

**CITY OF BELLEFONTAINE NEIGHBORS, MISSOURI  
BOARD OF ALDERMEN AND MAYOR MEETING  
VIA ZOOM/TELECONFERENCE ONLY  
THURSDAY, JANUARY 18, 2024-7:45 P.M.  
CLOSED MEETING AT 6:00 PM**

**Notice is hereby given that the City of Bellefontaine Neighbors will hold a Board of Aldermen Meeting on Thursday January 18, 2024 at 7:45 p.m. via video/teleconference only.**

**THE MEETING WILL BE ACCESSIBLE BY THE PUBLIC IN REAL TIME ONLY BY A VIDEO/TELEPHONE CONFERENCE CALL VIA ZOOM.  
THE INSTRUCTIUONS TO JOIN ARE BELOW.**

**To Join The Meeting Via Website:**

- (1) Go to Zoom at <https://zoom.us>**
- (2) Select Join a Meeting**
- (3) Enter Meeting ID: 825 620 8214**
- (4) Enter Password: 4i85eK**

**To Join the Meeting By Phone Call (Audio):**

- (1) Call 1 312 626 6799 US (Chicago)  
1 646 558 8656 US (New York)**
- (2) When prompted, enter the Pass Code 452739**

**THE AGENDA FOR THIS BOARD OF ALDERMEN AND MAYOR MEETING IS SET FORTH WITHIN.**

Persons interested in making their views known on any matter will be able to speak during the meeting under “Public Comments”. In addition, anyone may send an email with his or her comments to the City Clerk at [sruffin-hall@cityofbn.com](mailto:sruffin-hall@cityofbn.com) no later than Thursday, January 18, 2024 by 12:00pm. 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.



**BELLEFONTAINE NEIGHBORS BOARD OF ALDERMEN AND MAYOR**  
**REVISED MEETING AGENDA**  
**VIA ZOOM/TELECONFERENCE ONLY**  
**THURSDAY, JANUARY 18<sup>th</sup> 2024-7:45 PM**  
**CLOSED MEETING AT 6:00 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. APPROVAL OF INVOICES (FINANCE DIRECTOR)-LORI LENZ
  - A. January 3, 2024 through January 11, 2024-(\$101,243.92)
7. TREASURER-RICK ROGNAN
8. PRESENTATION OF UNAPPROVED MINUTES (B.O.A. Meeting Minutes 07-20-23, 12-07-23 B.O.A Meeting Minutes, Special B.O.A Meeting 12-28-23 and Special B.O.A Meeting 12-29-23)
9. OLD BUSINESS:
  - A. (RFQ /COPIERS)-CITY CLERK
    - Americom
    - Da-Com
    - Office Source
  - B. IT/Audit/Laptop Computer Use Policy
10. ADJOURNMENT

NOTICE IS HEREBY GIVEN THAT ON THE 18<sup>TH</sup> DAY OF JANUARY, 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 JANUARY 18<sup>TH</sup>, 2024, WAS POSTED ON JANUARY 17<sup>TH</sup>, 2024, AT 5:00 PM ON THE CITY'S WEBPAGE AT [www.cityofbn.com](http://www.cityofbn.com).**

**FOR A COPY, CONTACT THE CITY CLERK'S OFFICE.**

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

**BELLEFONTAINE NEIGHBORS**  
**Check Detail**

January 3 - 11, 2024

Type	Num	Date	Name	Account	Paid Amount	Original Amount
Bill Pmt -Check	46686	01/03/2024	COMMUNICATION TECHNOLOGIES	1003.4 · OPERATING ACCT-NEW		-31,104.64
Bill	INV # 102974	01/03/2024		4097.2 · AMERICAN RESCUE PLAN ACT FU	-31,104.64	31,104.64
Bill Pmt -Check	46687	01/03/2024	MC MECHANICAL SERVICES	1003.4 · OPERATING ACCT-NEW		-5,961.53
Bill	INV # 12455910	01/03/2024		5031 · EQUIPMENT MAINTENANCE	-5,553.65	5,553.65
Bill	INV # 12455801	01/03/2024		5031 · EQUIPMENT MAINTENANCE	-407.88	407.88
Bill Pmt -Check	46688	01/03/2024	YOUNG VOICES WITH ACTION (2024 MLK)	1003.4 · OPERATING ACCT-NEW		-200.00
Bill	SPONSORSHIP	01/03/2024		5054.4 · PUBLIC RELATIONS	-200.00	200.00
Bill Pmt -Check	46689	01/05/2024	CANON SOLUTIONS AMERICA, INC.	1003.4 · OPERATING ACCT-NEW		-535.39
Bill	INV # 6006686345	01/04/2024		5214 · EQUIPMENT	-460.18	460.18
Bill	INV # 6006679510	01/04/2024		5214 · EQUIPMENT	-75.21	75.21
Bill Pmt -Check	46690	01/05/2024	DOBBS AUTO CENTERS	1003.4 · OPERATING ACCT-NEW		-2,012.24
Bill	INV # 15-355538	01/04/2024		5611 · EQUIP-MAINT	-2,012.24	2,012.24
Bill Pmt -Check	46691	01/05/2024	JAPE, INC.	1003.4 · OPERATING ACCT-NEW		-65.00
Bill	RENEWAL	01/04/2024		5211 · DUES-MEM-SUB **	-65.00	65.00

# BELLEFONTAINE NEIGHBORS

## Check Detail January 3 - 11, 2024

Bill	Bill Amt	Check #	Date	Description	Account	Debit	Credit	Balance
Bill	46692		01/05/2024	LAURINETTE BOWERS	1003.4 · OPERATING ACCT-NEW		0.00	0.00
Bill Pmt -Check	46693		01/05/2024	OFFICE DEPOT	1003.4 · OPERATING ACCT-NEW	0.00	0.00	
Bill		INV # 348046363001	01/04/2024		5221 · OFFICE SUPPLIES	-148.13	148.13	
Bill		INV # 348035014001	01/04/2024		5221 · OFFICE SUPPLIES	-263.10	263.10	
Bill		INV # 347984610001	01/04/2024		5221 · OFFICE SUPPLIES	-356.99	356.99	
Bill Pmt -Check	46694		01/05/2024	PIPE AND DUCT SYSTEMS LLC	1003.4 · OPERATING ACCT-NEW	-768.22	768.22	
Bill		INV # J007027	01/04/2024		5511 · EQUIP-MAINT	-309.38	309.38	
Bill Pmt -Check	46695		01/05/2024	SANDRA HENDERSON	1003.4 · OPERATING ACCT-NEW	-309.38	309.38	
Bill		ROOM REFUND	01/04/2024		4069 · ROOM RENT	-75.00	75.00	
Bill Pmt -Check	46696		01/05/2024	SUNSHINE CLEANING	1003.4 · OPERATING ACCT-NEW	-75.00	75.00	
Bill		INV # 80683	01/04/2024		5045 · CLEANING	-65.00	65.00	
Bill Pmt -Check	46697		01/05/2024	TRANSUNION RISK & ALTERNATIVE	1003.4 · OPERATING ACCT-NEW	-65.00	65.00	
Bill			01/04/2024		5212.1 · INVESTIGATIVE/EVIDENCE	-150.00	150.00	
Bill Pmt -Check	46698		01/05/2024	WESTPORT POOLS	1003.4 · OPERATING ACCT-NEW	-150.00	150.00	
								-1,105.00

BELLEFONTAINE NEIGHBORS

Check Detail

January 3 - 11, 2024

5518 · AQUATICS

Bill INV # 131042 01/04/2024

-1,105.00 1,105.00

Bill Pmt -Check 46699 01/09/2024 LAURINETTE BOWERS

-1,105.00 1,105.00

Bill MEET N GREET 01/09/2024

1003.4 · OPERATING ACCT-NEW -657.00

5054.12 · MAYOR TATMAN'S SPECIAL EVEL -657.00 657.00

Bill Pmt -Check 46700 01/11/2024 A T & T 5001

-657.00 657.00

Bill 314 A85-0012 171 7 01/11/2024

1003.4 · OPERATING ACCT-NEW -1,889.54

5025 · UTIL-TELEPHONE -1,889.54 1,889.54

Bill Pmt -Check 46701 01/11/2024 A.A. QUICK ELECTRIC SEWER SERVICE IN 1003.4 · OPERATING ACCT-NEW

-1,889.54 1,889.54

-10,250.00

Bill ORDER # 198607 01/09/2024

1050 · DUE FROM SEWER FUND -4,100.00 4,100.00

Bill ORDER # 198605 01/09/2024

1050 · DUE FROM SEWER FUND -2,050.00 2,050.00

Bill ORDER # 198606 01/09/2024

1050 · DUE FROM SEWER FUND -4,100.00 4,100.00

Bill Pmt -Check 46702 01/11/2024 AMEREN MISSOURI

-10,250.00 10,250.00

Bill ACCT # 9287201127 01/11/2024

1003.4 · OPERATING ACCT-NEW -122.38

Bill ACCT # 3287201123 01/11/2024

5021 · UTIL-ELECTRIC -97.75 97.75

Bill 5021 · UTIL-ELECTRIC 01/11/2024

-24.63 24.63

Bill Pmt -Check 46703 01/11/2024 ART'S LAWN MOWER SHOP

-122.38 122.38

Bill INV # C042435 01/09/2024

1003.4 · OPERATING ACCT-NEW -158.99

Bill Pmt -Check 46704 01/11/2024 CHARTER COMMUNICATIONS

-158.99 158.99

5311 · EQUIP-MAINT -158.99 158.99

Bill INV #173930801010124 01/11/2024

1003.4 · OPERATING ACCT-NEW -353.86

-353.86 353.86

## BELLEFONTAINE NEIGHBORS Check Detail January 3 - '11, 2024

Bill Pmt -Check	46705	01/11/2024 GLEASON & ASSOCIATES, INC.	1003.4 · OPERATING ACCT-NEW	-353.86	353.86
Bill	INV # 012475	01/11/2024	5049 · PRE-EMPLOYMENT TESTING	-2,200.00	2,200.00
Bill Pmt -Check	46706	01/11/2024 JUNI HAULING LLC DBA BOLIN SERVICES,	1003.4 · OPERATING ACCT-NEW	-2,200.00	2,200.00
Bill	#24-4326954	01/09/2024	5226 · EMERGENCY SERVICES	-150.00	150.00
Bill Pmt -Check	46707	01/11/2024 JOSEPH LICAVOLI	1003.4 · OPERATING ACCT-NEW	-150.00	150.00
Bill	SEWER REFUND	01/11/2024	1050 · DUE FROM SEWER FUND	-28.00	28.00
Bill Pmt -Check	46708	01/11/2024 MACA	1003.4 · OPERATING ACCT-NEW	-28.00	28.00
Bill	2024 MEMBERSHIP	01/11/2024	5011 · MEMBERSHIPS	-75.00	75.00
Bill Pmt -Check	46709	01/11/2024 MARGARET ELAINE BAUER	1003.4 · OPERATING ACCT-NEW	-75.00	75.00
Bill	SEWER REFUND	01/11/2024	1050 · DUE FROM SEWER FUND	-28.00	28.00
Bill Pmt -Check	46710	01/11/2024 MISSOURI-AMERICAN WATER CO.	1003.4 · OPERATING ACCT-NEW	-28.00	28.00
Bill	ACCT # 210013670394	01/11/2024	5023 · UTIL-WATER	-93.09	93.09
Bill Pmt -Check	46711	01/11/2024 MSLACA	1003.4 · OPERATING ACCT-NEW	-93.09	93.09
				-50.00	-50.00



## BELLEFONTAINE NEIGHBORS Check Detail

January 3 - 11, 2024  
5011 · MEMBERSHIPS

Bill	2024 MEMBERSHIP	01/11/2024		-50.00	50.00
Bill	Pmt -Check	46712	01/11/2024 OFFICE DEPOT	-50.00	50.00
Bill		INV # 348268890001	01/11/2024		
			5044 · OFFICE EXP	-36.16	36.16
Bill	Pmt -Check	46713	01/11/2024 PREFERRED RESOURCE NETWORK, INC.	-36.16	36.16
Bill		INV # 13663	01/11/2024 1003.4 · OPERATING ACCT-NEW		
			5044 · OFFICE EXP	-125.76	125.76
Bill	Pmt -Check	46714	01/11/2024 RITE-A-WAY TREE SERVICE, LLC	-125.76	125.76
Bill		INV # 7716	01/09/2024 1003.4 · OPERATING ACCT-NEW		
			4097.2 · AMERICAN RESCUE PLAN ACT FU	-21,200.00	21,200.00
Bill	Pmt -Check	46715	01/11/2024 THE COUNTIAN ST. LOUIS	-21,200.00	21,200.00
Bill		INV # 745663641	01/11/2024 1003.4 · OPERATING ACCT-NEW		
			5042 · PUBLIC NOTICES	-883.74	883.74
Bill	Pmt -Check	46716	01/11/2024 AD MEDIA L.E.D. SIGNS	-883.74	883.74
Bill		PO # 3909-2ND PHASE	01/11/2024 1003.4 · OPERATING ACCT-NEW		
			4097.2 · AMERICAN RESCUE PLAN ACT FU	-20,591.00	20,591.00
	TOTAL			-20,591.00	20,591.00
					<b>\$101,243.92</b>

RECEIVED BY	
CITY OF BELLEFONTAINE NEIGHBORS	
DATE:	1 13 134
FOR	DEPT
APPROVED FOR PAYMENT	<i>[Signature]</i>
AMOUNT \$	31,104.00

ACPA

Communications Technologies  
 Inc  
 18110 Chesterfield Airport Rd.  
 Suite E  
 Chesterfield, MO 63005  
 (636) 537-7200

<b>Bill To:</b>
City of Bellefontaine Neighbors Attn: Jimmy Kirincich 9641 Bellefontaine Rd St. Louis, MO 63137 United States

<b>Date</b>	<b>Invoice</b>
09/28/2023	102974
<b>Account</b>	
City of Bellefontaine Neighbors	

Terms	Due Date	PO Number	Reference
Due Upon Receipt	09/28/2023		12486680

<b>Service Request Number</b>	<b>90800</b>
Summary	Quote #200468 Avigilon Video Surveillance - City Hall
Billing Method	Actual Rates
Detail	<p>Tue 8/8/2023/8:00 AM UTC-05/ Michael Bommarito (time)-          Installed remaining cameras at PD and installed Camera 28 add on at the Community center.</p> <p>Mon 8/7/2023/8:00 AM UTC-05/ Michael Bommarito (time)-          Installed cameras at PD and City Hall</p> <p>Fri 8/4/2023/8:00 AM UTC-05/ Michael Bommarito (time)-          Installed remaining exterior cameras using boom lift.</p> <p>Thu 8/3/2023/8:00 AM UTC-05/ Matthew Martin (time)-          Worked with Mike to mount and bring online 3 exterior cameras. We also took the lift to the community center and re-aimed the multi-head camera in the back over the snack shack awnings per Jimmy's specifications.</p> <p>Wed 8/2/2023/8:00 AM UTC-05/ Matthew Martin (time)-          Worked with Mike to install and bring online 4 cameras (1 exterior multi-head, 3 interior).</p> <p>Tue 8/1/2023/8:00 AM UTC-05/ Matthew Martin (time)-          Worked with mike to mount and bring online 6 cameras (1 exterior, 5 interior). I spent some time working with Angie to show her how to export recorded video.</p> <p>Fri 7/28/2023/8:00 AM UTC-05/ Michael Bommarito (time)-          Installed patch panel and switch in cabinet. routed and dressed cables.</p> <p>Thu 7/27/2023/8:00 AM UTC-05/ Matthew Martin (time)-          Worked with James and Mike to get 2 cables run to connect the server their network switch and finish all cables fish all cables from the lower level up through the wall and in the chief's office and into the ceiling. We mounted the cabinet, installed a sleeve in the top of the cabinet and routed all the camera cables into the cabinet and the data cables to the server.</p> <p>Wed 7/26/2023/8:00 AM UTC-05/ Matthew Martin (time)-          Worked with Mike to run 11 cables. At the request of Angie (our on-site contact) and the Police Chief, we also spent some time discussing their concerns regarding the camera selection and placement of cameras 13, 14 &amp; 15. Also looked at the community center ACC server because Jimmy at the community center told us he had not been able to access the cameras for a few weeks. The problem was there had been a power disruption and the server had lost power. The battery backup they have it connected to is bad (the UPS was provided by Bellefontaine). I turned</p>

the server back on and then the cameras came back up.

Tue 7/25/2023/8:00 AM UTC-05/ Matthew Martin (time)-  
Worked with Mike to run 9 cables. Finish cabling the upper level and started the cable run in the garage.

Mon 7/24/2023/8:00 AM UTC-05/ Matthew Martin (time)-  
Mike and I walked through the entire project with Angie. After some discussion about camera selection and placement, Mike and I ran 6 Cat6 cables.

Wed 3/29/2023/11:23 AM UTC-05/ Dana Anderson-  
Avigilon Video Surveillance  
Quote: #200468 - Dana

Resolution

Company Name

City of Bellefontaine Neighbors

Contact Name

Jimmy Kirincich

Products & Other Charges	Quantity	Price	Amount
<b>Billable Products &amp; Other Charges</b>			
NVR5-STD-32TB-W10-NA: NVR5 STD 32TB 2U Rack Mnt; W10 NA Serial Number(s): JNCC1V3	1.00	\$14,041.17	\$14,041.17
6.0C-H5A-BO1-IR: Avigilon - 6MP H5A Bullet Camera with 4.9- 8mm Lens Serial Number(s): 112304186051, 112304186524, 112304186628	3.00	\$1,213.34	\$3,640.02
24C-H4A-3MH-270: Avigilon - 3x 8MP H4 Multisensor Camera Module with 4mm Lens Serial Number(s): 102303154941	1.00	\$1,982.44	\$1,982.44
2.0C-H5A-D1-IR: Avigilon - 2.0 MP (1080p) WDR, LightCatcher, Day/Night, Indoor Dome, 3.3-9mm f/1.3 P-iris lens, Integrated IR, Next-Generation Analytics Serial Number(s): 112303308385, 112303308397, 112303308438, 112303308446, 112303308454, 112303308488	6.00	\$802.41	\$4,814.46
2.0C-H6M-D1-IR: 2.0 MP, H6 Mini Dome Camera, WDR, LightCatcher, Day/Night, 2.9mm Serial Number(s): 102304039690, 102304039794, 102304039796, 102304039878	5.00	\$352.80	\$1,764.00
5.0C-H5SL-BO1-IR: 5.0 MP; WDR; LightCatcher; Day/Night; Indoor/Outdoor Bullet Camera; 3.1-8.4mm f/1.6; Integrated IR Serial Number(s): 112303232824	1.00	\$632.49	\$632.49
8.0C-H5A-FE-DO1-IR: Avigilon - 8.0 MP, H5A Fisheye Dome Camera, LightCatcher, Day/Night, WDR, 1.41mm f/2.0, Next- Generation Analytics, Integrated IR Serial Number(s): 112304117271, 112304117596, 112304117632, 112304117800, 112304117868, 112304142276, 112304142306, 112304173440	8.00	\$717.27	\$5,738.16
4.0C-H5A-DO1-IR: Avigilon - 4MP H5A Outdoor IR Dome Camera with 3.3-9mm Lens Serial Number(s): 112303109032	1.00	\$1,078.22	\$1,078.22
6.0C-H5DH-DO1-IR: 2x 3MP H5A Dual Head Camera. Outdoor camera with built-in IR Serial Number(s): 102302231730	1.00	\$1,248.53	\$1,248.53
ACC7-ENT: Avigilon - ACC 7 Enterprise Edition camera license	28.00	\$253.21	\$7,089.88
ACC7-LPR: ACC 7 LPR lane	1.00	\$2,793.98	\$2,793.98

ACC-ENT-SMART-5YR: ACC Enterprise Smart Plan; 5 year	28.00	\$85.60	\$2,396.80
H5DH-DO-JBOX1: Junction Box for H5A Dual Head Camera	1.00	\$84.96	\$84.96
ACC-MIC: Omni-directional; low impedance; electret condenser microphone with built-in preamp for producing line level output. It is housed in a high impact ABS dome designed for ceiling or wall mounting. Normal pick-up pattern is approximately 15' from the microph	5.00	\$275.66	\$1,378.30
IRPTZ-MNT-WALL1: Avigilon - Wall Arm for H4 IRPTZ or H4 Multisensor	1.00	\$89.69	\$89.69
H4AMH-AD-IRIL1: Avigilon - IR Illuminator Ring for H4 Multisensor Serial Number(s): 112303270034A	1.00	\$311.52	\$311.52
H4-MT-CRNR1: Avigilon - Avigilon Corner Mount Adapter	1.00	\$84.96	\$84.96
H4AMH-DO-COVR1: Avigilon - Outdoor Dome Cover for H4 Multisensor - Clear	1.00	\$151.04	\$151.04
H4AMH-AD-PEND1: Avigilon - Pendant Mount Adapter for H4 Multisensor	1.00	\$151.04	\$151.04
H4-BO-JBOX1: Avigilon - Junction box for the H4A HD Bullet, H4SL HD Bullet, or H4 Thermal cameras	4.00	\$84.96	\$339.84
POE-INJ2-60W-NA: Avigilon - POE++ Injector; 60W; NA	1.00	\$141.60	\$141.60
CAT6: Cat 6 cable	1100.00	\$0.55	\$605.00
Miscellaneous: Misc-hardware and sleeves	1.00	\$250.00	\$250.00
LABOR - CABLE: LABOR - CABLE	54.00	\$160.00	\$8,640.00
LIFT - One Week: Lift Rental for One Week - Includes Drop Off and Pick Up	1.00	\$750.00	\$750.00
CM-AC-AVIO1: 3.5mm audio and video I/O jack with 1.8m fly wire	5.00	\$24.00	\$120.00
2.0C-H5A-D1-IR: Avigilon - 2.0 MP (1080p) WDR, LightCatcher, Day/Night, Indoor Dome, 3.3-9mm f/1.3 P-iris lens, Integrated IR, Next-Generation Analytics Serial Number(s): 112308014334, 112308014463	2.00	\$946.24	\$1,892.48
		<b>Total Products &amp; Other Charges:</b>	<b>\$62,210.58</b>
<b>Adjustments</b>	<b>Quantity</b>	<b>Amount</b>	
Covered by Downpayment			
Remaining Balance: \$0.00			-\$31,105.94
		<b>Total Adjustments:</b>	<b>-\$31,105.94</b>
Make checks payable to Communications Technologies Inc	<b>Invoice Subtotal:</b>		<b>\$31,104.64</b>
	<b>Sales Tax:</b>		<b>\$0.00</b>

	<b>Invoice Total:</b>	<b>\$31,104.64</b>
	<b>Payments:</b>	<b>\$0.00</b>
	<b>Credits:</b>	<b>\$0.00</b>
	<b>Balance Due:</b>	<b>\$31,104.64</b>

# Stop Payments



## Stop Payments



Add New Stop Request Add Cancel Stop Request



Success. 1 Stop Payment Auto Approved

Details

Place Stop for Check 46264 processed successfully  
Stop Type: Place Stop  
ID: 57574455  
Account Number: 0165529502  
Serial Number: 46264  
Amount: 5,961.53  
Bank Confirmed: 01/03/2024 12:03:12

All	Actions	Type	Status	From Account	Serial Number	Range	Issue Amount	Payee Name
		Place Stop	Bank Confirmed	0165529502	46264		5,961.53	MCMECHANICAL S
		Place Stop	Rejected	0165529502	46649		500.00	The Connect Resol
		Cancel Stop	Entered	0165529502	46651		2,745.00	CR WILLIAMS & AS:
		Place Stop	Bank Confirmed	0165529502	46651		2,745.00	CR WILLIAMS & AS:
		Place Stop	Bank Confirmed	0165529502	46619		500.00	The Connect Resol
		Place Stop	Bank Confirmed	0165529502	46502		6,800.00	Quality Cleaning &
		Place Stop	Bank Confirmed	0165529502	46398		378.01	Regina Harmon-We
		Place Stop	Bank Confirmed	0165529502	46222		4,681.61	Communication Te
		Cancel Stop	Bank Confirmed	0165529502	46361		90.50	MISSOURI DEP'T O
		Cancel Stop	Entered	0165529502	46361		90.50	MISSOURI DEP'T O
		Place Stop	Bank Confirmed	0165529502	46361		90.50	MISSOURI DEP'T O
		Place Stop	Bank Confirmed	0165529502	46346		2,012.50	City of Bellefontain



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



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

**Invoice No.** 12455910 **Service Location** Bellefontaine Recreational Center  
**Invoice For** Service Call Job #29452970 (05/10/2023 - 05/12/2023) 9669 Bellefontaine Road  
**Transaction Date** 5/31/2023 St. Louis, MO 63137  
**Due Date** 6/30/2023 (Net 30)

**Notes**

Gym - Check AHU when it is warmer. Also, pick up mineral oil and leave onsite.

Technicians: Robert Bridegroom and David Stone

5/12/23: Picked up oil. Found system needed a little oil added before starting up. Put fuse in. Troubleshot why no call for cooling, breaker was tripped for controls from guys doing hardwood.

Started up unit, was very low on refrigerant. Charged until I had a consistent superheat, and clear sight glass. Had 6-7 degrees of sub cooling.

5/10/23: Gym unit: Found unit off at roof and found bad FRS 200 amp fuse on main feed at disconnect

Customer to get replacement fuses. Checked all electrical motors and compressors for shorts are in checked windings.

All seem OK. Need to reschedule. Needs unit to run before adding oil and recharging unit

Code	Item	Svc	Qty	Unit Price	Amt
L REG	LABOR	HVAC	2.5	\$117.00	\$292.50
R22	R22 REFRIGERANT	HVAC	29	\$143.00	\$4,147.00
L REG	LABOR	HVAC	8	\$117.00	\$936.00
MTL-	150 mineral oil	HVAC	1	\$88.15	\$88.15
TRUCK	TRUCK CHARGE	HVAC	2	\$45.00	\$90.00
<b>GRAND TOTAL</b>					<b>\$5,553.65</b>

**Terms & Conditions**

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

**NOTICE TO OWNER**

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

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



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

Invoice No. 12455801 Service Location Bellefontaine Recreational Center  
Invoice For Service Call Job #29440086 9669 Bellefontaine Road  
(05/03/2023) St. Louis, MO 63137  
Transaction Date 5/15/2023  
Due Date 6/14/2023 (Net 30)

**Notes**

Boiler - they have to keep resetting the boiler and screen is blacked out.  
Contact: Jim O'Hearn 314.565.8470

Technicians: Brian Richardson

5/3/23: Checked boiler and found 3 ignition failures since November 2022, no indication at this time of repeatable failures; if problem persists will need to pull inspect and clean burner which involves disassembly of entire combustion air section and gaskets, as well a perform a combustion analysis

Boiler operation blocked is caused by warm weather shut down setting. Sensor is mounted on the outside wall of boiler room and is in direct morning sunlight on a red brick wall causing artificially high temperature readings causing boiler to shut down for "warm weather". Temporarily raised wwsd setpoint to 75 degrees and adjusted outdoor reset to try and counter-act the false readings.

