

AGENDA
STE. GENEVIEVE BOARD OF ALDERMEN
REGULAR MEETING
THURSDAY – FEBRUARY 12, 2026
6:00 P.M.

CALL TO ORDER.

PLEDGE OF ALLEGIANCE.

ROLL CALL.

APPROVAL OF AGENDA.

PRESENTATION/AWARDS.

PERSONAL APPEARANCE.

CITY ADMINISTRATOR REPORT.

STAFF REPORTS.

- DAVID BOVA – COMMUNITY DEVELOPMENT
- AARON SMITH – TOURISM

PUBLIC COMMENTS. Please identify yourself for the record and please try and keep comments to 5 minutes. (The Board will not interact during public comments and will have staff investigate any city related issues brought forward and contact the individual later with a response.)

CONSENT AGENDA.

- Minutes – Board of Aldermen – Regular Meeting – January 22, 2026
- Minutes – Board of Aldermen – Closed Session – January 22, 2026
- Minutes – Board of Aldermen – Work Session – January 22, 2026
- **RESOLUTION 2026 -19.** A RESOLUTION OF THE CITY OF STE. GENEVIEVE, MISSOURI STATING INTENT FOR THE STE. GENEVIEVE POLICE DEPARTMENT TO APPLY FOR A GRANT WITH THE MISSOURI DEPARTMENT OF PUBLIC SAFETY – LOCAL VIOLENT CRIME PROTECTION.

- **RESOLUTION 2026-20.** A RESOLUTION OF THE CITY OF STE. GENEVIEVE, MISSOURI AUTHORIZING THE MAYOR TO EXECUTE A PROPERTY MAINTENANCE AGREEMENT WITH CHARLES W. "CHUCK" SMITH, IV TO MAINTAIN FLOOD BUYOUT PROPERTY.
- **RESOLUTION 2026-21.** A RESOLUTION OF THE CITY OF STE. GENEVIEVE TO APPLY FOR A RECREATIONAL TRAILS PROGRAM GRANT WITH THE MISSOURI DEPARTMENT OF NATURAL RESOURCES.
- **RESOLUTION 2026-22.** A RESOLUTION OF THE BOARD OF ALDERMEN OF THE CITY OF STE. GENEVIEVE, MISSOURI ADOPTING THE LOSS PREVENTION POLICIES.

OLD BUSINESS.

NEW BUSINESS.

RESOLUTION 2026-15. A RESOLUTION RE-APPOINTING BROCK GIBSON TO THE STE. GENEVIEVE TOURISM TAX COMMISSION.

RESOLUTION 2026-16. A RESOLUTION RE-APPOINTING AMANDA SCHWENT TO THE STE. GENEVIEVE TOURISM TAX COMMISSION.

RESOLUTION 2026-17. A RESOLUTION RE-APPOINTING REBECCA MONIA TO THE STE. GENEVIEVE TOURISM TAX COMMISSION.

RESOLUTION 2026-18. A RESOLUTION RE-APPOINTING BARBARA BASLER-PETERSON TO THE STE. GENEVIEVE PARKS AND RECREATION BOARD.

BILL NO. 4705. AN ORDINANCE OF THE CITY OF STE. GENEVIEVE AUTHORIZING THE MAYOR TO ENTER INTO AN AGREEMENT WITH SUPERIOR ROOFING STRATEGIES LLC FOR THE "WATER TREATMENT FACILITY ROOF REPAIRS PROJECT" IN AN AMOUNT OF \$28,757.88. **1ST READING.**

BILL NO. 4706. AN ORDINANCE OF THE CITY OF STE. GENEVIEVE AUTHORIZING THE MAYOR TO ENTER INTO A SECOND AMENDMENT TO THE PURCHASE AGREEMENT WITH MCBRIDE LAND GROWTH LLC. **1ST & 2ND READING.**

BILL NO. 4707. AN ORDINANCE TO AMEND SECTION 112.020 CUSTODIAN DESIGNATED - RESPONSE TO REQUEST FOR ACCESS TO RECORDS OF THE ORDINANCES OF THE CITY OF STE. GENEVIEVE, MISSOURI. **1ST READING.**

OTHER BUSINESS.

MAYOR/BOARD OF ALDERMEN COMMUNICATION.

ADJOURNMENT.

Any person requiring special accommodations (i.e. qualified interpreter, large print, hearing assistance) in order to attend the meeting please notify this office at 573-883-5400 no later than forty-eight hours prior to the scheduled commencement of the meeting.

Watch live on SGTV Spectrum Channel 991 or <https://www.youtube.com/@Stegentv>

POSTED BY: February 9, 2026 by Pam Meyer



CITY ADMINISTRATOR REPORT

February 12, 2026

1. The Christmas Festival organizers are meeting with Downtown Ste. Genevieve to discuss combining their efforts and continuing the festival as a DTSG event.
2. With your approval this evening, we'll be applying for Recreational Trails Program grant to continue onto Phase II of the trail improvements at Pere Marquette Park.
3. Initial and 2nd interviews for Asst CA / CDA have been conducted and I anticipate making an offer this week.
4. I'll be attending the MML Legislative Conference on Feb. 17/18th next week so I will be out of the office Tuesday & Wednesday.
5. The transfer of the Welcome Center to the NPS has been signed off on by Governor Kehoe. NPS is now awaiting final approval of the Phase II environmental study, but anticipate that could be complete by May.
6. City Hall will be closed on Monday, February 16th for President's Day.

City of
STE GENEVIÈVE
MISSOURI

Community Development
February 2026 Staff Report
1/6/25 – 2/6/25

Historic Preservation – Heritage Commission

- Met Feb. 2 – 3 COAs approved & 1 COA approved administratively
- Next meeting – 2/23
- 2024 HP grant application – mobile app walking tour – agreement signed by city – received 5 submittals for RFP, selected Statistical Research, Inc. – public meeting postponed until March

Building Department / Code Enforcement

- Occupancy Permits / Inspections 27
- Building Permits Issued 7
- Demolition Permits 0
- Sign Permits 0
- Chicken Permits 9 (renewals)
- Special Use Permits 0
- Sidewalks – repairs / replacements complete for 2025

Comprehensive Plan

- Annexation Committee to tentatively meet again in February

Planning & Zoning

- No meeting in February
- Next scheduled meeting – 3/5
- Staff preparing report on data centers / server farms

City / County Cooperation

- Tourism / Economic Development – Provided \$5k in '23 & '24 / discussion of forming CVB type organization with County & Chamber / County partnered w/ City for Parkland REDI membership for '24 / Bill passed by Mo legislature to allow increasing of transient guest tax on local ballot – signed by Governor 7/11/25 – HB199 allows county to place transient guest tax of up to 6% on the ballot – County plans to place lodging tax on April ballot
- Progress Parkway property – county provided assistance to IDC for infrastructure – 12/3-met with IDC & County to confirm County still committed to infrastructure assistance
- FLAP Grant (N 4th Street bridge) – cost has risen to approximately 950k (originally 750k) now & county has asked for assistance from city / Federal grant – now requires historic

resources survey – tentative construction in Spring 2026 (originally 2025) – met with County on 1/22 to discuss citizen concerns and get update

- 911 Tax Board created (includes City officer) – payments from City & Amb. District to continue until new infrastructure installed and paid; potentially 4-5 years ('27-'28) / City portion of dispatching services lowered in FY25 / City portion lowered further in FY26 / currently working with 911 board on renewing IGA
- TAP Grant (Hwy 61) – County appl. Approved – on track for '26 – currently being completed
- Improvements to Ferry Landing – UP asked for \$10k per year lease for grounds for improvement or purchase at minimum \$50k; UP will not accept a zero-dollar lease. City also working with Port Authority and others to try and help Ferry remain financially viable – funds run out end of June – 5311 funds approved for FY26 but those are matching funds and Ferry continues to look for source for those to match those funds – will receive state funding but not until August or September – Board agreed to assist Ferry with temporary access to funds - \$9,475.61 in expenses reimbursed – Ferry has received 88k from MODOT for FY26 and have been approved for \$100k 5311 funds – Illinois has committed 88k to the Ferry also but they are working on details

Board of Adjustment

- Nothing new to report

Floodplain Management

- Current long range forecasts show 36% chance of Minor Flooding in Feb-Mar-Apr.
- Current long range forecasts show 10% chance of Moderate Flooding in Feb-Mar-Apr.
- Current long range forecasts show 5% chance of Major Flooding in Feb-Mar-Apr.
- Current river stage (2/9) is 0.54'; expected to rise to 1.4' by end of next week.
- Ferry is currently closed.

Property Maintenance

- Nuisance Property Issues 4
- Vegetation Nuisance Issues 0
- Code Violation Issues 2
- Sidewalk Issues 2

STE GENEVIÈVE

MISSOURI

TOURISM REPORT

Missouri Main Street Board is Finalized:

- board had its first meeting on Monday 2/9
- Missouri Main Street comes down to train board on March 10th
- MO Main Street will be back in May to help with branding the Ste. Gen Chapter, bringing professionals down to assess design aspects, and make building renderings to cite opportunities for revitalization
- will be an art for economic development of our historic downtown district

State Grant for Welcome/Wayfinding:

- Meeting with Corey to pick spots for banner poles
- Designs have been submitted for proofing to Main Street Signs to replace billboard at MLC
- Looking at providing signage for our different parks - walking/biking paths - and wildlife refuge

Tourism Ecosystem Coming into Focus

- learned a lot over the last two years
- we've built a lot
- we're adding partners like Main Street who can help Tourism stay in its lane
- we're really working with our partners in the Chamber, Downtown SG, and now Main Street to create clear lanes for our success moving forward
- Below is how we've shored up areas of our visitor experience to help with visitor readiness and destination readiness.

Visitor Experience

Advertisement



Digital:

- Facebook
- Google Display

Chicago - Kansas City
- Memphis - Tulsa -
Dallas - New Orleans

Print:

- STL Mag
- KC Mag
- Missouri Life

YoY Spending
supplemented by
MO Division of
Tourism

- Data produced informs KPIs

PR/UGC



- Maintains strategy to find earned media opportunities for Ste. Gen
- Stays atop trends to fit Ste. Gen into marketable stories
- Coordinates legitimate influencer visits

Website



- Website alignment in final phase - optimizing for storytelling/
- Asset Procurement project through MDT providing new photos for all lodging businesses - I've been providing for rest of businesses
- Only minor adjustments and additions needed from here out

Welcome Center Material

- Events calendar template complete - printed and ready
- Brochure complete - looking for printer
- Awaiting Welcome Center takeover from National Park
- Merchandise designed - awaiting National Park guidance on stocking it

Online Materials

Newsletter

- Close to picking an organization to produce monthly newsletter
- Creates an avenue to drive repeat visits, push conversion for those who haven't yet.

CRM - Next Thing to Implement

Surveys

- table tents have been created and given to lodging businesses to put in their rooms to drive people to take visitor surveys to know how we can serve them better

Visit Widget

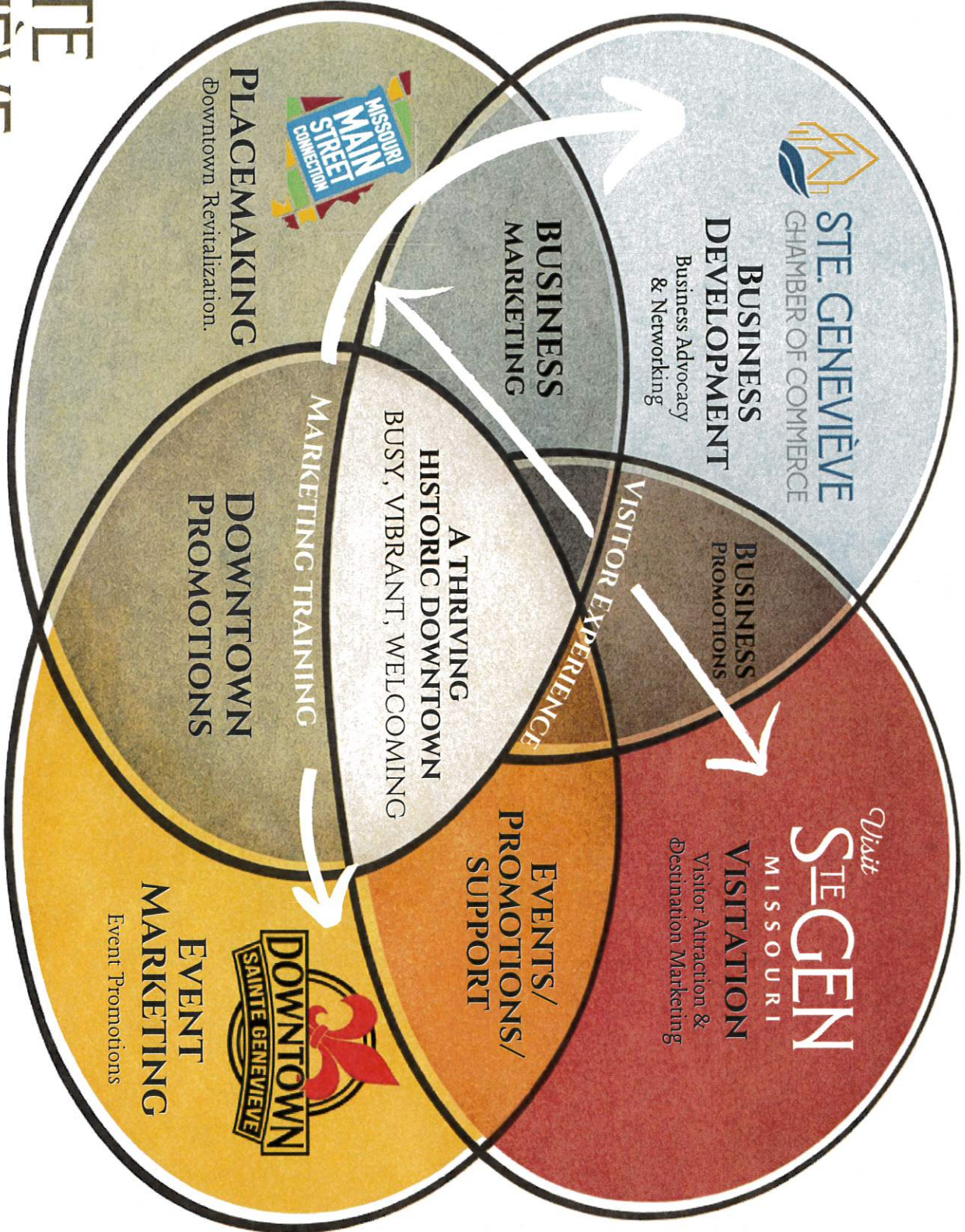
- still not taking enough advantage of building out our app
- walking tour will be added to this experience and will work with both them and SRI to make sure that happens

Wayfinding - Design

- 2026 Welcome/Wayfinding Grant underway - banner poles - new billboard at Lime Kiln - new street signs - ferry signage - park signage - wildlife refuge signage
- USDA grant through MO Main Street will pinpoint design recommendations for Ste. Gen starting May 6th -7th . Main Street Board will handle this new extension of Downtown development

Events

- Still focused on promoting French Heritage events: La Guignollee, King's Ball, French Heritage Festival - will eventually offer cultural enrichment programs to Jour de Fete
- Bringing in National acts to play town. More on economic development side. Adds a dynamic offering for out-of-market visitors.



