.25	145.53	110.35	98.29	36.09	16.00

Schedule of Non-Single Audit Hours by Major Component

		Staff	Senior	Manager	Partner	QC Partner
Planning	45.43	7.40	6.40	16.60	15.03	0.00
Audit Field Work	251.75	117.83	80.95	43.91	9.06	0.00
Audit Report	62.85	4.38	13.14	15.33	12.00	18.00
	360.03	129.61	100.49	75.84	36.09	18.00

Approach in Drawing Sample Sizes and Extent of Statistical Sampling

Our utilization of sampling in general centers on compliance and control testing of account balances. We use quality control materials from PPC in all our audit engagements. These forms guide our staff through a logical process of assessing inherent risk, control risk, and combined risk, followed by an assessment of appropriate sample size for

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testing controls over expenditures and legal compliance.

Sample size obtained fall into categories of 25, 40, or 70, depending on the circumstances. The most common scenario would be a selection of 40 or 70 transactions in the first year of our engagement, followed by a sample size of 25 in subsequent years, assuming no significant problems are discovered in the first year. We are usually able to cover a substantial portion of the three categories of testing with one sample, resulting in an efficient transaction-testing phase. The City of Bellefontaine Neighbors is responsible for locating and filing invoices selected for testing.

The City of Bellefontaine Neighbors is responsible for locating invoices and other documents. If certain documents cannot be located such will affect the timeliness and completion of our engagement.

Use of EDP Software in the Engagement

We will use laptop computers and printers during the engagement to run spreadsheets and software to draft your financial statements and typing your audit report on-site.

Analytical Review. In accordance with generally accepted auditing standards (SAS No. 56), analytical reviews will be utilized in the planning process and during the final review stage. Specific procedures would include comparison of actual results to prior years and to adopted budget (as amended), comparison of expected revenue (percent collected) to actual revenue recognized.

Approach to Gain & Document an Understanding of Internal Control Structure

Statements on Auditing Standards No. 55/112/114/115 require us to gain, and communicate, an understanding of the control environment and to assess control risk in planning our audit. In order to accomplish this, we will utilize our Government Organization Planning Form and by discussion with appropriate staff, we will document significant internal control points in the revenue, general ledger, payroll, accounts payable, and purchasing systems.

In addition, an evaluation of the internal controls relative to any data processing operation is performed as an integral part of our financial audit for our audit clients. We will also review the specific controls that relate to each major application that has accounting significance such as payroll, accounts payables, and purchasing systems.

Approach to Determine Laws and Regulations

The primary guidance used to identify appropriate tests of, and document compliance with, laws and regulations will be the applicable *AICPA Guidelines for External Auditors*, the Uniform Guidance audit requirements as revised through the issuance of Uniform Guidance, Single Audit, 2.CFR.200 Subpart F – audit requirements and Governmental Accounting, Auditing, and Financial Reporting revised 2020. In addition, we will review organizational documents, contracts and debt covenants to determine which applicable laws and regulations apply and design our tests accordingly.

Identification of Anticipated Potential Problems

We will immediately verbally notify the State Auditor upon identification or indication of the following:

- Indications of un-auditable records or circumstances requiring audit adjustments.
- Indications of defalcation, fraud, abuse, illegal acts, or other irregularities, including all questioned costs found as a result of these acts.

Irregularities and illegal acts. We understand we are to make an immediate, verbal and subsequent written report on all irregularities and illegal acts or indications of illegal acts of which we become aware to the State Auditor.

Reports to issue:

1. A combined report on the fair presentation of the financial statements in conformity with generally accepted accounting principles and on the Schedule of Federal Financial Assistance.
2. A report on Compliance and on Internal Control over Financial Reporting Based on an Audit of Financial Statements Performed in Accordance with *Government Auditing Standards*.
3. A report on Compliance with Requirements Applicable to Major Programs and Internal Control Over Compliance in Accordance with OMB Circular Uniform Guidance as applicable.
4. Management letter to the City of Bellefontaine Neighbors' management reporting on findings and questioned costs under Government Auditing Standards, and reporting on matters and concerns other than findings and questioned costs under Government Auditing Standards. We will provide the letter to the State Auditor as a part of the audit report for release on the State Auditor's website.

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We will communicate any reportable conditions found during the engagement. A reportable condition will be defined as a significant deficiency in the design or operation of the internal control structure that could adversely affect the organization's ability to record, process, summarize, and report financial data consistent with the assertions of the board in the financial statements. Reportable conditions that are also material weaknesses will be identified as such in the report. Non-reportable conditions discovered would be reported in a separate Management Advisory Comments Letter to the Board. The reports on compliance will include all instances of noncompliance.

We will provide an electronic copy (PDF) of the first year's audit reports to the state agency, for audits without a single audit, no later than October 30, 2024. Upon approval of the audit report by the state agency, the contractor shall deliver two signed copies of the final audit report and an electronic PDF file of the final audit report to the state agency. The contractor shall work with the City of Bellefontaine Neighbors to determine the number of final signed audit reports the contractor shall provide to the City of Bellefontaine Neighbors upon approval of the final audit report and PDF file by the state agency. The contractor shall also provide a searchable PDF of the audit report to the audited City of Bellefontaine Neighbors. The contractor shall submit electronic copies to the state agency using either electronically created (not scanned) PDF files or report source files, such as Word, Excel, Word Perfect, or Quattro.

Reporting to the City of Bellefontaine Neighbors and the Office of State Auditor, and other associated Administrators. As required by Statement on Auditing Standards No. 61, we will make certain the Management is informed of each of the following:

1. The auditor's responsibility under GAAS.
2. Significant accounting policies.
3. Management judgments and accounting estimates.
4. Significant adjustments.
5. Other information in documents containing financial statements.
6. Disagreements with the board.
7. Management consultation with other accountants.
8. Major issues discussed with the board prior to retention.
9. Difficulties encountered.

Exit Conference. We will conduct an exit conference at the close of fieldwork to review with the associated management various issues such as any comments relating to internal accounting controls and procedures. We will also present our observations about the City of Bellefontaine Neighbors' operations. CRWilliams will schedule the exit conference at locations and times mutually agreed upon by the City of Bellefontaine Neighbors and CRWilliams. CRWilliams shall notify the City of Bellefontaine Neighbors elected officials, City of Bellefontaine Neighbors Clerk, and the City of Bellefontaine Neighbors Treasurer of the exit conference. We will notify any other City of Bellefontaine Neighbors officials or boards to which recommendations are addressed. We will obtain written responses from the applicable officials to the findings for report inclusion.