Sensor needs to be relocated to opposite wall and mounted above make up air vent for boiler room.  
Waiting for approval from customer to move sensor

Code	Item	Svc	Qty	Unit Price	Amt
I. REG	LABOR	HVAC	3	\$117.00	\$351.00
TRUCK	TRUCK CHARGE	HVAC	1	\$45.00	\$45.00
CONSUM	CONSUMABLES	HVAC	1	\$11.88	\$11.88
<b>GRAND TOTAL</b>					<b>\$407.88</b>

**Terms & Conditions**

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

**NOTICE TO OWNER**

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

# MARTIN LUTHER KING JR. CELEBRATION



Presented by Communities of Pine Lawn and Wellston



1/3/24

Under woman

Rachel DePrest Sponsorship Packages  
up check

### Bronze (\$200)

- Your company name will appear on our web site and all marketing materials.
- Two sponsored mentions on our social media (Network reach of 10k)

### Silver (\$500)

- Your company name will appear on our web site and all marketing materials.
- Your company will be given a sponsorship plaque thanking you for your support.
- Three sponsored mentions on our social media (Network reach of 10k)

### Gold (\$1,000)

- Your company name will appear on our web site and all marketing materials.
- Your company will be given a sponsorship plaque thanking you for your support.
- Your company's name will appear on our entertainment program thanking you for your support.
- Four sponsored mentions on our social media (Network reach of 10k)

### Platinum (\$1,500)

- Your company name will appear on our web site and all marketing materials.
- Your company will be given a sponsorship plaque thanking you for your support.
- Direct acknowledgment during concert.
- Reserved seating during concert.
- Your company's name will appear on our entertainment program thanking you for your support.
- Five sponsored mentions on our social media (Network reach of 10k)

Yes! I'm happy to contribute to the efforts you are putting forth!

Contact Name: Chelsea Dukes

Business Name: CITY OF BELLEFONTAINE

Address: 9641 Bellefontaine Road

Phone Number: (314) 494-4101 E-mail: Chelsea.Dukes@gmail.com

I want my donation to be contributed to:

Donation Amount: (check one)  \$15,000  \$10,000  \$4,500  \$1,500  \$100  Other: 4200.00

Please make check payable to YOUNG VOICES WITH ACTION (2024 MLK) PO Box 300051 St. Louis, MO

63130

RECEIVED BY	
CITY OF BELLEFONTAINE NEIGHBORS	
DATE:	<u>1/13/24</u>
FOR	<u>Admin</u> DEPT
APPROVED FOR PAYMENT	<u>Summer Ruggles Dea</u>
AMOUNT \$	<u>200.00</u>

Acct # 50544

# ANNUAL MID ST. LOUIS COUNTY



# MARTIN LUTHER KING JR. CELEBRATION



Presented by Communities of Pine Lawn and Wellston



November 10, 2023

Dear Future Sponsor,

The Annual Mid St. Louis County Martin Luther King Jr Celebration, made possible by citizens of Wellston & Pine Lawn, will take place on the weekend of January 13-15, 2024. We invite you to join us in this celebration theme of "Characteristics of Person of the Year". As we celebrate 61 years since TIME Magazine named Dr. King Person of the Year, we want to honor those characteristics that made him a fitting recipient of this honor and challenge our leaders of today.

The Annual Mid St. Louis County Martin Luther King Jr Celebration Weekend consist of a Leadership & Prayer Breakfast, a community service project, a worship service, a parade, and prolific celebratory program. Our Planning Committee is working diligently in planning this celebration which has traditionally grown to be the largest Martin Luther King Jr celebration in St. Louis County that commemorates the life and legacy of our civil rights hero.

We will be joined by community, business, civic, and religious leaders, educator, students, and community residents from across St. Louis region. Guest speakers and displays of community, faith and justice will be visible throughout the event. Students from Normandy School Collaborative will be expressing themselves and local talent will keep us engaged. We invite all municipalities, organizations, and residents within the mid-county area and beyond to join us as a sponsor of the 9th Annual Mid St. Louis County Dr. Martin Luther King, Jr. Celebration Weekend.

Sponsorship benefits include media and onsite exposure, collateral, hospitality, and community relations benefits valued beyond the cost of sponsorship. The funds you are being asked to provide will not only go toward underwriting the 9th Annual Mid-County Dr. Martin Luther King, Jr. Celebration Weekend, but also to the community service project on Martin Luther King Boulevard.

For more information or to discuss your sponsorship, please contact me at 314-391-5688 or visit [www.youngvoiceswithacion.org](http://www.youngvoiceswithacion.org).

Regards,

*Farrakhan Shegog*

Annual Mid St. Louis County Martin Luther King Jr Celebration

Federation of Urban League  
ALL AM

46688

**CITY OF BELLEFONTAINE NEIGHBORS**

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



70-138/810



1/3/2024

PAY TO THE ORDER OF YOUNG VOICES WITH ACTION (2024 MLK)

\$ \*\*200.00

Two Hundred and 00/100\*\*\*\*\*

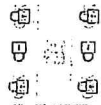
'DOLLARS

YOUNG VOICES WITH ACTION (2024 MLK)  
PO BOX 300051  
ST. LOUIS, MO 63130

CITY TREASURER

CITY CLERK

MAYOR



**FILE COPY**  
AUTHORIZED SIGNATURE

MEMO

⑈046688⑈ ⑆081001387⑆ 0165529502⑈

**CITY OF BELLEFONTAINE NEIGHBORS**

46688

YOUNG VOICES WITH ACTION (2024 MLK)

1/3/2024

Date	Type	Reference	Original Amt.	Balance Due	Discount	Payment
1/3/2024	Bill	SPONSORSHIP	200.00	200.00		200.00
					Check Amount	200.00

OPERATING ACCT-

200.00

**CITY OF BELLEFONTAINE NEIGHBORS**

46688

YOUNG VOICES WITH ACTION (2024 MLK)

1/3/2024

Date	Type	Reference	Original Amt.	Balance Due	Discount	Payment
1/3/2024	Bill	SPONSORSHIP	200.00	200.00		200.00
					Check Amount	200.00



CANON SOLUTIONS AMERICA

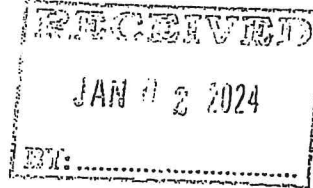
300 COMMERCE SQUARE BLVD  
BURLINGTON, NJ 08016  
800-613-2228  
www.csa.canon.com

Invoice  
Page 1 of 2



Invoice Number 6006686345  
Invoice Date January 01, 2024  
Invoice Amount \$460.18  
Past Due After January 31, 2024  
Balance Due \$460.18

Bill To: 1468871  
Attn: Accounts Payable  
CITY OF BELLEFONTAINE NEIGHBORS  
POLICE DEPT  
9641 BELLEFONTAINE RD  
BELLEFONTAINE NEIGHBORS, MO 63137-1818



Terms: NET 30

Comments

Additional Details

For Customer Service inquiries please call us at 1-800-613-2228.  
As applicable, amounts may be charged for use tax recovery on the taxable portion (if any) of your maintenance contract, and fees may be assessed for consumables shipping.  
Would you like to automate your meter read process? Ask your representative about imageWARE Remote.

Invoice Summary

Source	Product Type	Qty	Base Charge	Attachment Charge	Usage Charge	Amount
MAINTENANCE	COPIER	1	\$22.81	\$0.00	\$437.37	\$460.18
Subtotals:						\$460.18
Total Charges:						\$460.18
Total Tax:						\$0.00
Total Amount:						\$460.18
Prepay Amount:						\$0.00
Net Amount Due:						\$460.18
Taxes: State:	\$0.00	County:	\$0.00	City:	\$0.00	

Manage your account or enter meter reads online at [www.csa.canon.com/myCSA](http://www.csa.canon.com/myCSA)

Please detach and return this lower portion with check made payable to Canon Solutions America, Inc.



CANON SOLUTIONS AMERICA

Bill To: 1468871  
Attn: Accounts Payable  
CITY OF BELLEFONTAINE NEIGHBORS  
POLICE DEPT  
BELLEFONTAINE NEIGHBORS, MO  
63137-1818

Invoice Number 6006686345  
Invoice Date January 01, 2024  
Invoice Amount \$460.18  
Past Due After January 31, 2024  
Balance Due \$460.18  
Enclosed Amount 460.18

Remit Payment To:

FEIN #: 13-2677004  
Canon Solutions America, Inc.  
15004 COLLECTIONS CENTER DRIVE  
CHICAGO, IL 60693-0150

15004000146887100600668634500000000460181

PLEASE INDICATE BILLING ADDRESS CHANGES ABOVE





CANON SOLUTIONS AMERICA

300 COMMERCE SQUARE BLVD  
BURLINGTON, NJ 08016  
800-613-2228  
www.csa.canon.com

Invoice  
Page 2 of 2

Invoice Number 6006686345  
Invoice Date January 01, 2024  
Invoice Amount \$460.18  
Past Due After January 31, 2024  
Balance Due \$460.18

Invoice Detail

Location: 1468871 CITY OF BELLEFONTAINE NEIGHBORS 9641 BELLEFONTAINE RD POLICE DEPT BELLEFONTAINE NEIGHBORS,MO 63137-1818	Purchase Order:	Customer Codes:
------------------------------------------------------------------------------------------------------------------------------------	-----------------	-----------------

Contract 1737005	Serial / ID JME10784	Model ADVC5255	Supply Inclusive Service Program						
Invoice 6006686345	Type Maintenance - Copier Base	Period 12/31/2023 - 03/30/2024			Amount \$22.81				
6006686345	Maintenance - Copier Usage	09/30/2023 - 12/30/2023							
Meter Type	Start Reading	End Reading	Test Copies	Copies Made	Multiplier	Allowance <sup>(1)</sup>	Billable Copies <sup>(2)</sup>	Rate	
Black	331,662	338,736	0	7,074	1	0	7,074	\$0.015086	\$106.72
Color	183,787	186,536	0	2,749	1	0	2,749	\$0.12028	\$330.65
Taxes:	State:	\$0.00	County:	\$0.00	City:	\$0.00	Total Tax:	\$0.00	

Subtotals: \$460.18

(1) - Allowance may be prorated for Partial Periods  
(2) - Billable Copies includes Allocated Copies and Billing Multiplier if applicable.

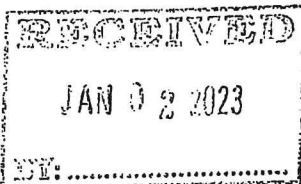
RECEIVED BY ✓  
CITY OF BELLEFONTAINE NEIGHBORS  
DATE: 1.3.24  
FOR Police DEPT  
APPROVED FOR PAYMENT [Signature]  
AMOUNT \$ 4100.18

#5274



CANON SOLUTIONS AMERICA

300 COMMERCE SQUARE BLVD  
BURLINGTON, NJ 08016  
800-613-2228  
www.csa.canon.com

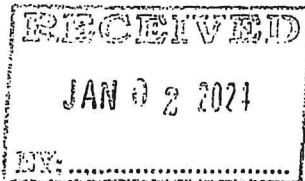


Invoice  
Page 1 of 2



Invoice Number 6006679510  
Invoice Date January 01, 2024  
Invoice Amount \$75.21  
Past Due After January 31, 2024  
Balance Due \$75.21

Bill To: 1468871  
Attn: Accounts Payable  
CITY OF BELLEFONTAINE NEIGHBORS  
POLICE DEPT  
9641 BELLEFONTAINE RD  
BELLEFONTAINE NEIGHBORS, MO 63137-1818



Terms: NET 30

Comments

Additional Details

For Customer Service inquiries please call us at 1-800-613-2228.  
As applicable, amounts may be charged for use tax recovery on the taxable portion (if any) of your maintenance contract, and fees may be assessed for consumables shipping.  
Would you like to automate your meter read process? Ask your representative about imageWARE Remote.

Invoice Summary

Source	Product Type	Qty	Base Charge	Attachment Charge	Usage Charge	Amount
MAINTENANCE	COPIER	1	\$55.88	\$0.00	\$19.33	\$75.21
Subtotals:						\$75.21
Total Charges:						\$75.21
Total Tax:						\$0.00
Total Amount:						\$75.21
Prepay Amount:						\$0.00
Net Amount Due:						\$75.21
Taxes: State:	\$0.00	County:	\$0.00	City:	\$0.00	

Manage your account or enter meter reads online at [www.csa.canon.com/myCSA](http://www.csa.canon.com/myCSA)

Please detach and return this lower portion with check made payable to Canon Solutions America, Inc.



CANON SOLUTIONS AMERICA

Remit Payment To:

FEIN #: 13-2677004  
Canon Solutions America, Inc.  
15004 COLLECTIONS CENTER DRIVE  
CHICAGO, IL 60693-0150

Bill To: 1468871  
Attn: Accounts Payable  
CITY OF BELLEFONTAINE NEIGHBORS  
POLICE DEPT  
BELLEFONTAINE NEIGHBORS, MO  
63137-1818

Invoice Number 6006679510  
Invoice Date January 01, 2024  
Invoice Amount \$75.21  
Past Due After January 31, 2024  
Balance Due \$75.21  
Enclosed Amount

**75.21**

150040001468871006006679510000000000075219

PLEASE INDICATE BILLING ADDRESS CHANGES ABOVE



CANON SOLUTIONS AMERICA

300 COMMERCE SQUARE BLVD  
BURLINGTON, NJ 08016  
800-613-2228  
www.csa.canon.com

Invoice  
Page 2 of 2

Invoice Number 6006679510  
Invoice Date January 01, 2024  
Invoice Amount \$75.21  
Past Due After January 31, 2024  
Balance Due \$75.21

Invoice Detail

Location: 1468871 CITY OF BELLEFONTAINE NEIGHBORS 9641 BELLEFONTAINE RD POLICE DEPT BELLEFONTAINE NEIGHBORS,MO 63137-1818	Purchase Order:	Customer Codes: 003513
------------------------------------------------------------------------------------------------------------------------------------	-----------------	---------------------------

Contract	Serial / ID	Model	Supply Inclusive Service Program						
1449244	DHK18065	IR3245							
Invoice	Type	Period	Amount						
6006679510	Maintenance - Copier Base	12/13/2023 - 01/12/2024	\$55.88						
6006679510	Maintenance - Copier Usage	11/13/2023 - 12/12/2023							
Meter Type	Start Reading	End Reading	Test Copies	Copies Made	Multipiler	Allowance <sup>(1)</sup>	Billable Copies <sup>(2)</sup>	Rate	
Black	282,217	282,736	0	519	-	0	519	\$0.037252	\$19.33

Taxes:	State:	\$0.00	County:	\$0.00	City:	\$0.00	Total Tax:	\$0.00
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Subtotals:	\$75.21
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(1) - Allowance may be prorated for Partial Periods  
(2) - Billable Copies Includes Allocated Copies and Billing Multiplier if applicable.

RECEIVED BY ✓  
CITY OF BELLEFONTAINE NEIGHBORS  
DATE: 1/03/24  
FOR Police DEPT  
APPROVED MSE  
FOR PAYMENT  
AMOUNT \$ \$75.21

#5214



www.gotodobbs.com

# INVOICE

Invoice Date	Cust No.	Order No.	Page	Invoice No.
01/04/2024	25875	15 - 381631	1/1	15 - 355538
License: 8670076 Mileage: 1				Time In 10:26 AM
2000 LOOSE TIRES				Time out 8:12 AM
				<b>COPY</b>

CAVE SPRINGS - 15  
 1111 CAVE SPRINGS BLVD.  
 ST PETERS, MO 63376  
 Phone: (636) 928-3328

**Sold To:**  
 CITY OF BELLEFONTAINE NEIGHBORS  
 9641 BELLEFONTAINE RD.  
 Bellefontaine Nei, MO 63137

**Ship To:**  
 CITY OF BELLEFONTAINE NEIGHBORS  
 9641 BELLEFONTAINE RD.  
 BELLEFONTAINE NEI, MO 63137

Purchase Ord. No.	Sales Person	Main Phone	Other Phone	Ship Via	Terms: DUE 10TH NET Finalized: NTB		
3914	XXX	(314) 867-0076	Cell: (314) 537-3152 Alt: (314) 867-0080				
Item No.	Description	Qty Ordered	Qty Shipped	F.E.T.	Price	Net Extension	
732005558	255/60R18 EAGLE ENFORCER AW 108V Serial#: 1M6W4JL7R2423	8	8		146.00	1,168.00	
732026500	245/55R18 EAGLE RS-A 103V VSB Serial#: 1M60XJAZR4323	6	6		139.54	837.24	
MISSOURI	STATE TIRE FEE	14	14		0.50	7.00	

P.O. NUMBER: 3914  
 GS/AN # 1: G0009134  
 DELIVERY RECEIPT#: 556961

Sub-Total Parts: 2,012.24  
 Non-Taxable Amount: 2,012.24  
 Taxable Amount: 0.00  
**Total: 2,012.24**

X \_\_\_\_\_  
 Customer Authorization for Total

**RECEIVED BY** ✓

CITY OF BELLEFONTAINE NEIGHBOR

DATE: 1/4/24

FOR Police DEPT

APPROVED FOR PAYMENT [Signature]

AMOUNT \$ 2,012.24

5611

**IF YOU ARE NOT SATISFIED CALL OUR STORE MANAGER NATHAN BOULWARE 636-928-3328**

CITY OF  
BELLEFONTAINE NEIGHBORS, MO.

00000014

REQUISITION

Request By Johanna Ross Date January 3<sup>rd</sup>, 2014  
Dept. Police

Dobbs Time

255 / hr R.R. Submers (8)

245 / hr R.R. Rpt. Emp. (20)

\$ 2,012.34

Rec'd  
by Staff

APPROVED BY:

Board of Aldermen \_\_\_\_\_, 20\_\_\_\_  
Signed [Signature]  
Mayor

Signed \_\_\_\_\_ Dept. \_\_\_\_\_

ORDER PLACED WITH

Name	Price	Terms	Net Price	Delivery
<u>Dobbs Time</u>	<u>2,012.34</u>			



**International Association of Property And Evidence, Inc.**  
 7474 North Figueroa St., Suite 125  
 Los Angeles, CA 90041  
 800 449 4273 • info@iape.org

M24-C614528

**Evidence Manager Chris Cassaday**  
 Bellefontaine Neighbors Police Department  
 9641 Bellefontaine Rd  
 Saint Louis MO 63137

RECEIVED BY ✓  
 BELLEFONTAINE NEIGHBORS  
 DATE: 1/14/24  
 FOR Police DEPT  
 APPROVED FOR PAYMENT [Signature]  
 AMOUNT \$ 65.00

Date: 1/2/2024

5211

**Online Renewal Information**

Renewal Invoice # M24-C614528  
 ccassaday@cityofbn.com

**Membership Renewal Invoice**

If Paying by check, please return with payment

**Evidence Manager Chris Cassaday**  
 Bellefontaine Neighbors Police Department  
 9641 Bellefontaine Rd  
 Saint Louis MO 63137

**Pay Online Now At**  
<http://iape.org/renew>

or  
 Mail Check / Money Order to:

ccassaday@cityofbn.com

Renewal Invoice #:



M24-C614528

**IAPE**  
 7474 North Figueroa St., Suite 125  
 Los Angeles, CA 90041

Item ID	Item Name	Price
2024MBS	2024 IAPE Membership / Including 4 Issues of <i>The Evidence Log Digital Magazine</i>	\$65.00

**Amount Due \$65.00**

**Upcoming 2- Day Classes...**

- |                            |                              |                                 |
|----------------------------|------------------------------|---------------------------------|
| Jan 23 - Anaheim, CA       | Apr 23 - Salem, OR           | Aug 15 - Charlottesville, VA    |
| Feb 22 - Las Vegas, NV     | Apr 23 - Cary, NC            | Aug 26 - Humble, TX             |
| Feb 26 - St. Augustine, FL | May 6 - Carmi, IL            | Aug 2024 - S. San Francisco, CA |
| March 5 - Sacramento, CA   | May 6 - Commerce City, CO    | Sept 9 - Selah / Union Gap, WA  |
| March 12 - Lansing, MI     | May 14 - Salt Lake City, UT  | Sept 17 - Overland Park, KS     |
| March 25 - Hutto, TX       | May 22 - Allison Park, PA    | Oct 1 - Massillon, OH           |
| March 26 - Tucson, AZ      | June 11 - Hurst, TX          | Oct 21 - Caldonia, WI           |
| April 3 - Lancaster, OH    | June 11 - Council Bluffs, IA | Oct 2024 - Palm Bay, FL         |
| April 15 - Kansas City, MO | July 15 - Minneapolis, MN    | Nov 12 - Joplin, MO             |
|                            | Aug 12 - Indianapolis, IN    | Dec 2024 - Burbank, CA          |

• Membership is from January 1, 2024 - December 31, 2024 •  
 • For Accounting Purposes, IAPE's Tax ID Number is 88-0296739 - W9 available at [iape.org/W9.pdf](http://iape.org/W9.pdf) •  
 • Prompt payment will ensure continued delivery of *The Evidence Log Magazine* •



46692

**CITY OF BELLEFONTAINE NEIGHBORS**

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



70-138/810



1/5/2024

PAY TO THE ORDER OF LAURINETTE BOWERS

\$ \*\*73.00

Seventy-Three and 00/100\*\*\*\*\* DOLLARS

LAURINETTE BOWERS  
BLACK TIE CATERING SERVICES  
1114 TOWERING PNES DRIVE  
ST. LOUIS, MO 63137

CITY TREASURER

CITY CLERK

MAYOR

AUTHORIZED SIGNATURE

*void*

MEMO

⑈046692⑈ ⑆081001387⑆ 0165529502⑈

**CITY OF BELLEFONTAINE NEIGHBORS**

46692

LAURINETTE BOWERS

Date	Type	Reference	Original Amt.	Balance Due	1/5/2024 Discount	Payment
1/5/2024	Bill	CATERING SERVICE	73.00	73.00		73.00
					Check Amount	73.00

OPERATING ACCT- 73.00

**CITY OF BELLEFONTAINE NEIGHBORS**

46692

LAURINETTE BOWERS

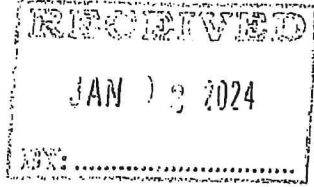
Date	Type	Reference	Original Amt.	Balance Due	1/5/2024 Discount	Payment
1/5/2024	Bill	CATERING SERVICE	73.00	73.00		73.00
					Check Amount	73.00



ORIGINAL INVOICE

10000

THANKS FOR YOUR ORDER



Contact Number For:
Account Inquiries: (888) 263-3423
Order Inquiries: (800) 721-6592

Federal ID # 86-2161688

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

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: 02103124
FOR Police DEPT
APPROVED FOR PAYMENT [Signature]
AMOUNT \$ 148.13

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

#5224 #5221

Summary table with columns: SUB-TOTAL, DISCOUNT, DELIVERY, MISCELLANEOUS, SALES TAX, TOTAL. Total amount circled as \$148.13.

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 (148.13)

FL0 002317295 3480463630013 00000014813 1 0

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.

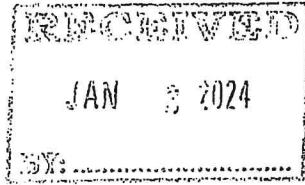
PLEASE DO NOT STAPLE OR FOLD. THANK YOU



ORIGINAL INVOICE

10000

THANKS FOR YOUR ORDER



Contact Number For:
Account Inquiries: (888) 263-3423
Order Inquiries: (800) 721-6592

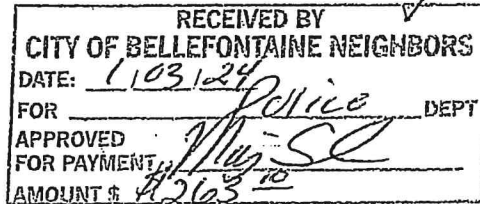
Federal ID # 86-2161688

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

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



Handwritten numbers: #5219 #5221

Summary table with columns: SUB-TOTAL, DISCOUNT, DELIVERY, MISCELLANEOUS, SALES TAX, TOTAL, and AMOUNTS

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

FL0 002317295 3480350140019 00000026310 1 1

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.

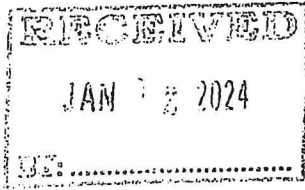
PLEASE DO NOT STAPLE OR FOLD. THANK YOU



ORIGINAL INVOICE

10000

THANKS FOR YOUR ORDER



Contact Number For:
Account Inquiries: (888) 263-3423
Order Inquiries: (800) 721-6592

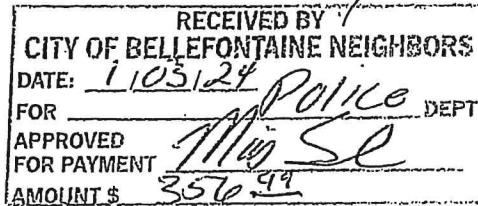
Federal ID # 86-2161688

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

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



#5214 #5221

Summary table with columns: SUB-TOTAL, DISCOUNT, DELIVERY, MISCELLANEOUS, SALES TAX, TOTAL, and amounts on the right. Total amount is \$356.99.