SAINTÉ GENEVIÈVE

MISSOURI

**MINUTES OF THE
STE. GENEVIEVE BOARD OF ALDERMEN
REGULAR MEETING
THURSDAY – JANUARY 22, 2026**

CALL TO ORDER. Mayor Keim called the regular meeting of the Ste. Genevieve Board of Aldermen to order at 6:00 p.m. and all stood for the Pledge of Allegiance.

ROLL CALL. A roll call by City Clerk Pam Meyer showed the following members present:

Mayor Brian Keim	
Alderman Amie Dobbs	Alderman Patrick Fahey
Alderman Bob Donovan	Alderman Sam Hughey
Alderman Jeff Eydmann	Alderman Joe Prince
Alderman Joe Steiger	

Absent: Alderman Teddy Ross

APPROVAL OF AGENDA. A motion by Alderman Donovan, second by Alderwoman Dobbs to approve the agenda as presented. Motion carried 7-0-1 with Alderman Ross absent.

PRESENTATION/AWARDS. At this time Mayor Brian Keim presented Mr. Bill Naeger with a Mayor Merit Award and read a proclamation honoring Mr. Naeger.

PERSONAL APPEARANCE.

Mr. Jeffrey C. Stroder, CPA with Beussink, Hey, Roe & Stroder, LLC presented the annual audit report (2025) to the Mayor and Board of Aldermen.

Ashley Crider presented the Ste. Genevieve Housing Authority's annual report.

CITY ADMINISTRATOR REPORT. (See Attached Report)

STAFF REPORTS.

COREY LITTEREST – ALLIANCE – See Attached Report

DANIEL HALEK – POLICE See Attached Report (includes annual report)

PUBLIC COMMENTS. None.

CONSENT AGENDA.

- Minutes – Board of Aldermen – Regular Meeting – January 8, 2026
- **Treasurer’s Report – December 2025**
- **LIQUOR LICENSE** – Midwest Petroleum Company is requesting approval of a liquor license for 599 Ste. Genevieve Drive authorizing the sale of packaged liquor.
- **RESOLUTION 2026-10.** A RESOLUTION OF THE CITY OF STE. GENEVIEVE, MISSOURI STATING INTENT FOR THE STE. GENEVIEVE POLICE DEPARTMENT TO ACCEPT THE GRANT DONATION FROM “JUSTIN DELIVERS HOPE” FOR A NEW POLICE K-9.
- **RESOLUTION 2026 - 14.** A RESOLUTION OF THE CITY OF STE. GENEVIEVE, MISSOURI AUTHORIZING THE CITY ADMINISTRATOR TO ENTER INTO AN AGREEMENT WITH STE. GENEVIEVE COUNTY, MISSOURI, TO UTILIZE CITY HALL AS A POLLING PLACE.

A motion by Alderman Donovan, second by Alderman Prince to approve the consent agenda as presented. Motion carried 7-0-1 with Alderman Ross absent.

OLD BUSINESS. None.

NEW BUSINESS.

RESOLUTION 2026 – 11. A RESOLUTION RE-APPOINTING DAWN SCHMELZLE TO THE STE. GENEVIEVE PARKS AND RECREATION BOARD. A motion by Alderman Steiger, second by Alderwoman Dobbs to approve Resolution 2026-11 re-appointing Dawn Schmelzle to the Parks & Recreation Board. Motion carried 7-0-1 with Alderman Ross absent.

RESOLUTION 2026 – 12. A RESOLUTION RE-APPOINTING LAUREN SMOTHERS TO THE STE. GENEVIEVE PARKS AND RECREATION BOARD. A motion by Alderwoman Dobbs, second by Alderman Steiger to approve Resolution 2026-12 re-appointing Lauren Smothers to the Parks & Recreation Board. Motion carried 7-0-1 with Alderman Ross absent.

RESOLUTION 2026 – 13. A RESOLUTION RE-APPOINTING GARY ROTH TO THE STE. GENEVIEVE PARKS AND RECREATION BOARD. A motion by Alderwoman Dobbs, second by Alderman Prince to approve Resolution 2026-13 reappointing Gary Roth to the Parks & Recreation Board. Motion carried 7-0-1 with Alderman Ross absent.

BILL NO. 4704. AN ORDINANCE AUTHORIZING THE MAYOR TO ENTER INTO A REVISED CO-OPERATIVE AGREEMENT WITH STE. GENEVIEVE COUNTY FOR THE COLLECTION OF CITY TAXES. 1st & 2nd READING. A motion by Alderman Steiger, second by Alderman Eydmann, Bill No. 4704 was placed on its first reading, read by title only, considered and passed by an 7-0-1 vote of the Board of Alderman with Alderman Ross absent. A motion by Alderman Prince, second by Alderman Eydmann, to proceed with the second and final reading of Bill No. 4704. Motion carried 7-0-1 with Alderman Ross absent. A motion by Alderman Donovan, second by Alderwoman Dobbs, Bill No. 4704 was placed on its second and final reading, read by title only, considered, and passed by a roll call vote as follows: Ayes: Alderman Joe Steiger, Alderman Jeff Eydmann, Alderman Parick Fahey, Alderwoman Amie Dobbs, Alderman Joe Prince, Alderman Sam Hughey and Alderman Bob Donovan. Nays: None. Absent: Alderman Teddy Ross. Motion carried 7-0-1. Thereupon Bill No. 4704 was declared Ordinance No. 4625 signed by the Mayor and attested by the City Clerk.

OTHER BUSINESS. None.

MAYOR/BOARD OF ALDERMEN COMMUNICATION. None.

CLOSED SESSION. The agenda for this meeting includes an optional vote to close the meeting pursuant to RSMO 610.021 (1) Legal actions, causes of action or litigation, & (12) Documents related to a negotiated contract. A motion by Alderman Donovan, second by Alderman Steiger to go into closed session pursuant to RSMO 610.021 as stated above. Motion carried 7-0-1 with the following roll call vote: Ayes: Alderman Joe Steiger, Alderman Jeff Eydmann, Alderman Parick Fahey, Alderwoman Amie Dobbs, Alderman Joe Prince, Alderman Sam Hughey and Alderman Bob Donovan. Nays: None. Absent: Alderman Teddy Ross. 7:01 p.m.

ADJOURNMENT. With no further business Mayor Keim adjourned the meeting. 7:23 p.m.

Respectfully submitted by,

**Pam Meyer
City Clerk**

**MINUTES OF THE
STE. GENEVIEVE BOARD OF ALDERMEN
WORK SESSION
JANUARY 22, 2026**

The work session of the Ste. Genevieve Board of Aldermen was called to order by Mayor Brian Keim at 7:24 p.m. with the following members present:

Mayor Brian Keim

Alderman Sam Hughey

Alderman Jeff Eydmann

Alderman Joe Steiger

Alderman Patrick Fahey

Alderwoman Amie Dobbs

Alderman Joe Prince

Alderman Bob Donovan

Absent: Alderman Teddy Ross

APPROVAL OF AGENDA. A motion by Alderman Donovan, second by Alderman Prince to approve the work session agenda. Motion carried 7-0-1 with Alderman Ross absent.

BUSINESS ITEMS.

1. **SEWER STUDY UPDATE – POINTE BASSE.** City Administrator David Bova reported that he had not received the report back yet from the engineers but is hopeful by next meeting he will have something for them to review.
2. **CODE ENFORCEMENT DUTIES.** In prior meetings the Board of Aldermen had discussed considering shifting code enforcement duties to the Police Department. The Chief and City Administrator have completed some additional research and made some recommendations to the Mayor and Board on how to accomplish this without any additional staff or being overly punitive. The two departments will work in conjunction to enforce city codes and evaluate the effectiveness of this partnership during a transition period. Community Development staff will communicate standard practices and notifications procedures to the Police Department and work with them regarding what nuisance and other ordinance violations the Community Development staff typically addresses. The Police Department will handle notification and follow up including Notices of Violation and citations and Community Development will continue to enforce building code violations. After discussion amongst the Board, Chief Halek and City Administrator Bova, the police will proceed with the recommended duties and a follow up at a later date on how it is working and at which time consideration can be made on any recommended changes.

3. LOSS PREVENTION POLICY. City Administrator David Bova explained that the City's insurance carrier, MIRMA has recommended the adoption of a Loss Prevention policy in order to better reflect our policies regarding the loss exposures the city and city employees face. After working closely with representatives of MIRMA to adapt their standard Loss Prevention Policy to fit within our current municipal environment and staff structure. Some of the policies further clarify current policies in the personnel manual and some are new but reflect practices we are currently conducting. After review and discussion the Board recommended bringing back for approval at a future meeting.

ADJOURNMENT. With no further business the work session was adjourned at 7:52 p.m.

Respectfully submitted by,

Pam Meyer
City Clerk

RESOLUTION 2026 – 19

A RESOLUTION OF THE CITY OF STE. GENEVIEVE, MISSOURI STATING INTENT FOR THE STE. GENEVIEVE POLICE DEPARTMENT TO APPLY FOR A GRANT WITH THE MISSOURI DEPARTMENT OF PUBLIC SAFETY – LOCAL VIOLENT CRIME PROTECTION.

WHEREAS, the Ste. Genevieve Police Department has an opportunity to seek a grant from the Missouri Department of Public Safety – Local Violent Crime Protection (LVCP) in an amount of \$19,826.56 that will assist with the funding of two Motorola Portable Radio's and one Pyramid repeater; and

WHEREAS, the purpose of the LCVP grant is to provide funding to support the establishment and enhancement of local violent crime prevention programs within local law enforcement, and improve the quality of crime data reporting in compliance with the National Incident-Based Reporting System; and

WHEREAS, this a non-matching grant and the items will be purchased from Wireless USA a sole source Motorola dealer.

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

SECTION ONE: The City Staff and officials of the City of Ste. Genevieve are hereby authorized to prepare and submit an application for the grant with the Missouri Department of Public Safety for a Grant to fund one hundred (100%) percent of the total qualifying costs (\$19,826.56) for the two portable radios and repeater. City Staff and officials are directed to take such action as necessary to implement this resolution.

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

PASSED AND APPROVED BY THE BOARD OF ALDERMEN OF THE CITY OF STE. GENEVIEVE, MISSOURI THIS 12th DAY OF FEBRUARY, 2026.

APPROVED AS TO FORM:

Brian Keim, Mayor

Mark Bishop, City Attorney

REVIEWED BY:

Pam Meyer, City Clerk

David Bova , City Administrator

RESOLUTION 2026-20

A RESOLUTION OF THE CITY OF STE. GENEVIEVE, MISSOURI AUTHORIZING THE MAYOR TO EXECUTE A PROPERTY MAINTENANCE AGREEMENT WITH CHARLES W. "CHUCK" SMITH, IV TO MAINTAIN FLOOD BUYOUT PROPERTY.

WHEREAS, the City of Ste. Genevieve, Missouri wishes to enter into a "Property Maintenance Agreement" with Charles W. "Chuck" Smith, IV, 305 N. Main Street for Flood Buyout Property located at 317 Washington Street.

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

SECTION ONE: The Mayor of the City of Ste. Genevieve, Missouri is hereby authorized and directed by the Board of Aldermen to execute and enter into the property maintenance agreement with Charles W. "Chuck" Smith, IV in substantially the form attached as "Exhibit A" and incorporated herein by reference.

SECTION TWO: This resolution shall be in full force and effect from and after its passage and approval.

PASSED AND APPROVED BY THE BOARD OF ALDERMEN OF THE CITY OF STE. GENEVIEVE, MISSOURI THIS 12th DAY OF FEBRUARY, 2026.