Work papers are retained for five years and will be made available to appropriate regulatory agencies upon written request. We agree and understand the state agency will have the right to access and review any, and all workpapers developed through the audit.

Presentation of the Report to the Management. The engagement partner will present the reports, financial statements, management letter, and SAS 112/115 letter to the Management immediately following the completion of fieldwork. We will provide only the City of Bellefontaine Neighbors, the State Auditor, and applicable federal awarding agencies and pass-through entities with the final audit report. Any request for audit reports from any entity other than the entities indicated are communicated to the State Auditor for the State Auditor's approval and handling.

Communication of Reportable Conditions. Statement on Auditing Standards (SAS) No's. 60/112/114/115, "Communication of Internal Control Structure Related Matters," applies to all audit committees or to individuals with a level of responsibility equivalent to an audit committee in organizations that do not have one. (e.g., the legislative body). For purposes of SAS No. 112, the following definitions apply:

Our consideration of internal control over financial reporting is for a limited purpose and would not necessarily identify all deficiencies in internal control over financial reporting that might be significant deficiencies or material weaknesses.

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A control deficiency exists when the design or operation of a control does not allow management or employees, in the normal course, in the normal course of performing their assigned functions, to prevent or detect misstatements on a timely basis. A significant deficiency is a control deficiency, or combination of control deficiencies, that adversely affects the entity's ability to initiate, authorize, record, process, or report financial data reliably in accordance with generally accepted accounting principles such that there is more than a remote likelihood that a misstatement of the entity's financial statements that is more than inconsequential will not be prevented or detected by the entity's internal control.

A material weakness is a significant deficiency, or combination of significant deficiencies, that results in more than a remote likelihood that a material misstatement of the financial statements will not be prevented or detected by the entity's internal control.

EXHIBIT D
TECHNICAL PROPOSAL
TEAM QUALIFICATIONS – LEADERSHIP TEAM MEMBER BIOGRAPHIES

Directions for Vendor: No more than ten (10) auditing team members' biographies will be considered in the evaluation. Biographies should be submitted in the attached format. One (1) member of the auditing team should be identified as the vendor's primary person responsible for the delivery of the project. By including their biographies, the vendor is committing the auditing team members to support the project, should it be awarded.

Name:	Joseph Joyner
Title:	partner
Proposed project role:	Review partner
% of time committed to project:	35%

Education, certifications, and other distinctions:

Degree, certification, or other distinctions	Institution	Date
BA, Economics	UCLA	1972
MBA	Harvard Graduate School of Business	1977
Certified Public Accountant		1983

Employment history:

Organization	Role	Dates
<i>Touché Ross</i>	fiscal controls, indirect cost, financial and feasibility studies	1977-1980
<i>HCA</i>	<i>Managed multiple hospitals as a controller and/or chief financial officer</i>	1980-1984
CRWilliams & Associates	Practice as a cpa firm	1986-present

Specific experience relevant to project:

Topic	Years of experience	Brief description of relevant experience (e.g., specific projects; previous employment)
Governmental Audits	15	See below
Project Leadership	15	See below
Other	25	See below

Other experience or background information:

Joe is licensed to practice as a CPA in Indiana, Illinois, Missouri, and Mississippi and obtained a B.A. degree in Economics from UCLA in 1972 and an MBA from the Harvard Graduate School of Business in 1977. Joe received his CPA license in 1983 and has 26 years of experience performing financial & compliance audits, fiscal controls, indirect cost, financial and feasibility studies with Touché Ross & Co. and McKinley Jones & Associates, CPA's, Lake County, St. Mary Medical and St. Louis Comprehensive Community Health Centers, Gary Community Mental Health Center, D.C. General, Brackenridge Hospital, Southwest Community, Hardin County Memorial, and Lake County Convalescent Home. Joe managed/reviewed municipal and fire protection district audits of The Housing Authority of the City Gary Indiana, Normandy Fire Protection District, Mississippi City of Dellwood, Missouri, Bollinger City of Dellwood, Missouri, Carter City of Dellwood, Missouri, and Independence Missouri Housing Authorities. Joe has taught internal audit seminars to the City of St. Louis internal audit staff in their continuing education program.

EXHIBIT D
TECHNICAL PROPOSAL
TEAM QUALIFICATIONS – LEADERSHIP TEAM MEMBER BIOGRAPHIES

Directions for Vendor: No more than ten (10) auditing team members' biographies will be considered in the evaluation. Biographies should be submitted in the attached format. One (1) member of the auditing team should be identified as the vendor's primary person responsible for the delivery of the project. By including their biographies, the vendor is committing the auditing team members to support the project, should it be awarded.

Name:	Carla Randolph
Title:	partner
Proposed project role:	Engagement partner
% of time committed to project:	65%

Education, certifications, and other distinctions:

Degree, certification, or other distinctions	Institution	Date
Bachelor of Science Accountancy	Southern Illinois University Carbondale	1974
Master's in Business Administration	Southern Illinois University Edwardsville	1977
Certified Information Systems Auditor		2008
Certified Public Accountant		1982

Employment history:

Organization	Role	Dates
Citicorp Mortgage	Accounting Policy Manager	1977 - 1984
Mercantile Bank	Accounting Officer	1984 - 1993
Campbell LLC	Audit Manager	1996 - 2012
Campbell LLC	contract Finance Director for the City of East Saint Louis	2006 - 2012

Specific experience relevant to project:

Topic	Years of experience	Brief description of relevant experience (e.g., specific projects; previous employment)
Governmental Audits	20	See below
Project Leadership	15	See below
Other		See below

Other experience or background information:

Ms. Randolph specializes in providing OMB Uniform Guidance/A-133 audits, contract controller in OMB Uniform Guidance/A-133 environments, and risk management solutions to clients. Ms. Randolph is a Certified Public Accountant and began her career as an Accounting Policy Manager for Citicorp Mortgage. Her experience includes auditing; developing internal controls, policy and procedure; and compliance testing.

Ms. Randolph's background also includes working as a municipal financial officer where she was directly responsible for compliance, risk and control for a city with over \$80 million in transactions. She has been responsible for OMB Uniform Guidance/A-133 reporting for the grantee and for the sub-recipient OMB Uniform Guidance/A-133 requirements. She developed, implemented and tested internal controls, policies, process flows, and procedures used in the execution of deliverables to mitigate risk. She ensured that process flows contained proper segregation of duties and tested to ensure work was being performed in accordance with policy, procedure, contract requirements, laws, and regulations.