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

Table with column: AMOUNT ENCLOSED, value 356.99

FLO 002317295 3479846100017 0000035699 1 5

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

# Pipe and Duct Systems LLC

2089 Corporate 44 Drive  
Fenton, MO 63026  
Telephone: 636-677-6100 Fax: 636-677-0314



<b>Sold To:</b> Bellefontaine Community Center  9669 Bellefontaine Road St. Louis, MO 63137	<b>Invoice</b> <b>Invoice Number:</b> J007027 <b>Invoice Date:</b> Dec 29, 2023 <b>Terms:</b> Net 30 <b>Customer Code:</b> BELLECOMCT
<b>Job Location:</b> Bellefontaine Community Center 9669 Bellefontaine Road St. Louis, MO 63134 Attn: James Kirincich	<b>Reference:</b> <b>Job Number:</b> 01567 <b>Job Description:</b> Bellefontaine Community Center

Description	Amount
RE: Replacement Floor Grille	
Furnish new 29 1/2 X 9 1/2 floor grille with larger spacing per your request.	
AMOUNT DUE THIS INVOICE	309.38
Sub Total	309.38
<b>TOTAL</b>	<u>309.38</u>

1/3/2024  
Perky  
*[Signature]*  
\$ 309.38  
#5511

Terms: NET 30  
Handling & Processing fees will be added to account balance if payment is not received in 45 days.  
Additional fees will be applied at 30 day intervals.  
NOW ACCEPTING CREDIT CARDS FOR PAYMENT - A 2% SERVICE FEE WILL APPLY



SUNSHINE WINDOW CLEANING  
 PO Box 220044  
 KIRKWOOD, MISSOURI 63122  
 314-849-6768  
 sunshinecleanwindows.com

SOLD BY <u>TV</u>		DATE <u>12-29-23</u>	
NAME <u>Bellefontaine City Hall</u>			
ADDRESS <u>9041 Bellefontaine</u>			
CASH	C.O.D.	CHARGE	ON ACCT.
		<u>A</u>	
<u>OE</u>			<u>65.00</u>
RECEIVED BY <u>Shirley Ruppel</u>			

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

80683

**Thank  
You**

RECEIVED BY ✓	
CITY OF BELLEFONTAINE NEIGHBORS	
DATE: <u>1/17/24</u>	
FOR <u>Admin</u>	DEPT
APPROVED	<u>Shirley Ruppel</u>
FOR PAYMENT	
AMOUNT \$ <u>65.00</u>	

Acct # 10045

# FACILITY REFUND RECEIPT

**Receipt #**                    **303752**  
**Payment Date:**            **12/28/23**  
**Household:**                **4492**

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

**SANDRA HENDERSON**  
 1430 ATTICA  
 Bellefontaine Nbrs. MO 63137

**Reservation Updated: Recreation Center, Meeting Room 109**

Reserv. Contact: **SANDRA HENDERSON**  
 Phone Number: **(314)540-8806**  
 Reserv. Number: **7597**  
 Status: **Firm**  
 Purpose: **Christmas Party**

<u>Date(s) And Times</u>	<u>New Fees</u>	<u>Total Fees</u>	<u>New Paid</u>	<u>Total Paid</u>	<u>Amount Due</u>
Fri 12/22/2023 11:00 am to 05:30 pm	0.00	90.00	0.00	90.00	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 12/28/23 @ 9:21 am by ANS

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

**Household Balance Information**

Overall Household Credit Balance Available                    0.00  
 Overall Household Balance Due                                    0.00

Refund of: 75.00 Made By: Journal With Reference:

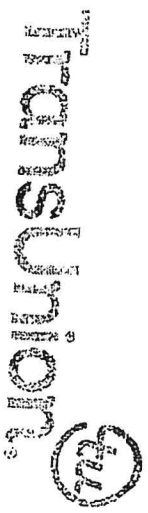
A refund of \$75.00 will be mailed to:  
**SANDRA HENDERSON**  
 1430 ATTICA  
 Bellefontaine Nbrs. MO 63137

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

\_\_\_\_\_  
 12/28/23  
 \_\_\_\_\_  
 Date

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

\_\_\_\_\_  
 Date



FEIN: 46-3901689  
 Billing Support: 888-891-4847  
 Customer Support: 888-493-2209  
 FAX: 561-226-9717

Customer Information

Bellefontaine Neighbors PD  
 9641 Bellefontaine Rd  
 Saint Louis, MO 63137-1818

Account ID: 2157411  
 Invoice ID: 2157411-202312-1  
 Invoice Date: 01/01/2024  
 Billing Period: 12/01/2023 - 12/31/2023  
 Terms: Net 45  
 Payment Preference: Paper Check

PLEASE REFERENCE YOUR ACCOUNT ID ON YOUR CHECK!

Remittance Address

TransUnion Risk and Alternative  
 Data Solutions, Inc.  
 PO Box 209047  
 Dallas, TX 75320-9047

**December 2023 Billing:**

Current Charges:	\$75.00
Sales Tax:	\$0.00
Credits / Adjustments:	\$0.00
<b>Total Month Billable:</b>	<b>\$75.00</b>

**Account Summary:**

Previous Month(s) Balance:	\$75.00
Total Month Billable:	\$75.00
<b>Total Account Balance:</b>	<b>\$150.00</b>

Log In to the Billing section of My Account in TLOxp to:

- Make a Payment Online
- Download Invoices
- Review Billing History
- Update Payment Preferences, such as Auto-Debit or Check

RECEIVED BY	CITY OF BELLEFONTAINE NEIGHBORS
DATE: 1/4/24	Police DEPT
FOR APPROVED FOR PAYMENT	AMOUNT \$ 150.00
<i>[Signature]</i>	

Please refer to the following pages for a detailed list of charges.  
 Social Security Numbers cannot be displayed in details.  
 5272





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

# INVOICE

www.westportpools.com

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

Date: 12/19/2023  
 Invoice No. 131042  
 Terms: Net 10 days

Customer ID: B010

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

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

Reference: Work Order 164582  
 Description: Work Order 164582 CHEM DELIVERY

PO Number:

Item	Description	UOM	Quantity/ (Hours)	Unit Price/ (Labor Rate)	Amount/ (Extension)
<b>Parts</b>					
12/12/2023	CHEMCLOR0900 VERTEX CONCENTRATE GAL		340.00	\$3.25	\$1,105.00
<b>Parts Subtotal</b>					<b>\$1,105.00</b>

1/3/24  
 Parks ✓  
*J. Kirincich*  
 \$1,105.00  
 Aquatics  
 #5318

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

Subtotal:	\$1,105.00
Sales Tax:	\$0.00
Payments:	\$0.00
<b>Total Due:</b>	<b>\$1,105.00</b>

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



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

# Black Tie Catering Services

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

CONTACT: Laurinette Bowers  
 11114 Towering Pines Drive  
 St. Louis, MO 63136  
 (314) 412-1637

EVENT DATE: January 11, 2024  
 FOR: Event to be held at Bellefontaine Neighbors City Hall  
 Drop Off Time: By 4:30 pm

QUANTITY	DESCRIPTION	UNIT PRICE	AMOUNT
1	Catering Services - 1/11/2024 for 100 guests  A la carte Menu shall include: Meats: BBQ chicken (Wings only) Sides: Roasted Vegetables		\$ 380.00 \$ 350.00
<div data-bbox="406 1102 885 1312" data-label="Text"> <p>RECEIVED BY            CITY OF BELLEFONTAINE NEIGHBORS            DATE: <u>1/9/24</u>            FOR: <u>Admin</u> DEPT            APPROVED            FOR PAYMENT <u>[Signature]</u>            AMOUNT \$ <u>657.00</u></p> </div> <p style="text-align: center;"><i>Acct # 3054.10</i></p>			
SUBTOTAL			\$ 730.00
TAX RATE			EXEMPT
SALES TAX			-
GRAND TOTAL			\$ 730.00

For said catering job, a \$73 deposit is required.  
 The remaining \$657 shall be paid no later than 72 hours (3 days) prior to the said event.  
 Make all checks payable to: Laurinette Bowers

*Due to the economic hardships, we have been forced to slightly increase our prices.  
 Tipping is customary and much appreciated.*



JAN 10 2024

# Monthly Statement

### Connect Today

Our AT&T services are available 24 hours a day, 7 days a week. And now, you can easily connect to your local area. If you're having trouble with your service, contact us today at 800.983.8405.

### Bill-At-A-Glance

Previous Consolidated Bill	8,049.02
Payment	6,025.02CR
Adjustments	50.60
Past Due - Please Pay Immediately	2,074.60
Current Charges	1,889.54
<b>Total Amount Due</b>	<b>\$3,964.14</b>
Current Charges Due in Full by	Jan 29, 2024

### Detail of Payments and Adjustments

Item No.	Date	Description	Adjustments	Payments
1.	12-05	Payment		3,984.89
2.	12-11	Payment		2,040.13
3.	12-29	Late payment charge on unpaid balance	50.60	
<b>Totals</b>			<b>50.60</b>	<b>6,025.02</b>

### Plans and Services

#### Government Fees and Taxes

4. Federal	.00
5. State and Local	.00
<b>Total Government Fees and Taxes</b>	<b>.00</b>

#### Total Plans and Services

.00

### Billing Summary

Online: att.com/myatt	Page	
Plans and Services		.00
1 800 321-2000		
Service Changes:		
1 800 321-2000		
Repair Services:		
1 800 288-2020		
Individual Account Summary	1	1,889.54
<b>Total Current Charges</b>		<b>1,889.54</b>

### Individual Account Summary

#### Consolidated Summary of Current Charges

Account Number	Plans and Services	Other Providers	Taxes	Total Charges
314 867-0076 429	943.37	60.75	.00	1,004.12
314 867-0080 428	471.38	31.63	.00	503.01
314 867-0700 128	354.89	27.52	.00	382.41
<b>Totals</b>	<b>1,769.64</b>	<b>119.90</b>	<b>.00</b>	<b>1,889.54</b>

RECEIVED BY  
 CITY OF BELLEFONTAINE NEIGHBORS  
 DATE: 1/11/24  
 FOR: RR-5025 DEPT  
 APPROVED FOR PAYMENT: [Signature]  
 AMOUNTS: 1889.54  
 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 \$3964.14. 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
- HEY ALEXA, CALL MOM
- FEES AND SURCHARGES

See "News You Can Use" for additional information

Local Services provided by AT&T Arkansas, AT&T Kansas, AT&T Missouri, AT&T Oklahoma, or AT&T Texas based upon the service address location.

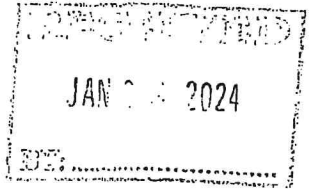
GO GREEN - Enroll in paperless billing.

# A.A.Quick Electric Sewer Service Inc.

3012-A North Lindbergh Blvd.

St. Louis, MO 63074

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



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

## Invoice

P.O.# or Job Address

1236 Ashford

Date	Date Completed	Work Order#	Terms	Due Date
12/26/2023	12/26/2023	198607	Net 30	1/25/2024

Description	Hours / # of Drains	Rate	Amount
repaired sewer lateral per bid		4,100.00	4,100.00

RECEIVED BY  
CITY OF BELLEFONTAINE NEIGHBORS  
DATE: 1/8/24  
FOR P.W. DEPT  
APPROVED FOR PAYMENT  
AMOUNT \$ 4,100.00  
Check # 1050

**Total \$4,100.00**

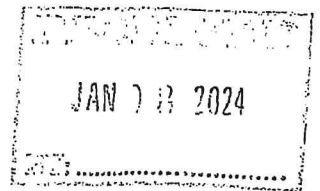
A Service charge of 1 1/2% per month (18% per Annum) will be charged on all accounts not paid in 30 days.  
PLEASE INCLUDE WORK ORDER NUMBER ON ALL CHECKS SUBMITTED FOR PAYMENT!

# A.A.Quick Electric Sewer Service Inc.

3012-A North Lindbergh Blvd.

St. Louis, MO 63074

Phone 314-429-7131 Fax 636-949-6368



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

## Invoice

P.O.# or Job Address

1201 Kilgore

Date	Date Completed	Work Order#	Terms	Due Date	
12/18/2023	12/18/2023	198605	Net 30	1/17/2024	
Description			Hours / # of Drains	Rate	Amount
repaired sewer per bid				2,050.00	2,050.00
<div data-bbox="264 1150 747 1354" data-label="Text"> <p>RECEIVED BY ✓ CITY OF BELLEFONTAINE NEIGHBORS DATE: 1/18/24 FOR: P.U.D. DEPT APPROVED FOR PAYMENT AMOUNT \$ 2,050.00 ACCT #1050</p> </div>			<b>Total</b>		<b>\$2,050.00</b>

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

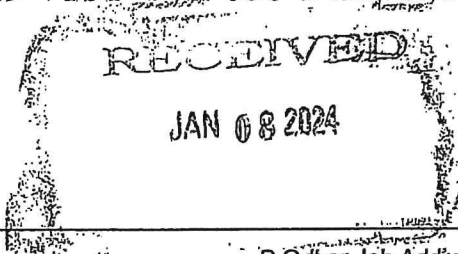
# A.A.Quick Electric Sewer Service Inc.

3012-A North Lindbergh Blvd.

St. Louis, MO 63074

Phone 314-429-7131 Fax 636-949-5868

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



Invoice

P.O.# or Job Address

10135 Jepson

Date	Date Completed	Work Order#	Terms	Due Date	
12/26/2023	12/26/2023	198606	Net 30	1/25/2024	
Description			Hours / # of Drains	Rate	Amount
repaired sewer lateral per bid				4,100.00	4,100.00
<div data-bbox="243 1102 722 1354" data-label="Text"> <p>RECEIVED BY CITY OF BELLEFONTAINE NEIGHBORS DATE: 1/9/24 FOR: P.W. DEPT APPROVED FOR PAYMENT: <i>[Signature]</i> AMOUNT \$ 4,100.00/11 Acct # 1050</p> </div>					
			<b>Total</b>		<b>\$4,100.00</b>

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



- ☐ 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: 1.800.552.7583

Account Number 9287201127  
 Customer Name CITY OF BELLEFONTAINE NEIGHBORS  
 Service Address 911 AMARAL CIR, D/D SAINT LOUIS, MO 63137

RECEIVED BY  
 CITY OF BELLEFONTAINE NEIGHBORS  
 DATE: 1/9/24  
 FOR: Adm  
 APPROVED FOR PAYMENT: [Signature]  
 AMOUNT DUE \$97.75  
 FOCUSED ENERGY. For life.  
 ACCT#5021

Due Date 01/24/2024

Current Used for Statement 01/01/2024

Total Lighting Charges	\$47.93
Additional Adjustments (» see details pages)	\$0.54
Prior Balance	\$49.28
<b>Total Amount Due</b>	<b>\$97.75</b>

Amount After Due Date	\$98.82
Previous Statement	\$98.51
Total Payments	\$49.23
<i>Full Payment Not Received</i>	

If the prior balance has been paid, pay current amount of \$48.47 only.

Lighting Service Dates: Service from 01/23/2023 to 01/24/2024 (30 days)

Usage Summary

Lighting kWh 80.0000

Rate 5M Private Area Lighting

Municipal Lighting Discount

DESCRIPTION	USAGE	UNIT	RATE	CHARGE
Lighting Charge				\$49.03
Municipal Lighting Discount	49.31		@ \$-0.10000000	\$-4.93
Fuel Adjustment Charge	80.00	kWh	@ \$ 0.00309000	\$0.25
Renewable Energy Adjustment	80.00	kWh	@ \$ 0.00032000	\$0.03
<b>Total Service Amount</b>				<b>\$44.38</b>



00380 2256250 001373 002745 0003/0004

» See next page for service details.

Keep this portion for your records.

Page 1 of 4

Please return this portion with your payment.



☐ Check if you have address changes on back.

Amount Due	Due Date
\$97.75	January 24, 2024
Amount After Due Date	Account Number
\$98.82	9287201127
Amount Enclosed \$	
97.75	

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

AMEREN MISSOURI  
 PO BOX 88068  
 CHICAGO IL 60680-1068

90600000 0092872011207 000000048470 000000097750



- 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: 1.800.552.7583

RECEIVED BY  
 CITY OF BELLEFONTAINE NEIGHBORS  
 DATE: 1/19/24  
 FOR: Admin  
 APPROVED FOR PAYMENT  
 JAN 08 2024

FOCUSED ENERGY. For life.

Account Number 3287201123  
 Customer Name CITY OF BELLEFONTAINE NEIGHBORS  
 Service Address 800 AMARAL CIR, D/D SAINT LOUIS, MO 63137

AMOUNT DUE \$49.26  
 Acc't # 5021

Due Date 01/24/2024

Amount After Due Date \$49.78

Previous Statement \$49.23

Total Payments \$24.60

Full Payment Not Received

If the prior balance has been paid, pay current amount of \$24.63 only.

Current Month Statement 01/19/24-01/24/24

Total Lighting Charges	\$24.37
Additional Adjustments (see details pages)	\$0.26
Prior Balance Pd 12/15 CL # 46624	\$24.63
<b>Total Amount Due</b>	<b>\$49.26</b>

Utility Service Details Service from 01/23/2023 to 01/23/2023 (30 days)

Usage Summary

Lighting kWh 50.0000

Rate 5M Private Area Lighting

Municipal Lighting Discount

DESCRIPTION	USAGE	UNIT	RATE	CHARGE
Lighting Charge				\$24.90
Municipal Lighting Discount	25.07	@	\$-0.10000000	\$-2.51
Fuel Adjustment Charge	50.00	kWh	@ \$ 0.00309000	\$0.15
Renewable Energy Adjustment	50.00	kWh	@ \$ 0.00032000	\$0.02
<b>Total Service Amount</b>				<b>\$22.56</b>

13073 00380 2256250 001371 002741 0001/0004



» See next page for service details.

Keep this portion for your records.

Page 1 of 4

Please return this portion with your payment.



Check if you have address changes on back.

Amount Due	\$49.26	Due Date	January 24, 2024
Amount After Due Date	\$49.78	Account Number	3287201123
Amount Enclosed \$	24.63		



>000380 2256250 0001 092139 20Z

00380 2 AB 0.537 ADC 630

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



AMEREN MISSOURI  
 PO BOX 88068  
 CHICAGO IL 60680-1068

70600000 0032872011203 000000024630 000000049260





JOHN DEERE

# ART'S LAWN MOWER SHOP

15 Black Jack Court - Florissant, MO 63033  
(314) 741-1055  
www.ArtsLawnMowerShop.com

Kubota

*#56623*

SOLD TO \*\*\* emailed \*\*\*  
17419 CITY OF BELLEFONTAINE NEIGH.  
9641 BELLEFONTAINE  
ST LOUIS, MO 63137

SHIP TO  
STREETS & PARKS DEPT'S  
\*\* MAIN #867-07  
JIMMY 885-0044  
VINCE 537-3152  
JEFF 805-1294

JAN 23 2024

\*\* WE APPRECIATE YOU \*\* CURRENT HOURS: MON - FRI: 8 AM to 5:00 PM, SATURDAY: 8 AM to NOON, SUNDAY: CLOSED

Sold By: 095 PO #: Tax #: ON FILE Date 11/16/23 COUNTER INVOICE C042435

Tax	D	Qty	Description	Price	Amount
			<b>PARTS COUNTER</b>		
N		2	STC 63PM3 50	26.00	52.00
N		1	STC 63PM3 55	28.00	28.00
N		1	STA 3005 4809	43.00	43.00
			Each 43.00 Extended 43.00		
N		1	STA 3005 4813	48.99	48.99
N		12	STA OIL	2.50	30.00
			OIL 6.4 OZ. DISPLAY		
			<b>** TOTAL PARTS COUNTER</b>		<b>158.99</b>

RECEIVED BY  
CITY OF BELLEFONTAINE NEIGHBORS  
DATE: 1/18/24  
FOR: P.W. DEPT  
APPROVED: [Signature]  
FOR PAYMENT: [Signature]  
AMOUNT \$ 158.99

Acct # 5511

ALL CLAIMS AND RETURNABLE GOODS MUST BE ACCOMPANIED BY THIS BILL.  
15% RESTOCKING CHARGE ON RETURNABLE ITEMS.  
MOST ELECTRICAL PARTS & SPECIAL ORDERS ARE NOT RETURNABLE.

\*\* SUBTOTAL 158.99

X *Mrs. Crowder*

Charge Sale

Phone: (314) 867-0077

PAY THIS AMOUNT \$158.99



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

RECEIVED

JAN 08 2024

Invoice Number: 173930801010124  
Account Number: 173930801  
Invoice Date: 01/01/24  
Due Date: 01/31/24  
Security Code: 680068

**Summary**

Services from 01/01/2024 through 01/31/2024  
details on following pages

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

*Pd 12/15 - CK # 46626 353.86  
11/8 - CK # 46550 - 353.86 = 707.72*

**HOW TO CONTACT US**

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

**PAYMENT OPTIONS**

Checks:  
Charter Communications  
Box 223085  
Pittsburgh PA 15251-2085

**ACH/Wire Transfers:**

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

**Credit Cards:**

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

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

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

**Note:** Payments made after 12/22/2023 may not be reflected in the Payments section of this statement. They will appear on the following month's statement.

RECEIVED BY ✓  
CITY OF BELLEFONTAINE NEIGHBORS  
DATE: 1/9/24  
FOR: Admin DEPT  
APPROVED FOR PAYMENT  
AMOUNT \$ 353.86  
*Semmie Ruffin-Hall*  
Acct # 5024

Please detach and enclose this coupon with your payment.



DUE DATE	01/31/24
PREVIOUS BALANCE SUBTOTAL	\$707.72
CURRENT CHARGES SUBTOTAL	\$353.86
<b>BALANCE DUE</b>	<b>\$1,061.58</b>

AMOUNT PAID

\$ 353.86





Contact Us at  
1-888-812-2591

173930801010124  
173930801  
01/01/24  
01/31/24  
680068

Invoice Number:  
Account Number:  
Invoice Date:  
Due Date:  
Security Code:

Account Number	End User ID	Name/Address	Description	Circuit ID	Date Range	Prorated Charges	Recurring Charges	One Time Charges	Adjustments	Taxes, Fees & Surcharges	TOTAL
3930701	Location 1 of 3	BELLEFONTAINE CITY HALL 9641 BELLEFONTAINE RD SAINT LOUIS, MO 63137-1818	Video Services Digital Receiver Spectrum Business TV Premier Taxes, Fees and Surcharges Broadcast TV Surcharge Franchise Fee State And Local Sales Tax		01/01-01/31 01/01-01/31	\$0.00 \$0.00	\$47.94 \$38.00	\$0.00 \$0.00	\$0.00 \$0.00	\$0.00 \$0.00	\$47.94 \$38.00
			Subtotal			\$0.00	\$85.94	\$0.00	\$0.00	\$21.00 \$2.56 \$3.95	\$113.45
3930901	Location 2 of 3	CITY OF BELLEFONTAINE NEIGHBORS 9641 BELLEFONTAINE RD SAINT LOUIS, MO 63137-1818	Internet Services 5 Static IP Spectrum Business Internet		01/01-01/31 01/01-01/31	\$0.00 \$0.00	\$20.00 \$89.99	\$0.00 \$0.00	\$0.00 \$0.00	\$0.00 \$0.00	\$20.00 \$89.99
			Subtotal			\$0.00	\$109.99	\$0.00	\$0.00	\$0.00	\$109.99
3930601	Location 3 of 3	CENTER BELLEFONTAINE NEIGHBORS REC 9669 BELLEFONTAINE RD SAINT LOUIS, MO 63137-1818	Video Services Digital Receiver 2 @ \$10.99 Spectrum Business TV Premier Taxes, Fees and Surcharges Broadcast TV Surcharge Franchise Fee State And Local Sales Tax		01/01-01/31 01/01-01/31	\$0.00 \$0.00	\$21.98 \$79.99	\$0.00 \$0.00	\$0.00 \$0.00	\$0.00 \$0.00	\$21.98 \$79.99
			Subtotal			\$0.00	\$101.97	\$0.00	\$0.00	\$22.20 \$4.44 \$1.81	\$130.42
			<b>URGENT CHARGES SUBTOTAL</b>			\$0.00	\$297.90	\$0.00	\$0.00	\$55.96	\$353.86
			<b>REVIOUS STATEMENT BALANCE</b>			\$0.00	\$297.90	\$0.00	\$0.00	\$55.96	\$353.86
			<b>PAYMENTS</b>								
			<b>BALANCE DUE</b>								\$707.72
											\$0.00
											\$1,061.58

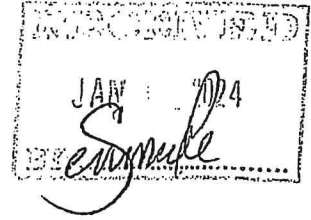




Gleason & Associates, Inc  
 444 S.E. 11th Avenue  
 Forest Lake, MN 55025  
 651.283.3871

# INVOICE

G&A Invoice Number	# 012475
Date	January 11, 2024
Terms	Due within 14 days
G & A Federal ID	41-150-4477



**Bill To:**  
 City of Bellefontaine Neighbors  
 9641 Bellefontaine Road  
 St. Louis, MO 63137

**Sent To:**  
 Mayor Dinah Tatman  
 City of Bellefontaine Neighbors  
 9641 Bellefontaine Road  
 St. Louis, MO 63137

Background & Invoice Sent      Shipped Via      Payment Terms per Agreement

January 11, 2024	Secure Link	14 days
------------------	-------------	---------

Item	Quantity	Description	Unit Pr	Total
1	2	Police Chief Backgrounds (Level 3) Jason Davis / Philip Lukens	\$1,100.00	\$2,200.00
			Subtotal	\$2,200.00
			Total Now Due	\$2,200.00

**Please make checks payable to:**  
 Gleason & Associates, Inc.  
 444 S. E. 11th Avenue  
 Forest Lake, MN 55025

RECEIVED BY  
 CITY OF BELLEFONTAINE NEIGHBORS  
 DATE: 1/11/24  
 FOR: Admin. DEPT  
 APPROVED FOR PAYMENT: *[Signature]*  
 AMOUNT: \$ 2,200.00  
 Acct # 5049



# JNI Hauling LLC DBA Bolin Services, A&A Towing, Cardinal All Hour Towing

5 Industrial Lane, Florissant MO 63031

Phone: 314-831-8800 | Fax: (314) 227-8320 | jsimpson@bolinservices.com

## STATEMENT

# 24-4326954

City of Bellefontaine Neighbor  
9641 Bellefontaine Rd.  
Bellefontaine MO 63137

Statement Details	
Statement Date:	1/2/2024
Due Date:	2/1/2024
Amount Due:	\$150.00

Date	VIN	Vehicle	Invoice	Subtotal	Balance
12/14/2023	GA674786	'16 Mercedes-Benz GLE White	115803	\$150.00	\$150.00

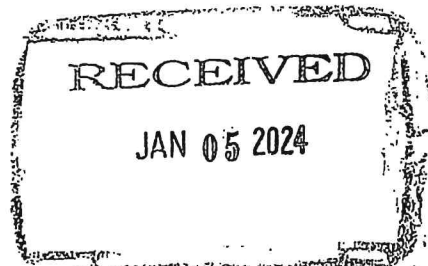
Subtotal \$150.00  
Total Due \$150.00

JNI Hauling LLC DBA Bolin Services, A&A Towing, Cardinal All Hour Towing appreciates your business. If you have any questions regarding this statement, please contact us at 314-831-8800. If there are any issues with this statement, please include a copy indicating any discrepancies.

USDOT: 3688875

RECEIVED BY ✓  
CITY OF BELLEFONTAINE NEIGHBORS  
DATE: 1/18/24  
FOR: Police DEPT  
APPROVED FOR PAYMENT: [Signature]  
AMOUNT \$ 150.00

# 5226



# Real Estate Information

## Saint Louis County Real Estate Tax Receipt

This receipt serves as proof of paid real estate taxes for the tax year and property information shown.