Approved as to form:

Brian Keim, Mayor

Mark Bishop, City Attorney

SEAL

Reviewed by:

Pam Meyer, City Clerk

David Bova, City Administrator

Property Maintenance Agreement

This Agreement is entered into by and between the City of Ste. Genevieve, a municipal corporation (the "City"), and **CHARLES W. SMITH, IV** a resident of the City of Ste. Genevieve ("Caretaker"), for the maintenance and upkeep of municipal properties owned by the City, located at **317 Washington Street** City of Ste. Genevieve, Ste. Genevieve, Missouri ("Property"). (Attachment "A")

NOW THEREFORE, for good and valuable consideration, the receipt and sufficiency of which is hereby mutually acknowledged, the City and Caretaker hereby agree as follows:

1. **Maintenance:** This Agreement shall permit the Caretaker to maintain the Property consistent with the regulations associated with floodplain management law and the 404 Hazard Mitigation Grant Program ("HMGP") pursuant to regulations issued by the Federal Emergency Management Agency ("FEMA"). The Caretaker shall only be entitled to maintain and utilize the Property for purposes permitted by FEMA, under the terms of the HMGP and consistent with all applicable laws, regulations and ordinances. The City shall retain title and ownership to the Property at all times.

2. **Liability & Indemnification:** Caretaker shall be solely responsible for all liability related to the Property. To the fullest extent permitted by law, Caretaker shall indemnify, hold harmless and defend City, and its employees and agents, from and against all claims, damages, losses and expenses, including, but not limited to, attorney fees, resulting from any negligent act, misconduct or omission in the part of Caretaker, its employees, agents, assigns or contractors, with regard to the maintenance of the Property.

3. **Term of Agreement:** The term of this agreement shall be for one (1) year and shall automatically renew each year up to five (5) consecutive years unless terminated by either party, by giving notice to the other party by April 1st of any calendar year. The City reserves the right to terminate this Agreement for any reason upon thirty (30) days' written notice being provided to Caretaker.

4. **Compliance with Federal, State and Local Laws:** The Caretaker shall comply with all federal, state and municipal law. If it is determined by the City that Caretaker is not in compliance with federal, state or municipal law, then the City shall notify Caretaker that Caretaker must come into compliance with federal, state and municipal law within seven (7) days. If the violation is not timely corrected, this Agreement shall be terminated automatically and with no further action by either party.

5. **Maintenance and Uses Allowed:** Caretaker shall be entitled to maintain and utilize the Property for all purposes permitted by FEMA, under the terms of the HMGP and consistent with federal, state and municipal law. Prior to any structures being placed on the Property, Caretaker must seek approval of the City. That approval shall only be granted if the structure would be in compliance with federal, state and municipal law. Gardens may be planted and maintained at the Property. Other customary residential yard landscaping shall be permitted. The placement of structures, gardens and other landscaping shall be installed and maintained on

the Property at Caretaker's sole risk and in no event shall the City be liable for any damage, destruction or loss that may be caused to any structures, gardens or landscaping on the Property for any reason whatsoever. Caretaker has submitted a written plan for his/her use of the Property, which is attached, incorporated herein by reference and marked as Exhibit 1. Caretaker shall limit his/her use of the Property to this written plan. The use of the Property by Caretaker can be modified, altered or changed only by agreement in writing between City and Caretaker.

6. **Notices:** In the event any notices are to be given to City, they should be mailed by United States mail, postage prepaid, and shall be addressed to: City Clerk, City of Ste. Genevieve, 165 South 4th Street, Ste. Genevieve, Missouri 63670. In the event any notices are to be given to Caretaker, they should be mailed by United States mail, postage prepaid, and shall be addressed to: **Charles W. Smith, 305 N. Main Street, Ste. Genevieve, Missouri 63670** For the purposes hereof, the date of mailing shall be deemed to the date notice is given.

IN WITNESS WHEREOF, the parties have executed this Agreement as follows:

CITY OF STE. GENEVIEVE

By: _____
Mayor, Brian Keim

By: _____
Caretaker

Date: _____

Date: _____

ATTEST:

By: _____
Pam Meyer, City Clerk

I plan on keeping it mowed and maintained as I have the adjoining property.

We may park on it from time to time.

Chuck Smith

RESOLUTION 2026-21

A RESOLUTION OF THE CITY OF STE. GENEVIEVE TO APPLY FOR A RECREATIONAL TRAILS PROGRAM GRANT WITH THE MISSOURI DEPARTMENT OF NATURAL RESOURCES.

WHEREAS, the City of Ste. Genevieve is applying for federal assistance from the Recreational Trails Program for the purpose of the Pere Marquette Trail Rehabilitation Project.

WHEREAS, the City would utilize in-house public works to complete site demolition of existing asphalt trail and hire a construction contractor to install a new 10' wide ADA-compliant walking trail; and

WHEREAS, if awarded and allocated, the City's portion (20% of total cost, not to exceed \$35,000) would be funded from the FY2027 Budget; General Revenue Fund in the Parks Department under Infrastructure Improvements line item 20-20-8000.

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

SECTION 1. David Bova of the City of Ste. Genevieve is authorized to sign the application for federal assistance and any other official project documents that are necessary to obtain such assistance, including any agreements, contracts or other documents that are required by the State of Missouri or the Federal Highway Administration.

SECTION 2. In the event a grant is awarded, the City of Ste. Genevieve will commit the necessary financial resources to operate and maintain the completed project in a safe and attractive manner for public access for a minimum of 25 years.

SECTION 3. In the event a grant is awarded, the City of Ste. Genevieve is prepared to complete the project within the time period identified on the signed project agreement.

SECTION 4. In the event a grant is awarded, the City of Ste. Genevieve will comply with all rules and regulations of the Recreational Trails Program, applicable Executive Orders, all state laws that govern the grant applicant during the performance of the project, and stewardship requirements after the project is Completed.

PASSED AND APPROVED BY THE BOARD OF ALDERMEN OF THE CITY OF STE. GENEVIEVE, MISSOURI THIS 12th DAY OF FEBRUARY 2026.

Approved as to form:

Brian Keim, Mayor

Mark Bishop, City Attorney

Reviewed by:

David Bova, City Administrator

The undersigned hereby certifies that he/she is the duly authorized Clerk and custodian of the books and records and seal of the City of Ste. Genevieve, duly formed pursuant to the laws of the State of Missouri, and that the foregoing is a true record of a resolution duly adopted at a meeting of the City of Ste. Genevieve Board of Aldermen , that said meeting was held in accordance with state and local laws on and that the said resolution is now in full force and effect without modification or rescission.

IN WITNESS WHEREOF, I have executed my name as Clerk and have affixed the seal of the City of Ste. Genevieve, this 12th day of February 2026.

ATTEST:

By:

(SEAL)

RESOLUTION 2026-22

A RESOLUTION OF THE BOARD OF ALDERMEN OF THE CITY OF STE. GENEVIEVE, MISSOURI ADOPTING THE LOSS PREVENTION POLICIES.

WHEREAS, MIRMA is recommending the adoption of a loss prevention manual (“Loss Prevention Policies”) for the City of Ste. Genevieve that will supplement and augment our current personnel policies; and

WHEREAS, the City recognizes its responsibility to provide safe facilities, services, and working conditions for residents, visitors, and employees; and

WHEREAS, accidents, injuries, and property damage can be reduced through proactive loss prevention and effective risk management practices; and

WHEREAS, the Board of Aldermen and staff have reviewed the proposed policy, made recommendations, and recognize the need to establish said policy; and

WHEREAS, the Board of Aldermen wish to accept and approve the new Loss Prevention Policies manual attached to and made part of this resolution.

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

Section 1: The Board of Aldermen hereby adopts the loss prevention (Loss Prevention Policies) manual attached as Exhibit “A”.

Section 2: That this resolution shall become effective immediately for the City of Ste. Genevieve.

PASSED AND APPROVED BY THE BOARD OF ALDERMEN OF THE CITY OF STE. GENEVIEVE, MISSOURI THIS 12th DAY OF FEBRUARY, 2026.

Approved as to form:

Brian Keim, Mayor

Mark Bishop, City Attorney

SEAL

Reviewed by:

Pam Meyer, City Clerk

David Bova, City Administrator

*CITY OF
SAINTE GENEVIEVE*

LOSS PREVENTION MANUAL

LOSS PREVENTION POLICY

It is the intent of the City of Sainte Genevieve to implement a comprehensive loss prevention program. The City's employees are its most important asset, and their safety is our greatest responsibility. The health and safety of all is our utmost consideration. Employees at all levels are directed to make safety a matter of continuing concern. This program emphasizes that effective loss prevention is a key part of management responsibilities and can only be effective by fully utilizing the City's available resources and enlisting the support of all personnel.

Operational activities must be reviewed to minimize exposure to personal injury and property damage. Planned operations should be reviewed to include consideration of errors which may occur. Accidents are unplanned events. Proper planning and supervision can minimize the likelihood of accidents. Accidents are preventable. The key to loss prevention is to initiate the necessary pre-planning to minimize unsafe acts, contain risks, and control unsafe conditions.

Through emphasis on loss prevention techniques, refinement of work policies and procedures, and creating a safe working environment, we will reduce injuries to our employees and prevent damage to property. All employees are responsible for compliance with the City's Loss Prevention Program as outlined in the attached manual. Employees are expected, as a condition of their employment, to adopt the concept that the safe way to complete a task is the most efficient and the only acceptable way. Safety will be included as part of the performance evaluation of every City employee.

City Administrator

Date

MANAGEMENT PARTICIPATION

IMPLEMENTATION OF PROGRAM

An effective safety program can only be achieved by management's commitment to its success. Individual responsibilities are outlined in Section Two. Each department needs to set forth its objectives in striving to reduce our losses due to preventable accidents. The extent of the frequency or severity of personal injury or property damage can be reduced through proper preventative measures. Effective accident prevention measures are those which have been formulated at each Administrative level throughout the organization and thoroughly discussed with our employees. Through utilization of a safety committee we will have candid exchanges of ideas between supervisory personnel and employees, this will enhance identification of problem areas, and development of approaches to deal with those problems.

SAFETY COMMITTEE

The Safety Committee will serve as an advisory body to the City Administrator. It will be responsible for recommending policies and procedures affecting the administration of the loss prevention program. Membership will be comprised of the following:

1. Administration
2. Police Department
3. Public Works or Public Works contractor

The Safety Committee shall meet monthly; attendance is mandatory. Activities of the Committee shall include, but not be limited to the following:

1. Meeting minutes will be taken by the City Clerk. Minutes will be distributed to the City Administrator, and to other members of the safety committee. Minute files will be maintained in the City Clerk's Office.
2. The Committee shall recommend policies and procedures affecting the development and administration of an aggressive accident prevention program.
3. The Committee shall recommend program goals and objectives to ensure the success of this program.
4. Establish a safety guideline handbook including general rules and regulations.
5. Review data, records, and reports of safety matters. This will include review of claims filed during the preceding month and making recommendations as to how the accident could have been avoided.

6. Perform follow-up investigation of accidents and make safety inspections when appropriate. The committee will file a report to the City Administrator making recommendations as to accident prevention.
7. Develop a continuing program of safety and health.
8. Prepare an annual report to the City Council concerning the programs significant activities/accomplishments.
9. Review safety suggestions presented by employees.
10. Formulate recommendations for safety material, policy and procedure changes, and equipment needs that can enhance the loss prevention program.
11. The Committee will make decisions with respect to the Safety Incentive Program.

LOSS PREVENTION RESPONSIBILITIES

Each employee is responsible for implementing the provisions of this program. The responsibilities below listed are minimum and shall in no way be construed to limit individual initiative to implement more comprehensive procedures to reduce losses.

CITY ADMINISTRATOR / CITY CLERK

The City Administrator has overall responsibility for the Loss Prevention Program and its administration. Specific responsibilities include:

1. Establishing the City's Loss Prevention Program.
2. Developing in each Department Director a strong commitment to the safety program and its success.
3. Attend Safety Committee Meetings on a regular basis.
4. Review serious accidents to ensure that their causes are being investigated and that improper corrective action is taken to prevent a reoccurrence.
5. Review the necessary Loss Prevention Program to appraise its effectiveness.

SAFETY COORDINATOR

The Safety Coordinator is responsible for directing this program. Duties include:

1. Serve as Chairman of the Safety Committee. Present recommendations where necessary to the City Administrator. Appoint inspection panels for quarterly facilities inspections.
2. Administer the City's Loss Prevention Program.
3. Consult directly with management personnel and employees on loss prevention matters.
4. Perform investigations to ensure that unsafe conditions or practices are identified and corrected.

5. Keep the City Administrator and Department Directors informed about the status of matters affecting the loss prevention program.
6. Inspect facilities, hazardous conditions, practices, and overall program compliance.
7. Maintain an effective safety awareness program for City employees.
8. Coordinate compliance with federal, state, and local safety laws.

DEPARTMENT HEADS

Each Department Director is responsible for maintaining a safe and healthy working environment. The Director is responsible for providing the work environment, work procedures, and service to the highest extent possible for the safety of City employees, and the public. Each department director will:

1. Develop and support a safety program that will reduce and control accidents.
2. Appoint a Departmental representative to the Safety Committee.
3. Develop safety rules and regulations pertinent to governing the conduct of departmental activities and programs.
4. Establish and maintain a system of safety analysis and perform regular inspections.
5. Provide training and continuing safety instruction to all Departmental employees. Hold each supervisor accountable for explanation of preventable injuries, collisions, and liability incurred by departmental employees.
6. Take corrective action on unsafe conditions.

SUPERVISORY PERSONNEL

Supervisory personnel have responsibility for employee safety. This includes personnel, equipment, work area, and methods. Supervisors are responsible for the following:

1. Enforcing safety procedures that apply to their work.
2. Providing adequate training to employees under their direction.
3. Accountable for preventable injuries, collisions, and liabilities caused by his/her employees.
4. To enforce management policies.
5. Provide safety instruction to focus attention upon potential hazards, changes in work conditions or procedures.