Ms. Randolph has, for a number of years, participated in a State of Illinois program reviewing OMB A-133 reports from municipal and nonprofit entities. Ms. Randolph has performed multiple financial and compliance audits whereby she determined if the procedures, processes, and responsibilities were performed in accordance with the internal controls, governing documents, laws, and regulations. For more than 10 years, Ms. Randolph has examined numerous contracts related to financial transactions to ascertain contractual and compliance requirements, obligations and covenants of each party involved.

EXHIBIT D
TECHNICAL PROPOSAL
TEAM QUALIFICATIONS – WORKING TEAM MEMBER BIOGRAPHIES

Directions for Vendor: No more than ten (10) auditing team members' biographies will be considered in the evaluation. Biographies should be submitted in the attached format. One (1) member of the auditing team should be identified as the vendor's primary person responsible for the delivery of the project. By including their biographies, the vendor is committing the auditing team members to support the project, should it be awarded.

Name:	Gina Arandaque
Title:	Audit Manager
Proposed project role:	Audit Manager
% of time committed to project:	100

Education, certifications, and other distinctions:

Degree, certification, or other distinctions	Institution	Date
Bachelor of Science in Accountancy	Holy Name University	2010
Certified Public Accountant		2014

Employment history:

Organization	Role	Dates
CRWilliams & Associates LLC	Audit Manager	2015-present
Wright & Associates CPA	Audit Manager	2009-2015
Ayala Land Inc	Subsidiary Accountant	2006-2009
Ever Consumer Sales, Inc	Accounts Payable Associate	2002-2006

Specific experience relevant to project:

Topic	Years of experience	Brief description of relevant experience (e.g., specific projects; previous employment)
Governmental Audits	9	See below
Other	8	See below

Other experience or background information:

Gina has nearly 15 years of diversified experience in all aspects of accounting, finance and business management. Aside from her proven expertise in accounting, auditing, and financial management, she has demonstrated leadership and communication skills in serving the community as well as in the financial arena. Planning, problem solving, crises management, training and her ability to accommodate are strong points.

- Responsible for practice development, firm administration and providing accounting, auditing and consulting services to public sector and non-profit organizations.
- Directs and performs financial and compliance audits in accordance with Government Auditing Standards and HUD regulations and cost certifications for HUD and OHFA.
- Directed the work of up to six assistants in the performance of audit fieldwork of various non-profit organizations and HUD projects.

Ms. Arandaque has performed financial statement audits for various municipal entities in which she was responsible for developing and executing audit plans as well as assessing internal controls. She interviewed clients to gain an understanding of the entities' internal control structure; documented the controls and process flows; assessed the effectiveness of the controls based on the analysis of samples selected; and made recommendations to strengthen weak controls.

EXHIBIT D
TECHNICAL PROPOSAL
TEAM QUALIFICATIONS – WORKING TEAM MEMBER BIOGRAPHIES

Directions for Vendor: No more than ten (10) auditing team members' biographies will be considered in the evaluation. Biographies should be submitted in the attached format. One (1) member of the auditing team should be identified as the vendor's primary person responsible for the delivery of the project. By including their biographies, the vendor is committing the auditing team members to support the project, should it be awarded.

Name:	La Royce Gaines
Title:	Audit Senior
Proposed project role:	Staff Accountant
% of time committed to project:	100%

Education, certifications, and other distinctions:

Degree, certification, or other distinctions	Institution	Date
Master of Education Management	Lindell University	2007
Master of Business Administration	Lindell University	2015
MASTER OF TEACHING SECONDARY EDUCATION	Lindell University	2005
BSBA (ACCOUNTING)	HARRIS STOWE STATE UNIVERSITY	1999

Employment history:

Organization	Role	Dates
CRWilliams & Associates LLC	Staff Auditor	2015-present
Confluence Academy	Accounting Instructor	2012-2013
St. Louis Public Schools	Accounting Instructor	2007-2012
Peoples' Health Center	Staff Accountant	2002-2003
Southeast Consolidator's	Accountant	2001-2002

Specific experience relevant to project:

Topic	Years of experience	Brief description of relevant experience (e.g., specific projects; previous employment)
Governmental Audits	4	See below
Other	4	See below

Ms. Gaines has performed financial statement audits for various municipal entities in which she was responsible for developing and executing audit plans as well as assessing internal controls. She interviewed clients to gain an understanding of the entities' internal control structure; documented the controls and process flows; assessed the effectiveness of the controls based on the analysis of samples selected; and made recommendations to strengthen weak controls.

EXHIBIT E
TECHNICAL PROPOSAL
PAST PERFORMANCE

Directions to Vendor: The vendor should provide the overall relevant vendor experience related to this RFQ.

Overall Relevant Vendor Experience (succinctly identify experience in each of the qualification areas identified below)	
Governmental Agency Auditing	

Governmental

CRWilliams & Associates LLC is licensed and registered to perform audits in the states of Missouri, Indiana, Illinois and Mississippi. The team members assigned will meet or exceed requirements of those States' Board of Accountancy for continuing education at the beginning of audit activities. The team chosen for this engagement will provide services from the St. Louis Office. The engagement partner will supervise this engagement. CRWilliams & Associates LLC is headquartered in Merrillville, Indiana with offices in St. Louis, Missouri and Chicago, Illinois.

Our governmental staff consist of five (5) CPAs, and (6) professional staff members, all with significant municipal and state audit and accounting experiences. We are, and have been, auditors-of-record preparing GASB-34, and OMB-Circular Uniform Guidance/A-133 audits for Counties, Cities, Towns, Fire Protection Districts and Housing Authorities.

All staff has significant governmental, nonprofit and for-profit audit experiences. We service clients in a variety of industries with specialized emphasis on governmental, nonprofit, healthcare, small businesses, and professional corporations. We have served as auditors for the State of Missouri Department of Natural Resources performing soil and water conservation and state park concessions audits, Illinois State departments' audits, differing state municipalities and nonprofit organizations audits.

CRWilliams performs financial and compliance audits in accordance with Government Auditing Standards and HUD regulations and cost certifications for HUD and OHFA.