No Taxes Are Due

Effective 1/3/2024

Tax Year: 2023

Locator Number: 10E230382

Owner Name: Licavoli Joseph Michael

Property Location: 1326 Coburg Lands Dr

Subdivision: Coburg Lands Resub Of Lot A

Block Number:

Lot Number: A-2

School Sub Code: 128HH

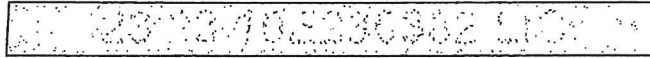
Legal Description:

Assessed Value: \$30,060.00

RECEIVED BY ✓	
CITY OF BELLEFONTAINE NEIGHBORS	
DATE: 1/9/24	
FOR: Admin	DEPT
APPROVED	
FOR PAYMENT: <i>[Signature]</i>	
AMOUNT \$: 38.00	

Acct # 1050

Office Use: TPOX82987320G3N2VE90M13NPQ 1/3/2024 6:56:58 AM



### Real Estate Taxes Paid:

Locator Number - 10E230382

Tax Year	Tax	Interest	Penalties	Other Charges	Total Tax	Amount Paid	Date Paid
2023	\$3,369.31	\$0.00	\$0.00	\$28.00	\$3,397.31	\$3,397.31	12/26/2023

The other charges amount may include charges and fees for:

- Bad Check/Returned Payment Fees (\$25.00 each)
- Commercial surcharges.
- Sewer lateral fee, which is an amount determined by your jurisdiction but is often \$18, \$28 or \$50.
- Special assessment charges, interest and penalties.
- Surcharge interest and penalties.

Note: Tax information is current up to the minute. All other information is current as of 1/3/2024.

For questions, please contact the Collection Division at (314) 615-5500.

Ready to become a Member? Learn More Here!

Log In



Missouri Association for Court Administration

Home About MACA MACA Membership Conference Certification Vendors More

RECEIVED BY ✓  
 CITY OF BELLEFONTAINE NEIGHBORS  
 DATE: 1-11-24  
 FOR: Court Admin DEPT  
 APPROVED FOR PAYMENT: *[Signature]*  
 AMOUNT \$ 75.00

Acct# 5011



### 2024 MACA Membership Application Form

Annual Membership Fee of \$75.00 is Due By January 31 of Each Year

Today's Date

1-9-24

Member ID (if known)

[Empty field]

Individual's Membership Information:

- First Time Member
- Previous Member
- Muni Court Clerk
- Prosecutor Clerk
- Circuit Clerk

Other

Years of Service

13

First Name: \*

Steven A Flowers

Last Name: \*

Email Address: \*

SFlowers@cityofbn.com

Alternate name(s) you may be listed under:

[Empty line]

If new, name of clerk you are replacing:

[Empty line]

They:  Retired  Transferred  Other

Settings

Accept



Mailing Address: 9141 Bellefontaine Rd St. Louis MO (BD)

Phone Number (include ext., if any): 314 672-0716 Fax Number: 314 867-1790

Division Type: [X] Municipal [ ] Associate / Circuit [ ] Prosecutor [ ] Other

County: St. Louis Circuit #: 21 MACA Region #: (1-9) 1

Submit Application & Pay now

Please Note:

If application is not 100% completed and submitted with payment, the Membership Request will not be processed.

Effective 5/26/2009: Where the dues are paid by the Clerk's city, the membership shall stay with the City and not the Clerk as long as the City notifies the Board w/ 30 days of the new hire.

Effective 8/3/2002: Membership Dues received after October 31 will not be accepted for the current year.



Missouri Association for Court Administration

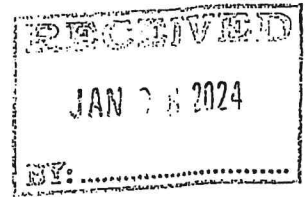
- Home, About MACA, MACA Membership, Conference, Certification, Vendors, Award of Merit Application, Conference Scholarship Application, MACA Newsletters, Employment Opportunities, Social and Civic Projects, Historian (Photo Gallery), Training Materials, Accessibility Statement, MACA Payment Portal, Become a Member, Helpful Links, MACA Region Map, Missouri ORI Listing, Join Our Facebook Group

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Accessibility Statement, Design by Alice Creative Studio, Privacy Policy

We use cookies on our website to see how you interact with it. By accepting, you agree to our use of such cookies. Privacy Policy





# Real Estate Information

## Saint Louis County Real Estate Tax Receipt

This receipt serves as proof of paid real estate taxes for the tax year and property information shown.

No Taxes Are Due

Effective 12/23/2023

Tax Year: 2023

Locator Number: 10E220428

Owner Name: Bauer Margaret Elaine

Property Location: 10453 Toelle Ln

Subdivision: North Coburg

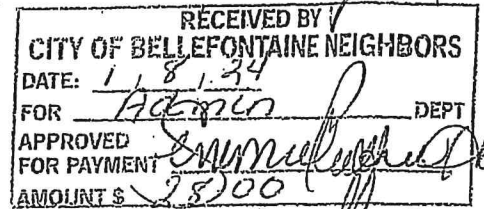
Block Number:

Lot Number:

School Sub Code: 128HH

Legal Description: Lot Pt 1

Assessed Value: \$15,850.00



Acct # 1050

Office Use: DTP48O264KOR2322E00N13EDF 12/23/2023 3:16:41 PM



### Real Estate Taxes Paid:

Locator Number - 10E220428

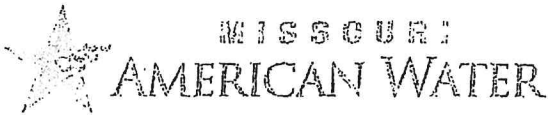
Tax Year	Tax	Interest	Penalties	Other Charges	Total Tax	Amount Paid	Date Paid
2023	\$1,776.57	\$0.00	\$0.00	\$28.00	\$1,804.57	\$1,804.57	12/20/2023

The other charges amount may include charges and fees for:

- Bad Check/Returned Payment Fees (\$25.00 each)
- Commercial surcharges.
- Sewer lateral fee, which is an amount determined by your jurisdiction but is often \$18, \$28 or \$50.
- Special assessment charges, interest and penalties.
- Surcharge interest and penalties.

Note: Tax information is current up to the minute. All other information is current as of 12/23/2023.

For questions, please contact the Collection Division at (314) 615-5500.



WE KEEP LIFE FLOWING™

**Service Address:**

CITY OF BELLEFONTAINE NEIGHBRS  
9669 BELLEFONTAINE RD FIRE  
ST LOUIS, MO 63137-1818

**Statement**

Account No. **1017-210013670394**

**\$93.09**

Payment Due By:

**January 25, 2024**

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

Billing Date:

January 03, 2024

Service Period:

Jan 03 to Feb 01 (30 Days)

THANK YOU FOR BEING OUR CUSTOMER

**Important Account Messages**

- Want more convenience and less clutter? Try paperless billing. We send an email when your bill is available for viewing and include an option to pay. It's simple to sign up, just register or log into My Account at [amwater.com/myaccount](http://amwater.com/myaccount) and make the selection for paperless billing.
- The Due Date shown on your bill applies to current charges only. However, **\$17.40 is past due and is due immediately.** To see if other payment options are available, please contact us.

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

Prior Billing:	\$17.40
Payments:	\$0.00
Balance Forward - Past Due	\$17.40
Service Related Charges:	\$69.81
Pass Through Charges:	\$0.29
Taxes:	\$5.59
<b>Total Amount Due:</b>	<b>\$93.09</b>

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

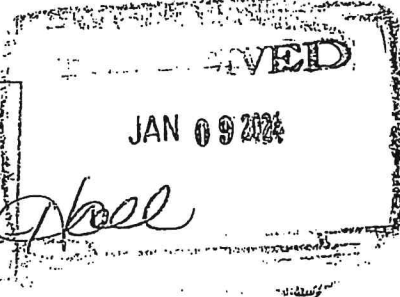
View your account information or pay your bill anytime at: [www.amwater.com/MyAccount](http://www.amwater.com/MyAccount)

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

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

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

RECEIVED BY ✓  
CITY OF BELLEFONTAINE NEIGHBORS  
DATE: 1/11/24  
FOR Admin DEP  
APPROVED FOR PAYMENT *[Signature]*  
AMOUNT \$ 93.09



Acct# 5023

007036/021107 VC3AEK ETM1C00003 1 (VC3AEK0010070360103100)

Account No. **1017-210013670394**

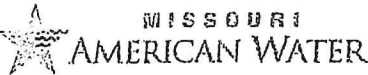
**\$93.09**

Payment Due By:

**January 25, 2024**

Amount Enclosed \$

*93.09*



WE KEEP LIFE FLOWING™



P.O. BOX 91623  
RANTOUL, IL 61866-8623

Service to: 9669 BELLEFONTAINE RD FIRE  
ST LOUIS, MO 63137-1818



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

007036 1 AB 0.534 07036/007036/021107 32 03 VC3AEK 003  
CITY OF BELLEFONTAINE NEIGHBRS  
G/O RECREATION CENTER  
9669 BELLEFONTAINE RD  
SAINT LOUIS MO 63137-1818

0001017210013670394000000000009309012

Ready to become a Member? Learn More Here!



### 2024 MSLACA Membership Application Form

APPLICATIONS DUE FEBRUARY 15, 2024

DATE OF APPLICATION

1-9-24

RECEIVED BY ✓	
CITY OF BELLEFONTAINE NEIGHBORS	
DATE:	1/11/24
FOR	Admin DEPT
APPROVED FOR PAYMENT	<i>[Signature]</i>
AMOUNT \$	50.00

Acct # 5011

TYPE OF MEMBERSHIP APPLYING FOR:

ACTIVE MEMBER (FEE: \$50.00)

Any person serving as a clerk of the court, court administrator, or other recognized title or assistant to the administrative title, may become an active member upon the payment of dues.

ASSOCIATE MEMBER (FEE: \$50.00)

Any person engaged in a field related to the work of the court and its administration, may become an Associate Member upon the payment of dues. A member of the judicial system and/or prosecutor's clerk role would be in this membership classification.

RETIRED MEMBER (FEE: \$10.00)

Upon retirement from the judicial system, any member in good standing will be eligible for this class of membership upon payment of dues.

RENEWING MEMBERSHIP  NEW TO M.S.L.A.C.A  TRANSFER MEMBERSHIP (No fee to transfer)

Email Address: \*

(All correspondence is by email) *stflowers@cityofbrn.com*

MEMBER NAMES: \*

*Steven A Flowers*

TITLE:

*Court Administrator*

MUNICIPALITY OR OTHER ORGANIZATION:

*Bellefontaine Neighbors*

ADDRESS

Street, City, State, Zipcode

*City of Bellefontaine Neighbors  
St. Louis MO 63137*

WORK PHONE:

WOULD YOU BE INTERESTED IN SERVING ON A COMMITTEE?

Yes/No

Interested in the following committee(s):

- Spring Seminar
- Scholarships
- Bylaws/Policy & Procedures
- Membership
- Nominations
- Community Outreach
- Legislation
- Education

MAKE CHECKS PAYABLE TO AND MAIL TO:

M.S.L.A.C.A.  
P.O. Box 32903  
St. Louis, MO 63132

Please allow 30 days for processing.

Home

About MSLACA

Become a Member

Forms & Applications

Metropolitan St. Louis  
Association for Court  
Administration  
Member Resources  
Community Outreach

Members

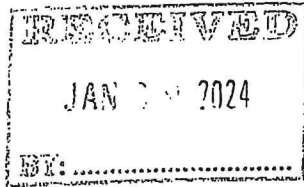
Visit Our  
Facebook  
Page



ORIGINAL INVOICE

10000

THANKS FOR YOUR ORDER



Contact Number For:
Account Inquiries: (888) 263-3423
Order Inquiries: (800) 721-6592

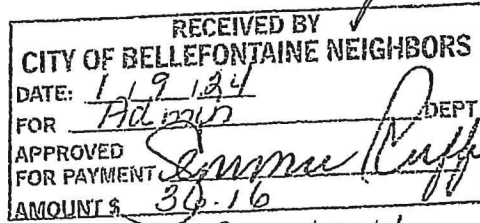
Table with 3 columns: INVOICE NUMBER, AMOUNT DUE, PAGE NUMBER. Row 1: 348266890001, \$36.16, 1 of 1. Row 2: INVOICE DATE, TERMS, PAYMENT DUE. Row 3: 01/06/2024, Net 30, 02/05/2024

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



Acct # 5044

Summary table with columns: SUB-TOTAL, DISCOUNT, DELIVERY, MISCELLANEOUS, SALES TAX, TOTAL. Values: 36.16, 0.00, 0.00, 0.00, 0.00, 36.16

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 5 columns: CUSTOMER NAME, BILLING ID, INVOICE NUMBER, INVOICE DATE, INVOICE AMOUNT. Row 1: CITY OF BELLEFONTAINE, 231729, 348266890001, 01/06/2024, \$36.16

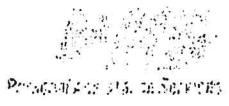
Table with 1 column: AMOUNT ENCLOSED. Value: 36.16

FL0 002317295 3482668900019 00000003616 1 4

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

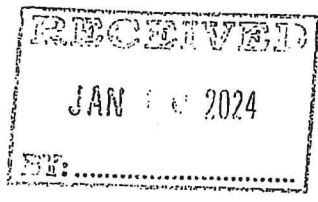


# INVOICE

## 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](http://www.paseap.com)



INVOICE # 13563  
Invoice Date 01/09/2024  
Invoice Amount 125.76  
Total Due 125.76  
Purchase Order  
Terms Net 30

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

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

QTY	UNIT	DESCRIPTION	UNIT PRICE	AMOUNT
48	Employees	Monthly EAP Services 02/01/2024- 02/29/2024	\$2.62	\$125.76
TOTAL AMOUNT:				\$125.76

RECEIVED BY ✓  
CITY OF BELLEFONTAINE NEIGHBORS  
DATE: 1/10/24  
FOR: Admin DEPT  
APPROVED FOR PAYMENT: *[Signature]*  
AMOUNT \$ 125.76  
Acct # 5044

Rite-A-Way Tree Service  
 1036 David Meadows  
 St. Charles, MO 63304  
 314-427-7325  
 www.rawtreeandland.com



*ARPA*

# INVOICE

**BILL TO**

Bellefontaine Neighbors Public Works  
 9641 Bellefontaine Rd.  
 St. Louis, MO 63137  
 314-867-0076

RECEIVED BY	
CITY OF BELLEFONTAINE NEIGHBORS	
DATE: <u>1/8/24</u>	
FOR: <u>T.W.</u>	DEPT
APPROVED FOR PAYMENT	<i>[Signature]</i>
AMOUNT \$:	<u>21,200.00</u>

INVOICE # 7716  
 DATE 01/03/2024

*Acct # 4097.2*

DESCRIPTION	QTY	RATE	AMOUNT
10042 Hedge Dr.			
✓ (1) Oak tree: Remove tree and cut stump as low to ground as possible. 924 Fontaine Pl.	1	1,900.00	1,900.00
✓ (1) Oak tree: Remove tree and cut stump as low to ground as possible. Remove tree and cut stump as low to ground as possible. 921 Fontaine Pl.	0	1,200.00	0.00
✓ (1) Standing trunk: Remove tree and cut stump as low to ground as possible. 925 Fontaine Pl.	1	900.00	900.00
✓ (1) Oak tree: Remove tree and cut stump as low to ground as possible. 9235 Hamell Dr.	1	600.00	600.00
✓ (1) Oak tree: Remove tree and cut stump as low to ground as possible. 1432 Blackhurst Dr.	1	1,400.00	1,400.00
✓ (1) Oak tree: Remove tree and cut stump as low to ground as possible. 1470 Blackhurst Dr.	1	2,800.00	2,800.00
✓ (1) Oak tree: Remove tree and cut stump as low to ground as possible. 1517 Comet Dr.	1	1,000.00	1,000.00
✓ (1) Oak tree: Remove tree and cut stump as low to ground as possible. 1519 Haviland Dr.	1	1,200.00	1,200.00
✓ (1) Oak tree: Remove tree and cut stump as low to ground as possible.	1	2,800.00	2,800.00
✓ (1) Oak tree: Remove tree and cut stump as low to ground as possible.	1	1,000.00	1,000.00

Payment Due Upon Receipt.

Credit Card Payment - Call office. Credit card company charges an additional 3.25%.

DESCRIPTION	QTY	RATE	AMOUNT
✓ (1) Oak tree: Remove tree and cut stump as low to ground as possible. 1012 Avant Dr.	1	1,900.00	1,900.00
✓ (3) Oak trees Remove tree and cut stump as low to ground as possible. 1224 Billings Dr.	3	1,000.00	3,000.00
✓ (1) Oak tree: Remove tree and cut stump as low to ground as possible.	1	2,700.00	2,700.00

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BALANCE DUE **\$21,200.00**

Payment Due Upon Receipt.

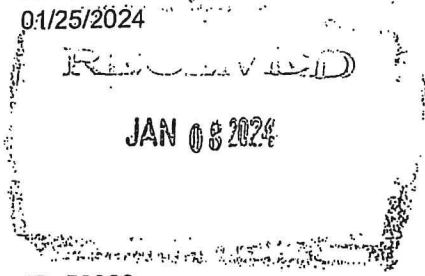
Credit Card Payment - Call office. Credit card company charges an additional 3.25%.



**THE COUNTIAN ST. LOUIS**

A Division of BridgeTower Media  
 P.O Box 745929  
 Atlanta, GA 30374-5929

Invoice # 745663641  
 Invoice Date 12/26/2023  
 Customer Bellefontaine Neighbors,  
 Payment Terms Net 30  
 Due Date 01/25/2024



**BILLING ADDRESS**  
 Semmie A. Ruffin-Hall  
 Bellefontaine Neighbors  
 9641 Bellefontaine Rd  
 St. Louis MO 631371818

**ADVERTISER**  
 Bellefontaine Neighbors, ID: 53268  
 9641 Bellefontaine Rd  
 St. Louis MO 631371818

INVOICE REF.	MEDIA	DATE	PO	EDITION	QTY	AD SIZE
Thank you for your business! IOID: 2564715 Index: Government Category: Elections Affidavit Reference: GENERAL MUNICIPAL ELECTIONS				Subtotal		\$883.74
				Tax		\$0.00
				Credits		\$0.00
				<b>BALANCE DUE</b>		<b>\$883.74</b>

RECEIVED BY ✓  
 CITY OF BELLEFONTAINE NEIGHBORS  
 DATE: 1/19/24  
 FOR Admin DEPT.  
 APPROVED  
 FOR PAYMENT  
 AMOUNT \$ 883.74

Acc# 5042

REMITTANCE STUB TO BridgeTower Media

Invoice #	745663641 The Countian (St. Louis) - Public Notice	Date	01/25/2024	Customer ID	ID: 53268, Bellefontaine Neighbors
Amount Enclosed:	883.74				

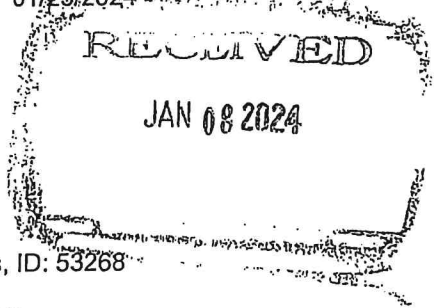
Acceptable Payment Methods

<p><b>PREFERRED METHOD</b>                  To Pay by ACH Transfer:                  Bank: Bank of America                  Send ACH remittance email to ar@bridgetowermedia.com                  Account Number: 237025443017                  Routing: 053000196</p>	<p><b>OTHER METHODS</b>                  To Pay by Check use the following address:                  Please include invoice number on check                  BridgeTower OpCo, LLC                  P.O Box 745929                  Atlanta, GA 30374-5929</p>	<p><b>To Pay by Credit Card:</b>                  Use the Click to Pay Online link located on the email you received or Contact Accounts Receivable: 866-802-8214                  Please have your Invoice Number and Credit Card Number Ready</p>	<p><b>To Pay by Wire Transfer:</b>                  Name: BridgeTower OpCo, LLC                  Bank: Bank of America                  Swift Code: BOFAUS3N                  Bank Address: 100 North Tryon Street                  Charlotte, NC 28255                  Account Number: 237025443017                  Routing: 053000196</p>
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**THE COUNTIAN ST. LOUIS**

A Division of BridgeTower Media  
 P.O Box 745929  
 Atlanta, GA 30374-5929

Invoice # 745663641  
 Invoice Date 12/26/2023  
 Customer Bellefontaine Neighbors,  
 Payment Terms Net 30  
 Due Date 01/25/2024



**BILLING ADDRESS**

Semmie A. Ruffin-Hall  
 Bellefontaine Neighbors  
 9641 Bellefontaine Rd  
 St. Louis MO 631371818

**ADVERTISER**

Bellefontaine Neighbors, ID: 53268  
 9641 Bellefontaine Rd  
 St. Louis MO 631371818

INVOICE REF	MEDIA	DATE	PO	EDITION	QTY	AD SIZE
1007217724	The Countian (St. Louis) - Public Notice	12/13/23		Legal - Government	1	Legal - Government
1007217724	The Countian (St. Louis) - Public Notice	12/14/23		Legal - Government	1	Legal - Government
1007219097	The Countian (St. Louis) - Public Notice	12/15/23		Legal - Government	1	Legal - Government
1007219097	The Countian (St. Louis) - Public Notice	12/16/23		Legal - Government	1	Legal - Government
1007219097	The Countian (St. Louis) - Public Notice	12/17/23		Legal - Government	1	Legal - Government
1007219097	The Countian (St. Louis) - Public Notice	12/18/23		Legal - Government	1	Legal - Government
1007220026	The Countian (St. Louis) - Public Notice	12/19/23		Legal - Government	1	Legal - Government
1007221990	The Countian (St. Louis) - Public Notice	12/20/23		Legal - Government	1	Legal - Government
1007221990	The Countian (St. Louis) - Public Notice	12/21/23		Legal - Government	1	Legal - Government
1007223262	The Countian (St. Louis) - Public Notice	12/22/23		Legal - Government	1	Legal - Government
1007223262	The Countian (St. Louis) - Public Notice	12/23/23		Legal - Government	1	Legal - Government

REMITTANCE STUB TO BridgeTower Media

Invoice #	745663641 The Countian (St. Louis) - Public Notice	Date	01/25/2024	Customer ID	ID: 53268, Bellefontaine Neighbors
Amount Enclosed:					

Acceptable Payment Methods

<p><b>PREFERRED METHOD</b>                  To Pay by ACH Transfer:                  Bank: Bank of America                  Send ACH remittance email to ar@bridgetowermedia.com                  Account Number: 237025443017                  Routing: 053000196</p>	<p><b>OTHER METHODS</b>                  To Pay by Check use the following address:                  Please include invoice number on check                  BridgeTower OpCo, LLC                  P.O Box 745929                  Atlanta, GA 30374-5929</p>	<p><b>To Pay by Credit Card:</b>                  Use the Click to Pay Online link located on the email you received or Contact Accounts Receivable: 866-802-8214                  Please have your Invoice Number and Credit Card Number Ready</p>	<p><b>To Pay by Wire Transfer:</b>                  Name: BridgeTower OpCo, LLC                  Bank: Bank of America                  Swift Code: BOFAUS3N                  Bank Address: 100 North Tryon Street                  Charlotte, NC 28255                  Account Number: 237025443017                  Routing: 053000196</p>
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STAINED RD.  
STAINED NEIGHBORS, MO. 63137

CITY HALL PHONE 867-0076  
POLICE 867-0080

CITY OF  
BELLEFONTAINE NEIGHBORS, MO.

NO 003909

REQUISITION

Date 12-8 2023

Dept. Public Works

Request By Tiffany Cross

Ad Media LED Signs

2x7' LED Sign Upgrade (Klein Park) \$24,013.00

8'x10' LED Sign (2709 Bellefontaine) \$34,136.00

\$58,829.00

1st phase 50% \$24,414.00 - 29 1/4" Shavels  
Summer/Winter/Summer/Summer 5000/1000/1000/1000

\* 2nd phase 35% \$20,591.00

3rd phase 15% \$8,824.00

completion  
\$58,829.00

APPROVED BY:

Board of Aldermen \_\_\_\_\_, 20\_\_\_\_

Signed Daniel Jafman  
Mayor

Signed \_\_\_\_\_ Dept. \_\_\_\_\_

ORDER PLACED WITH

Name	Price	Terms	Net Price	Delivery
<u>AdMedia</u>	<u>\$58,829.00</u>			
<u>PO Box 893</u>				
<u>Flaissant 63032</u>				

**CITY OF BELLEFONTAINE NEIGHBORS, MISSOURI  
MAYOR AND BOARD OF ALDERMEN  
MEETING MINUTES VIA ZOOM  
THURSDAY-JULY 20, 2023-7:30 P.M.**

***ROLL CALL MADE AT BEGINNING BUT RECORDING WAS NOT ON. CALLED ROLL AT END TO VERIFY QUORUM.***

**PRESENT** Mayor Dinah Tatman, Sitting in for City Attorney Susie McFarland, City Engineer Clayton Klein, Planning and Zoning Board Chairman Pat Barrett, Treasurer Rick Rognan and City Clerk Semmie Ruffin-Hall.

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

**Pledge of Allegiance**

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

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

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

**Seven Present** -Quorum was established.

**President James Thomas, Sr.** made a statement concerning the motion that was made on June 15, 2023 and recorded in the minutes where we asked that this meeting on July 20, 2023 be held as a budget meeting and to pay the bills. That did not happen and now we are faced with the agenda and it is my desire this evening to make motions to remove certain items on the agenda so we can get to the budget. Anyone else have anything as far as my comment. **Alderman Alicia Smith** that was a piece of mine, some of them were the bills I am confused on

how the bills are compared to how the bills were during the previous meeting that we met. I am trying to pull up the check numbers and actual bill so we can all speak on them

### **MEETING OPEN TO THE PUBLIC (3 MINUTE TIME LIMIT)**

- **Yolanda Cox-105XX Byfield Drive**

- My mother and I are new to Bellefontaine. Been here going on 3 months. The issue we are having is our neighbor behind us they have two dogs and the one dog keep jumping over into my yard.

- Some of you may know Joey Lancaster he cuts my lawn every two weeks, this Monday had to call the police because the dog jumped over into my yard again, bit Joey on the back of his foot.

- Animal control came out unfortunately there is nothing they can do since dog did not break any skin.

- One looks like a pit bull and can put his paws on my fence and if he does that he can jump my fence.

- I am unable to do yard work because of this.

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

- Just a few things. (One)-I want to thank the City for completing the FY 2021 Audit. There is much more work to be done. (Two) I was not physically here but I was concerned in the audit some of the deliverables related to the Finance Department I honestly believe even if there was a preliminary discussion that is outside the scope of this meeting. I believe the Finance Director needs to be here. When Angela Dorn from Sikich was going over the audit report there were things where the bank reconciliation do not quite look right there are still items of checks that do not seem to clear year after year. I think the Finance Director needs to be here.

- I am talking specifically about the Audit Report from FY 19, FY 20 AND FY 21. I will forward that report to each of the Aldermen because I think you clearly need to understand what financial findings were in each one of those reports and which items are repeating themselves over and over.

- These are internal control lapses. Some of these issues may have to be resolved behind closed sessions.