6. Ensure that all employees are instructed in the use and need for protective equipment.
7. Continually evaluate work conditions and procedures to correct unsafe conditions and practices.
8. Investigate accidents and make certain that corrective actions are taken.
9. Ensure that safety equipment and protective devices are available for each job, are used, and properly maintained.
10. Report accidents/injuries to the Risk Management Coordinator as soon as practicable after the accident.

EMPLOYEES

Employees are required, as a condition of employment, to work safely to prevent injuries to themselves, their fellow workers, and to the public. Each employee will:

1. Promptly report to their supervisor unsafe actions, practices, or conditions.
2. Cooperate with and assist in the investigation of accidents, to identify correctable causes, and to prevent their recurrence.
3. Promptly report to their supervisor all accidents and injuries.
4. Always observe proper safety practices.
5. Maintain clean, orderly work areas and equipment.
6. Not engage in horseplay.
7. Observe safety rules and adhere to published work instructions.
8. Wear protective equipment when working in hazardous operation areas.
9. Arrive at work suitably attired for their job.

EMPLOYEE VIOLATION OF SAFETY REQUIREMENTS

When violations of safety policies occur, **corrective action must be immediate and constructive**. Disciplinary action will be considered when any individual causes an injury, damages equipment, or endangers others through any of the following actions:

- **Willful violation** of safe work rules
- **Disregard** for established safety regulations
- **Demonstration of indifference or defiance** toward safety requirements

The **correction of improper performance** requires greater attention than the correction of mechanical or equipment hazards. Unsafe or improper actions shall be addressed through:

1. **Instruction** – clearly explaining the correct procedure
2. **Demonstration** – showing the proper and safe method to perform the task
3. **Follow-up** – ensuring that the employee consistently applies the instruction

Any employee found to be in violation of this or any other section of this manual shall be subject to disciplinary action in accordance with **Section 710 of the City Personnel Manual**.

SAFETY INCENTIVE PROGRAM

I. PURPOSE:

The purpose of this program is to promote safety awareness.

II. RULES/DEFINITIONS:

An employee is required to report all injuries to his/her supervisor, no matter how slight.

The Safety Committee will be responsible for reviewing all accidents/incidents. A preventable accident is one in which the employee failed to do everything he or she could have reasonably been expected to do to prevent it. The Safety Committee will make classification of accidents or injuries as "preventable" or "non-preventable".

The failure to report an accident, injury, property damage, or violation of a Safe Work procedure may result in disciplinary action. Failure to provide sufficient information on the appropriate report may result in the Safety Committee ruling that the accident was "preventable".

III. PROGRAM:

The program rewards full-time, non-probationary employees by maintaining a good safety record. As a safety incentive, an employee that works safely for one year without an accident (or where the Safety Committee rules an accident/incident non-preventable) and completes all assigned safety training as assigned by the Safety Coordinator will be eligible for a safety award. The employee will be awarded a \$100 safety award in December of each year if eligible.

LOSS PREVENTION METHODS

Each of the following loss prevention methods are an important part of the overall program.

INSPECTIONS

The following inspections should be completed as follows:

- Inspections of city owned property shall be conducted at least quarterly for those buildings where the public does not have access, i.e. public works buildings.
- Inspections of city owned property shall be conducted monthly for those with public access, i.e. city hall.
- Playground equipment should be inspected weekly during the spring, summer, & fall, and monthly during the winter or when the weather conditions are not inclusive for play.

The city maintains sample inspection forms for each of the above inspection categories, if additional copies are needed, please contact the City Administrator.

Emphasis should be placed on the condition of facilities, equipment, and machinery as well as implementation of the overall program such as:

1. Good housekeeping.
2. Utilization of prescribed protective equipment.
3. Compliance with Departmental work rules.
4. Vehicle/equipment condition.
5. Proper storage of flammable liquids and maintenance of fire fighting equipment.
6. Proper guarding of open pits, ditches, tanks, etc.
7. Proper maintenance of equipment and tools.
8. Compliance with the safety program.

JOB SAFETY TRAINING

Supervisors are responsible for training newly hired, newly assigned, or reassigned employees in job safety procedures. Employees must be properly trained. The supervisor should:

1. Preparation

- A. Put the employee at ease.
- B. Define the job.
- C. Create employee interest.
- D. Instruct the employee in the correct performance of the job.

2. Presentation

- A. Illustrate one important step at a time.
- B. Stress key points.
- C. Communicate clearly, completely, and patiently.

3. Performance

- A. Instruct while the job is being completed by the employee.
- B. Have the employee explain key points as the job is repeated.
- C. Make sure the employee understands.
- D. Work with the employee until you are satisfied, they can complete the tasks safely.

4. Follow-Up

- A. Assign the employee to the task.
- B. Designate to whom the employee goes for help.
- C. Check frequently; encourage questions.
- D. Taper off extra coaching and close follow-up.

ACCIDENT INVESTIGATION

Investigation of any accident is the key in controlling losses. Thorough investigation, recording, and corrective follow-up of each accident is absolutely necessary if anything is to be learned from the experience.

1. Injuries must be investigated by the supervisor of the injured person as soon as possible after it has occurred. The investigation shall be in report form as seen in the exhibits. The following procedures must be followed as closely as possible:
 - A. Check the scene and reconstruct as much as possible without repeating the accident.
 - B. Collect evidence. If any injury or near miss occurs, it is essential to determine what happened and why.
 - C. It is important to interview witnesses at the scene as soon as possible thereafter.
 - D. If the injury is minor, interview the victim. The interview should be held as soon as possible. If the injury is serious, select the right time.
 - E. Weigh the evidence and determine remedies to eliminate recurrence.

TEMPORARY TRANSITIONAL DUTY

Introduction

Temporary Transitional Duty Programs have proven to be cost-effective and to contribute to the timely recovery of an employee who has been injured but still possesses the ability to work in a limited capacity. Because the City wishes to remain at the forefront of occupational health and safety, it has adopted a Temporary Transitional Duty Program for its employees.

Purpose

This policy establishes the authority for temporary transitional duty assignments and procedures for granting temporary transitional duty to eligible employees.

Policy

Frequently employees who, because of injury, illness or disability, are temporarily unable to perform their regular assignments are capable of performing alternative assignments. Temporary transitional duty can provide employees with an opportunity to remain productive and return to work before they have reached maximum medical improvement. It also provides a work option for employees who may otherwise risk their health and safety or the safety of others by remaining on duty when physically or mentally unfit for their regular assignment. Therefore, it is the policy of the City of Ste. Genevieve that eligible personnel are given a reasonable opportunity to work in temporary transitional duty assignments if available.

Definitions

Eligible Personnel: For purposes of this policy, any employee suffering from medically certified illness, injury or disability requiring treatment of a licensed health-care provider and who, because of injury, illness or disability, is temporarily unable to perform the regular assignment but is capable of performing temporary alternative assignments.

Maximum Medical Improvement: The point when recovering from injury, illness, or disability, at which an employee has reached maximum medical improvement.

Procedures

A. General Provisions

1. Temporary transitional duty positions are limited in number and variety.

Therefore,

- a. personnel injured or otherwise disabled in the course and scope of employment shall be given preference in initial assignment to transitional duty; and
 - b. assignments may be changed at any time if deemed in the best interest of the City while keeping within the medical restrictions; and
 - c. eligibility to participate in the program will cease when the employee has reached maximum medical improvement.
2. The Family and Medical Leave Act, Fair Labor Standards Act, Americans with Disabilities Act, or other Federal and State law remain applicable to employees accepting transitional duty assignments.
 3. No specific positions within the City shall be established for use as a temporary transitional duty assignment, nor shall any existing positions be designated or utilized exclusively for personnel on temporary transitional duty.
 4. Transitional duty assignments are strictly temporary and typically do not exceed 90 days in duration. After 90 days, personnel on temporary transitional duty who are not capable of returning to their original duty assignment shall:
 - a. present a request for an extension of temporary transitional duty (not to exceed an additional 90 days), with supporting documentation, to the Risk Management Coordinator, or
 - b. pursue other options as provided by the employment provision of this City or Federal or State law.
 5. All City personnel on temporary transitional duty are prohibited from engaging in outside employment, in which they may reasonably be expected to perform functions for which they have been determined physically or mentally unable to perform on behalf of this City and that forms the basis for their temporary transitional duty assignment.
 6. Transitional duty assignments shall not be established for disciplinary purposes.
 7. Employees may not refuse temporary transitional duty assignments that are supported by and consistent with the recommendations of a city selected physician. The city may interpret failure to accept and perform transitional duty work as a resignation.
 8. When an employee has reached maximum medical improvement as determined by a city selected physician, an assessment by the City Manager will be made regarding the employee's ability to perform regular job duties of a different job with or without a reasonable accommodation.

B. Temporary Transitional Duty Assignments

1. Temporary transitional duty assignments may be drawn from a range of areas that include but are not limited to the following:
 - a. administrative projects (e.g. report review, special projects)
 - b. clerical functions (e.g. filing)
 - c. desk assignments (e.g. booking officer, bookkeeping)
 - d. communications (e.g. complaint taker)
 - e. inspections (e.g. sidewalks, street signs, buildings, equipment)
 - f. updating (e.g. MSDS at various locations)
 - g. painting (e.g. fire hydrants, park benches & equipment)
 - h. community relations (e.g. police community awareness visits)
2. Department Heads shall notify the Risk Management Coordinator or designee of any work that may be used for temporary transitional duty.
3. In addition to consideration included in A-1 of this policy, decisions on temporary transitional duty assignments shall be made based upon the availability of an appropriate assignment given the applicant's knowledge, skills and abilities; availability of transitional duty assignments; and the physical limitations imposed on the employee by the City selected physician.
4. Every effort shall be made to assign employees to positions consistent with their position and pay classification. However, where appropriate, personnel may be assigned to positions within other departments and positions designated for personnel of lower position or pay classification. Employees thus assigned shall:
 - a. retain the privileges of their rank but shall answer to the supervisor of the department to which they are assigned with regard to work responsibilities and performance; and
 - b. retain the pay grade and related benefits of the position held prior to their assignment to temporary transitional duty as controlled by the employment provisions of the City of Sainte Genevieve.
 - c. for work related accidents, if the employee is not retained at the same pay grade of the position held prior to their assignment to transitional duty, workers' compensation temporary partial disability benefits may be available.

C. For work-related accidents in which the employee is not immediately released to return to normal duty the following shall apply:

1. Immediately following treatment, the employee should report to his/her supervisor their condition and return to work status.

2. At the earliest possible opportunity, the Risk Management Coordinator will discuss the case with the physician concerning the course and scope of the treatment and the ability of the employee to perform transitional duty. The Risk Management Coordinator will then discuss with the supervisor the employee's transitional duty assignment.
3. Within the first three days following an accident the supervisor shall contact the employee and inquire as to the employee's ability to return to work.
4. If the employee has not returned to work after three days, then the Risk Management Coordinator shall call the doctor and the employee to check the employee's transitional duty status.
5. If the employee is not able to return to work after three days, then the employee shall call the Risk Management Coordinator to discuss the employee's transitional duty status and present the work status report provided by the treating physician, immediately following each doctor's appointment.
6. If it is determined that the employee may be medically able to perform transitional duty, the essential functions of the transitional duty shall be identified by the supervisor and reviewed with the employee.

D. Request for an Assignment to Temporary Transitional Duty for non-work conditions

1. Requests for temporary transitional duty assignments are usually completed by the employee. However, the supervisor may complete the request as described in (D-3). Requests must be accompanied by a statement of medical certification to support the requested reassignment, which must be signed by the treating physician. The certificate must include an assessment of the nature and probable duration of the disability, prognosis for recovery, nature of work restriction and an acknowledgement by the health-care provider of familiarity with the transitional duty assignment and the fact that the employee can physically perform the duties involved.
2. The request for temporary transitional duty and the physician's statement shall be forwarded to the City, who shall make a recommendation regarding the assignment to the City Manager or his designee.
 - a. This City may require the employee to submit to an independent medical examination by a physician of the City's choosing, other than the City's Workers' Compensation physician. In the event the opinion of the City selected physician differs from that of the foregoing health provider, the employee may request a third opinion at the employer's expense.

- b. The employee and representatives of the City shall cooperate and act in good faith in selecting any third health-care provider, and both parties shall be bound by that medical decision.
3. An employee who has not requested temporary transitional duty may be recommended for such assignment by submission of a request from the employee's immediate supervisor. Such a request must be accompanied by an evaluation of the employee conducted by a competent medical authority expressing the need for temporary transitional duty or by a request/order for a medical or psychological fitness-for-duty examination.
 - a. Notice shall be provided to the employee of the proposed temporary transitional duty assignment together with justification for the recommendation.

GENERAL SAFETY RULES

Practical Jokes and Personal Conduct

- A. Employees shall not engage in practical jokes or "horseplay". This is considered inappropriate, libelous activity and shall not be tolerated under any circumstances. Disciplinary action may result.
- B. Each employee must comply with safety and health standards and all rules, regulations, and orders which are applicable to his or her own actions and conduct. Violations may be considered sufficient grounds for disciplinary action, including discharge.
- C. Employees shall perform their work in a safe and alert manner and be aware of the possibility of unseen danger or situations. Employees are not expected to sacrifice their own or others safety to perform their duties.
- D. An employee shall avoid distracting the attention of another worker from his or her job until it is determined that no danger will result.
- E. A fellow employee should be cautiously warned, when seen in a dangerous situation, to avoid confusing, startling, or alarming them.
- F. Employees shall not use compressed air or other compressed gases for cleaning their clothing because of the dangers of flying particles and the possibility of forcing air through their pores into their bloodstream.
- G. Supervisors shall be responsive to their employees and aware of the job hazards.
- H. Modifying, displacing, removing, or disconnecting any safety device is prohibited.
- I. Do not paint (or cover) safety instructions.
- J. Firearms, ammunition, explosives, and other weapons of any kind are not allowed on the City of Sainte Genevieve property except those weapons carried and in possession of city police officers. Possession, display, or use of these items may result in disciplinary action.