CRWilliams developed and executed audit plans as well as assessing internal controls for various municipal entities. The team generates an understanding of the entities' internal control structure; documented the controls and process flows; assessed the effectiveness of the controls based on the analysis of samples selected; and made recommendations to strengthen weak controls. CRWilliams performs financial and compliance audits in accordance with Government Auditing Standards and HUD regulations and cost certifications for HUD and OHFA. CRWilliams team members acquired the capacity by performing either audits, consulting or employed in the following environments:

- State Agency Engagements with the Illinois Office of the Auditor General as special assistant auditor involving financial and compliance audits for Illinois Capital Development Board, multiple State of Illinois Universities – A-133 various programs, Southern Illinois University Head Start – A-133 Department Education, Illinois State Treasurers, State of Illinois Health and Human Services – A-133 Health and Human Services, Illinois Supreme Court Preservation Commission, Illinois Legislative Information Systems
- Public Sector Audits for City of Alorton Illinois, City of East Saint Louis Illinois – Uniform Guidance/A-133, City of Washington Park Illinois, Stites Township, NEAFPD, City of Velda Village Hills, Village of Hanley Hills, City of Dellwood, multiple county audits

Quasi-Governmental,
See Governmental Above

- Southern Illinois University Alumni Association
- Southern Illinois University Foundation
- East Saint Louis Public Library
- Financial and Uniform Guidance/A-133 audits of Non-Profits:
 - Hazel Bland Center
 - CDBG Corporation

Performance and/or Environmental Auditing
See Governmental Above

- Assessment of City of Gary Indiana Fire Department,
- Missouri Department of Natural Resources performing soil and water conservation and state park concessions audits

EXHIBIT E
TECHNICAL PROPOSAL-CONTINUED
PAST PERFORMANCE CONTINUED

Directions to Vendor: The vendor should provide three (3) past performance reference case studies. Each should have been completed in the past three (3) years. At least two (2) should involve work for a local government agency. The vendor should copy and complete this Exhibit for each case study presented.

CASE STUDY	
Project Title	2016 through 2020 Financial and Compliance Audit
Duration of the Project	Over multiple years
Specific Contact Information:	Organization Name: City of East St. Louis, Illinois Contact Person Name: Dawayne Stewart Telephone Number: 618-482-6785 Email Address: dstewart@cesl.us
The vendor should summarize below the past project's context, objectives, approach and impact achieved relevant to this RFP.	
<p>Our audit was conducted as required by the City of East St. Louis, Illinois in accordance with (1) generally accepted auditing standards (GAAS) and Statements on Standards for Attestation Audits as both promulgated by the American Institute of Certified Public Accountants, (2) Government Auditing Standards as issued, and updated through 2018, by the Comptroller General of the United States, and (3) U.S. OMB Circular Uniform Guidance/A-133, as required. We will also compile the schedule of expenditures of federal awards for compliance with U.S. OMB Circular Uniform Guidance/A-133.</p> <p>We conducted an independent financial and compliance audit of the basic financial statements for the audit year ended.</p> <p>We utilize a comprehensive set of work programs as published by PPC's Guide to Audit of Local & State Government. These programs cover key areas relating to the engagement. We add client specific procedures for performance audits. As part of our engagement planning process each work program is reviewed and customized based on the unique needs of each client. We reviewed the budget, financial statements, organization charts, financial manual and program budgets.</p> <p>We communicated any reportable conditions found during the engagement. Non-reportable conditions discovered would be reported in a separate Management Advisory Comments Letter to the board. The reports on compliance will include all instances of noncompliance.</p> <p>We conducted an exit conference at the close of fieldwork to review with the Board and management various issues such as any comments relating to internal accounting controls and procedures.</p>	

EXHIBIT E
TECHNICAL PROPOSAL-CONTINUED
PAST PERFORMANCE CONTINUED

Directions to Vendor: The vendor should provide three (3) past performance reference case studies. Each should have been completed in the past three (3) years. At least two (2) should involve work for a local government agency. The vendor should copy and complete this Exhibit for each case study presented.

CASE STUDY	
Project Title	Financial and Compliance Audit
Duration of the Project	Multiple years 2007 - 2022
Specific Contact Information:	Organization Name: Northeast Ambulance and Fire Protection District Contact Person Name: Quinten Randolph Telephone Number: 314-382-1501 Email Address: Randolph@northeastfiredistrict.org
The vendor should summarize below the past project's context, objectives, approach and impact achieved relevant to this RFP.	
<p>Our audit was conducted as required by the Northeast Ambulance and Fire Protection District in accordance with (1) generally accepted auditing standards (GAAS) and Statements on Standards for Attestation Audits as both promulgated by the American Institute of Certified Public Accountants, (2) Government Auditing Standards as issued, and updated through 2018, by the Comptroller General of the United States, and (3) U.S. OMB Circular Uniform Guidance/A-133, as required. We will also compile the schedule of expenditures of federal awards for compliance with U.S. OMB Circular Uniform Guidance/A-133.</p> <p>We conducted an independent financial and compliance audit of the basic financial statements for the audit year ended.</p> <p>We utilize a comprehensive set of work programs as published by PPC's Guide to Audit of Local & State Government. These programs cover key areas relating to the engagement. We add client specific procedures for performance audits. As part of our engagement planning process each work program is reviewed and customized based on the unique needs of each client. We reviewed the budget, financial statements, organization charts, financial manual and program budgets.</p> <p>We communicated any reportable conditions found during the engagement. Non-reportable conditions discovered would be reported in a separate Management Advisory Comments Letter to the board. The reports on compliance will include all instances of noncompliance.</p> <p>We conducted an exit conference at the close of fieldwork to review with the Board and management various issues such as any comments relating to internal accounting controls and procedures.</p>	

EXHIBIT E
TECHNICAL PROPOSAL-CONTINUED
PAST PERFORMANCE CONTINUED

Directions to Vendor: The vendor should provide three (3) past performance reference case studies. Each should have been completed in the past three (3) years. At least two (2) should involve work for a local government agency. The vendor should copy and complete this Exhibit for each case study presented.