- I think not for me, but in closed sessions, the board need to talk to Angela Dorn about any struggles she had in terms of producing that FY 21 Audit. We are making many assumptions of what is going on in the back office. I think as stewards of the cities money you need to keenly know what

blockage is happening whether it is by Sikich, the former mayor (Tommie Pierson) that we are not doing the audit because Sikich allegedly had a talent issue or do we have internal issues. Because there were 44, audit adjustments that is what Sikich did for the FY 21 Audit. That is many adjustments. FY 20 we had 26 and that is still an unseemly amount.

-We need to look at the comment that is repeating itself year made by Patrick Howard (whether he is here or not) which is management and the board must look at the education and the expertise and training of the Finance staff. That has been the comment in FY 19, FY 20 and FY 21.

Especially on the Governmental Audit side of the Standard Report.

-What things have been done to address that?

-This issue is spilling over in order for us to comply with state law.

-Research, investigation and discussion is not over for the board, yawl need these answers because again we already lost our bond rating.

- **Wanda Lane-99XX Martingale Road**

-Because of state statue now I do not know if we can do this because of the situation we are in that Mr. Green mentioned, but we should have three years of running audits for the citizens.

-The issue regarding education for training that had been an issue from two administrations. It has always been an issue. Therefore, that is not new.

-I want to talk very briefly about city services. I asked the board in writing if you could tell me one service that the city if providing for the citizen. The reason I am bringing this up is, there was a time when those of us who care about maintaining our yard, could cut down the branches and take them to the curb and the city would come and put them in the chipper. We no longer have that service, I asked. The chipper still works but we do not have the personnel that is the issue.

-We talked about essential workers; we talked about it last week. Citizens in my opinion should get services from our city, especially in light of; I know my real estate taxes have gone up astronomically. Therefore, I have to pay someone to come pick up limbs, pay them to take them away and dump them. We do not have a county dump to my knowledge, so that is an inconvenience.

-We just opened a very nice Recreation Center, very nice. I asked the director what we need to do get citizens more involved in the Recreation Center. He explained to me he is short staffs and several positions need to be filled.



-Personally I think if all our positions were filled and people were doing their job we probably would not have to have a City Manager. But the other side is that person really is responsible for everything that is happening in the city. I just think that I would like you all as we talk about the budget to consider these other issues that are truly citizen oriented. Truly, services for the city, I wish you all would consider that.

-Lastly Mayor regarding The Riverview Garden School District. Our SAB (Special Administrative Board) we will have a joint training session with the Normandy Collaborative Board as well. Because there are several issues between our two districts that have come up since The April 4 election, where there is no decorum, bickering and The MSBA (Missouri School Board Association) thinks we need more training and we agree to that as well. Because we have to work together. We never had this issue until the April 4 election. However, we are here now so I am going to encourage all citizens, I know it is a big sacrifice but when we have these positions open and we don't have anyone to run there is no choice what the citizens have, this is what happens. We have to have options.

- **Fay Davis-97XX Colony Drive**

-I live in the First Ward. When are we going to get an Alderperson to serve with Alderwoman Hester?

-I think you talked about this before I got here about the court record that was tabled, tabled and then tabled again. Have you all discussed that or came to some kind of decision. –Ms. Davis was advised it is on the agenda to discuss.

-Do we have a Business License Collector? –Ms. Davis was advised it is our City Clerk Semmie Ruffin-Hall and our Finance Director-Lori Lenz.

-I came in on the Special Meeting Mayor you had called on June 26, 2023 about flowers for Alderwoman VonSeggerns brother, \$132.00, what was that about. Mayor Tatman, stated as a courtesy, she is part of the board. City Clerk intervened stated we misspoke. The \$132.00 was for Jimmy (Parks and Recreation Director), wife for an extensive surgery she had. . Mayor Tatman stated as a courtesy we sent an edible to Alderwoman Lynette VonSeggern (she also was reelected) and then she had a death of her brother. Therefore, we do those things for our board and our staff as a courtesy. Part of a morale builder.

- **Delores Evans-93XX Melanie Drive**

-My question is the streets, what are we doing about them. Especially at my house at the end of the curve, there are potholes. Mayor Tatman stated she will let her Director of Public Works or the City Engineer can answer that. Jeff Ross (Director of Public Works) stated we have in the budget still street bond money. There are different areas of the city we have to bring in an engineer to re-access those roads. We have four different sections that are left to be done. Therefore, the Mayor and we are looking at bringing in an engineer and accessing the roads. I know Melanie is bad, there are some in Bissell. They are all over. That was not done on the first go round. We have about \$932,000 left in there. Mayor Tatman stated \$939,000 and we added \$50,000 for lights. We still have \$939,000 for lights and the bond issue that was done in 2017 and we have to hurry up and get that money out, but we have to get it out properly. Therefore, we are making assessments like Jeff said we have an engineer coming in to help us through that process and then make an assessment on what streets we can do. In addition, we are embarking on several grants that we are looking at and we are writing.

- **Karen Green-90X Surrey Lane**

-There is an abandoned house on our block. Therefore, I called earlier to put it on record that the grass needs to be cut. Therefore, what is the process and period? The home is being foreclosed and going back to bank. At what stage will the city step in? Mayor Tatman stated she would let Felicia Bishop (Code Enforcer) respond. What first will happen is I have to come out, inspect the property, and take photos. I tag the house with a seven-day notice. It has a re-inspection date. Eight day I go out and re-inspect and at that time, if they do not come into compliance then I refer to Jeff (Director of Public Works) he puts it on his agenda and has his crew go out and cut it. Regarding it being taken over by the bank, normally when the bank takes over most banks are good to make sure the property is pretty well maintained.

- **Patricia Ann Douthit-94XX Adler**

-Problem that I have is a summons I received on 5/6. I spoke to Major Willis and he gave me 10 days. Detective Wills gave my finance a ticket to come to court. I do not understand how the Major gave 10 days to move the car then the Detective give me a ticket in the mail stating he took a picture on the 16<sup>th</sup>. From the eighth from the 16<sup>th</sup> is not 10 days. They keep on doing this to this house right here. I do not mess with nobody, I do



not talk to nobody and I do not want nobody talking to me. In that order. Do I need to go get a lawyer, because this is unacceptable? Mayor Tatman stated to bring your evidence to your court date.

- **Barbara Walker-1XX Green Acres**

-My question is about our streets. We live in Green Acres sub division, which is supposed to be a private association. However, at some point, it has been more than 10 years; part of Green Acres was sold and surrendered by to Bellefontaine Neighbors. You people have done nothing for our street. Our poor street is actually coming apart. Whom are we supposed to go to get that street repaired? Jeff (Director of Public Works) I remember speaking to you and you Mayor about that, but that should be part of the street grant.

### **APPROVAL OF AGENDA**

**Mayor Tatman** called for a motion to approve the agenda. **Alderman Alease Dailes** made a motion to approve agenda with an amendment. To do a special meeting for item #8, #9 table item #16 until August 2023. Second made by **Alderman Regina Harmon-Ward**. **Mayor** called any further discussion. **Alderman Theresa Hester** asked if this is to discuss the onetime payment for the employees. Special Meeting is to approve the bills. **Mayor** stated all in favor:

**7-Ayes/0-Nays. Ayes have it motion passed.**

### **PRESENTATION OF UNAPPROVED MINUTES (B.O.A Regular Meeting Minutes 06-**

**01-23)-Alderman James Smith** made a motion to approve the unapproved minutes, second made by **Alderman Regina Harmon-Ward**. **Mayor** called for any questions. **Alderman Alease Dailes** stated there should be a correction under **Alderman Alease Dailes**, last paragraph she (**being the City Clerk**) put **Alderman Alicia Smith**, it should just be a name change. **City Clerk** duly noted and made the change from **Alderman Alicia Smith to Alderman Alease Dailes**. **Mayor** stated all in favor:

**7-Ayes/0-Nays. Motion passed to approve unapproved minutes.**

### **NEW POLICE OFFICER INTRODUCED BY CHIEF IHLER**

- Joseph (Joe) Edwards-Officer Andrae Spraggins recognizes Joe as the greatest thing since sliced bread and he is his mentor.

- Joe has about 30 some years of law enforcement under his belt.
- He has a lot of assistance with the children outreach program and family assistance.
- He brings leadership, management, risk management and crisis intervention management.
- **Alderman Alease Dailes** asked **Officer Edwards** what city did he come from and he stated Columbia, IL. Left Berkley to come to Bellefontaine Neighbors. Mayor stated he has two beautiful Daughters (23-year-old twins) and wants to move into the community. Officer Edwards states he is an ole school police officer, I think it is important that you live in the community you police

**BUILDING DEPARTMENT REPORT-CODE ENFORCER-(FELICIA BISHOP)**

- I wanted to inform you of the progress being made regarding the city. As I become more settled into my position, my plan is to shake the city up. It is time homeowners, renters and management companies become aware of our ordinances and begin to comply. I hope that this breakdown provides insight on my efforts.

Regards,  
 Felicia Bishop  
 Code Enforcement

**NUISANCE LETTERS**

TALL GRASS	11
TRASH/DEBRIS	17
ROOF (DAMAGE) TARPS	3
REPAIR/REPLACE DOORS	2
SIDING	2
ANIMAL NEST	1
NO VISIBLE ADDRESS	3
VEGETATION	26
DEAD TREE	4
GARAGE REPAIR/REPLACE	6
AWNINGS	7
GUTTERS	6
ROTTEN WINDOW CASING	2
ROTTEN WOOD REAR PORCH	3
WINDOW TREATMENTS/SCREENS	2

FASCIA PAINTING	1
ROTTEN WOOD FRONT OF HOUSE	1
HANDRAILS	1
DOG	3
MOLD	1
OUTDOOR FIXTURE/LIGHTPOLE	1
YARD WASTE	1

- TOTAL 63 NOTICES/103 VIOLATIONS
- STOP WORK/NO ENTRY ORDER ON 9300/9310/9312 LEWIS CLARK (NO CONDITIONAL USE REVIEW, NO PERMITS) per ordinance Article XVI Chapter 29, sec., 29-94
- STOP WORK/ NO ENTRY/ UNSAFE ORDER ON 1039 ADDISON. This property owner in required to provide documentation from a structural engineer the integrity of the home. Then must comply with all further permit process as detailed in our ordinances. Per ordinance 2034 s1, 5-4-2006: Ord. NO 2162 s1,2-3-2011. Ord No 2034 s 1,5-4-2006; ord no.2162 s1,2-3-2011, ord. chapter 5 sect 5-120 & sec 1-10 Code 1964, s 1-8; No.1877 s1, 4-5- 2001
- CODEMNATION: 936 Fontaine is in desperate need of attention. These home have been neglected by the listed owner or abandoned. One house has had sewage backup for years as well as trash, tall grass, debris rotten roof etc., this is a health and safety issue as well as nuisance to neighbors.
- The other house 944 Fontaine has a rodent infestation, damaged roof, trash, debris etc.; I have discussed these matters with my chain of command and plan to proceed within the guidelines legally in having these structures taken down.
- I have made contacts within Saint Louis County, to assure my steps in the in sync with current BOCA guidelines/procedures.
- All things require proper procedure, policy and patience.

#### **CITY ENGINEER/BUILDING REPORT - (CLAYTON KLEIN)**

- My reports are attached. Getting another, Inspector will help get more of these done.
- It is great having **Felicia (Code Enforcer)** walking around getting up and close and personal with the building department.

- I have been working close with The Mayor and Chief Ihler and Jeff. We are trying to get grants together for improving our streets both surface and safety wise; lighting and speed bumps.
- Ameren has some exciting programs that they are trying to work with us for lights.
- They also have mentioned they will be sending out their engineers at the areas we have designated that we need help with the lights. They will survey it to determine what exactly we may need. We have been asking just to change out light fixtures but they may have something that may help illuminate the streets.
- Obviously, we do not want to have the lights shining into your homes. There are features on the fixtures that can add shade coming into your home and still illuminate the streets.
- I do want to give a shout out to Jimmy, also Pat Barrett were a big help getting the recreation center up. There are still some things that need to be completed.
- Full payment will not to be paid until everything is completed.

#### **PLANNING AND ZONING REPORT- (PAT BARRETT)**

- Planning & Zoning held a meeting this past Monday 6/12/23. Since, there was no new business to be discussed; we took the opportunity to review Conditional Use Permits. We reviewed applicable sections of the city code:
  - A. -Sec. 29-94 (Conditional use regulations – purpose)
  - B. -Sec. 29-95 (Conditional use regulations – procedures)
  - C. -Sec. 29-96 (Conditional use regulations – Conditional uses in certain districts)
- The reasons for reviewing this matter with members are that it's been a while since we've had anyone *properly apply* for a conditional use permit and we've had a couple recent applications:
- Pastor Trish Williams/True Transformation Church @ 10600 Bellefontaine. We have her LOI but no other documentation required by the city code – No out boundary survey, no legal description, no credible authorization by or establishment of ownership of the property. Applicant is a lessee. She is proposing to open & operate a homeless shelter for women & their children, which is not an allowed use in the R1 Single family dwelling district the church is located in.

- Ms. Tawana Austin/Royalty Café & Events @ 9312 Lewis & Clark who has very recently submitted all required documents for a CUP (The C1 Local business district the shopping center is located in requires a CUP for a restaurant per Sec. 29-96(4)(c) of the city code).

**Mayor** asked if there were any questions for Planning and Zoning. **Alderman James Thomas, Sr.**, yes Pat when the homeless shelter did not she come before the board like last year. **Pat** stated she came before planning and zoning in February of this year. **Alderman Thomas** stated you must have given that in your report before because she came before. Did you tell her she could not do it, **Pat stated** he told her she needed a conditional use permit? I laid out the entire requirements per the city code in order to do that. She has sent in a lot of documents but only the letter of intent needs to be intentional code no outbound, **Alderman Thomas stated** no he was talking about the point that we don't allow women shelters isn't that what you said. **Pat** said homeless shelters are not allowed use in residential district; **Alderman Thomas stated** you did tell her that. **Alderman Thomas stated** he is trying to figure out why she came back a second time if she was told they are not allowed. Did she not follow through the first time? **Clayton Klein** stated the first time she was just inquiring. **Alderman Thomas stated** you might want to remind her so that she does not go out and spend a lot of money. **Pat** stated he agrees with you. The city attorney and I have talked about that very subject. I have to come up with a way of delicately talking to her about wasting time and money. There is a \$400 fee involved and sometimes these are small businesses, I would suggest and informal discussion with planning and zoning before they go through with the formal application. Just to get an idea what the city requires and not spending money unnecessarily and that was our discussion with this person initially. They have not come before P&Z formally; we are still waiting for their documentation. **Alderman Alicia Smith stated** the city engineer answered her question. It just was not logical in my mind why would we even allow a usage permit for something we do not allow in the city. So if we do not allow it in the city if we allow the usage permit, the usage to do what? **Felicia Bishop stated** you are misinterpreting it, it does not mean it will be allowed. It is still a process. The board may know it is not going to happen, but we have to let that business owner make their own educated guess if they want to try to proceed hoping they will sway through or not. You still have to allow them to go through the process. Even if it not allowed. That is why it is called special

use permit because they are hoping it is allowed in an area it is not allowed. **Alderman Alicia Smith** stated the city engineer did explain that.

### **POLICE REPORT (CHIEF JEREMY IHLER)**

- Crime and Activity Report YTD compared to last year
  - A. Three more homicides than last year.
  - B. No incidents of rape.
  - C. This time last year, we had six robberies and so far, we have had none.
  - D. Assaults are up just 3%. (58
  - E. Burglaries are down 10%. (19 vs 21 incidents)
  - F. Larceny down 27% (48 incidents)
  - G. Motor vehicle theft up 38%
  - H. Arson is down 48%
  - I. Our Calls for service has gone up 20% as oppose to this time last year. Where we had more staff then we have now
  - J. Accidents we are down 11%
  - K. Motorist contact we are up 33%
  - L. In the last week, we had two officers resign. We have three opening.
  - M. I had the pleasure to talk to Felicia for about an hour. We are cut from the same cloth. Good conversation about enforcement. It will take a little bit of time. I think this will be a great working relationship between the police department and the building department.
  - N. Thanked the Mayor for getting ducts, carpet cleaned and thanks for getting and AC wall unit for downstairs.
  - O. Working in the building as long as I have many maintenance issues have not been addressed.

**Mayor** asked if there were any questions for The Chief. **Alderman James Thomas, Sr.**, yes Chief since we have lost three officers do you have anybody in the pool that you have interviewed with. **Chief Ihler stated** we do have a two people in the process and from what I understand by word of mouth, we have two or three more people interested. In addition, they are all experienced people that is who we are looking for. **Alderman Alicia Smith asked** how many officers are we short total. **Chief Ihler stated** the board decided I was authorized to have 19 police officers, 21 staff including 2 clerks. Right now, we have 16 police officers. Normally we are authorized 31 but because of the budget and with the pay increases we had to make some sacrifices. **Alderman Alicia Smith** asked if you

come across an employee that was terminated how you handle that in your department. Do you investigate their reason for being terminated? **Chief Ihler stated** absolutely we do a full background. We as law enforcement we actually have more leeway and more scope depth to do backgrounds. Therefore, if someone is terminated we can find out that information but obviously, other employers would be denied that information. **Alderman James Thomas, Sr.**, but now since **POST (PEACE OFFICERS STANDARD AND TRAINING)** notifies what you were terminated for if it is not unhireable offense. Correct? **Chief Ihler** stated sure it was up until the last few years reporting on how police officers got fired reporting to state was kind of glossed over. Really no protection with sharing that information with the state. Now there is a law that the state says you can be truthful with us know.

**Alderman James Thomas, Sr.**, made a motion that we adjourn the meeting at 9:15 p.m. I know that the budget is important; however, we will be here for a long time. I know that the citizens want to hear what the budget is and I do not think anyone of us want to be here until 11:30 like we were the last time. My motion is we adjourn the meeting at 9:15 for our next meeting we only deal with the budget and pay the bills. Second was made by **Alderman Theresa Hester**. **Mayor called** for an all in favor:

**7-Ayes/0-Nays. Motion passed.**

#### **TREASURER'S REPORT- (RICK ROGNAN)**

- Rick stated what we are going to have to do as soon as we are done with this because this budget will not be final by state statute carry over our existing budget. Therefore, we will make a motion tonight to carry that over our existing budget. Therefore, we can get the new budget approved on July 20, 2023.

**Alderman Alease Dailes** made the motion that we continue into the 2022/2023 budget until the 2023/2024 budget is completed and voted on by the Board of Alderman. Second made by **Alderman Theresa Hester**. **Mayor called** for an all in favor:

**7-Ayes/0-Nays. Motion passed.**



- The way the budget is set, the General Fund has a surplus of approximately \$4,928.00 and Capital Improvement has a surplus of approximately \$3,600.00. Nothing has changed since the original budget was presented to the board.
- Now this year we budgeted to have a surplus of about \$13,000 on those two combined. The city has done much better than that so keep in mind you done a great job. Therefore, from that prospective you can see we have a conservative budget. Each year is independent. We cannot anticipate what happens as we move forward. So keep that in mine.

**Alderman Alease Dailes** stated she wanted to go back to 2022/2023 budget do you have the numbers. **Rick** stated they are imbedded in this one too; on all the pages.

- Column number 5 on page 2 is the fiscal year budget that we are currently now operating under. In addition, the same one you agreed to move forward with at least one more month.
- Category 6 is what is being proposed tonight.

**Alderman Alease Dailes** stated if our budget was \$1,182,000 for fiscal year 2022/2023. **Rick** stated are we talking about revenue; **Alderman Dailes** stated no the actual budget for the whole city. **Rick** stated so if you look at each category so that will be the key way to look at this from the standpoint, go to the pages so everyone can see so it is much easier if you see it for yourself. Category 5 go to page four, page 4 there is the revenue for the general fund-\$4,397,298 that's the revenue. **Alderman Dailes** stated, what she is asking our actual budget for 2022/2023 was \$4,397,298. **Rick** stated for the general fund that is correct. That was the revenue, now the expense related to this fund so everyone can see the expenses that would be all the departments in the general fund, so keep in mind this is where the vast majority of your entire payroll and everything is paid out.

- Go to page #11 look at the bottom of column 5 total expenses were \$4,380,752 that left a surplus of \$16,526. That is where we ended last year.

**Alderman Dailes** stated her question is if our yearly expenses are \$4 million dollars we have a reserve of \$2 million dollars so would not it be better stewards to have at least what are budget is in our reserve. **Rick** stated at some point and time that would be the goal. I will say most political sub divisions have a hard time of getting to one whole year. So many things are out of your control. In addition, we will be talking more this year assuming **SB 190 (Modifies provisions relating to tax relief for seniors)** if everyone knows what is transpiring there. The senior citizen tax credit. If that is approved, what you are looking at today is



frozen, from a tax prospective. From a real estate, tax prospective is what going to transpire. As I said, you got all of these out of your control. One year would be perfect, if we could get through one year that would be outstanding. So I concur that would be the goal for the city. **Alderman Dailes** stated I guess because I am looking at \$2,000,000 for a city of our size and population. If we had a national disaster that would not help us at all, \$2,000,000 would not. **Rick** stated, nope depending on what transpires we agree that is when we have to reach out to SEMA and FEMA for assistance on anything of that nature as far as a natural disaster. All the political subdivisions will be in the same position. If you look around it would be hard to find a most cities that have a year or more sitting reserve.

Ideally, that would be the case, so the more you accumulate in reserve the first question the residents will ask is what you are doing? So that will be the dilemma as we build up, which we should but that means then we are not funding certain services. So keep in mind that is the general fund.

- The second one is capital improvements. Keep in mind we collect capital improvement taxes. Go to page #12 and you can see capital improvement we are bringing in about \$900,000. Column 5 then look on page #14 and you will see \$900,815 we had a surplus budgeting of \$1,185. Those are your two primary operating accounts for the city. After that, the rest is really, what they call passer accounts are ear marked for specific funds: Your Street Bond, AARPA, and Debt Services those are earmark for those specific items. That is all we can use those funds for.
- These are operating funds, so if you look at the combined of \$5.2 million dollars you have to operate here within the city. You can see for the most part we spend almost \$5.2 million dollars each year to operate.

**Mayor** asked if there were any questions. **Alderman Smith** stated I am on page 11. So for the Police Department salaries over this year of 2022/2023 of \$15,000.00. So where are we now for actual overtime? **Rick** stated, well right now the overtime unless it is being tracked in a different area, Chief I do not see it on the payroll report. I do not know how it is being recorded. **Chief Ihler** stated Lori would know. We have about ten codes we use for overtime. However, it is logged and kept track of it. Therefore, I do not know why it is not showing. **Rick** stated it is not broken out in the report that we get from Lori. **Alderman Smith** stated, so if we do not actually have a tracking system, how would I know these numbers are accurate and the only reason I am asking is when I look at the audit report **Angela Dorn** provided, it stated overtime was 1.9 million and you were

short men and it said the actual amount set was 1.9 million. Therefore, I was confused. **Chief Ihler** stated there was no way it could be 1.9 million. **Alderman Smith** stated I am just saying what it said, do not shoot the messenger. **Rick** stated if you go to the payroll analysis for all the departments. Let us look at page 20. Go to column four annualized so what you see is the payroll we budgeted this year verses what we are going to spend. We are going to spend less then what we budgeted this year, so look at it from that prospective. So there is, no way we would have had \$1.9 million dollars in overtime when the whole budget for this year was \$2.7. That means every dollar worked we would have had to pay overtime. I am not saying it is not there, I am just saying it could be the verbiage and it may be just taken out of context. If you could send it over to me and I will look at it. **Alderman Smith** asked if you provide the actual overtime to us by the next budget meeting of where we are in overtime. **Chief Ihler** stated he could ask **Lori** to produce it. **Rick** stated all we have to do is put that code number in. **Alderman Dailes** asked when you get the code can you email it to the board of aldermen so we can have the actual number. **Rick** stated certainly.

- Even with all the increases this year that were well deserved we still will be under budget and still spend less. So keep that in mind of all the good that transpired this year we are not spending more.
- You look at the budget this year was \$2.7 million dollars big change is this year's budget about payroll, so keep that in mind. That is going to be a big change with a lot that is being requested. Again, the term essential in my opinion every single employee in the city is essential.

**Marcie Gooden** stated we are taxpayers and we got the budget last year and why didn't we get it this year and we all sitting here listening to you guys and we have no numbers. It does not matter if it is a draft; I got a draft from last year. We are taxpayers that is our money why do not we have copies.

**Alderman Smith** stated she wanted to make a correction, I want to apologize Chief it is not overtime it is labor that is \$1.9 million. **Alderman Smith** stated her question to Jimmy does your employees have overtime, I did not see it on the budget. **Rick** stated we budgeted \$8,000 for overtime at the Recreation Center. **Mayor** also stated we budgeted in overtime for the Public Works Department for those that have to go out and do the snow and other things. All departments have overtime accept the Administrative Department. **Alderman Smith** stated and that is where it is need to be. **Alderman Thomas** stated looking on page 24. It is a twofold question. We are budgeting for a City Administrator, but I see a greater need within the Public Works Department, I see a greater need for three

more employees that will allow the Public Works Department to give the city the services that they need. To go back to picking up the branches, simple things like that. And other duties that will help Public Works to get through what they need because I read the job description for a City Administrator I think if we fulfill all the positions other than that one we will be able to operate without that. **Mayor** stated that would be the decision for the Director of Public Works. **Alderman Dailes and Alderman Thomas** stated at the same time that would be the decision for the board. **Alderman Thomas** states he sees a need. He says where the citizen need is versus a City Administrator (no matter who it is). We have the availability to make that happen. **Alderman Smith** I think, I hope I am not talking out of term. I think what you were trying to say a department head would know how many people he would need, so allow him at least handle their department and communicate with the board. **Mayor** stated yes. **Alderman Smith** stated she concurred. There was a conversation I had last meeting with the Director in regards to a citizen's comment in regards to her limbs being picked up. If there is something on the books an ordinance, law or a rule or something else if a citizen call my department. By right, we handled it whether it is outdated or not. If it is there then your job is to provide the service, if you are short a man that is a personnel problem not a citizen problem is what I said. **Alderman Dailes** stated no disrespect Mayor, we have all spoken with Jeff we all know he is short staff and what we want you to do is take the City Administrator out and add three more positions into the public works. **Mayor** stated now we are trying to build a proficient government and a city administrator is something these citizens have been asking for, for eight to ten years. That is if you look at each department that is represented in government has an assistant. You guys have an assistant, which actually has become mine and it is not fair to her. Because she is doing the administrative work that, an assistant for me would do. The Chief has an administrative assistant, which is Ms. Angie W. Our director for public works he has someone who assists him; well Terri Case has been here for a while. What has happened, I am going to make it short because I have been here every day and to know what is needed. Therefore, the things that the government needs to run had to do is pull my Directors, plus the City Clerk to help me assist me in doing what I am doing. Therefore, what do we do about that piece? **Alderman Dailes** stated so what we want you to do is add those three positions to the public works department then we will come back after we have another solution for **Mayor Tatman** that we are going through Municipal League we are looking at positions. Therefore, we want to add the three positions and this is for the board if I am not

mistaken. The board is working on the budget we ask that you take that City Administrator out three positions into the public works department and then we will come back at the next meeting and we will have more things that we want to add that will be more beneficial to the staff that we are looking at as the board.