Equipment Safety Shields/Guards

- A. No shield/guard shall be removed from any machine or piece of equipment except to perform required maintenance.
- B. Should a guard/shield be found broken or missing, it is to be reported and then repaired/replaced immediately and/or the equipment must be tagged out of service until the correction is made.

- C. Guards removed to perform maintenance operations shall be replaced immediately and the machine shall not be operated while the guards are removed except for maintenance certification.

Housekeeping

- A. Good housekeeping shall be maintained in shops, yards, buildings, vehicles, and job sites. Supervisors shall be responsible for proper housekeeping in or around the work they are supervising.
- B. Walks, aisles, stairways, fire escapes, and other passageways shall be kept clear of obstructions and tripping hazards. Access to electrical panels, control bulbs, fire extinguishers, etc., shall be kept clear of obstructions.
- C. Tools and materials shall not be placed where they may cause tripping or stumbling hazards, or where they may fall and strike anyone.
- D. Tools shall be cleaned and returned to their proper place when job is completed.
- E. Puddles of oil, paint, water, etc., shall be cleaned up promptly. Absorbent material should be used as a cleanup aid when needed.
- F. Nails in boards, such as those removed from sheathing, scaffolds, forms, and packing boxes shall be removed and the boards carefully stacked or stored if they are to be reused. If such boards are to be added to a scrap pile for disposal, nails should be bent over or removed.
- G. Scrap containers, or scrap collection areas, shall be provided where needed and used for storage of wood and metal scraps.
- H. Scrap material of salvage value shall be properly stored until suitable arrangements are made.
- I. Combustible materials, such as oil-soaked rags, waste and shavings shall be kept in approved metal containers with metal lids. Containers shall be emptied as soon as practicable.
- J. Dispose of glass separately. Fluorescent tubes need special handling.
- K. Eliminate fly and insect attractions, if possible, at least provide some control.
- L. Used rags shall be kept in metal or metal lined bins having metal covers.
- M. Flammable liquids shall be used only for their designed purposes. Gasoline, benzene, naphtha, lacquer thinner, etc., shall not be used for cleaning purposes or for starting or kindling fires.

- N. All solvents should be kept in approved, properly labeled containers. Gasoline, benzene, naphtha, lacquer thinner, and other solvents of this class shall be handled and dispensed only in U.L. approved, properly labeled (yellow letters) red safety cans.
- O. Permanent floors and platforms shall be kept free of dangerous projections or obstructions and shall be maintained reasonable free from oil grease, or water. Where the type of operation produces slippery conditions, mats, grates, cleats or other methods shall be used to reduce the hazard from slipping.
- P. Materials and supplies shall be stored in an orderly manner so as to prevent their falling or spreading and to eliminate tripping and stumbling hazards.
- Q. Paper and other combustible materials shall not be allowed to accumulate, and weeds or other range vegetation shall not be permitted to grow in or around the neighborhood of pole yards, buildings, tanks, or other structures.
- R. In any building, except one provided for their storage, flammable liquids such as gasoline, benzene, naphtha, lacquer thinner, etc. shall be limited to five gallons, in U.L. approved, properly labeled containers.
- S. Does not apply to kerosene and cleaning agents of the "Stoddard" solvent class; however, not more than one gallon of such liquids shall be kept in any open container. The container shall be provided with a proper cover and be kept securely covered except when in actual use.
- T. When pouring or pumping gasoline or other flammable liquids from one container to another, metallic contact shall be maintained between the pouring and receiving containers. Transferring of flammable liquids from one container to another shall be accomplished only in properly ventilated spaces free from ignition sources.
- U. Strict adherence shall be paid to "No Smoking" and "Stop Your Motor" signs at fuel dispensing locations.

Smoking

Smoking or open flames shall not be permitted in areas where dangerous gases might be present, for example, oxygen buildings, acetylene storage, or similar areas. Neither shall smoking be permitted in storerooms, battery rooms, flammable liquid storage and use locations, or in other areas where quantities of combustible materials are kept. The absence of "No Smoking" signs shall not excuse smoking in dangerous places. Smoking is not allowed in the water treatment plant, wastewater treatment buildings or any City of Ste. Genevieve building.

Fire Protection

- A. Good housekeeping is one of the most effective aids to fire prevention. Wastepaper, rags and other combustible materials shall not be allowed to accumulate.
- B. Matches, cigars, cigarettes, pipe tobacco, and ashes shall be disposed of in ashtrays or other non-combustible containers. Ashtrays shall be emptied into metal trash containers. Smoking debris shall not be emptied into wastepaper baskets.
- C. The growth of weeds, tall grass, or other vegetation shall be controlled in or around structures, yards, buildings, tanks, or storage areas. A regular procedure shall be provided for the periodic cleanup of these areas.
- D. Grease and rubbish shall not be allowed to accumulate in elevator shafts and pits.
- E. When temporary, combustion-type heating devices, such as salamanders or LP heaters are used:
 - 1. Adequate fresh air shall be available. Where fresh air is inadequate, mechanical ventilation shall be provided.
 - 2. They shall not be set directly upon wooden floors or other combustible material unless the heater is specifically designed for that purpose.
 - 3. They shall be located at least 10 feet from the vicinity of combustible material such as tarpaulins, canvas, plastic film coverings, etc.
 - 4. They shall be set horizontally level, unless otherwise permitted by the manufacturer's markings, and shall be securely placed to prevent overturning and the spillage of fuel.
- F. Firefighting equipment shall not be used, tampered with or removed from designated locations for purposes other than firefighting or rescue operations.
- G. Fire doors shall be properly identified and maintained in good operating condition and checked periodically. Materials or equipment shall not be placed to obstruct the fire doors.

- H. Flame or excessive heat shall not be used near fire-detecting devices or automatic sprinkler heads in service. Proper clearance shall be maintained between the top level of equipment or stored material and sprinkler heads or fire detectors.
- I. Defective or inadequate electric wiring shall be immediately repaired, removed or replaced. Oversize fuses or oversize circuit breakers shall not be used. Fuse and circuit breaker boxes shall be kept closed except during maintenance or testing.
- J. Employees shall not smoke nor use matches or open flames (and prevent electric sparks) in areas where combustible gases may exist, until tests prove that combustible gases are not present. Such conditions may exist in confined spaces such as gas-filled electrical equipment, or in manholes, vaults, battery rooms, or transformer or oil circuit breaker tanks.
- K. Flammable liquids, such as gasoline, benzene, naphtha, and lacquer thinner shall be kept in approved safety cans identified by proper markings. The quantity shall be kept to a minimum except in approved areas. Flammable liquids shall be kept in closed containers when not actually in use. Where more than five (5) gallons of flammable or combustible liquids or five (5) pounds of flammable gas are being used, a fire extinguisher with a U.L. rating of not less than 10-B shall be provided within 50 feet.
- L. Flammable liquids such as gasoline, benzene, naphtha, and lacquer thinner shall not be used for cleaning purposes.
- M. When pouring or pumping flammable liquids from one container to another, metallic contact shall be maintained, or an electrical bonding jumper connected between the containers to minimize the possibility of static spark ignition.
- N. Proper precautions shall be used in the presence of material in the form of dust or powder to prevent an explosion.
- O. Employees shall be familiar with the location and proper use of fire extinguishers in their work area. Whenever a fire extinguisher is used, it shall be promptly replaced. The used fire extinguisher shall be recharged as soon as possible.
- P. Except for wheeled type equipment, all fire extinguishers shall be mounted. (Recommended height is 42 inches or less.)
- Q. All employees shall know the classes of fire, their burning characteristics, and the proper extinguishing agent to be used.

(Class "A" fires involve normal combustibles such as wood and paper. Extinguishing agents include water, soda-acid and multipurpose dry chemical.)

(Class "B" fires involve oils and flammable liquids. Extinguishing agents include CO₂ and dry chemical.)

(Class "C" fires involve electrical equipment. Extinguishing agents include CO₂ and dry chemical.)

(Halon 1301 (Freon) and Halon 1211 are gaseous extinguishing agents suitable for combating both Class "B" and Class "C" fires, especially at indoor locations. Both agents are slightly toxic in low concentrations (less than 5 percent) and will cause unconsciousness in a short period of time when the concentration is above 15 percent. When the extinguishing agent is released, precautionary measures similar to those for toxic, confined spaces should be employed.)

- R. Carbon tetrachloride fire extinguishers shall not be used; carbon tetrachloride is extremely toxic.
- S. Employees shall be instructed in the proper use of fire extinguishing equipment and methods of extinguishing fires (including clothing fires).
- T. Fire protection equipment shall not be blocked or hidden from view. In large rooms and in certain locations where visual obstruction cannot be completely avoided, signs shall be conspicuously posted to show the location of such equipment. Never use extinguisher as a coat rack.
- U. Extinguishers shall be inspected monthly, or at more frequent intervals when circumstances require, to ensure that they have not been actuated or tampered with, and to detect any obvious physical damage, corrosion, or other impairments.
- V. Extinguishers shall have a durable tag securely attached to show the monthly maintenance date and the initials or signature of the person who performed this service.
- W. Electric shock is possible if the person using CO₂ fire extinguishers on an electrical fire does not maintain a safe distance from the fire.
- X. The discharge horn of a CO₂ fire extinguisher becomes very cold during use. Do not touch it.
- Y. When a CO₂ extinguisher is used in an unventilated space, the user can become unconscious because of oxygen deficiency. Employees shall not enter confined spaces after using CO₂ extinguishers until the area has been thoroughly ventilated.
- Z. Although dry chemical fire extinguishers are safe for the employee when used on electrical fires, if the powder becomes wet, a conducting solution is formed which could cause damage to electrical insulation.
- AA. Multi-purpose dry chemicals for Class A, B, and C fires shall not be mixed with dry chemicals intended for use on Class B and C fires only.
- BB. Ordinary Combustibles - Fires in paper, wood, drapes, and upholstery require an extinguisher labeled A.
- CC. Flammable Liquids - Fires in fuel, oil, gasoline, paint, grease in a frying pan, solvents, and other flammable liquids require an extinguisher labeled B.

- DD. Electrical Equipment - Fires started in wiring, overheated fuse boxes, conductors, and other electrical sources require an extinguisher labeled C.
- EE. Metals - Certain metals such as magnesium and sodium require an extinguisher labeled D.
- FF. The purpose of fire protection systems is to protect life and property by automatically or manually suppressing fire. If not properly maintained, these systems may become worthless.
- GG. Keep only small quantities of flammables and combustibles on hand. Separate flammables and materials that react with each other.
- HH. Store flammables only in approved, correctly labeled, properly located and ventilated storage areas.
- II. Post the location of the nearest fire alarm station, the proper fire reporting procedure, and the correct method of using all fire extinguishers in your work area.
- JJ. Do not use soda-acid extinguishers on electrical fires.
- KK. Explosion proof motors, switches and lights are required in areas where explosive gases might be found.
- LL. Hydrostatic test interval varies with contents and type. Example: Dry chemical with stainless steel shell must be tested every 5 years while a dry chemical with mild steel shell allows a 12-year test interval.

Hand Tools

- A. All tools, regardless of ownership, shall be of an approved type and maintained in good condition.
- B. Defective tools shall be tagged to prevent their use, or they shall be removed from the job site.
- C. Employees shall always use the proper tool for the job performed. Makeshift and substitute tools shall only be used with proper authorization and under supervision.
- D. Hammers with metal handles, screwdrivers or knives with metal continuing through the handle and metallic measuring tapes shall not be used on or near energized electrical circuits or equipment.
- E. Tools shall not be thrown from place to place or from person to person; tools that must be raised or lowered from one elevation to another shall be placed in tool buckets or firmly attached to hand lines.
- F. Tools shall never be placed unsecured on elevated places.
- G. As impact tools such as chisels, punches, drift pins, etc. become mushroomed or cracked, they shall be dressed, repaired, or replaced before further use.
- H. Chisels, drills, punches, ground rods and pipes shall be held with suitable holders or tongs (not with the hands) while being struck by another employee.
- I. Shims shall not be used to make a wrench fit.
- J. Wrenches with sprung or damaged jaws shall not be used.
- K. Pipe shall not be used to extend a wrench handle for added leverage unless the wrench was designed for such use.
- L. Tools shall be used only for the purposes for which they have been approved.
- M. Tools with sharp edges shall be stored and handled so that they will not cause injury or damage. They shall not be carried in pockets.
- N. Wooden handles that are loose, cracked or splintered shall be replaced. The handle shall not be taped or lashed with wire.
- O. All cutting tools such as saws, wood chisels, drawknives, or axes, shall be kept in suitable guards or in special compartments.
- P. Tools shall not be left lying around where they may cause a person to trip or stumble.

- Q. When working on or above open grating, a canvas or other suitable covering shall be used to cover the grating to prevent tools or parts from dropping to a lower level where others are present, or the danger area shall be barricaded or guarded.
- R. The insulation on hand tools shall not be depended upon to protect users from shock.

Portable Electric Tools

- A. The non-current carrying metal parts of portable electric tools such as drills, saws and grinders shall be effectively grounded when connected to a power source unless:
 - 1. The tool is an approved double-insulated type, or
 - 2. The tool is connected to the power supply by means of an isolating transformer or other isolated power supply, such as a 24V DC system.
- B. All powered tools shall be examined prior to use to insure general serviceability and the presence of all applicable safety devices. The electric cord and electric components shall be given an especially thorough examination.
- C. Powered tools shall be used only within their capability and shall be operated in accordance with the instruction of the manufacturer.
- D. All tools shall be kept in good repair and shall be disconnected from the power source while repairs are being made.
- E. Electrical tools shall not be used where there is a hazard of flammable vapors, gases, or dusts.
- F. Tools connected to a central power supply (not isolated) and are not double insulated, shall be protected by a Ground Fault Interrupter (GFI) or by an "assured grounding system."