CASE STUDY	
Project Title	Financial and Compliance Audit
Duration of the Project	Multiple years 2017 - 2022
Specific Contact Information:	Organization Name: City of Velda Village Hills Contact Person Name: Diane Turner Telephone Number: (314)261-7221 Email Address: veldavillage@sbcglobal.net
The vendor should summarize below the past project's context, objectives, approach and impact achieved relevant to this RFP.	
<p>Our audit was conducted as required by the City of Velda Village Hills in accordance with (1) generally accepted auditing standards (GAAS) and Statements on Standards for Attestation Audits as both promulgated by the American Institute of Certified Public Accountants, (2) Government Auditing Standards as issued, and updated through 2020, by the Comptroller General of the United States, and (3) U.S. OMB Circular Uniform Guidance/A-133, as required. We will also compile the schedule of expenditures of federal awards for compliance with U.S. OMB Circular Uniform Guidance/A-133.</p> <p>We conducted an independent financial and compliance audit of the basic financial statements for the audit year ended.</p> <p>We utilize a comprehensive set of work programs as published by PPC's Guide to Audit of Local & State Government. These programs cover key areas relating to the engagement. We add client specific procedures for performance audits. As part of our engagement planning process each work program is reviewed and customized based on the unique needs of each client. We reviewed the budget, financial statements, organization charts, financial manual and program budgets.</p> <p>We communicated any reportable conditions found during the engagement. Non-reportable conditions discovered would be reported in a separate Management Advisory Comments Letter to the board. The reports on compliance will include all instances of noncompliance.</p> <p>We conducted an exit conference at the close of fieldwork to review with the Board and management various issues such as any comments relating to internal accounting controls and procedures.</p>	

EXHIBIT F
ASSURANCES REGARDING THE ORGANIZATION
QUALITY/PEER REVIEW

The vendor hereby affirms that the vendor's organization is a participant in the following external quality/peer review program(s):

_ Peer Review Alliance Committee
(Name of Program)

Indiana CPA Society/ AICPA Peer Review Program
(Name of Program)

Indicate by placing an "X" on the lines before the statements applicable to the organization.

- X The organization hereby affirms the attached quality/peer review report is the audit firm's most current quality/peer review report issued. (Attach a copy of the report.)
- X The quality/peer review included a review of government audits.
- The quality/peer review did not include a review of government audits.
- X The organization hereby affirms the attached letter of comments (findings and recommendations) represents **ALL** such findings and recommendations received as a result of the organization's most recent quality/peer review.
- The organization hereby affirms **NO** letter of comments (findings and recommendations) was received as a result of the organization's most recent quality/peer review.
- X The organization hereby affirms the attached response(s) represents **ALL** responses made by the organization with respect to the organization's most recent quality/peer review.
- The organization hereby affirms the audit firm has never received a quality/peer review.
- The organization hereby affirms a quality/peer review of the firm is currently in process and the report has not yet been issued.
- The organization expects to receive its first quality/peer review in the month of _____ (List month and year.)

EXHIBIT H

DOCUMENTATION OF INTENT TO PARTICIPATE

If the vendor is proposing to include the participation of a Minority Business Enterprise/Women Business Enterprise (MBE/WBE) and/or Organization for the Blind/Sheltered Workshop and/or qualified Service-Disabled Veteran Business Enterprise (SDVE) in the provision of the products/services required in the RFP, the vendor must either provide this Exhibit or letter of intent recently signed by the proposed MBE/WBE, Organization for the Blind, Sheltered Workshop, and/or SDVE documenting the following information with the vendor's proposal.

~ Copy This Form For Each Organization Proposed ~

Vendor Name: CRWilliams & Associates LLC

This Section To Be Completed by Participating Organization:

By completing and signing this form, the undersigned hereby confirms the intent of the named participating organization to provide the products/services identified herein for the vendor identified above.

Indicate appropriate business classification(s):

MBE WBE Organization for the Blind Sheltered Workshop SDVE

Name of Organization:

(Name of MBE, WBE, Organization for the Blind, Sheltered Workshop, or SDVE)

Contact Name:	<u>Joseph Joyner</u>	Email:	<u>jjoyner@crwilliams.net</u>
Address (If SDVE, provide MO Address):	<u>1257 Hornsby, 2N</u>	Phone #:	<u>219-944-1615</u>
City:	<u>St. Louis</u>	Fax #:	<u>866-834-4294</u>
State/Zip:	<u>Missouri 63147</u>	Certification #	<u>11475</u>
SDVE's Website Address:		Certification Expiration Date:	<u>(or attach copy of certification) 9/9/2023</u>

Service-Disabled Veteran's (SDV) Name:	<u></u>	SDV's Signature:	<u></u>
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(Please Print)

PRODUCTS/SERVICES PARTICIPATING ORGANIZATION AGREED TO PROVIDE

Describe the products/services you (as the participating organization) have agreed to provide:
CRWilliams & Associates LLC shall conduct an independent financial audit of the City of Bellefontaine Neighbors

Authorized Signature:

Joseph Joyner

Authorized Signature of Participating Organization
(MBE, WBE, Organization for the Blind, Sheltered Workshop, or SDVE)

February 27, 2024

Date

EXHIBIT H. continued

DOCUMENTATION OF INTENT TO PARTICIPATE

SERVICE-DISABLED VETERAN BUSINESS ENTERPRISE (SDVE)

If a participating organization is an SDVE, unless the Service-Disabled Veteran (SDV) documents were previously submitted within the past three (3) years to the Division of Purchasing (Purchasing), the vendor **must** provide the following SDV documents:

- ✓ a copy of the SDV's Certificate of Release or Discharge from Active Duty (DD Form 214), and a copy of the SDV's disability rating letter issued by the Department of Veterans Affairs establishing a service connected disability rating, or a Department of Defense determination of service connected disability.

(NOTE: The SDV's Certificate of Release or Discharge from Active Duty (DD Form 214), and the SDV's disability rating letter issued by the Department of Veterans Affairs establishing a service connected disability rating, or Department of Defense determination of service connected disability shall be considered confidential pursuant to subsection 14 of section 610.021, RSMo.)

The vendor should check the appropriate statement below and, if applicable, provide the requested information.

- No, I have not previously submitted the SDV documents specified above to Purchasing and therefore have enclosed the SDV documents.
- Yes, I previously submitted the SDV documents specified above within the past three (3) years to Purchasing.

Date SDV Documents were Submitted: _____

Previous **Proposal/Contract Number** for Which the SDV Documents were Submitted:

(if applicable and known)

(NOTE: If the proposed SDVE and SDV are listed on the Purchasing SDVE database located at <http://oa.mo.gov/sites/default/files/sdvelisting.pdf>, then the SDV documents have been submitted to Purchasing within the past three [3] years. However, if it has been determined that an SDVE at any time no longer meets the requirements stated above, Purchasing will remove the SDVE and associated SDV from the database.)