**Mayor** stated keep in mind again the Chief Administrator Officer has the authority to hire the staff that is needed through the directives we have. The board has the authority to adjust the budget. However, not to hire the staff. What I am saying you all have the final say over the budget, but the government, The Chief Administrative Officer has authority to hire the staff that is needed. **Alderman Dailes** stated within the budget. **Mayor** stated I just want to make that clear to citizens so they know the demarcation of authority.

**Mayor** called on **Mayor** stated **Wanda Lane (resident)**. **Mrs. Lane** stated she was under the impression from the last meeting, that this meeting was going to be a budget only meeting and the opportunity for citizens to express our concerns and our needs; and then when I saw the agenda with all the other things on there I realized that probably not going to actually happen. In addition, I know everybody is busy, I do not want another meeting either but I just think sometimes we have good reason for a special meeting to talk about a particular topic; I do not know how that got lost in communication. In addition, regarding citizens services, again we just opened up a brand new beautiful recreation center. The staff and the recreation center to also administer programs, ideas, and plans to get us as citizens to participate in the recreation center, so it can start to generate some money. So not only Public Works I doubt that but also the recreation center.

**Jimmy Kirinich (Director of Parks and Recreation)** stated he does not know how the board came to the decision just to get Public Works 3 employees, I was never consulted about having any more staff, and Police need more staff. Everyone is short staffed in the city looking at the services that the citizens want. You guys cut my Recreation Supervisor last year citizens want community events, the Mayor wants community events. That was the direct position to run community events that was just cut and I guess you have no intentions of fulfilling. The citizens are asking for that. I understand Public Works and Police need staff and I need staff it is kind of a fighting battle for the department heads to get staff while the money is there. In my opinion, the money would be best served for getting a City Administrator. **Alderman Dailes and Alderman Thomas** stated at the same time we are not finished. **Alderman Dailes** stated we are not finished. How it works in government the Mayor, the Directors created a budget bring it to the

board, and the board will decide what we are going to take away and what we are going to add. We are not finished. So before, you jump to conclusions and think that we are doing. **Mayor** interrupted with point of order and it is time to go. Mayor stated she encourages the citizens that are sitting here, you already heard first part of the conversation because this is your money that you come back and you bring others and we will make sure we have copies for everybody. We will discuss as a family because that is what we are what is needed. I will say we all need help it is not fair to these other department heads to do what I need to do as well. I need an assistant. I am here every day, I do work 40 hours, and I do not care anything about the money. However, we are doing what is needful and what is needful and because we are here, every day we know what is needful to run the whole city and for a caveat, our police officers will now be out on the beat. We start tomorrow I will be out with them for the first time. We will be out in the community, not only with the police department but with the others too.

**Mayor called for a motion to adjourn-Alderman Alicia Smith made the motion to adjourn today's meeting, June 15, 2023. Second made by Alderman Peg Warnusz. Mayor called for an all-in favor;**

**7 Ayes/0 Nays. Ayes have it and motion passed.**

**Meeting adjourned at 9:25 pm.**

**ATTEST:**

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**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, DECEMBER 07, 2023-7:30 PM**

**PRESENT** Mayor Dinah Tatman, City Attorney Susie McFarland, Interim Chief of Police Major Timothy Sanders/Major Warren Willis, Director of Parks and Recreation Jimmy Kirincich, Director of Public Works Jeff Ross, Code Enforcer Felicia Bishop, Director of Finance Lori Lenz, Treasurer Rick Rognan, and City Clerk Semmie Ruffin-Hall.

**Mayor Tatman CALLED MEETING TO ORDER** at 7:30 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-**Present**
- Alderman (Board President) James Thomas, Sr.-**Present**
- Alderwoman Regina Harmon-Ward-**Present**
- Alderwoman Alease Dailes-**Present**
- Alderwoman Alicia Smith-**Present**

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

**Mayor Tatman stated Alderwoman Lynette VonSeggern would be leaving at 9:15pm.**

**MOTION TO APPROVE THE AGENDA**

**Motion by Alderwoman Alease Dailes with an amendment** to add Public Comments to the agenda , add a motion to rescind vote on November 16, 2023 request for recess for a session for the December 21, 2023 meeting by Regina Harmon–Ward, end the meeting at 9:15 pm, and also enter into the record a letter that was sent by a citizen (Marcel Scaife). **Second by President James Thomas, Sr.**



**President Thomas read** his email (attached) to rescind his vote for the CPA Firm. Therefore, he asks the board to accept his rescind ion of my vote.

**President Thomas made a motion** that they rescind their vote, **second by Alderwoman Dailes. No Discussion.**

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

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

**4-Ayes/3-Nayes-Ayes have it. Motion Passed.**

**Alderwoman Smith made a motion** to adjourn the meeting at 9:15 however if business is not done can we please extend our meeting, **second by Alderwoman Harmon-Ward.**

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

- Alderwoman Theresa Hester-**Yes**
- Alderwoman Peg Warnusz-**Yes**
- Alderwoman Lynette VonSeggern-**Abstain (she will be leaving)**
- Alderman (Board President) James Thomas, Sr.-**Yes**
- Alderwoman Regina Harmon-Ward-**Yes**
- Alderwoman Alease Dailes-**Yes**
- Alderwoman Alicia Smith-**Yes**

**6-Ayes/0-Nayes/1-Abstain-Ayes have it. Motion Passed.**

**Motion by Alderwoman Alease Dailes** letter sent to the Board of Alderman and Mayor by resident Marcel Scaife be read into the record, **second by Alderwoman Smith.**

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

- Alderwoman Theresa Hester-**Yes**
- Alderwoman Peg Warnusz-**Yes**
- Alderwoman Lynette VonSeggern-**Yes**

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

**7-Ayes/0-Nayes -Ayes have it. Motion Passed.**

**Alderwoman Alease Dailes read letter (attached)**

**MEETING OPEN TO THE PUBLIC (3 MINUTE TIME LIMIT)**

- **Anthony Green-92XX Waldorf Drive**
  - Board has a fiduciary duty.
  - No Reconciliation in 24 months.
  - Can't get Audits done-Need Reconciliation done first.
  - MOSIP Account is it open
- **Wanda Lane-99XX Martingale Lane**
  - RGSD Conference in Kansas City, MO-Learned a lot.
  - Educate our children
  - 50% of district has students 90% of the time.
  - Dialog needed with Parents
  - Read page 10 of material given for voters you are responsible for
  - Management need to stop, Mayor and Board of Aldermen on same level.
- **Bryant Nelson-9XX Marias Drive**
  - Anthony makes good points about financial and literacy of finances.
  - Get the agenda done.
  - Come to the meeting prepared.

**President Thomas, Sr. read an open statement (attached)**

**Mayor Tatman responded:**

- **Fail to secure bids over \$10,000.00-Had a cleaning company come in and clean 3 different areas at three times, one sent out 4 different bid and got 4 bids back with documentation. We used that one company to clean and when it came time to pay them we the bill was \$13,324.000.**
- **Misappropriation of Recuse Funds-No it was put into Capital Funds where it should have been.**
- **Violation of the unanimous Motion of the Board on May 4, 2023 until city funds are audited-The State statue**

**Alderwoman Theresa Hester read a statement (attached)**



**FINANCE DIRECTOR-(LORI LENZ)**

**APPROVAL OF INVOICES (October 26, 2023 –November 8, 2023) (\$128,277.17)**

**Alderwoman Regina Harmon –Ward motioned, Second Alderwoman Theresa Hester.**

**DISCUSSION:**

**Alderwoman Dailes stated check #46502-** Not discussed or approved for \$6,800.00 please remove.

**Alderwoman Smith stated,** would like these pulled: check #46496-(\$357.96)-no bill, check #46506-(\$378.01) can't see where it was reissued., check #46507-\$5,000 no bill, Electric Werks bill and check do not match, check #'s 46508 and 46509 are payroll checks and should not be in the register. Check #46525-Gamma (\$22,550.00) and check #46528-MML Convention (\$60.00). Pull those checks out.

**Alderwoman Smith motioned to amend invoices (October 26, 2023 –November 8, 2023) from total of \$128,277.17 to \$114,322.38, Second Alderwoman Harmon-Ward.**

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

- 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-Ayes/0-Nayes-Ayes have it. Motion Passed.**

**RFP-AUDIT-CR Williams & Associates**

**Alderwoman Theresa Hester motioned, Second Alderwoman Peg Warnusz**

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

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

**5-Ayes/1-Nayes-Ayes have it. Motion Passed.**

**LOOMIS CONTRACT/ARMOR CAR SERVICE- DISCUSSION AND VOTE -BILL #2677-**  
AN ORDINANCE AUTHORIZING AN AGREEMENT WITH LOOMIS ARMORED US, LLC  
TO PROVIDE SECURITY, CASH MANAGEMENT AND TRANSPORTATION SERVICES  
FOR THE CITY OF BELLEFONTAINE NEIGHBORS, MISSOURI (INTRODUCED BY  
ALDERWOMAN REGINA HARMON-WARD)

**First and Second read by Alderwoman Regina Harmon- Ward.**

**Alderwoman Harmon-Ward motioned, Second by Alderwoman Peg Warnusz.**

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

- 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-Ayes/0-Nayes-Ayes have it. Motion Passed.**

**WAIVER OF NCFD BUILDING FEES -BILL #2678-AN ORDINANCE PROVIDING A**  
**WAIVER OF BUILDING DEPARTMENT SERVICE FEES UNDER SECTION 5-7 OF**  
**ARTICLE I OF CHAPTER 5 OF THE CODE OF ORDINANCES OF THE CITY OF**  
**BELLEFONTAINE NEIGHBORS FOR THE NORTH COUNTY FIRE & RESCUE**  
**PROTECTION DISTRICT (INTRODUCED BY ALDERWOMAN ALEASE DAILES)**

**First and Second read by Alderwoman Alease Dailes.**

**Alderwoman Harmon-Ward motioned, Second by Alderwoman Alicia Smith**  
**/Alderwoman Harmon-Ward.**

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

- 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-Ayes/0-Nayes-Ayes have it. Motion Passed.**

**IT/LAPTOP POLICY- DISCUSSION AND VOTE (Policy and Procedures)-TABLED.**

**REJIS AGREEMENT-DISCUSSION AND VOTE (Intergovernmental Master Agreement)-TABLED.**

**RFQ-HVAC PRESENTATION (Replacement and Improvements)**

Treasurer Rognan states there is \$1.5 million dollars in ARPA Fund to spend. President Thomas motioned to approve bid from Deka in the amount of \$197,300.00, Second by Alderwoman Warnusz.

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

- 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-Ayes/0-Nayes-Ayes have it. Motion Passed.**

**ALDERMAN'S REPORT**

**Alderwoman Alease Dailes**

-Thank you for coming out.

**Alderwoman Theresa Hester**

-Giving out Turkeys for Thanksgiving.

-Thank you all for coming out.

**President James Thomas, Sr.**

-Signs should be in Board Room stating Audio & Video in progress.

-If 2023 Budget would have passed-\$25,000 that was included for sound system, would have happened post haste.

**Alderwoman Alicia Smith**

-Thank you.

-Happy Holidays.

-Ward 4- A lot of Citizens leaves will be emptied.

**Alderwoman Peg Warnusz**

-Remind people-Angel Tree.

-Food Drive-We want 1<sup>st</sup> Place due by 11/29/23.

-Pray for the people in the Middle East.

**MAYORS REPORT**

-Thanked everyone for coming.

**Mayor called for a motion to adjourn-Alderwoman Regina Harmon ward made the motion to adjourn the meeting and go into close session (verbiage of closed session read) at 9:15pm **Second made by Alderwoman Peg Warnusz.****

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

- 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-Ayes/0-Nayes-Ayes have it. Motion Passed.**

**Meeting adjourned at 9:15 pm.**

**ATTEST:**

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**Semmie Ruffin-Hall, City Clerk**

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

## Semmie Ruffin-Hall

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**From:** James Thomas  
**Sent:** Monday, November 27, 2023 7:18 PM  
**To:** Semmie Ruffin-Hall  
**Subject:** Rescind vote for CR Williams and Associates on November 16th 2023 to perform Audits for 2022 and 2023

Please send to the Board, Mayor and Attorney.

Due to the fact that the Board has motioned unanimously to have an RFQ for a CPA to assist with the reconciliation and noted discrepancies of the Finance Office.

And this needs to be done prior to any considerations of any Auditing firm.

I rescind my vote from November 16th 2023.

I am not against hiring an Audit firm but we need to honor the motion to send out the RFQ.

Prior to this date discussion was made to hire Angela Dorn and it was not brought up again when the total of her fee was calculated to be over \$10,000.00.

Which means that we have to send out an RFQ.

## Semmie Ruffin-Hall

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**From:** Regina Harmon <harmruk@gmail.com>  
**Sent:** Monday, November 27, 2023 7:38 PM  
**To:** Semmie Ruffin-Hall  
**Subject:** Subject: Rescind vote for CR Williams and Associates to perform 2022 and 2023 Audit

I rescind my vote from November 16th 2023. Concerning CR Williams and Associates to perform 2022 and 2023 Audits.

I am not against having the Audits but there needs to be follow up on the RFQ that the Board motioned for and approved for an CPA to assist in the Finance Office.

## Semmie Ruffin-Hall

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**From:** Alicia Smith <4smith.alicia@gmail.com>  
**Sent:** Tuesday, November 28, 2023 10:12 AM  
**To:** Semmie Ruffin-Hall  
**Subject:** Re: Rescind vote for CR Williams and Associates on November 16th 2023 to perform Audits for 2022 and 2023

Hi Semmie,

**I would like to rescind my vote from November 16th, 2023 regarding CR Williams and Associates to perform the 2022 and 2023 audits for the City of Bellefontaine Neighbors.** I DO feel we need to hire an auditing firm however this is NOT the time and here's why:

The BOA requested and voted unanimously to have an RFQ for a CPA firm to assist with the reconciliations and finance department MONTHS AGO! The Mayor has CONSTANTLY explained she has taken it into CONSIDERATION! There is no consideration to be taken when the board voted. She was to do what the board asked of her to do and she has NOT YET complied.

After investigating the Mayor's REQUEST regarding Angela Dorn who is a PARTNER with Sikich, I'm under the assumption Angela Dorn would be a conflict of interest and also the amount of her payment would be over 10K when an RFQ still should have been sent out after finding out her payment amount would be, and TO DATE, IT HAS NOT!

The city would not be able to begin an audit WITHOUT accounts FIRST being reconciled. To date, the BOARD has NOT received any correspondence/communication to explain the accounts have been reconciled for the past 2 years. Despite the COUNTLESS ERRORS in the finance department nothing regarding the accounts being reconciled has changed to my understanding. The Mayor announced at the November 16th, 2023 meeting SHE would be in the finance department HELPING but no RFQ has been sent out regarding the finance department? **HELP WOULD BE NEEDED TO SEND OUT AN RFQ FOR ASSISTANCE IN THE FINANCE DEPARTMENT IF SHE HAS TIME TO ASSIST!**

Thank you and Have a Great Day!

Alderwoman Alicia Smith  
Bellefontaine Neighbors - Ward 4  
314-762-1065

On Tue, Nov 28, 2023 at 8:24 AM Semmie Ruffin-Hall <[SRuffin-Hall@cityofbn.com](mailto:SRuffin-Hall@cityofbn.com)> wrote:

*Good morning. I have been asked by President Thomas to remit the email below.*



**From:** marcel scaife <[marcelscaife@gmail.com](mailto:marcelscaife@gmail.com)>

**Date:** November 30, 2023 at 2:31:06 PM CST

**Subject: Urgent Call for Collaboration and Leadership**

Dear Honorable Mayor Dinah Tatman and Respected Aldermen of Bellefontaine Neighbors,

I trust this message finds you well amidst the challenges our community is currently facing. As an engaged resident deeply invested in the well-being of Bellefontaine Neighbors, I feel compelled to address the recent gridlock within our city government.

The reported inability to hire employees, budget disagreements, and the loss of a substantial grant are matters that weigh heavily on the minds of us, the citizens you have been elected to serve. It is disheartening to witness our community facing obstacles that hinder progress and tarnish our reputation.

I understand that audits are underway, and there are concerns about financial decisions being made without proper consultation. This has led to a loss of confidence, as indicated by the recent letter from four aldermen expressing their concerns and calling for an investigation.

In this crucial time, I respectfully urge all elected officials to rise above personal differences and prioritize the greater good of our community. As representatives chosen to lead Bellefontaine Neighbors, I implore you to engage in open dialogue, find common ground, and work towards resolutions that benefit us all.

Our community deserves leadership that operates with transparency, collaboration, and a commitment to progress. I urge you to consider the impact of the current situation on our reputation, resources, and the trust of the residents you serve.

I believe in the potential for our community to overcome these challenges, and I call upon each of you to demonstrate the leadership we need. Let us work together to restore unity, address concerns, and rebuild the confidence of the citizens of Bellefontaine Neighbors.

Thank you for your attention to this matter, and I am hopeful for a positive resolution that benefits our community.

Sincerely,

Marcel H. Scaife

--

Marcel Scaife  
314-477-9663



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

Mayor Tatman,

As the governing body of this great city, it is our duty to ensure that all local ordinances along with federal and state statutes are adhered to. During your tenure in office, you have repeatedly violated the state statute and local ordinances to further your personal agenda with a complete lack of transparency and proper communication to the Board of Aldermen. Our role as board members is horizontally aligned with the office of the mayor. As such, this is not a dictatorship, but rather a full governing body who should be focused on the health and safety of the residents of this great city. Your failure to communicate with this board and your willful violation of the ordinances of this city along with federal and state statutes will not be tolerated. Since you took office in April of 2023, you have committed the following violations:

- Failed to secure bids over \$10,000 on a quote that was \$13,324.00 in violation of Bellefontaine Neighbors (BN) City code 2-256 and violated City ordinance 2-256(a) by subdividing the quote when it exceeded \$10,000.
- Your initial misappropriation of federal American Rescue Plan Act (ARPA) funds for the above-mentioned bid, resulting in having to reassign the purchase to Capital Funds.
- In violation of a unanimous vote by the Board of Aldermen on May 4, 2023 to enact a hiring freeze until city audits have been complete for fiscal years 2021, 2022, and 2023 excluding essential personnel, you hired a finance clerk for the City without the required approval of the Board Of Aldermen. To date, only the audit for fiscal year 2021 has been complete which further places the city at risk for higher interest rates and a lower bond rating.
- You approved an unsecured and unauthorized volunteer's access to the City's Finance Department to assist the above-mentioned unauthorized and not bonded finance clerk, resulting in compromised passwords and requiring the re-establishment of passwords for security.
- You have repeatedly ignored and dishonored motions unanimously passed by the Board of Aldermen on May 4, 2023, June 15, 2023, and July 20, 2023.
- You also dishonored the June and July meeting motions which caused the incompleteness of the City's budget, resulting in the disqualification of the East-West Gateway Parks Grant which denied the City grant funds of up to \$420,000.
- You requested Board participation in budget discussions with less than a 24-hour notice in violation of the Sunshine Law.
- You irresponsibly vetoed the City's budget despite Board approval due to the Board's unanimous vote to suspend certain social community events until there is a clear understanding of the City's financial status.
- You falsely declared during board meetings that quotes for building security items had been submitted when no quotes were obtained.


- You irresponsibly approved expenditures of \$92,500 of ARPA funding without Board of Aldermen approval that do not follow federal guidelines and may result in the city having to pay the funds back to the federal government.
- You have repeatedly made unauthorized approvals of taxpayer dollars without proper documentation and without approval of the Board of Aldermen in violation of the ordinances of the City resulting in the approval of invoices that are duplicates, contain incorrect amounts, have no budget line designation, and providing no receipts.
- You promoted a city job fair despite the unanimous decision of the Board to enact a hiring freeze until City audits are complete, which to date, are not.
- You have intentionally refused to honor the Missouri Municipal League's recommendation that "Councilmembers should be set apart from the rest of the room" despite complaints from the Board of Aldermen and the public which causes confusion as city employees are occupying the dais with elected officials.

Therefore, as duly elected officials, we are charging you with dereliction of duty, misappropriation of funds and instill a vote of "no confidence" in your ability to lead this City effectively and demand that you take the following corrective actions:

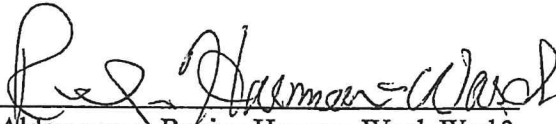
- Adhere to Missouri statutes for the governance of Fourth-Class Cities, as published in the Missouri Municipal League's Manual for Newly Elected Officials, August 2020 and understand that the Mayor and Board of Aldermen are equally positioned on the official state statute organizational chart.
- Maintain the oath of office taken to uphold the ordinances of the City of Bellefontaine Neighbors as they are presently adopted, and any updates that may follow.
- Always maintain truthful and transparent communication with the Board of Aldermen.
- Report in a timely manner all financial proposals, ventures, grants, etc. relating to the City of Bellefontaine Neighbors to the Board of Aldermen prior to any initiations or executions with city employees as The Board of Aldermen should not read about any financial goals or activities established with city employees on social media, particularly when the Board of Aldermen is solely responsible for the disbursement of taxpayer dollars, be they local, state, or federal funds, by ordinance.
- Adhere to all local, state, and federal laws and be prepared to explain any deviation from any public and published law or ordinance, citing specific references to the exact statute that it pertains to.
- Remove City employees from the dais immediately as the dais will be reserved for elected officials, the City Clerk, and the City Attorney only.
- Enroll in a series of training sessions offered through the Missouri Municipal League and the Municipal League of Metro St. Louis to be completed by July 1, 2024.
- Refrain from all teaching/instruction of municipal/legislative/grant writing classes on City property until the above-mentioned training has been completed.


A copy of this letter along with supporting documentation will be forwarded to the Missouri Ethics Commission and the Attorney General's office of the State of Missouri for review and prosecution of any violation of the laws of St. Louis County or the State of Missouri. Additionally, a copy of this letter along with supporting documentation will be forwarded to the Auditor's Office of the State of Missouri along with a formal request to audit the financial records of the City of Bellefontaine Neighbors.

Respectfully Submitted by:

  
Alderman James Thomas, Board President

  
Alderwoman Aleese Dailes, Ward 4

  
Alderwoman Regina Harmon-Ward, Ward 3

  
Alderwoman Alicia Smith, Ward 4

**CITY OF BELLEFONTAINE NEIGHBORS, MISSOURI  
BOARD OF ALDERMEN SPECIAL MEETING MINUTES (VIA ZOOM)  
THURSDAY, DECEMBER 28, 2023 -6:00 PM**

**Board President James Thomas, Sr., will be chairing meeting in the absence of the mayor.**

**President Thomas CALLED MEETING TO ORDER at 6:00 p.m.**

**Pledge of Allegiance:**

**ROLL CALL: City Clerk Semmie Ruffin-Hall**

- Alderwoman Theresa Hester – **Present**
- Alderwoman Peg Warnusz – **Absence**
- Alderwoman Lynette VonSeggern – **Present**
- President James Thomas Sr. -**Present**
- Alderwoman Regina Harmon-Ward – **Present**
- Alderwoman Alease Dailes – **Excused Absence**
- Alderwoman Alicia Smith – **Present**

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

**MOTION TO APPROVE THE AGENDA**

Alderwoman Theresa Hester motioned, Second Alderwoman Alicia Smith.

**DISCUSSION**

**Alderwoman Smith** had questions in reference to the application process. Renewal date is supposed to be the end of year but in the packets, it has June 2024. **President Thomas** stated the state has a different renewal date, but they are renewing their license with Bellefontaine which is the end of each year. State liquor license has to be obtained before they can receive City license.

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

- Alderwoman Theresa Hester – **Yes**
- Alderwoman Lynette VonSeggern – **Yes**
- President James Thomas, Sr.– **Yes**

- Alderwoman Alicia Smith – **Yes**
- Alderwoman Regina Harmon- Ward – **Yes**

**5-Ayes/0-Nayes-Ayes have it. Motion Passed.**

**MEETING OPEN TO THE PUBLIC (3 MINUTE TIME LIMIT)**

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

- Fence Ordinance
- When will the board start doing what the residents want
- Getting frustration with no legislation being passed

**President Thomas stated at least 5 votes are needed to pass an ordinance and the fence ordinance had 4 yes/2 nays. Therefore, it failed.**

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

- Still waiting to hear back from the board on the definition of essential employee.
- What positions within the city fall under that title?

**President Thomas stated one of us will get back with you on what an essential employee is, I thought you had an answer already,**

**Approval of Liquor Licenses**

- **Arch 94LLC- 2024 Calendar year**

**Alderwoman Alicia Smith –Motioned to approve Arch 94 LLC at 949 Chambers Road, Second Alderwoman Regina Harmon-Ward.**

**DISCUSSION:**

**Alderwoman Alicia Smith- Wanted to go on record to say they completed their application in its entirety and provided all documentation needed.**

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

- Alderwoman Theresa Hester- **Yes**
- Alderwoman Lynette VonSeggern-**Yes**
- Alderwoman Peg Warnusz –**Yes**
- President James Thomas, Sr. – **Yes**
- Alderwoman Harmon-Ward-**Yes**
- Alderwoman Alicia Smith – **Yes**

**5-Ayes/0-Nayes-Ayes have it. Motion Passed.**

- **KD Patrol Inc.**

**Aldерwoman Lynette VonSeggern**-motioned, Second Alderwoman Regina Harmon-Ward.

**Discussion:**

**Aldерwoman Hester**- BP on Bellefontaine & 270 has agreed to improve exterior cleanliness.

**Aldерwoman Alicia Smith** – Liquor license application is not complete.

Does owner of business rent or own the premises?

**Alderman (Board President) James Thomas** motion to table license until information tomorrow

**Aldерwoman Alicia Smith**-table license for KD Patrol, Second alderwoman Theresa Hester.

**Further Discussion:**

**Aldерwoman Alicia Smith**- Provided information to City clerk Semmie Ruffin Hall and **Alderman (Board President) James Thomas** via email for further clarification. Please confirm if state allows background check to be on shareholder opposed to listed owner.

**City Clerk Semmie- Ruffin Hall** will confirm with state on liquor license background requirements.

**Aldерwoman Smith** - Motion to table license for KD Patrol Inc. due to questions not being answered and ownership, Second by **Aldерwoman Hester**.