Ladders-General

- A. Wooden ladders shall not be painted so as to obscure a defect in the wood; only a clear, non-conductive finish shall be used.
- B. All ladders shall be inspected frequently and regularly. Ladders with weakened, broken, or missing steps, broken side rails, or other defects shall be tagged and removed from service.
- C. Ladders and scaffolds shall be sufficiently strong for their intended use.
- D. Portable metal ladders shall not be used in the vicinity of energized electrical circuits. (Exception: Such ladders may be used in specialized work, as high voltage substations, where non-conductive ladders might present a greater hazard. These ladders shall be properly marked.)

- E. Ladders shall not be placed in front of doors opening toward the ladder unless the door is open, locked or guarded.
- F. When ascending or descending ladders, employees shall have both hands free and shall face the ladder.
- G. Only one employee shall work from a ladder at one time (except for hook-type ladders). If two employees are required, a second ladder shall be used.
- H. Employees shall use only company-owned ladders.
- I. Ladders shall not be used as scaffold platforms.
- J. Boxes, chairs, etc. shall not be used as ladders.

Straight Ladders

- A. Portable straight ladders shall not be used without non-skid bases.
- B. The ladder shall be placed so that the distance between the bottom of the ladder and the supporting point is approximately one-fourth of the ladder length between supports.
- C. Straight ladders shall not be climbed beyond the third step from the top.
- D. When working from a portable ladder, the ladder must be securely placed, held, tied, or otherwise made secure to prevent slipping or falling.
- E. When dismounting from a ladder at an elevated position (as at a roof) the employee shall insure that the ladder side rails extend at least 3 feet above the dismount position, or that grab bars are present.
- F. Employees shall belt off to a ladder whenever both hands must be used for the job or there exists a possibility of the employee falling from an elevated position.
- G. Ladders shall not be spliced together to form a longer ladder.
- H. A ladder shall not be placed against an unsafe support.

Step Ladders

- A. The top step shall not be used, except for platform ladders.
- B. Stepladder legs shall be fully spread, and the spreading bars locked in place.
- C. Stepladders shall not be used as straight ladders.
- D. When an employee is working on a step ladder over 10 feet high (except a platform ladder), the ladder shall be held by another person.

Material Handling - Lifting and Carrying

- A. Test the weight and handling carefully prior to attempting the lift.
- B. Consider the size, weight, and shape of the object to be carried. Do not lift more than can be handled comfortably. If necessary, get help.
- C. Set feet solidly, one foot can be slightly ahead of the other for increased effectiveness. Feet should be far enough apart to give good balance and stability (approximately the width of the shoulders).
- D. Get as close to the load as practicable. Bend legs about 90 degrees at the knees.
- E. Crouch do not squat. It takes about twice as much effort to get up from a squat.
- F. Bend knees. Keep the back as straight as practicable. It may be far from being vertical, but it should not be arched. Bend at the hips, not from the middle of the back.
- G. Grip the object firmly. Maintain the grip while lifting and carrying. Before changing or adjusting this grip, set the object down again.
- H. Straighten the legs to lift the object, and at the same time bring the back to a vertical position. A good tip is to look up at the sky or ceiling when beginning the lift.
- I. Never carry a load that you cannot see over or around. Make sure the path of travel is clear. Carry the object close to the body.
- J. Never turn at the waist to change direction or to put an object down. Turn the whole body and crouch down to lower the object. Grip the object firmly, keep it close, and keep the back straight (not arched). To keep hands from being pinched against the floor, put one corner of a box or similar object down first, so that the fingers can be removed from under the sides.
- K. When lifting an object with another person, employees shall be sure that they both lift at the same time and let the load down together. One person should give the signals or orders.
- L. Improper lifting methods require unnecessary effort and often lead to injury. Ask for help when it is necessary to lift any object that is difficult to handle due to its weight, shape, or size.
- M. When carrying long objects each person shall be on the same side of the load.
- N. When two or more persons are carrying an object, each employee, if possible, should face the direction in which the object is being carried.

Painting

- A. Employees using paints, lacquers, thinners, or solvents should avoid inhaling the vapors or getting these materials into their mouths and should wash their hands carefully before eating.
- B. Employees wearing clothing contaminated with paint or thinner shall not use or go near open flames.
- C. Spraying areas in which dangerous quantities of flammable vapors, mists, combustible residues, dusts, or deposits are present shall be provided with adequate mechanical ventilation, which exhausts to a safe location. This ventilation shall be kept in operation while spraying operations are being conducted and for a sufficient time thereafter to allow vapors to be exhausted.
- D. Smoking, welding, open flames, or sparks shall not be permitted in areas where employees are spraying with a combustible or flammable material.
- E. "NO SMOKING" signs shall be conspicuously posted in spraying areas and on paint storage rooms.
- F. Approved portable safety lamps shall be used in paint spraying areas in which dangerous quantities of flammable vapors, mists, combustible residues, dusts, or deposits are present during spraying operations.
- G. Fire protection sprinklers for paint spray booths or spraying areas should be kept as free from deposits as practicable by cleaning daily, if necessary, or by covering the sprinkler head with a very light weight plastic bag that would not interfere with the proper operation of the sprinkler.
- H. Suitable portable fire extinguishers shall be installed near paint spraying areas.
- I. Employees using spray-painting equipment shall wear an approved mask or respirator and eye protective equipment.

FLEET SAFETY

GENERAL SAFETY RULES

- A. Only those employees specifically authorized and who possess a valid license or permit for the equipment being used shall operate company-owned motor vehicles or personally owned vehicles on company business.
- B. Drivers shall know and obey all state and local motor vehicle laws applicable to the operation of their vehicle.
- C. The driver shall drive at safe speeds no greater than that permitted by law. Traffic, road, and weather conditions shall be given consideration in determining the safe speed within the legal limit at which the vehicle shall be operated.
- D. Maintain a safe distance from other vehicles. On dry pavement, under good driving conditions use the two (2) second rule for spacing. Pick out a point in the road that is clearly visible, like a shadow, bridge or road signpost. When the vehicle is front passes that mark, begin to count "one thousand and one, one thousand and two." If your vehicle passes the mark before you count one thousand and two you are following too closely. Slow down!
- E. A driver shall not permit unauthorized persons to drive, operate, ride in, or on, a company vehicle.
- F. Operator(s) will always wear their seat belt, when provided, while operating city vehicles and equipment. Should seatbelts not be provided, Per Missouri law the following exceptions apply:
 - 1. Vehicles with a gross weight of 6 or more tons.
 - 2. Vehicles manufactured prior to January 1, 1968.
- G. Employees shall not be permitted to ride or be placed on any part of a moving vehicle that is not designed for safe human transport or part of a work procedure.
- H. Employees shall not ride on trailers.
- I. Employees shall not jump on or off vehicles in motion.
- J. Make sure you are in a comfortable driving position and that you can reach all controls.

- K. Adjust mirrors, both the inside and on the outside. When you look at the outside mirror you should be able to see the rear fender.
- L. While operating any vehicle, refrain from cellular telephone use altogether, use hands-free equipment that allows both hands to stay on the wheel, or pull over to the side of the road before making or accepting a call.
- M. Never attempt to take notes, read work orders, or otherwise divert your attention while driving. All conversations should be suspended during heavy vehicular or pedestrian traffic, severe weather, or any other condition, which may compromise concentration and safety.

Inspection of Equipment

- A. The driver shall determine that brakes are in a safe operating condition before operating equipment. If brakes are not working properly, they must be corrected before vehicle is used.
- B. The driver shall inspect windshield wipers frequently and see that they are in good operating condition and that the windows and windshield give sufficient visibility for safe operation of vehicle.
- C. All lights and reflectors of vehicle shall be inspected by the driver doing any night driving, and if found defective, they shall be repaired immediately.
- D. Check proper operation of all other equipment, including handbrake - emergency brake, turn signals, horn, tires, steering, etc.
- E. The driver shall report any defects, which may have developed during the day. If the brakes are not working properly, they shall be adjusted or repaired before the vehicle is put in operation. Other items, which affect safety, shall be repaired prior to continued vehicle operation.
- F. The driver shall be responsible for ensuring that trash or debris will not escape the vehicle while in motion.

Exhaust Gas

The driver shall not operate the motor in any garage except when driving in or out, and then the motor shall be operated as little as practicable. The motor shall not be warmed up inside a garage nor shall the driver test motor operation in a garage unless the exhaust gas is carried directly to outside atmosphere, or doors and windows are open so that adequate ventilation exists.

Operation

- A. The operator of a motor vehicle shall clearly signal his intention of turning, passing or stopping.
- B. Upon a signal from a vehicle approaching from the rear, the driver of a company vehicle shall yield the right of way.
- C. Drivers shall be prepared to stop and the right of way shall be yielded in all instances where necessary to avoid an accident.
- D. The driver of a vehicle shall be courteous toward other operators and pedestrians. He shall operate his vehicle in a safe manner and shall yield the right of way to pedestrians and other vehicles when failure to do so might endanger any person or another vehicle.
- E. The driver shall stay a sufficient distance behind when following another vehicle so that he can safely stop the vehicle in the clear distance ahead.
- F. Drivers shall exercise added caution when driving through residential and school zones.
- G. When entering or leaving any building, enclosure, alley, or street where vision is obstructed, a complete stop shall be made, and the driver shall proceed with caution.
- H. Trucks on which derricks or booms are erected above traveling height shall not be moved except under the immediate direction of a designated employee, who shall give his undivided attention to the movement.
- I. Before a radio equipped vehicle is driven under or adjacent to energized equipment, especially in substation areas, the radio antenna shall be lowered, and clearance checked in order to ensure that proper clearances will be maintained between the vehicle and energized equipment.
- J. All ignition systems shall be turned off and no smoking permitted while refueling.
- K. When proceeding down a grade, the clutch shall not be disengaged. Trucks, particularly if heavily loaded, shall be in a lower gear on steep grades.
- L. Per Missouri law, headlights will be turned on during any period of inclement weather, when fog is present, or when the windshield wipers are used.

Parking

- A. When vehicles must be parked on the roadway, they shall be parked on the right-hand side facing in the direction of traffic flow, whenever possible.

- B. When parking on a roadway, vehicles shall park off the traveled road surface, whenever possible. When vehicles must park closer than 10 feet to the traveled road surface, appropriate warning devices shall be used.
- C. Proper warning lights, reflectors, or red flags in accordance with state or local requirements shall protect trucks or trailers stopped on any public roadway.
- D. Vehicles shall not be parked on bridges or over culverts except when necessary for work.
- E. Wheel chocks will be used on large vehicles whenever parked as an added protection along with the vehicle's emergency brake system.
- F. When it is necessary to park on an incline, the driver shall make sure the vehicle is left in a safe position. The engine shall be turned off, the vehicle placed in the lowest gear, or "park" position, and the parking brake set. The front wheels shall be cut into the curb, or if a curb is not present, the rear wheels shall be chocked.

Backing

- A. Whenever possible, the vehicle shall be positioned to avoid the necessity of backing later.
- B. Extreme caution shall be exercised when backing a vehicle, to avoid injury to persons and to prevent property damage. If another employee is present, he shall be stationed at the rear of the vehicle to assist the driver in backing the vehicle safely. Turn your head and look back, don't just look in the rear-view mirror. Never back fast or far or into an intersection.
- C. When backing a vehicle which has an obstructed view to the rear:
 - 1. A reverse signal (back-up alarm) audible above the surrounding noise level shall be used, or
 - 2. An observer shall signal that it is safe to back.
 - 3. Back slowly.
 - 4. Watch both sides but do not depend entirely on mirrors.
 - 5. In any difficult backing situation, enlist the help of another person on the ground as a guide, when such help is available.

Stopping on Highway

- A. Stopping on the highway shall be avoided.

- B. When it is necessary to stop on the highway, extreme caution shall be used. Warning signals and lights shall be used.
 - 1. Rotating beacon shall be used if vehicle is so equipped.
 - 2. Taillights/emergency flashers shall be used.
 - 3. Flares or reflectors shall be placed to give adequate advance warning.
 - 4. If work is in progress, traffic control devices (together with flagmen, where necessary) shall be used. (See Section 501 - Work Zone Barricading)

Refueling Motor Vehicles

- A. Stop the engine before fueling.
- B. Avoid static sparks by inserting the hose nozzle firmly in the tank; making sure that metallic contact is made. Keep a hand on the nozzle throughout the entire delivery to prevent overflow.
- C. Maintain tight connections on the hose and nozzle to eliminate all leaks.
- D. Do not permit the tank to overflow.
- E. Drain the hose before removing the nozzle.
- F. Hang the nozzle securely and see that the cap is placed tightly on the tank.
- G. Change clothing immediately if it is saturated with gasoline to prevent possible burns or injury to the skin.
- H. Use only Stoddard solvents or some other high flashpoint solvent for cleaning purposes.
- I. Prohibit smoking in the area when delivering or receiving gasoline.

DRIVER SELECTION

The selection of employees who will be required to drive full or part-time will be done with care. Drivers of City vehicles can be considered qualified when they meet the following criteria:

- 1. Possess a valid Missouri Driver's License of the proper class.
- 2. At the supervisor's discretion, be capable of passing an eye exam to determine depth perception, visual acuity, vertical and lateral balance, field of vision, and color recognition.