FOR STATE USE ONLY	
SDV Documents - Verification Completed By:	
_____	_____
Buyer	Date

**BUSINESS ENTITY CERTIFICATION, ENROLLMENT DOCUMENTATION,
AND AFFIDAVIT OF WORK AUTHORIZATION**

BUSINESS ENTITY CERTIFICATION:

The vendor must certify their current business status by completing either Box A or Box B or Box C on this Exhibit.

- | | |
|---------------|---|
| BOX A: | To be completed by a non-business entity as defined below. |
| BOX B: | To be completed by a business entity who has not yet completed and submitted documentation pertaining to the federal work authorization program as described at http://www.uscis.gov/e-verify . |
| BOX C: | To be completed by a business entity who has current work authorization documentation on file with a Missouri state agency including Division of Purchasing. |

Business entity, as defined in section 285.525, RSMo, pertaining to section 285.530, RSMo, is any person or group of persons performing or engaging in any activity, enterprise, profession, or occupation for gain, benefit, advantage, or livelihood. The term “**business entity**” shall include but not be limited to self-employed individuals, partnerships, corporations, contractors, and subcontractors. The term “**business entity**” shall include any business entity that possesses a business permit, license, or tax certificate issued by the state, any business entity that is exempt by law from obtaining such a business permit, and any business entity that is operating unlawfully without such a business permit. The term “**business entity**” shall not include a self-employed individual with no employees or entities utilizing the services of direct sellers as defined in subdivision (17) of subsection 12 of section 288.034, RSMo.

Note: Regarding governmental entities, business entity includes Missouri schools, Missouri universities, out of state agencies, out of state schools, out of state universities, and political subdivisions. A business entity does not include Missouri state agencies and federal government entities.

BOX A – CURRENTLY NOT A BUSINESS ENTITY

I certify that N/A _____ (Company/Individual Name) **DOES NOT CURRENTLY MEET** the definition of a business entity, as defined in section 285.525, RSMo pertaining to section 285.530, RSMo as stated above, because: (check the applicable business status that applies below)

- I am a self-employed individual with no employees; **OR**
- The company that I represent employs the services of direct sellers as defined in subdivision (17) of subsection 12 of section 288.034, RSMo.

I certify that I am not an alien unlawfully present in the United States and if _____ (Company/Individual Name) is awarded a contract for the services requested herein under _____ (RFP Number) and if the business status changes during the life of the contract to become a business entity as defined in section 285.525, RSMo pertaining to section 285.530, RSMo then, prior to the performance of any services as a business entity, _____ (Company/Individual Name) agrees to complete Box B, comply with the requirements stated in Box B and provide the Division of Purchasing with all documentation required in Box B of this exhibit.

Authorized Representative's Name (Please Print)	Authorized Representative's Signature
Company Name (if applicable)	Date

(Complete the following if you DO NOT have the E-Verify documentation and a current Affidavit of Work Authorization already on file with the State of Missouri. If completing Box B, do not complete Box C.)

BOX B – CURRENT BUSINESS ENTITY STATUS

I certify that N/A _____ (Business Entity Name) **MEETS** the definition of a business entity as defined in section 285.525, RSMo pertaining to section 285.530.

Authorized Business Entity Representative's Name (Please Print)	Authorized Business Entity Representative's Signature
---	---

Business Entity Name	Date
----------------------	------

E-Mail Address

As a business entity, the vendor must perform/provide each of the following. The vendor should check each to verify completion/submission of all of the following:

- Enroll and participate in the E-Verify federal work authorization program (Website: <http://www.uscis.gov/e-verify>; Phone: 888-464-4218; Email: e-verify@dhs.gov) with respect to the employees hired after enrollment in the program who are proposed to work in connection with the services required herein;

AND

- Provide documentation affirming said company's/individual's enrollment and participation in the E-Verify federal work authorization program. Documentation shall include EITHER the E-Verify Employment Eligibility Verification page listing the vendor's name and company ID OR a page from the E-Verify Memorandum of Understanding (MOU) listing the vendor's name and the MOU signature page completed and signed, at minimum, by the vendor and the Department of Homeland Security – Verification Division. If the signature page of the MOU lists the vendor's name and company ID, then no additional pages of the MOU must be submitted;

AND

- Submit a completed, notarized Affidavit of Work Authorization provided on the next page of this Exhibit.

AFFIDAVIT OF WORK AUTHORIZATION:

The vendor who meets the section 285.525, RSMo, definition of a business entity must complete and return the following Affidavit of Work Authorization.

Comes now _____ (Name of Business Entity Authorized Representative) as _____ (Position/Title) first being duly sworn on my oath, affirm _____ (Business Entity Name) is enrolled and will continue to participate in the E-Verify federal work authorization program with respect to employees hired after enrollment in the program who are proposed to work in connection with the services related to contract(s) with the State of Missouri for the duration of the contract(s), if awarded in accordance with subsection 2 of section 285.530, RSMo. I also affirm that _____ (Business Entity Name) does not and will not knowingly employ a person who is an unauthorized alien in connection with the contracted services provided under the contract(s) for the duration of the contract(s), if awarded.

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

_____ <i>Authorized Representative's Signature</i>	_____ Printed Name
_____ Title	_____ Date
_____ E-Mail Address	_____ E-Verify Company ID Number

Subscribed and sworn to before me this _____ of _____, I am
(DAY) (MONTH, YEAR)
commissioned as a notary public within the County of _____, State of
(NAME OF COUNTY)
_____, and my commission expires on _____.
(NAME OF STATE) (DATE)

_____ <i>Signature of Notary</i>	_____ Date
-------------------------------------	---------------

(Complete the following if you have the E-Verify documentation and a current Affidavit of Work Authorization already on file with the State of Missouri. If completing Box C, do not complete Box B.)

BOX C – AFFIDAVIT ON FILE - CURRENT BUSINESS ENTITY STATUS

I certify that CRWilliams & Associates LLC (Business Entity Name) **MEETS** the definition of a business entity as defined in section 285.525, RSMo pertaining to section 285.530, RSMo and have enrolled and currently participates in the E-Verify federal work authorization program with respect to the employees hired after enrollment in the program who are proposed to work in connection with the services related to contract(s) with the State of Missouri. We have previously provided documentation to a Missouri state agency that affirms enrollment and participation in the E-Verify federal work authorization program. The documentation that was previously provided included the following.

- The E-Verify Employment Eligibility Verification page OR a page from the E-Verify Memorandum of Understanding (MOU) listing the vendor’s name and the MOU signature page completed and signed by the vendor and the Department of Homeland Security – Verification Division
- A current, notarized Affidavit of Work Authorization (must be completed, signed, and notarized within the past twelve months).