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

Aldерwoman Theresa Hester – **Yes**

Aldерwoman Lynette VonSeggern – **Yes**

Alderman (Board President) James Thomas – **Yes**

Aldерwoman Regina Harmon-Ward - **Yes**

Aldерwoman Alicia Smith- **Yes**

**5-Ayes/0-Nayes-Ayes have it. Motion Passed.**

**President Thomas, Motion for special meeting on Friday, December 29, 2023 @ 4:00 pm, to vote on KD Patrol Inc., Second Aldерwoman Smith.**

**Quick Trip #605**

**Alderman Theresa Hester** motion to approve, Second, **Alderman VonSeggern**.

**Discussion:**

**Alderman Smith** – Quick Trip insurance expires tomorrow 12/29/2023.

City Clerk Semmie Ruffin – Hall will get updated insurance information & make them aware of the oversight of failing to check the box for beer & wine sales.

**Alderman Smith** motion to table the liquor license for Quick Trip #605 located at 10485 Lilac to find out what exactly they are looking to sell or is this an oversight on what they are really looking to sell. Second, **Alderman Harmon-Ward**.

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

- Alderman Theresa Hester –**Yes**
- Alderman Lynette VonSeggern – **Yes**
- President James Thomas – **Yes**
- Alderman Regina Harmon-Ward –**Yes**
- Alderman Alicia Smith – **Yes**

**5-Ayes/0-Nayes-Ayes have it. Motion Passed.**

- **Santa Cruz-(Knights of Columbus) #1215**

**Alderman Hester**, Motion to approve liquor license for Santa Cruz (Knights of Columbus) #1215. **Second Alderman VonSeggern**.

**Discussion:**

**Alderman Alicia Smith**-Application not completed in its entirety as well: pg. 4 #29&30 also #31.

Information requesting who is in charge.

**Alderman Alicia Smith** motioned to table the liquor license for Santa Cruz (Knights of Columbus) #1215, Second, **Alderman Hester**.

**Discussion:**

**Alderman Hester** how are applicants not completing application? **The City Clerk** stated this is something that should have been done on our end before it even was received by the board, and we will rectify this going forward.

President Thomas advised the City Clerk to make note that Alderwoman Peg Warnusz has joined the meeting.

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

Alderwoman Theresa Hester- **Yes**

Alderwoman Peg Warnusz- **Abstain**

Alderwoman Lynette VonSeggern-**Yes**

President James Thomas, Sr – **Yes**

Alderwoman Regina Harmon-Ward- **Yes**

Alderwoman Alicia Smith-**Yes**

**5 –Ayes/1-Abstain/0-Nayes-Ayes have it. Motioned Passed.**

President Thomas stated special meeting tomorrow at 4pm to vote for Liquor licenses for:

- Santa Cruz
- Knights of Columbus
- QuikTrip #605
- KD Patrol, Inc

With the necessary corrections

Alderwoman Smith stated we do not have a tax collector who would be the person collecting the taxes. President Thomas stated the City Clerk is performing those duties since the collector resigned.

Alderwoman Regina Harmon Ward motioned to adjourn at 6:49 pm. Second Alderwoman Hester. Motion passes.

Meeting adjourned at 6:49 pm.

ATTEST:

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Semmie Ruffin-Hall, City Clerk

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



CITY OF BELLEFONTAINE NEIGHBORS, MISSOURI  
BOARD OF ALDERMEN SPECIAL MEETING MINUTES (VIA ZOOM)  
THURSDAY, DECEMBER 29, 2023 -7:00 PM

President James Thomas, Sr will be chairing the meeting in Mayor Tatmans absence.

President Thomas called the meeting to order at 7:01PM

Pledge of Allegiance

**ROLL CALL: City Clerk Semmie Ruffin-Hall**

- Alderwoman Theresa Hester – Present
- Alderwoman Peg Warnusz – Absent
- Alderwoman Lynette VonSeggern – Present
- President James Thomas Sr. -Present
- Alderwoman Regina Harmon-Ward – Present
- Alderwoman Alease Dailes – Excused Absence
- Alderwoman Alicia Smith – Present

5 Present/1 Excused Absence/1 Absent-Quorum was established.

**MOTION TO APPROVE THE AGENDA**

Alderwoman Alicia Smith motioned to approve the agenda for the special meeting on December 29, 2023, at 7:03pm for the liquor licenses for the City of Bellefontaine for 3 different vendors, **Second Alderwoman Theresa Hester.**

**ROLL CALL: City Clerk Semmie Ruffin-Hall**

- Alderwoman Theresa Hester – Yes
- Alderwoman Lynette VonSeggern – Yes
- President James Thomas Sr. -Yes
- Alderwoman Regina Harmon-Ward – Yes
- Alderwoman Alicia Smith – Yes

Five-Ayes/0-Nays. Motion passed.

**MOTION TO APPROVE THE 2024 LIQUOR LICENSES FOR:**

- KD PATROL INC (BP)

- KNIGHTS OF COLUMBUS
- QUIKTRIP #605

Aldерwoman Alicia Smith motioned to approve the liquor licenses for 3 of the vendors for business owners who are **KD Patrol Inc** who are located at 10866 Bellefontaine Road, St. Louis, MO 63137; **QuikTrip # 605** who are located at 10845 Lilac Avenue, Bellefontaine Neighbors, MO. 63137 and also **Santa Cruz Knights of Columbus #1215** who are located at 800 East Chambers Road. **Second by Aldерwoman Harmon-Ward.**

Discussion: NONE.

**ROLL CALL: City Clerk Semmie Ruffin-Hall**

- Aldерwoman Theresa Hester – Yes
- Aldерwoman Lynette VonSeggern – Yes
- President James Thomas Sr. -Yes
- Aldерwoman Regina Harmon-Ward – Yes
- Aldерwoman Alicia Smith – Yes

Five-Ayes/0-Nays. Motion passed.

Aldерwoman Hester motioned to adjourn at 7:05 pm. Second Aldерwoman VonSeggern.

All Aldermen that were present voted Aye to adjourn.

Motion passes.

Meeting adjourned at 7:05 pm

ATTEST:

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Semie Ruffin-Hall, City Clerk

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



# City of Bellefontaine Neighbors

1/15/2024

**Account Review**

**Semmie Ruffin Hall**

**PRESENTED BY:**

**Brad Dillenberger**

**Direct: 314-714-3426**

**Cell: 618-806-0366**

**[bradd@americomis.com](mailto:bradd@americomis.com)**



## Introduction Letter

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Thank you for allowing Americom an opportunity to learn more about your organization, and your managed print service needs. Based on our understanding of your environment and needs, we have been able to identify areas in which new technology could improve operations. So, we are proud to offer this customized completed proposal for City of BN Our proposal offers a comprehensive solution which will meet all of your current needs and will equip you with cutting edge technology services to better serve your residents.

Americom has been an industry leader in Managed Print and IT Managed Services and we look forward to having you as our newest satisfied client. From the information you provided us in our first meeting along with our findings, we have identified our all-inclusive monthly Managed Print Services will best fit your needs, and will exceed the expectations that you stated were important to your organization. We look forward to expanding our working relationship in the future and welcoming you as the newest member of the Americom Family.

## Why Americom?

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### **We strive to build personal relationships.**

We understand the importance of providing a pleasurable customer experience with every aspect of your relationship with Americom. Our delivery, administration, service, sales and management team all understand we serve you, the customer.

- Locally Owned & Operated
- We Listen to Our Customer's Needs
- We Solve Our Customer's Problems
- Customer Satisfaction Promise

## Confidential Information

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By receipt and opening of this document, Ramona & Pastor Portis agrees that the Confidential Information in this document is to be considered confidential and proprietary to Americom and Ramona & Pastor Portis shall hold the same in confidence. Shall not use the Confidential Information other than for the purposes of its business with Americom and shall discuss it only to its officers, directors, or employees with a specific need to know. Ramona & Pastor Portis will not disclose, publish or otherwise reveal any of the Confidential Information received from Americom to any other party whatsoever except with the specific prior written authorization of Americom.

If it's on the network, we manage IT!

10352 Lake Bluff Drive St. Louis, Mo 63123





## 360 Customer Support Guarantee

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Americom's Support 360 provides the necessary End to End satisfaction our customers have grown to expect over the past 26 plus years. When customers think of our service and support they know that we have the complete package to support their expectations for current and future needs. We are proud to provide such a high level of satisfaction to our customer's year after year.

### **RESPOND ♦ FIX ♦ REPLACE GUARANTEE\***

**RESPOND** – We promise to provide you with an average service response time within (4) hours of a down machine.

**FIX** - Our authorized technicians will respond timely with the necessary field parts inventory and fix a down machine on 89% of service calls.

**REPLACEMENT GUARANTEE** - In the event complete equipment failure occurs during the term of an agreement, and our service department is unable to repair your equipment up to manufacturer specifications, Americom will replace the equipment at no charge to you with a like for like model.

### **SERVICE TECHNICIAN EXCELLENCE**

**MANUFACTURER CERTIFIED TRAINING** – We take training and knowledge of our products seriously. Our technicians are factory trained for the equipment we sell and service.

**LOCAL RESPONSIVE DISPATCH** – Our dispatch personnel are local to take your call live. Our technicians are connected with our industry leading dispatch software to receive instant information to keep them up to date on customer needs.

**LOCAL PARTS AVAILABILITY** – Our local St. Louis warehouse stocks a large amount of inventory to ensure that parts are available on a continual basis.

### **CUSTOMER RELATIONSHIP EXCELLENCE**

**COMPLETELY SATISFIED CUSTOMERS** - Americom believes every customer should be a "Completely Satisfied Customer". To ensure ongoing COMPLETE customer satisfaction, Americom implements a detailed and process oriented "Customer Touch" program as detailed below.

**CUSTOMER CONTACT PROGRAM\*** – We complete the following on a regular schedule: Sales Cycle, Implement, Install, Thank you, Welcome, Personal Phone Follow Up, 2 Month Checklist Call, Customer Care Cards, & Routine Follow up.

**ACCESSIBLE COMMUNICATION** – Our local office is ready to take your call with a live voice every business day from 8am-5pm. In addition, if our customers feel the need they can reach our President's inbox directly through our website under our "Dear Dave" link.

*\*See program terms for additional details.*

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If it's on the network, we manage IT!

10352 Lake Bluff Drive St. Louis, Mo 63123



## Maintenance and Support

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### Maintenance Information:

Customer Service: A big part of our success can be attributed to our award-winning customer service. Ask any Americom Imaging Systems customer how they feel about our customer service. We are confident you'll hear very positive reviews. For more than 26 years our highly trained service team has kept our customers' equipment running efficiently, responding quickly when necessary and providing scheduled maintenance year in and year out. We feel customer service is the backbone of our business and its how we've kept customers happy for more than two decades.

Maintenance Details: An all-inclusive maintenance agreement is recommended by Americom Imaging Systems. Included in this contract are all parts, labor, toner, trip charges, and supplies. Exclusions are staples, freight and paper.

### Additional Benefits of Americom Service:

Canon Fleet Manger; 15% less service calls  
Service techs have an average tenure of 21 years  
3–4-hour response time  
One easy phone call for service, supplies, & billing

## Partnering with Americom

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- Trusted business partner.
- Certified technician's one call away to service your machine.
- All our technicians carry adequate supply of car stock.
- Americom inventories adequate supply toner and parts.
- Next day delivery for toner

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If it's on the network, we manage IT!

10352 Lake Bluff Drive St. Louis, Mo 63123



**Other municipalities that use Americom for their copiers:**

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- 1) City of Florissant
- 2) Florissant Police department & Courts
- 3) City of Wellston
- 4) City of Bridgeton
- 5) City of Edmundson
- 6) City of Woodson Terrace & Police dept.
- 7) City of Ladue
- 8) City of Calverton Park
- 9) City of Charlack
- 10) City of Greendale
- 11) City of Cool Valley
- 12) Village of Uplands Park
- 13) City of Dardenne Prairie
- 14) Bellefontaine Neighbors Police Department





**Refresh option 3 Kyocera: 4 copiers (2 b&w MFP, 1 color 11 X 17 MFP, & 1 desktop color)**

Product Description	Accessories Included	
Kyocera TA 5054ci (50 pg per min)	<ul style="list-style-type: none"> <li>• 320 sheet dual scan doc feeder</li> <li>• 2 paper trays</li> <li>• fax</li> <li>• staple finisher</li> </ul>	<ul style="list-style-type: none"> <li>• USB Connectivity</li> <li>• Scan to: Email/PDF/Image Files</li> <li>• Kyocera Fleet Services</li> </ul>
Product Description	Accessories Included	
(2) Kyocera TA 4004i (40 pg per min)	<ul style="list-style-type: none"> <li>• 320 sheet dual scan doc feeder</li> <li>• 2 paper trays</li> <li>• cabinet</li> </ul>	<ul style="list-style-type: none"> <li>• USB Connectivity</li> <li>• Scan to: Email/PDF/Image Files</li> <li>• Kyocera Fleet Services</li> </ul>
Brother MFC-L9570	<ul style="list-style-type: none"> <li>• 50 sheet doc feeder</li> <li>• 1 paper trays</li> </ul>	<ul style="list-style-type: none"> <li>• USB Connectivity</li> <li>• Scan to: Email/PDF/Image Files</li> <li>• Kyocera Fleet Services</li> </ul>

**Maintenance Plan**

Print/Copy Monthly Limit		Maintenance Plan Features	Support 360 Guarantee
Black	Tiered Color		
Cost Per Copy: (average: \$.0058)	Cost Per Copy: Tier 1: \$.028 Tier 2: \$.037 Tier 3: \$.043	<b>Full Coverage:</b> All parts, On-site Service Labor, All consumables including drums and toner (Excludes only paper & staples)	See Guarantee Sheet

**Pricing**

**Monthly price:** **\$398.00** per month (60 month)

Includes:

- Machines configured above
- Maintenance plan
- Support 360 Guarantee
- Delivery, installation, and training
- **Optional - Follow me printing feature:** (\$13 per month, per device) allows remote printing for employees working outside the office)

If it's on the network, we manage IT!

10352 Lake Bluff Drive St. Louis, Mo 63123





If it's on the network, we manage IT!

10352 Lake Bluff Drive St. Louis, Mo 63123



Value Rental Agreement

APPLICATION NO.

AGREEMENT NO.

10352 Lake Bluff Drive • St. Louis, MO 63123 • Phone: 314.894.1154 • Fax: 314.894.2098

The words "User," "Lessee," "you" and "your" refer to Customer. The words "Owner," "Lessor," "we," "us" and "our" refer to Americom Imaging Systems, Inc.

CUSTOMER INFORMATION

Form with fields for FULL LEGAL NAME, STREET ADDRESS, CITY, STATE, ZIP, PHONE, FAX, BILLING NAME, BILLING STREET ADDRESS, CITY, STATE, ZIP, E-MAIL, and EQUIPMENT LOCATION.

EQUIPMENT DESCRIPTION

Table with columns: MAKE/MODEL/ACCESSORIES, SERIAL NO., STARTING METER, NOT FINANCED UNDER THIS AGREEMENT. Lists equipment like Kyocera TA 5054ci, Kyocera TA 4004i, Brother MFC-L9570.

See attached Schedule A See attached Billing Schedule

TERM AND PAYMENT INFORMATION

Form with fields for number of payments (60), payment amount (\$398.00), and payment details for B&W and Color pages per month.

AMERICOM NETWORK SUPPORT MFP PROGRAM

Form for Americom Network Support MFP Program enrollment, including monthly fees for 1-5, 6-10, and 11+ devices.

Upon acceptance of the Equipment, THIS AGREEMENT IS NONCANCELABLE, IRREVOCABLE AND CANNOT BE TERMINATED.

OWNER ACCEPTANCE

Form for Owner Acceptance with fields for Signature, Title, and Dated.

CUSTOMER ACCEPTANCE

Form for Customer Acceptance with fields for Signature, Title, and Dated.

FEDERAL TAX I.D. # PRINT NAME

TERMS AND CONDITIONS (Continued on Page 2)

1. AGREEMENT: You agree to rent from us the goods, together with all replacements, parts, repairs, additions, and accessions incorporated therein or attached thereto...



2. **OWNERSHIP; PAYMENTS; TAXES AND FEES:** We own the Equipment, excluding any Financed Items. Ownership of any Financed Items shall remain with Supplier thereof. You will pay all Payments, as adjusted, when due, without notice or demand and without abatement, set-off, counterclaim or deduction of any amount whatsoever. If any part of a Payment is more than 5 days late, you agree to pay a late charge of 10% of the Payment which is late or, if less, the maximum charge allowed by law. The Payment may be adjusted proportionately upward or downward: (i) if the shipping charges or taxes differ from the estimate given to you; and/or (ii) to comply with the tax laws of the state in which the Equipment is located. You shall pay all applicable taxes, assessments and penalties related to this Agreement, whether levied or assessed on this Agreement, on us (except on our income) or you, or on the Equipment, its rental, sale, ownership, possession, use or operation. If we pay any taxes or other expenses that are owed hereunder, you agree to reimburse us when we request. You agree to pay us a yearly processing fee of up to \$50 for personal property taxes we pay related to the Equipment. You agree to pay us a fee of up to \$50 for filing and/or searching costs required under the Uniform Commercial Code ("UCC") or other laws. You agree to pay us an origination fee of up to \$125 for all closing costs. We may apply all sums received from you to any amounts due and owed to us under the terms of this Agreement. If for any reason your check is returned for insufficient funds, you will pay us a service charge of \$30 or, if less, the maximum charge allowed by law. We may make a profit on any fees, estimated tax payments and other charges paid under this Agreement.

3. **EQUIPMENT; SECURITY INTEREST:** At your expense, you shall keep the Equipment: (i) in good repair, condition and working order, in compliance with applicable laws, ordinances and manufacturers' and regulatory standards; (ii) free and clear of all liens and claims; and (iii) at your address shown on page 1, and you agree not to move it unless we agree in writing. You grant us a security interest in the Equipment to secure all amounts you owe us under this Agreement or any other agreement with us ("Other Agreements"), except amounts under Other Agreements which are secured by land and/or buildings. You authorize and ratify our filing of any financing statement(s) to show our interest. You will not change your name, state of organization, headquarters or residence without providing prior written notice to us. You will notify us within 30 days if your state of organization revokes or terminates your existence.

4. **INSURANCE; COLLATERAL PROTECTION; INDEMNITY; LOSS OR DAMAGE:** You agree to keep the Equipment fully insured against all risk, with us named as lender's loss payee, in an amount not less than the full replacement value of the Equipment until this Agreement is terminated. You also agree to maintain commercial general liability insurance with such coverage and from such insurance carrier as shall be satisfactory to us and to include us as an additional insured on the policy. You will provide written notice to us within 10 days of any modification or cancellation of your insurance policy(s). You agree to provide us certificates or other evidence of insurance acceptable to us. If you do not provide us with acceptable evidence of property insurance within 30 days after the start of this Agreement, we may, at our sole discretion, charge you a monthly property damage surcharge of up to .0035 of the Equipment cost as a result of our credit risk and administrative and other costs, as would be further described on a letter from us to you. We may make a profit on this program. **NOTHING IN THIS PARAGRAPH WILL RELIEVE YOU OF RESPONSIBILITY FOR LIABILITY INSURANCE ON THE EQUIPMENT.** We are not responsible for, and you agree to hold us harmless and reimburse us for and to defend on our behalf against, any claim for any loss, expense, liability or injury caused by or in any way related to delivery, installation, possession, ownership, renting, manufacture, use, condition, inspection, removal, return or storage of the Equipment. All indemnities will survive the expiration or termination of this Agreement. You are responsible for any loss, theft, destruction or damage to the Equipment ("Loss"), regardless of cause, whether or not insured. You agree to promptly notify us in writing of any Loss. If a Loss occurs and we have not otherwise agreed in writing, you will promptly pay to us the unpaid balance of this Agreement, including any future Payments to the end of the term plus the anticipated residual value of the Equipment, both discounted to present value at 2%. Any proceeds of insurance will be paid to us and credited against the Loss. You authorize us to sign on your behalf and appoint us as your attorney-in-fact to endorse in your name any insurance drafts or checks issued due to a Loss.

5. **ASSIGNMENT: YOU SHALL NOT SELL, TRANSFER, ASSIGN, ENCUMBER, PLEDGE OR SUBRENT THE EQUIPMENT OR THIS AGREEMENT, without our prior written consent.** You shall not consolidate or merge with or into any other entity, distribute, sell or dispose of all or any substantial portion of your assets other than in the ordinary course of business, without our prior written consent, and the surviving, or successor entity or the transferee of such assets, as the case may be, shall assume all of your obligations under this Agreement by a written instrument acceptable to us. No event shall occur which causes or results in a transfer of majority ownership of you while any obligations are outstanding hereunder. We may sell, assign, or transfer this Agreement without notice to or consent from you. You agree that if we sell, assign or transfer this Agreement, our assignee will have the same rights and benefits that we have now and will not have to perform any of our obligations. **You agree that our assignee will not be subject to any claims, defenses, or offsets that you may have against us.** This Agreement shall be binding on and inure to the benefit of the parties hereto and their respective successors and assigns.

6. **DEFAULT AND REMEDIES:** You will be in default if: (i) you do not pay any Payment or other sum due to us or you fail to perform in accordance with the covenants, terms and conditions of this Agreement or any other agreement with us or any of our affiliates or fail to perform or pay under any material agreement with any other entity; (ii) you make or have made any false statement or misrepresentation to us; (iii) you or any guarantor dies, dissolves, liquidates, terminates existence or is in bankruptcy; (iv) you or any guarantor suffers a material adverse change in its financial, business or operating condition; or (v) any guarantor defaults under any guaranty for this Agreement. If you are ever in default, at our option, we can cancel this Agreement and require that you pay the unpaid balance of this Agreement, including any future Payments to the end of term plus the anticipated residual value of the Equipment, both discounted to present value at 2%. We may recover default interest on any unpaid amount at the rate of 12% per year. Concurrently and cumulatively, we may also use any remedies available to us under the UCC and any other law and we may require that you immediately stop using any Financed Items. If we take possession of the Equipment, you agree to pay the costs of repossession, moving, storage, repair and sale. The net proceeds of the sale of any Equipment will be credited against what you owe us under this Agreement and you will be responsible for any deficiency. In the event of any dispute or enforcement of our rights under this Agreement or any related agreement, you agree to pay our reasonable attorneys' fees (including any incurred before or at trial, on appeal or in any other proceeding), actual court costs and any other collection costs, including any collection agency fee. **WE SHALL NOT BE RESPONSIBLE TO PAY YOU ANY CONSEQUENTIAL, INDIRECT OR INCIDENTAL DAMAGES FOR ANY DEFAULT, ACT OR OMISSION BY ANYONE.** Any delay or failure to enforce our rights under this Agreement will not prevent us from enforcing any rights at a later time. You agree that this Agreement is a "Finance Lease" as defined by Article 2A of the UCC and your rights and remedies are governed exclusively by this Agreement. You waive all rights under sections 2A-508 through 522 of the UCC. If interest is charged or collected in excess of the maximum lawful rate, we will refund such excess to you, which will be your sole remedy.

7. **INSPECTIONS AND REPORTS:** We have the right, at any reasonable time, to inspect the Equipment and any documents relating to its installation, use, maintenance and repair. Within 30 days after our request (or such longer period as provided herein), you will deliver all requested information (including tax returns) which we deem reasonably necessary to determine your current financial condition and faithful performance of the terms hereof. This may include: (i) compiled, reviewed or audited annual financial statements (including, without limitation, a balance sheet, a statement of income, a statement of cash flow, a statement of changes in equity and notes to financial statements) within 120 days after your fiscal year end, and (ii) management-prepared interim financial statements within 45 days after the requested reporting period(s). Annual statements shall set forth the corresponding figures for the prior fiscal year in comparative form, all in reasonable detail without any qualification or exception deemed material by us. Unless otherwise accepted by us, each financial statement shall be prepared in accordance with generally accepted accounting principles consistently applied and shall fairly and accurately present your financial condition and results of operations for the period to which it pertains. You authorize us to obtain credit bureau reports for credit and collection purposes and to share them with our affiliates and agents.

8. **END OF TERM:** 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 between 90 and 150 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. You shall continue making Payments and paying all other amounts due until the Equipment is returned. As long as you have given us the required written notice, you will return all of the Equipment to a location we specify, at your expense, in retail re-saleable condition, full working order and complete repair. At the end of the term or upon repossession of the Equipment after a default, you agree to pay us a minimum return fee of \$250, which will cover up to 10 units of returned Equipment and will not be prorated, and in addition, a supplemental return fee of up to \$50 per each unit of returned Equipment in excess of 10 units (collectively, the "Return Fee"). If, in our sole discretion, we allow you to return any Equipment prior to the end of the term, you shall pay us the Return Fee each time you return Equipment. **YOU ARE SOLELY RESPONSIBLE FOR REMOVING ANY DATA THAT MAY RESIDE IN THE EQUIPMENT, INCLUDING BUT NOT LIMITED TO HARD DRIVES, DISK DRIVES OR ANY OTHER FORM OF MEMORY.**

9. **USA PATRIOT ACT NOTICE; ANTI-TERRORISM AND ANTI-CORRUPTION COMPLIANCE:** To help the government fight the funding of terrorism and money laundering activities, federal law requires all financial institutions to obtain, verify, and record information that identifies each customer who opens an account. When you enter into a transaction with us, we ask for your business name, address and other information that will allow us to identify you. We may also ask to see other documents that substantiate your business identity. You and any other person who you control, own a controlling interest in, or who owns a controlling interest in or otherwise controls you in any manner ("Representatives") are and will remain in full compliance with all laws, regulations and government guidance concerning foreign asset control, trade sanctions, embargoes, and the prevention and detection of money laundering, bribery, corruption, and terrorism, and neither you nor any of your Representatives is or will be listed in any Sanctions-related list of designated persons maintained by the U.S. Department of Treasury's Office of Foreign Assets Control or successor or the U.S. Department of State. You shall, and shall cause any Representative to, provide such information and take such actions as are reasonably requested by us in order to assist us in maintaining compliance with anti-money laundering laws and regulations.

10. **MISCELLANEOUS:** Unless otherwise stated in an addendum hereto, the parties agree that: (i) this Agreement and any related documents hereto may be authenticated by electronic means; (ii) the "original" of this Agreement shall be the copy that bears your manual, facsimile, scanned or electronic signature and that also bears our manually or electronically signed signature and is held or controlled by us; and (iii) to the extent this Agreement constitutes chattel paper (as defined by the UCC), a security interest may only be created in the original. You agree not to raise as a defense to the enforcement of this Agreement or any related documents that you or we executed or authenticated such documents by electronic or digital means or that you used facsimile or other electronic means to transmit your signature on such documents. Notwithstanding anything to the contrary herein, we reserve the right to require you to sign this Agreement or any related documents hereto manually and to send to us the manually signed, duly executed documents via overnight courier on the same day that you send us the facsimile, scanned or electronic transmission of the documents. You agree to execute any further documents that we may request to carry out the intents and purposes of this Agreement. Whenever our consent is required, we may withhold or condition such consent in our sole discretion, except as otherwise expressly stated herein. From time to time, Supplier may extend to us payment terms for Equipment financed under this Agreement that are more favorable than what has been quoted to you or the general public, and we may provide Supplier information regarding this Agreement if Supplier has assigned or referred it to us. All notices shall be mailed or delivered by facsimile transmission or overnight courier to the respective parties at the addresses shown on this Agreement or such other address as a party may provide in writing from time to time. By providing us with a telephone number for a cellular phone or other wireless device, including a number that you later convert to a cellular number, you are expressly consenting to receiving communications, including but not limited to prerecorded or artificial voice message calls, text messages, and calls made by an automatic telephone dialing system, from us and our affiliates and agents at that number. This express consent applies to each such telephone number that you provide to us now or in the future and permits such calls for non-marketing purposes. Calls and messages may incur access fees from your cellular provider. You authorize us to make non-material amendments (including completing and conforming the description of the Equipment) on any document in connection with this Agreement. Unless stated otherwise herein, all other modifications to this Agreement must be in writing and signed by each party or in a duly authenticated electronic record. This Agreement may not be modified by course of performance.