3. Successfully passes a road test administered by a supervisor.

PREVENTIVE MAINTENANCE

The preventive maintenance program for City vehicles is essential. The maintenance program will include the checking of vehicles daily and monitoring to assure proper maintenance. Repairs shall be made on noted defects.

HAZARD COMMUNICATION PROGRAM

CITY of SAINTE GENEVIEVE
Prepare By / Date:
Revised By / Date:
Program Administrator(s)
Contact Information

Policy

To ensure that information about the dangers of all hazardous chemicals used by the CITY is known by all affected workers, the following Hazard Communication Program has been implemented. Under this program, employees will be trained on the following:

- Requirements of the OSHA Hazard Communication Standard.
- The operations where exposure to hazardous chemicals may occur.
- How employees can access this program, as well as labels and Safety Data Sheets (SDSs).

This program applies to any chemical which is known to be present in the workplace in such a manner that may expose workers under normal conditions of use or in a foreseeable emergency. All work areas that involve potential exposure to chemicals are part of the Hazard Communication Program.

PROGRAM ADMINISTRATOR RESPONSIBILITIES

- Ensure that the Hazard Communication Program is available to all employees for review.
- Provide Hazard Communication Right-to-Know information for employees by displaying the posters on bulletin boards.
- Comply with all procedures within this program and hold employees accountable for safe work practices when working with hazardous chemicals/substances.
- Ensure all employees comprehend the hazards associated with the chemicals/substances they use during their job tasks.
- Provide and maintain proper engineering, administrative controls, and PPE.
- Provide all required job and safety training.
- Conduct an annual review of this program and revise as needed.
- Ensure SDS's are being provided from vendor(s) and will follow up with the vendor(s) if not.

EMPLOYEES RESPONSIBILITIES

- Be familiar with and follow all safety rules, guidelines, and procedures, and adhere to proper engineering controls that are currently in place or will be installed in the future.
- Review the Right-to-Know information and request that their Department Head/Supervisor clarify anything that is not clear to them.
- Follow all guidelines and procedures of the Hazard Communication Program.
- Use and maintain proper PPE recommended on the SDS for the specific chemical being used.
- Immediately report to a supervisor any chemical hazards that they observe.
- Request from a supervisor training or additional training if they do not comprehend the work practices, hazards, or any other chemical related issues to be used during their job duties.
- Obtain a Hazardous Materials list for their department from their program administrator.
- Know where SDS are located, review the chemical SDS before using a chemical, and wear proper PPE as recommended on the SDS for the specific chemical being used.
- Notifying the supervisor of torn, damaged or illegible labels or unlabeled containers.
- Alert Department Head/Supervisor or the Program Administrator of any missing or incorrect information on SDS.
- Participate in training.

METHOD OF COMPLIANCE

HAZARD DETERMINATION

The hazardous chemical evaluation conducted by the specific manufacturer of the chemical(s) used is accepted as the hazard determination by the Hazard Communication Standard.

CHEMICAL INVENTORY

- Each Department Head/Supervisor is responsible for the development and maintenance of the hazardous chemical/substance master inventory and for obtaining the chemical information and SDS.
- When a new hazardous chemical/substance is introduced into the workplace, the hazardous chemical/substance inventory shall be updated before employees use the chemical.
- Chemical samples require a SDS to be reviewed for hazards before using the chemical in the workplace. No chemicals are accepted without their respective SDS.

- Employees are encouraged to review the hazardous chemical inventory in the SDS binder or provide access to the computer SDS file.

PERSONAL PROTECTIVE EQUIPMENT (PPE)

- PPE shall be provided to employees at no cost.
- All employees shall be trained in the use of proper PPE for the task/procedure to be performed.
- PPE shall be provided and worn in accordance with the manufacturer's recommended SDS.
- Employees shall store, inspect, and dispose of PPE according to the SDS.
- All PPE defects shall be reported to the immediate supervisor (refer to Personal Protective Equipment Program for additional requirements).

LABELS AND SIGNS

- Biohazard labels shall be affixed to all containers of regulated waste, refrigerators and any other type of container or equipment used to store, transport, or ship blood or other potentially infectious materials.
- Hazard container labels shall be fluorescent orange or orange-red and shall be affixed.
- When a new hazardous chemical is introduced in the workplace, the department head/supervisor shall ensure the label/tag is legible and accurately displays the hazardous information.

MANUFACTURER LABEL

- Each Department Manager/Supervisor is responsible for coordinating labelling activities to ensure that they are compliant.
- Employees are responsible for evaluating hazardous chemicals containers arriving in their work area to ensure that the label, tag, or markings are appropriate.
- When a new hazardous chemical is introduced in the workplace it will be immediately checked for the proper label or tag.
- If the label is incorrect, the manufacturer must be contacted.
- The manufacturer label must include the following:
 1. The product's identity
 2. Signal word (danger, warning)
 3. Hazard Statement(s)
 4. Pictogram(s)
 5. Precautionary statement(s)
 6. Name, address, and telephone number of the chemical manufacturer, importer, or other responsible party.

WORKPLACE LABELING

- The labeling system to be used will follow the requirements found in the OSHA Hazard Communication Standard and will be consistent with the United Nations Globally Harmonized system (GHS) of Classification of Labeling of Chemicals.
- Workplace labels shall be legible, written in the English language, and prominently displayed on the container.
- If the employee(s) speak languages other than English, the labels may be completed in additional languages as well, and the information is also presented in English.

SECONDARY CONTAINERS

- When a chemical is transferred from the original container to a portable or secondary container shall be clearly marked/labeled.
- The container will be labeled, tagged, or marked with a GHS label containing the following information:
 1. Name of the chemical or identifier
 2. Signal word(s)
 3. Hazard statement(s)
 4. Pictogram(s)
 5. Precautionary statement(s)
- Portable containers into which hazardous chemicals are transferred from labeled containers, and that are intended for the immediate use of the employee who performs the transfer do not require a label, provided that the employee always maintains possession and the product is used up during their work shift or properly disposed of at the end of their workday.
- If the portable container will be used by more than one employee or used over the course of more than one shift, the container must be labeled. Food and beverage containers should never be used for chemical storage.
- Where an area may have a hazardous chemical in the atmosphere (e.g., where extensive welding occurs), the entire area will be labeled with a warning placard.

MIXING CHEMICALS

The mixing of chemicals is not advised and requires approval of the Department Head/Supervisor, or the Program Administrator.

PIPING

- If hazardous chemicals flow through a piping system, labeling shall be applied at access points lines every 10' and where the piping is 8' feet or closer to employees. Mark pipes 25' to 50' intervals on straight runs.

- Font size of the pipe label lettering will be determined by the pipe's outer diameter and color combination to determine pipe contents, as recommended by ANSI/ASME A.13.1. See below tables for assistance.
- Placed so they can be easily read.
- Placed near valves, change of directions, branch, and entry /reentry points through floors and walls.
- Unlabeled Pipes – natural gas leading to heating unit(s), water (non-hazardous), or compress air lines.

Color Combinations	New Standard ASME A13.1-2007 (R2013)	Old Standard ASME A13.1-1996 (R2002)
White on Red	Fire quenching fluids	Fire quenching materials
Black on Orange	Toxic and corrosive fluids	
Black on Yellow	Flammable fluids	Hazardous Materials Flammable or explosive Chemically active or toxic Extreme temperatures or pressures Radioactive
White on Brown	Combustible fluids	
White on Green	Potable, cooling, boiler feed, and other water	Low hazard materials
White on Blue	Compressed air	Low hazard gases
White on Purple	User defined	
Black on White	User defined	
White on Gray	User defined	
White on Black	User defined	

Outside Diameter Of Pipe	Length of Color Field	Letter Height
0.7 in-1.3 in	8 in	0.5 in
1.4 in-2.4 in	8 in	0.7 in
2.5 in-6.7 in	12 in (305 mm)	1.3 in

6.8 in-10 in	24 in (610 mm)	2.5 in
10 in or bigger	32 in (813 mm)	3.5 in

SAFETY DATA SHEETS

Manufacturer's SDS are created to inform employees of potential chemical hazards. An SDS is written or printed material defining a chemical and listing the following components:

- Section 1: Identification includes product identifier, manufacturer or distributor name, address, phone number, emergency phone number, recommended use, and restrictions on use.
- Section 2: Hazard(s) identification includes all hazards regarding the chemical and required label elements.
- Section 3: Composition/information on ingredients includes information on chemical ingredients and trade secret claims.
- Section 4: First Aid measure includes important symptoms/effect, acute, delayed requirement treatment.
- Section 5: Fire-fighting measures lists suitable extinguishing techniques, equipment, chemical hazards from fire.
- Section 6: Accidental release measures list emergency procedures, protective equipment, proper methods of containment and cleanup.
- Section 7: Handling and storage lists precautions for safe handling and storage including incompatibilities.
- Section 8: Exposure controls/personal protection lists OSHA's Permissible Exposure Limits (PELs), Threshold Limit Values (TLV's) appropriate engineering controls, and PPE.
- Section 9: Physical and chemical properties list the chemical's characteristics.
- Section 10: Stability and reactivity list chemical stability and possibility of hazardous reaction.
- Section 11: Toxicological information includes routes of exposure, related symptoms, acute and chronic effects, and numerical measures of toxicity.
- Section 12: Ecological*
- Section 13: Disposal consideration*
- Section 14: Transportation information*
- Section 15: Regulatory information*
- Section 16: Other information

* OSHA does not enforce this since other agencies regulate this information.

NON-ROUTINE TASKS

The Department Head/Supervisor will review known physical and health hazards with employees who must do non-routine tasks. This review will generally occur at the time the work is scheduled; however, in an emergency the review will occur immediately before the work is to begin.

The review should include, but is not limited to the following:

- Identification of the hazardous chemical involved.
- Methods of detecting the presence or release of the chemical being used.
- Specific physical and health hazards of the chemical being used.
- Appropriate safety controls to include work practices, emergency procedures, and PPE.
- Provide the employee an opportunity to review the SDS.

Examples of non-routine tasks can include the following (things that are done annually or less):

- Maintenance or repair work on building equipment
- Operating new or experimental equipment
- Cleaning of equipment outside normal processes

TRAINING

Employees that work with or are potentially exposed to hazardous chemicals will receive initial training and as needed thereafter, or when procedural changes take place. New or transferred employees will receive the training and information prior to working with the chemical/substance.

In the event a new hazard is introduced, or a hazard changes, each Department Head/Supervisor shall review the SDS with the employee prior to working with the chemical/substance.

Prior to starting work, each new employee will receive information and training on the following:

- An overview of the Hazard Communication Standard requirements.
- Chemicals that are present in their workplace operations and location of hazards.
- Location and availability of the written program and its contents
- Physical and health effects of the chemicals in their work area, including hazards contained in unlabeled pipes.
- Methods and observation techniques used to determine the presence or release of hazardous chemicals in the work area.

- PPE requirements and prevention methods to decrease chemical exposures using work practices and engineering controls.
- Methods taken to decrease or prevent exposure to chemicals.
- How to obtain manufacture information and SDS.
- How to review, read, and understand SDS, manufacturer labels, and HMIS labels for appropriate hazard information.
- The location of the SDS binders / computer files that includes the chemical inventory.
- Emergency procedures

The Program Administrator along with each Department Head/Supervisor is responsible for conducting Hazard Communication training and maintaining all training records.

Training will be completed through the classroom or hands-on. Training documentation will include a summary of the topics covered in the training session, the date, who was presented, and the signatures of all attendees.

Training records are completed for each employee upon completion of training. These documents are kept for at least three (3) years.

The training records include:

- The dates of the training session(s)
- The contents or a summary of the training session
- The name of the trainer
- The name, job title, and signature of all persons attending the training session.
- The completed test of all persons attending the training session, when applicable

CONTRACTORS

Contractors shall:

- Be qualified to perform specific contracted work
- Required to notify the city of any hazardous chemical(s) brought onto a worksite
- Provide an SDS before any work begins.

Contractors will be required to have all chemical containers "clearly labeled" when bringing them into the workplace or on the worksite.

The employer shall conduct a safety orientation prior to the beginning of work, where both parties shall communicate the following:

- Information regarding workplace hazards and precautionary measures to protect employees during the normal job tasks and in foreseeable emergency situations.
- Emergency communication procedures.
- The location of the SDS binder or provide access to the computer SDS file.
- The hazardous chemical labeling system.

On-site employees shall have applicable SDS in their vehicles to provide exposure information.

RECORDKEEPING

All SDS's will be kept for a period of 30 years after use of the substance has been discontinued.

Each Department Head/Supervisor is required to document the date that the chemical was removed from the active SDS binder or computer files.

In the event that an employee experiences an occupational exposure to a hazardous chemical, toxic substance, harmful physical agent or biological agent, the SDS and supporting documentation will become part of the employee's medical records.

All workplace sampling results, methodology, calculations use to determine results, summary of data used to obtain the results, as well as exposure or medical records used for analysis, shall be kept for a period of 30 years.

If biological monitoring is used as an exposure record, it will be kept for a designated period of time for the specific exposure required under each specific standard under 29 CFR 1910 Subpart Z.

These records will be provided at no cost to the employee or their designated representative upon request.

CHEMICAL LOCATIONS ATTACHMENT

Insert a picture of the location(s) where the chemicals are stored and describe the location where the tanks, chemical cabinets, piping, etc. are located.

COMMUNICABLE DISEASES

Policy Statement

The Purpose of this policy is to provide guidelines for City Employees in preventing the contraction of communicable diseases. This policy will be augmented by individual department policies which will further delineate procedures necessary to meet departmental responsibilities without sacrificing personal safety.