Name of **Missouri State Agency** to Which Previous E-Verify Documentation Submitted:
Division of Purchasing and Materials Management

Joseph Joyner

Joseph Joyner

Authorized Business Entity
Representative’s Name (Please Print)

*Authorized Business
Entity
Representative’s
Signature*

CRWilliams & Associates LLC

February 28, 2024

Business Entity Name

Date

jjoyner@crwilliams.net

458703

E-Mail Address

E-Verify MOU Company ID Number

FOR STATE OF MISSOURI USE ONLY

Documentation Verification Completed By:

Buyer

Date

The Division of Professional Registration and its boards are open during the regular business hours of 8:00a.m. to 5:00p.m. Monday through Friday, excluding state holidays (<https://oa.mo.gov/commissioner/state-holidays>).

Did you know that there is a drop box located in the front of the Professional Registration building? Individuals may leave items for the division and its boards any time. We do ask that all items be placed in a sealed envelope labeled with the board name or name of the individual if not located in a board.

Board of Accountancy

[PR Home \(/\)](#) » [Accountancy Home \(accountancy.asp\)](#)

Detail

[NEW SEARCH] ([accountancy-licensee-search.asp](#))

Licensee Name:	CRWilliams & Associates LLC
Profession:	Limited Liability Company
Address:	1257 Hornsby, 2N
Address Con't:	
City, State Zip:	Saint Louis, MO 63147
County:	St. Louis City
Licensee Number:	2009003277
Original Issue Date:	2/11/2009
Expiration Date:	10/31/2024

Current Discipline Status: None

State of Missouri

Division of Professional Registration
Certified Public Accountant - Individual

VALID THROUGH SEPTEMBER 30, 2025
ORIGINAL CERTIFICATE/LICENSE NO. 2008004251
JOSEPH JOYNER
CRWILLIAMS & ASSOCIATES LLC
7863 BROADWAY, SUITE 244
MERRILLVILLE IN 46410
USA

JOSEPH JOYNER
CRWILLIAMS & ASSOCIATES LLC
7863 BROADWAY, SUITE 244
MERRILLVILLE IN 46410
USA

State of Missouri

Missouri Department of Commerce and Insurance
Division of Professional Registration
Missouri State Board of Accountancy
Certified Public Accountant - Individual



VALID THROUGH SEPTEMBER 30, 2025
ORIGINAL CERTIFICATE/LICENSE NO. 2008004251

JOSEPH JOYNER
CRWILLIAMS & ASSOCIATES LLC
7863 BROADWAY, SUITE 244
MERRILLVILLE IN 46410
USA

Ruth Aragon
EXECUTIVE DIRECTOR

Sheila Solan
DIVISION DIRECTOR

Sarah H. Steelman
Commissioner



Corey D. Bolton
Director

STATE OF MISSOURI
OFFICE OF ADMINISTRATION
OFFICE OF EQUAL OPPORTUNITY

THIS CERTIFIES THAT

CRWilliams & Associates LLC

Qualifies as a Minority-Owned Business Enterprise which has met the eligibility criteria established by the State of Missouri, Office of Administration.

Corey D. Bolton, Director, Office of Equal Opportunity

Certification Number: 11475	Date of Issue: 9/9/2021	Date of Expiration: 9/9/2024
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- ❖ Date of Expiration is only valid with completion of Annual Update / Recertification prior to the anniversary date.
- ❖ Current certification status of the above mentioned firm can be verified on the Office of Equal Opportunity Directory's website at: <https://apps1.mo.gov/MWBCertifiedFirms/>

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.



EQUIPMENT SERVICE AGREEMENT

10352 Lake Bluff Dr., St. Louis, MO 63123 (PH)314-894-1154 (FX)314-894-2098

Document Communication Specialists

Start Date: _____ Contract #: _____

BILLING ADDRESS

Client: City of Bellefontaine
 Address: 9641 Bellefontaine Neighbors
 City/State: St Louis Zip: 63137
 Phone No: 314 867-0078
 Key Operator: _____
 Email Address: _____

INSTALLATION ADDRESS

Client: same
 Address: _____
 City/State: _____ Zip: _____
 Phone No: _____ Fax: _____
 Contact: Same
 Email Address: _____

SERVICE COVERAGE

Toner cartridges provided on the PrintSERV Plan are limited to manufacturer's estimated yield per cartridge

TO INCLUDE: All Parts, Labor and Supplies - TO EXCLUDE PAPER & STAPLES

EQUIPMENT PAYMENT AND TERMS

MAKE / MODEL	ID / SERIAL NUMBER	BEGINNING METER READING		IMAGE ALLOWANCE PER MACHINE		EXCESS PER IMAGE CHARGE	
		B&W	COLOR	B&W	COLOR	B&W	COLOR
Kyocera TA	505401					.0058	
Kyocera TA	40041						
Kyocera MFP	L9570					Tier 1	.028
Kyocera MFP	L9570					Tier 2	.037
						Tier 3	.043
TOTAL IMAGE ALLOWANCE(IF CONSOLIDATED)				0	0		

BASE PAYMENT AMOUNT:

please see Value Rental Agreement included in

BASE FREQUENCY: Monthly Other

OVERAGE FREQUENCY: Monthly Other

AGREEMENT LENGTH: Annual _____ Years

Special Terms/Notes:

This Service Agreement incorporates the Original Value Rental Agreement, along with the Amendment Form. (P.B.) v.p

The Maintenance Agreement covers the equipment only. Software problems related to computer-operating systems or applications are not covered. Support for software and computer operating systems is available through Americom Imaging Systems' Network Support MFP Program.

Please see Attached Items A. Value Rental Agreement B. Amendment Form.

CLIENT APPROVAL

Subject to terms and conditions on reverse side of this page.