11. **WARRANTY DISCLAIMERS: WE ARE RENTING THE EQUIPMENT TO YOU "AS-IS." YOU HAVE SELECTED SUPPLIER AND THE EQUIPMENT BASED UPON YOUR OWN JUDGMENT. WE DO NOT TAKE RESPONSIBILITY FOR THE INSTALLATION OR PERFORMANCE OF THE EQUIPMENT. SUPPLIER IS NOT AN AGENT OF OURS AND WE ARE NOT AN AGENT OF SUPPLIER, AND NOTHING SUPPLIER STATES OR DOES CAN AFFECT YOUR OBLIGATIONS HEREUNDER. YOU WILL MAKE ALL PAYMENTS UNDER THIS AGREEMENT REGARDLESS OF ANY CLAIM OR COMPLAINT AGAINST ANY SUPPLIER, LICENSOR OR MANUFACTURER, AND ANY FAILURE OF A SERVICE PROVIDER TO PROVIDE SERVICES WILL NOT EXCUSE YOUR OBLIGATIONS TO US UNDER THIS AGREEMENT. WE MAKE NO WARRANTIES, EXPRESS OR IMPLIED, OF, AND TAKE ABSOLUTELY NO RESPONSIBILITY FOR, MERCHANTABILITY, FITNESS FOR ANY PARTICULAR PURPOSE, CONDITION, QUALITY, ADEQUACY, TITLE, DATA ACCURACY, SYSTEM INTEGRATION, FUNCTION, DEFECTS, INFRINGEMENT OR ANY OTHER ISSUE IN REGARD TO THE EQUIPMENT, ANY ASSOCIATED SOFTWARE AND ANY FINANCED ITEMS. SO LONG AS YOU ARE NOT IN DEFAULT UNDER THIS AGREEMENT, WE ASSIGN TO YOU ANY WARRANTIES IN THE EQUIPMENT GIVEN TO US.**

12. **LAW; JURY WAIVER:** This Agreement will be governed by and construed in accordance with the law of the principal place of business of Owner or its assignee. You consent to jurisdiction and venue of any state or federal court in the state the Owner or its assignee has its principal place of business and waive the defense of inconvenient forum. For any action arising out of or relating to this Agreement or the Equipment, **BOTH PARTIES WAIVE ALL RIGHTS TO A TRIAL BY JURY.**

13. **MAINTENANCE AND SUPPLIES:** You have elected to enter into a separate arrangement with Supplier for maintenance, inspection, adjustment, parts replacement, drums, cleaning material required for proper operation and toner and developer ("Arrangement"). You agree to pay all amounts owing under this Agreement regardless of any claim you have against Supplier relating to the Arrangement. Supplier will be solely responsible for performing all services and providing all supplies under the Arrangement. You agree not to hold Owner (if different from Supplier) or any assignee of this Agreement responsible for Supplier's obligations under the Arrangement. As a convenience to you, we will provide you with one invoice covering amounts owing under this Agreement and the Arrangement. If necessary, Supplier's obligations to you under the Arrangement may be assigned by us. You agree to pay a monthly supply freight fee to cover the costs of shipping supplies to you. Each month, you are entitled to produce the minimum number of pages shown on page 1 for each applicable page type. Regardless of the number of pages made, you will never pay less than the minimum Payment. You agree to provide periodic meter readings on the Equipment. You agree to pay the applicable overage charge for each metered page that exceeds the applicable minimum number of pages. Pages made on equipment marked as not financed under this Agreement will be included in determining your page and overage charges. At the end of the first year of this Agreement, and once each successive 12-month period thereafter, the maintenance and supplies portion of the Payment and the overage charges may be increased by a maximum of 15% of the existing payment or charge. In order to facilitate an orderly transition, the start date of this Agreement will be the date the Equipment is delivered to you or a date designated by us, as shown on the first invoice. If a later start date is designated, in addition to all Payments and other amounts due hereunder, you agree to pay us a transitional payment equal to 1/30th of the Payment, multiplied by the number of days between the date the Equipment is delivered to you and the designated start date. The first Payment is due 30 days after the start of this Agreement and each Payment thereafter shall be due on the same day of each month.

14. **AMERICOM NETWORK SUPPORT MFP PROGRAM:** Unless indicated otherwise on page 1, you have elected to enter into a separate Americom Network Support MFP Program Agreement with Supplier for the Equipment ("Americom Network Support MFP Program Agreement"). Such Americom Network Support MFP Program Agreement is separate and distinct from this Agreement and shall not affect your obligations under this Agreement. You agree to pay all amounts owing under this Agreement regardless of any claim you may have against Supplier relating to the Americom Network Support MFP Program Agreement. Supplier will be solely responsible for performing all services under the Americom Network Support MFP Program Agreement. You agree not to hold Owner (if different from Supplier) or any assignee of this Agreement responsible for Supplier's obligations under the Americom Network Support MFP Program Agreement. As a convenience to you, we will provide you with one invoice covering (1) amounts owing under this Agreement and the Arrangement, and (2) amounts owing under the Americom Network Support MFP Program Agreement.



Da-Com  
 5317 Knights of Columbus Dr  
 St. Louis, MO 63119  
 Phone (314) 442-2800  
 oesales@da-com.com  
 www.da-com.com

Bellefontaine City Hall  
 9641 Bellefontaine Rd  
 Saint Louis, MO 63137

1/16/2024 02:41 PM

Dear Semmie,

Please see below the proposed equipment and financials we discussed.

## Equipment Proposed

QTY	MODEL	ACC. TYPE	DESCRIPTION
2	IM 3500		IM 3500- 35 PPM B/W MFP W/ ADVANCE SCANNING and Single Pass Duplexing Automatic Document Feeder
2	IM 3500	ACCESSORY	Paper Feed Unit PB3300 (2 x 550)
1	IM C6010		IM C6010- 60 PPM COLOR MFP W/ ADVANCE SCANNING and Single Pass Duplexing Automatic Document Feeder
1	IM C6010	ACCESSORY	Fax Option Type M52
1	IM C6010	ACCESSORY	Paper Feed Unit (2x550)
1	IM C6010	ACCESSORY	Finisher SR3320 (1000 sheet)
1	IM C6010	ACCESSORY	Bridge Unit
1	IM C300F		IM C300F- 31 PPM DESKTOP COLOR MFP W/ ADVANCE SCANNING and Single Pass Duplexing Automatic Document Feeder, Built In Fax Capability

Monthly Maintenance Agreement	Equipment Lease	Bundled Lease Payment	TERM
\$75.60	\$376.28	\$451.93	60 MO

## Maintenance and Supplies

The maintenance agreement for this proposal includes:

- Up to 13,500 mono images per month and at an overage rate of \$0.0056 per image.
- color images will be billed at \$0.045 per image.
- Parts, labor, image drums, and consumable supplies (excluding paper and staples)

Thank you for this opportunity. If you have any questions, please contact me at (636)293-7774 or klewis@da-com.com.

Sincerely,

Kassandra Lewis

Sales Account Executive



Da-Com  
5317 Knights of Columbus Dr  
St. Louis, MO 63119  
Phone (314) 442-2800  
oesales@da-com.com  
www.da-com.com

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References:

City of Crystal City  
Shelly Andrews- City Clerk  
(636) 937-4614

City of St. John  
Connie Poteet- Asst. City Manager  
(314) 427-8700

City of Riverview  
Crystal Sauls- City Clerk  
(314) 868-0700





CITY OF BELLEFONTAINE NEIGHBORS, MISSOURI  
9641 BELLEFONTAINE ROAD  
ST. LOUIS, MISSOURI 63137

**BID FORM**

**DATE:** November 30, 2023

**PROJECT TITLE:** RFQ for Copier Lease Services

**SUBMISSION OF BIDS:**

Sealed Bids for the above project shall be received at City Hall, 9641 Bellefontaine Rd, St. Louis, MO 63137, **Attention: Mrs. Semmie Ruffin-Hall, City Clerk**, no later than **Noon on Tuesday, December 19, 2023**.

Sealed envelopes shall be identified with the following information:

"RFQ for Copier Lease Services / Attn: Ms. Semmie Ruffin-Hall, City Clerk / From: <Company Name>".

Technical questions and site visits should be directed to:

Semmie Ruffin-Hall, City Clerk (e-mail: SRuffin-Hall@cityofbn.com, 314-867-0076)

All corrections and/or clarifications will be answered by addendum.

**Bid Opening:**

The sealed bids will be open publicly and read aloud at 12:00pm on Tuesday, December 19, 2023 at Bellefontaine Neighbors City Hall Council Chambers. 9641 Bellefontaine rd, St. Louis, MO 63137.

**BACKGROUND:**

The City of Bellefontaine Neighbors operates and maintains its City Hall and Police Department operations at 9641 Bellefontaine Rd. The City of Bellefontaine Neighbors is seeking quotes from qualified vendors for the provision of copier lease services. The intention is to ensure the City staff have access to efficient and updated copier equipment without the need to invest in immediate purchases, thereby ensuring consistent and high-quality document production.

The City of Bellefontaine Neighbors (hereinafter "the City") is soliciting proposals for copier lease services to replace three (3) copiers.

All Contractors shall comply with all OSHA work rules and requirements.

The building and surrounding area is occupied and reasonable accommodations must be made for the City's activities within it. The jobsite is adjacent to residential buildings. Unless otherwise approved by the City, starting time shall be 8:00 AM.

**SCOPE OF WORK:**

Contractors will be responsible for all off-site & on-site management, labor, materials, equipment, supplies & appurtenances needed to perform the following work, some of which is not shown or described in detail:

**Site Visits / Field Measurements & Verification of Assumptions/Pre-Bid Meeting – ALL CONTRACTORS**

1. All Contractors & their subcontractors shall visit the site and perform field measurements in enough frequency & detail needed to allow design work, material takeoffs, shop fabrication & field installation to take place. Existing field conditions & measurements shall be verified by the Contractor.
2. All Contractors should contact Semmie Ruffin-Hall, City Clerk, (e-mail: SRuffin-Hall@cityofbn.com, 314-867-0076) to schedule a site visit.

**1.0 Bid Specifications:**

The Contractor shall:

- Provide three (3) multifunctional copier machines with capabilities including copying, printing, scanning, and faxing.
- Ensure regular maintenance, servicing, and any necessary repairs during the lease period.
- Provide proper training for City staff on the operation of the equipment
- Offer prompt customer support for any equipment issues.
- Supply necessary consumables, such as toners, drums, and papers.
- Delivery and installation

**1.1 Product Specifications:**

Two (2) Printers with the following specs: TOSHIBA E-STUDIO2528A

- Minimum 35 pages per minute
- Duplexing automatic document feeder
- Paper supply- Four drawer and bypass tray
- Heavier paper stock capable
- Scan directly to PFD, Word, or Powerpoint

One (1) Printer with the following specs TOSHIBA E-STUDIO5525AC

- Minimum 50 pages per minute
- Duplexing automatic document feeder
- Paper supply- Four drawer and bypass tray
- Heavier paper stock capable
- Scan directly to PFD, Word, or Powerpoint
- Staple finisher
- Fax board
- Colored printing/scanning

**1.2 Eligibility:**

Interested vendors should:

- Have a proven track record of supplying and maintaining copier machines
- Be able to meet the service and support requirements of the City of Bellefontaine Neighbors
- Provide three (3) references from similar clients (Contact Name, Organization, Phone or Email)

**1.3 Proposal Requirements:**

Please include the following in your quotation:

- Details and specifications of the proposed copier machines
- Terms and duration of the lease agreement
- Pricing structure, including any additional fees or costs
- Details on maintenance, service, and support
- Information on any added value or additional services provided

**1.4 Installation:**

Contractor shall work with Rejis IT Department to coordinate installation to limit the disruption to City business. Rejis is on-site every Tuesday of the month.

**1.5 Evaluation Criteria:**

Proposals will be evaluated on the following criteria:

- Specifications and capabilities of the proposed copier machines
- Terms and clarity of the lease agreement
- Pricing competitiveness
- Vendor's experience and reputation
- References and past performance
- The City of Bellefontaine Neighbors reserves the right to accept or reject any or all quotations, and to waive and informalities or irregularities in the received quotations.

**CITY COMPLIANCE REQUIREMENTS:**

It is the law and policy of the City that a wage of no less than the prevailing hourly rate of wages for work of a similar character in the locality in which the work is performed as determined by the Missouri Department of Labor shall be paid to all workmen employed by or on behalf of the City engaged in public works exclusive of maintenance work. All invitations to bid on construction projects for the City must include this requirement.

The City seeks to ensure that the highest quality workmanship will be performed on its projects and to do so, encourages bidders to use employees on the projects who have satisfactorily completed apprenticeship programs developed and operated in accordance with the policy recommendation, dated January 28, 1992, of the Federal Committee on apprenticeship, U.S. Department of Labor, Employment and Training Administration, Office of Work-based Learning, Bureau of Apprenticeship and Training (the "policy recommendation"). All bidders are required to certify in their bids the percentage of their prospective employees for the project which have satisfactorily completed such a program for the type of work they will be performing.

It is the policy of the City that it will affirmatively encourage minority business enterprise and women's business enterprise participation in contracts and programs which it administers with the objective of increasing the participation by businesses owned or controlled by minorities and women and the City will assure that all reasonable efforts are made within the confines of the law which will aid in meeting this objective.

**CONTRACT TIME:**

If this Bid is accepted, we will complete the work in (  2-3  ) calendar weeks from acceptance of this Bid.

**ADDENDA:**

The following Addenda have been received. The modifications to the Bid Documents noted therein have been considered and all costs thereto are included in the Bid Sums.

Addendum # _____ Dated _____	Addendum # _____ Dated _____
Addendum # _____ Dated _____	Addendum # _____ Dated _____

**TASK CONTRACTORS:** (Identify the resource that will be used for each work area listed below:)

Installation (field work):  100% OFFICE SOURCE FTE's   
 Other (name craft): \_\_\_\_\_  
 Other (name craft): \_\_\_\_\_

**APPLICATIONS FOR PAYMENT:**

Applications for Payment shall be submitted on invoice with a Net 30 terms.

**ACCEPTANCE:**

This offer is open to acceptance and is irrevocable for ninety (90) days from the bid date. If this bid is accepted by the City of Bellefontaine Neighbors Missouri, we will authorize the work within 30 days and commence on-site work as scheduled with the Project Management Staff.

**OFFERS:**

Having examined the Place of Work and all matters referred to in the Instruction to Bidders and the Contract Documents prepared by the City of Bellefontaine Neighbors Missouri for the above-mentioned project, we, the undersigned, hereby offer to enter into a Contract to perform the Work for the Sum of:

**RFQ Copier Lease Services (Base Bid)** \$  15,414.00  .

3 Year Lease \$478.59    4 Year Lease \$387.16    5 Year Lease \$322.12  dollars

\$.0091 B&W CPC for e-Studio2528A,    \$.037 Color & \$.0065 B&W for e-Studio5525AC



Amount of Materials & Components included above, Base Bid \$ \*All Included \_\_\_\_\_ dollars

Amount of Labor, including Engineering, included above, Base Bid \$ \*All Included \_\_\_\_\_ dollars

These amounts are all in lawful money of the United States of America.

Contractor Exclusions or Substitutions from Bid Specifications (put on separate letterhead if insufficient space below):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Attach a labor rate sheet showing each craft and material mark-up percentages for all “extra”, out-of-scope work.

Brand, Series, Type & Warranty of copier included in Proposal:

(2)TOSHIBA E-STUDIO2528A, (1)TOSHIBA E-STUDIO5525AC.

**BID FORM SIGNATURE(S):** Submitted by:

Company Name OFFICE SOURCE, INC \_\_\_\_\_

Address 719 RUDDER RD \_\_\_\_\_

City, State & Zip FENTON, MO 63026 \_\_\_\_\_


Phone Number 636-349-5101 \_\_\_\_\_ Fax Number \_\_\_\_\_

E-mail Address DHAHN@OFFICESOURCE1.COM \_\_\_\_\_

We are a (Proprietorship, Partnership or Corporation) CORPORATION \_\_\_\_\_

If Incorporated, State Incorporated in MISSOURI \_\_\_\_\_

We (are/are not) licensed for work in St. Louis County. License or Federal ID Number: 43-1863461 \_\_\_\_\_

_____ Authorized Signing Officer (If Corporation, SEAL here)	_____ Title	_____ Date
 _____ Authorized Signing Officer	_____ President Title	_____ 12.19.23 Date

If the Bid is a joint venture or partnership, add additional forms of execution for each member in the appropriate form or forms as above.

## CITY OF BELLEFONTAINE NEIGHBORS ACCESS, COMPUTER AND LAPTOP POLICY

### 1. SYSTEM ACCESS AND AUDIT, IT POLICY

#### **Purpose**

The purpose of this Access, Computer and Laptop policy ("**Policy**") is to provide guidance for the security of the financial and other systems within the City of Bellefontaine Neighbors. Additionally, the Policy provides guidance to ensure the requirements of the financial audits are met.

#### **Scope**

This Policy applies to all City of Bellefontaine Neighbors employees, contractors, authorized users, and agents with access to the City of Bellefontaine Neighbors financial and other systems.

#### **Policy**

Appropriate measures must be taken when using the systems to ensure the confidentiality, integrity, and availability of the data and that access to the data is restricted to authorized users.

#### **Access**

**The City's IT Department** Senior Network Analyst, Sean Holland, of the Regional Justice Information Service ("REJIS"), who is assigned to the City, will ensure that network access is granted using Active Directory user accounts and groups whenever possible. This minimizes the possibility of unauthorized access.

#### **System Security**

The City of Bellefontaine Neighbors will implement physical and technical safeguards for the financial and other systems application server access and ensure that the financial and other systems are internally audited by the IT Manager at least annually to ensure only authorized users are provided access to the systems.

#### **Account Review**

The City of Bellefontaine Neighbors' Senior Network Analyst, Sean Holland, of REJIS will ensure that individual accounts are reviewed at least annually to ensure only authorized users are provided access to the financial applications.

#### **Desktop Security**

The City of Bellefontaine Neighbors will implement physical and technical safeguards for workstations with network access to the financial and other systems. Appropriate measures include:

- **Restricting** workstation access to only authorized personnel.
- **Securing workstations (screen lock or logout) prior to leaving area** to prevent unauthorized access.

- **Enabling a password**-protected screen saver with a 10-minute timeout period to ensure that workstations that were left unsecured will be protected
- **Complying with all applicable password policies and procedures.**
- **Ensuring workstations are used for authorized business purposes only.**
- **Never installing unauthorized software on workstations.**
- **Complying with** the City of Bellefontaine Neighbors Anti-Virus Guidelines.
- **Ensuring that monitors are positioned away from public view. If necessary, install** privacy screen filters or other physical barriers to public viewing.
- **Ensuring workstations updated with all operating system security patches and updates.**

### **Enforcement**

Any employee found to have violated this Policy may be subject to disciplinary action as set forth in Section 4.0 Enforcement, up to and including termination of employment.

Any elected or appointed official found to have violated this Policy may be subject to penalties as set forth in Section 4.0 Enforcement.

### **Definitions**

#### **Term Definitions**

**Workstation** Includes laptops, desktops and authorized equipment accessing the City of Bellefontaine Neighbors network.

**Server** For the purposes of this Policy, a server is defined as an internal City of Bellefontaine Neighbors server.

**Network** For the purposes of this Policy, the network is defined as all City of Bellefontaine Neighbors internal and hosted servers, data, software, and systems.

## **2. IT REMOTE ACCESS POLICY**

### **3.0 Purpose**

Use of City Internet services and technology resources is for activities and duties directly connected with the official business of the City and City officials. Remote access to the City of Bellefontaine Neighbors network is a resource to allow the City of Bellefontaine Neighbors and its officials and employees to meet City goals and objectives.

### **2.0 Scope**

The remote access Policy is designed to outline the City of Bellefontaine Neighbors' **policy and requirements** to allow City employees to have remote access to City equipment and infrastructure. **Exceptions:** Some employees will be unable to participate in the remote access program. Remote access will be provided at the discretion of department managers in conjunction with the IT Department. Remote access is currently limited to exempt employees.

### 3.0 Acceptable Use Policy

#### 3.1 Acceptable Use

Hardware devices, software programs, and network systems purchased and provided by the City of Bellefontaine Neighbors for remote access are to be used only for creating, researching, and processing **City-related materials**. **By using the City's hardware, software, and network systems you assume personal responsibility for their appropriate use and agree to comply with this Policy and other applicable company policies, as well as City, State, and Federal laws and regulations.** Persons authorized to use City computer services to access and use the Internet and e-mail that do not comply with this Policy and as a result cause damage to the system, or data or information contained within the system, or whose noncompliant use causes the City or its officials to incur monetary liability may be required to indemnify the City for any direct loss and reasonably foreseeable consequential losses suffered by the City by reason of a violation of this Policy. Persons authorized shall include elected and appointed officials of the City.

#### 3.2 Equipment & tools

The City of Bellefontaine Neighbors will provide a workstation for remotely **accessing the City's data network**. The City will provide a secure, two-factor **authentication method to access the City's network**. Only City licensed software will be installed on the City provided computer. Additional software or equipment drivers are not to be installed by the user without express, prior authorization from the IT Department **and approval by the user's department manager**. **The use of equipment and software provided by the City for remotely accessing the City's computer network is limited to authorized persons and for purposes relating to City business.**

#### 3.3 Use of personal computers and equipment

The City will only provide support and maintenance for equipment and software provided by the City during regular business hours. Home computer equipment will not be allowed to remotely access the City network. The City is not responsible for providing an Internet **connection for remote access to the City's network**. Remote users are responsible for providing **their own broadband Internet connection to the City's network**.

#### 3.4 Use of laptops

All laptops and related equipment and accessories are City property and are provided **to the users for a period of time as deemed appropriate by the City's administration**. As a condition of their use of the **City's laptop computers, users must comply with and agree to all of the following:**

- Prior to being issued one of the **City's laptop computers**, users will sign the Laptop Acceptance Form and agree to all outlined policies.

- Users should NOT attempt to install software or hardware or change the system configuration including network settings without prior consultation with Tech Support.
- Users are expected to protect laptops from damage and theft.
- User is monetarily responsible for any hardware damage that occurs and/or software damage (including labor costs).
- Users will not be held responsible for computer problems resulting from regular use; however, users will be held personally responsible for any problems caused by their negligence as deemed by the City's **administration**.
- Users will provide access to any laptop computer, equipment, and/or accessories they have been assigned upon the City's **request**.

### **3.5 Laptop Safety Rules**

Due to size and portability, laptop computers are especially vulnerable to theft. Users should follow the rules set out below. A staff member will be held personally responsible for any City laptop computers, equipment, and/or accessories that are stolen during the time they have been assigned to that staff member. Below are some tips on how to protect your laptop from being stolen.

1. Do not leave a laptop in an unlocked vehicle, even if the vehicle is in your driveway or garage. Never leave it in plain sight. If you must leave your laptop in a vehicle, the best place is in a locked trunk. If you do not have a trunk, cover it and lock the doors.
2. Be aware of the damage extreme temperature can cause to computers.
3. Carry your laptop in a nondescript carrying case or bag when traveling.
4. Do not leave a meeting or conference room without your laptop. Take it with you.
5. Never check a laptop as luggage at the airport.
6. Lock the laptop in your office during off-hours or in a locked cabinet or desk when possible.

**If a theft does occur, immediately notify the City's Administration.**

### **4.0 Enforcement**

Penalties for violation of this Policy will vary depending on the nature and severity of the specific violation.

Any employee who violates this Policy may be subject to:

**(i) Disciplinary action as described in the City's personnel manual including but not limited to reprimand, suspension and/or termination of employment; and/or**

(ii) Penalties provided under Section 1-10(a) general penalty provisions, applicable to **violation of the City's Code of Ordinances.**

Any elected or appointed official of the City who violates this Policy may be subject to penalties provided under Section 1-10(a) general penalty provisions, applicable to **violation of the City's Code of Ordinances, and/or any applicable federal and state law.**

# City of Bellefontaine Neighbors Laptop Acceptance Form

I understand that all laptop computers, equipment, and/or accessories the City has provided to me are the property of the City. I agree **to all of the terms in the City's Access, Computer and Laptop Policy, and the City's Tech Support** policies provided by REJIS. I will return the equipment to the City in the same condition in which it was provided to me.

I understand that I am personally responsible for any damage to or loss of any laptop computer and/or related equipment and accessories. In case of damage or loss I will replace or pay the full cost of replacement of the damaged or lost equipment with equipment of equal value and functionality subject to the approval of the City.

I will not install any additional software or change the configuration of the equipment in any way without prior consultation with **the City's Tech Support**.

I will not allow any other individuals to use any laptop computer and/or related equipment and accessories that have been provided to me by the City.

I understand that a violation of the terms and conditions set out in the policy will result in **the restriction and/or termination of my use of the City's laptop computers, equipment, and/or accessories** and may result in other legal action.

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

Home Phone \_\_\_\_\_ Model \_\_\_\_\_ City ID # \_\_\_\_\_

Items Loaned / Condition – *If used or damaged please make additional comments*

\_\_\_\_ Item Loaned Condition \_\_\_\_\_

Laptop Computer Yes \_\_\_\_\_ No \_\_\_\_\_ New \_\_\_ Used \_\_\_\_\_ Damaged \_\_\_\_\_

Power Supply & Cord Yes \_\_\_\_\_ No \_\_\_\_\_ New \_\_\_ Used \_\_\_\_\_ Damaged \_\_\_\_\_

Video Adapter Yes \_\_\_\_\_ No \_\_\_\_\_ New \_\_\_ Used \_\_\_\_\_ Damaged \_\_\_\_\_

Surge Protector Yes \_\_\_\_\_ No \_\_\_\_\_ New \_\_\_ Used \_\_\_\_\_ Damaged \_\_\_\_\_

Laptop Bag Yes \_\_\_\_\_ No \_\_\_\_\_ New \_\_\_ Used \_\_\_\_\_ Damaged \_\_\_\_\_

Comments: New