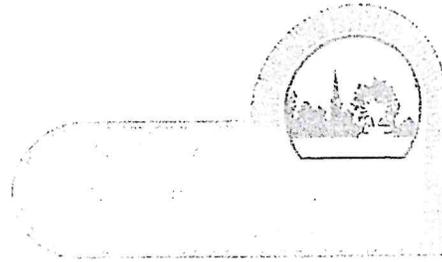
Signature: _____
 Printed: _____
 Title: _____
 Date: 1/1 P.O. # _____

AMERICOM IMAGING SYSTEMS APPROVAL

Signature: [Signature]
 Printed: Joe Boix
 Title: VP of Sales
 Date: 1/1 Date of Date here of

ANY MODIFICATION TO THIS AGREEMENT MUST BE MADE IN WRITING AND APPROVED BY THE CLIENT AND AIS SERVICE MANAGER

9641 Bellefontaine Road
Bellefontaine Neighbors, MO 63137
Phone: 314-867-0076
Fax: 314-867-1790



CITY OF BELLEFONTAINE NEIGHBORS
HOME IMPROVEMENT PROGRAM – 2024

APPLICATION

DRAFT PROPOSAL

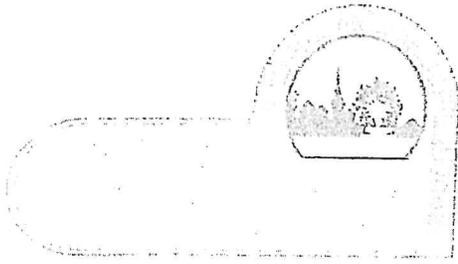
Applicant Name and Property Address (Street, City, State, ZIP)

Phone Number & Email Address

Is the applicant also the owners of the property?

YES NO

How were you financially affected by Covid?



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Have you received any other Covid assistance for this type of work?

Name of Contractors

What type of improvements

Windows

Gutters

Blinds

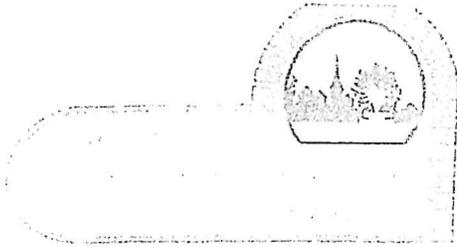
Painting

Screen Doors

Landscaping

Doors

Other _____



Draft

Describe the repairs/modifications that will be done

Start Date of Project: _____

Expected Completion Date: _____

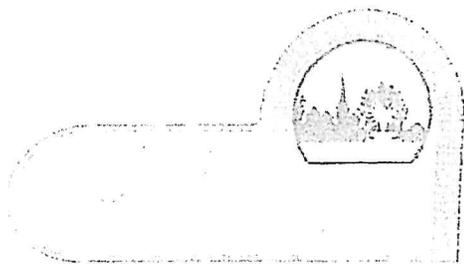
Additional Required Documentation

- Quote from Contractor
- Picture of the area that will be effected

The scope of the project is outlined, specified and agreed upon by the Homeowner and the Contractor. The City of Bellefontaine Neighbors, Missouri is not liable for damages, incomplete scope or injuries as a result of this project. The City of Bellefontaine Neighbors, Missouri is only responsible for the \$1,000 incentive to be payable to the Contractor upon completion and inspection by the City of Bellefontaine Neighbors, Missouri. The remaining balance owed for this project is the responsibility of the Homeowner.

HOMEOWNER

CITY OF BELLEFONTAINE NEIGHBORS REPRESENTATIVE



Purpose

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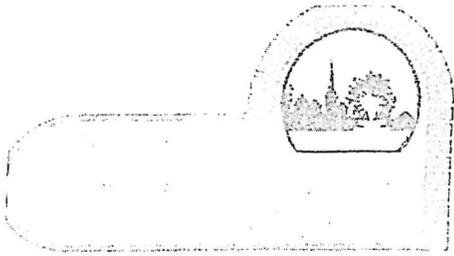
Rehabilitation of existing dwelling units is now seen as a major component of maintaining the housing stock of the nation. In short, housing is a resource. It must be protected. The City of Bellefontaine Neighbors Home Improvement Program is designed to meet that goal.

- A. 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.
- B. This program is for 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.

GENERAL PROVISIONS

Acceptable Repairs.

- A. The scope of the work to be done for each individual grant, as well as the priority in which the repairs are made. Generally, under all segments of this program, Code violations will be priority repair items. This grant is for \$1,000.
 1. Landscaping,
 2. Tree removal and tree topping,
 3. Tuckpointing,
 4. Driveways and walkways,
 5. Plumbing, exterior fixtures,
 6. Exterior walls, ceilings, and porch overhangs,
 7. Roofs, chimneys, gutters, and down spouts,
 8. Foundations and structural defects,
 9. Exterior walls, painting, and siding,
 10. Windows and doors,
 11. Caulking, and other winterizing techniques,



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Equal Opportunity

All segments of this program and all administrators, homeowners, and contractors participating in the program will abide by the Equal Employment Opportunity provisions of the Federal Government, as required by the Housing and Community Development Act of 1974, and all amendments thereto.

Pre-Inspection and Work Write-Up.

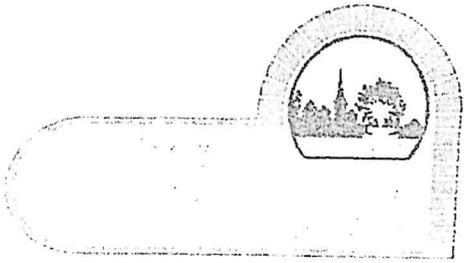
The city must receive application from homeowners, quote from the contractor and pre photos by July 1, 2024. Cost estimates and specifications will be made by a contractor. Family contractors are not allowed to bid on work. Counseling on acceptable repairs will be made with each applicant by the city. Then work can begin once all requirements are met.

Inspection of Work.

The City Coordinator shall have the right to inspect all rehabilitation work in whole or in part with the proceeds of the grant and will inform the homeowner of any non-compliance with respect to the contract for rehabilitation work but will not issue any orders or instructions to the contractor or subcontractor performing the work. The owner will take all steps necessary to assure that the City or its designee is permitted to examine and inspect the work and all contracts, materials, equipment, payrolls, and conditions of employment pertaining to the work, including all relevant data and records.

Completion of Work.

The City approves contractors who shall be of good reputation, financially sound, bonded or insured, and which have exhibited the necessary skills and resources to perform the work required before work begin. Contractors must obtain all necessary permits at no charge. Once the work is completed, an invoice must be sent to the City for payment.



Draft

Home Improvement Program Eligibility Requirements.

In order to participate in the rebate program, a homeowner must meet the following eligibility requirements:

A homeowner must be the owner and occupant of the property, provide proof of recorded deed, real estate tax bill, current occupancy permit with all household members listed and picture identification. (The legal owner of record is not eligible when claiming to reside in the property with tenant to avoid rental regulation)

2. Homeowner must have applied online for the program.
3. The unit must be a single-family dwelling.
4. The property must be located in the City of Bellefontaine Neighbors