Policy

- A. The policy of the City is to safeguard employees, and the public, who may come in contact with the people who have, or are suspected of having, a communicable disease.
- B. Employees are responsible for treating people fairly and humanely. When handling or assisting persons with medical afflictions, employees must be sensitive towards the person's condition and treat the person with respect.
- C. Universal precautions shall be observed to prevent contact with blood or other potentially infectious materials. When differentiation between body fluid types is difficult or impossible, all body fluids shall be considered potentially infectious materials. All employees will utilize universal precautions.
- D. Information regarding an employee, arrest, or any person with a communicable disease is confidential. Access to such information is limited to staff who have a legal need to know. Written consent of the individual must be obtained prior to release of information except as required by law.
- E. Any exposure to a specific communicable disease not addressed by this policy shall follow the CDC guideline for that disease, i.e. HIV, Tuberculosis, COVID, SARS, etc.
- F. The city will appoint an infectious disease officer responsible for administration/implementation of this policy and their job description will reflect this new responsibility.

A copy of this program is located in the city's Loss Control Manual which each employee has been given a copy. If an employee needs an additional copy of their Loss Control Manual, please contact the city and another copy will be made available.

Procedures

Citywide Engineering and Work Practice Controls

- Employers shall provide handwashing facilities which are readily accessible to employees.
- When provision of handwashing facilities is not feasible, the employer shall provide either an appropriate antiseptic hand cleanser in conjunction with clean cloth/paper towels or antiseptic towelettes. When antiseptic hand cleansers or towelettes are used, hands shall be washed with soap and running water as soon as feasible.

- Employers shall ensure that employees wash their hands immediately or as soon as feasible after removal of gloves or other personal protective equipment.
- Employers shall ensure that employees wash their hands and any other skin with soap and water, or flush mucous membranes with water immediately or as soon as feasible following contact of such body areas with blood or other potentially infectious materials.
- All work areas should be kept clean and sanitary.
- All sharps must be disposed of in an approved sharps container.
- PPE must be worn anytime there is a potential for handling blood or OPIM.

Supplies

When there is occupational exposure, the city shall provide, at no cost to the employee, appropriate personal protective equipment. Personal protective equipment will be considered "appropriate" only if it does not permit blood or other potentially infectious materials to pass through to or reach the employee's work clothes, street clothes, undergarments, skin, eyes, mouth, or other mucous membranes under normal conditions of use and for the duration of time which the protective equipment will be used.

The city shall ensure that appropriate personal protective equipment in the appropriate sizes is readily accessible at the worksite or is issued to employees. Hypoallergenic gloves, glove liners, powderless gloves, or other similar alternatives shall be readily accessible to those employees who are allergic to the gloves normally provided.

Each City department must maintain a supply of protective equipment for the hazards likely to be encountered.

Protective supplies will consist of, but are not limited to, the following items:

- Disposable latex gloves.
- Protective face mask that covers the nose and mouth area.
- Eye protection with vapor proof side shields.
- Barrier resuscitation equipment.
- Containers for disposal of needles and other "sharps".
- Leather gloves for cleanup where puncture hazards exist.
- Heavy duty clean up gloves for disinfection of contaminated equipment.
- Scrub brushes for use in disinfection procedures.
- Protective gowns for use during treatment or disinfection procedures.
- Barrier tape for isolating contaminated areas.
- Sealable plastic "Bio-Hazard" bags.

When City issued or personal property is contaminated by blood or bodily fluids, employees will disinfect the items in accordance with this policy.

Full protective equipment including protective equipment, protective eyewear, protective gloves, protective gown, and protective face mask must be worn for disinfection operations.

Contaminated equipment should be washed with a soap and water solution prior to disinfection to remove excess contamination.

Contaminated equipment must be disinfected with a 1:10 solution of bleach and water.

Fluids used during disinfection procedures will be disposed of in the sanitary sewer system.

Disinfected items will be washed thoroughly and wiped with disinfection solution and allowed to air dry before being returned to service.

Items that cannot be adequately disinfected will be sealed in a "Bio-Hazard" bag and delivered to the Infection Control Officer for disposal.

Contaminated clothing must be either spot cleaned with solution or sealed in a "Bio-Hazard" bag for disposal by the Infection Control Officer."

If it is determined that effective disinfection is not practical the employee will be notified by the Infection Control Officer, or immediate supervisor, to submit documentation for replacement of the articles. Documentation must include the time, date, and incident at which the articles became contaminated.

A change of clothing will be made available for the employee if his personal clothing becomes contaminated. In those departments where contamination is a daily hazard, employees are encouraged to keep a change of clothing in their work areas.

Contaminated needles and other contaminated sharps shall not be bent, recapped, or removed. Shearing or breaking of contaminated needles is prohibited.

Immediately or as soon as possible after use, contaminated reusable sharps shall be placed in appropriate containers until properly reprocessed. These containers shall be:

- Puncture resistant.
- Closable
- Leakproof on the sides and bottom.
- Maintained upright.
- Not allowed to be overfilled.
- Warning labels shall be affixed to containers of regulated waste. Labels should include the following legend:
 - These labels shall be fluorescent orange or orange-red or predominantly so, with lettering and symbols in a contrasting color.
 - Red bags or red containers may be substituted for labels.

Vehicle Contamination

Disinfection procedures and equipment for vehicular decontamination is the same as those used for equipment disinfection.

Whenever possible the Infection Control Officer should oversee the disinfection of a vehicle.

Any excess contaminants should be disposed of in a sanitary sewer whenever possible.

Clean up rags and excess contaminants must be placed in a sealed "Biohazard" bag and a disposed of in accordance with City Policy.

Care should be taken when cleaning the seat, floor, or other areas where liquids may immigrate.

Contamination of Individuals

The City accident report will be completed whenever an employee is contaminated or has reason to believe he/she has been contaminated.

An "Exposure Report Form" must be completed by the employee detailing all information relative to the contamination situation.

The Infection Control Officer, or officer in command if the Infection Control Officer is not present, will direct the employee to what testing procedures will be conducted to verify/disprove contamination.

Information received regarding exposure or possible exposure is confidential.

Training

City employees who face the possibility of occupational exposure to communicable diseases will receive initial and annual training in their individual departments.

The Infection Control Officer is responsible for developing an ongoing training program to explain the hazards present and appropriate preventative measures. In addition, the training program covers, at a minimum, the following elements:

- An explanation of the city's ECP and how to obtain a copy.
- An explanation of methods to recognize tasks and other activities that may involve exposure to blood and OPIM, including what constitutes an exposure incident.
- An explanation of the use and limitations of engineering controls, work practices, and PPE.
- An explanation of the types, uses, location, removal, handling, decontamination, and disposal of PPE.
- An explanation of the basis for PPE selection.
- Information on the hepatitis B vaccine, including information on its efficacy, safety, method of administration, the benefits of being vaccinated, and that the vaccine will be offered free of charge.
- Information on the appropriate actions to take and people to contact in an emergency involving blood or OPIM.
- An explanation of the procedure to follow if an exposure incident occurs, including the method of reporting the incident and the medical follow-up that will be made available.

- Information on the post-exposure evaluation and follow-up that the employer is required to provide for the employee following an exposure incident.
- An explanation of the signs and labels and/or color coding required by the standard and used.
- An opportunity for interactive questions and answers with the person conducting the training session.

The Infection Control Officer will document training given and provide such documentation to the Risk Management Coordinator. The training records include:

- The dates of the training sessions.
- The contents or a summary of the training sessions.
- The names and qualifications of the people conducting the training.
- The names and job titles of all the people attending the training sessions.

EXPOSURE REPORT FORM

EXPOSED EMPLOYEE INFORMATION

Name:

Home Phone:

Social Security Number:

Address:

City:

Zip Code:

City Department:

Job Title:

INCIDENT INFORMATION

Incident Number:

Date:

Incident Type:

EXPOSURE DESCRIPTION

Exposure Date:

Exposure Time:

1. What body fluids were you in contact with?

Blood:

Feces:

Saliva:

Sputum:

Sweat:

Tears:

Urine:

Vomitus:

Other (describe):

2. What was the method of contact:

____ Needle stick with contaminated needle.

____ Blood or body fluids into natural body opening (e.g., nose, mouth, eye).

____ Blood or body fluids into cut, wound, sores, or rashes less than 24 hours old.

Please specify:

____ Blood or body fluids on intact skin.

____ Other (describe specifically):

3. How did the exposure occur? Be specific:

4. What action was taken in response to the exposure to remove the contamination (e.g. hand washing)?
5. What personal protective equipment was being used at the time of exposure?
6. Please describe any other information related to the incident. Use a separate piece of paper if needed:

SOURCE OF EXPOSURE

Name of Person (source of exposure):

Sex: Receiving Health Care Facility:

Transported by:

Persons Physician:

MEDICAL INFORMATION

1. Did you seek medical attention? Date:

 If yes, where?

2. Did you contact Infection Control Officer?

 If yes, give date and time:

 Name of Infection Control Officer:

EMPLOYEE SIGNATURE

DATE

INFECTION CONTROL OFFICER'S SIGNATURE

DATE

COMMUNICABLE DISEASE FOLLOW-UP NEEDED? YES

NO

COMMUNICABLE DISEASE EXPOSURE FOLLOW-UP FORM

Employee Name:

Exposure Date:

Incident Number:

Exposure Time:

Exposure Source:

Patients Communicable Disease Diagnosis:

How was this diagnosis made known? Source name and phone number:

Date diagnosis was made known to you:

Has employee ever received appropriate vaccination(s)?

Yes

No

If yes, which vaccination and when?

Please document all interaction (telephone, verbal, correspondence, or other) with employee or source (patient) treatment facility concerning this exposure:

DATE, SUMMARY OF PERSON CONTACTED, COMPANY, DISCUSSION, ETC.

SEWER BACKUP POLICY

- A. The City of Sainte Genevieve will investigate all sewer backups immediately upon notice to determine the cause of the overflow and identify any corrective action.

- B. In the event of a sewer backup the City shall immediately advise the homeowner of the following emergency procedures to take to protect his or her property and minimize any damage. Always remind the homeowner that he or she has a personal duty to protect their own property, regardless of who pays for it.
 - 1. The City will notify its insurer.
 - 2. The homeowner shall contact their insurance agent for guidance on submitting a claim to their insurer.
 - 3. Photographs should be taken of the backup both prior to and after removing the water and sewage.
 - 4. All water and sewage should be immediately removed from the basement.
 - 5. Remove all wet rugs, clothes, boxes, and other items from the basement area.
 - 6. A professional carpet cleaning service should be called immediately to extract the water from the carpet, and then clean and deodorize the carpet.
 - 7. If the water was high enough to involve a motor on a furnace or electrical appliance, a reputable repair service should be called in to remove the motor and have it dried. In most cases a motor can be dried without incurring any damage to the motor.
 - 8. All concrete floors or tile floors should be washed down with fresh water, and then washed with a strong germ killing and odor killing solution.
 - 9. All items such as sewing machines, typewriters, etc. that have finely machined parts should be taken immediately to a repair facility so that they may be cleaned and oiled.
 - 10. All items contained inside a wet box should be removed and dried, and the boxes thrown out.
 - 11. All wood furniture and wood items should be thoroughly dried and wiped with an oil base wood polish.
 - 12. All wet paper items should be removed from the basement and stored outside or disposed of depending on the value.

13. The basement area should then be properly dried through ventilation, use of floor fans, and a dehumidifier if available. Floor fans and dehumidifiers can be rented from a local rental shop.
14. Instruct the homeowner to stop at that point and contact their insurance carrier or the City's insurer concerning inspecting the remaining damage, if any, and obtaining further instructions about repair or replacement. **DO NOT** throw anything out, except for inexpensive paper products until the insurers have had a chance to inspect them.
15. Should the homeowner refuse to cooperate with these emergency measures, the homeowner should be informed that if damage occurs because of their delay, that portion of their loss will not be covered. By law, the homeowner has the duty to minimize the damage regardless of the fault or who is paying for the loss.

Following notice received by the City, a log entry will be completed, and notice will be forwarded to the sewer department. Upon arrival at the site, procedures will be undertaken to determine if the overflow is a result of blockage of the city main.

If the city main does not appear to be blocked, then the line shall be inspected using the sewer camera with the results recorded. The homeowner shall be immediately contacted and informed that the blockage is not in the city main. The homeowner may watch the video taping process if they so desire. **Under no circumstance will the city employees attempt to clean the residential service line.** A report shall be completed of the incident with the actions taken noted and the video tape number listed.

If the city main is found to be blocked the city will take photographs of the interior in all effected houses prior to and after reopening the main. Appropriate methods to identify and remove the blockage shall be undertaken. A screen shall be inserted into the downstream manhole to retrieve and remove any material dislodged. The main shall then be cleaned and inspected using a camera to determine that it is fully cleaned and in satisfactory condition. Repeated cleaning shall be conducted as necessary until the line is found to be fully cleaned. A report shall be completed of the incident with the actions taken noted. The cause of the blockage shall be identified (i.e. root growth, grease buildup, foreign object) and any contributing factors listed (ie. cracked, damaged, or collapsed pipe, offset bell, intruding connection, insufficient slope or etc.). The appropriate, reasonable method to prevent reoccurrence shall also be listed (ie. replace pipe, repair connection, etc.). In the event of a grease build up or a foreign object in the line then actions shall be taken to determine the source. The line shall be placed on a routine preventive maintenance schedule until corrective actions can be taken to prevent reoccurrence.

All reports shall be forwarded to MIRMA within two days for claims processing. Any additional information shall be provided, even if there has been a significant amount of time between when the claim was reported and when the new information was learned. Even if the claim has closed, we may still have subrogation possibilities.

OCCUPATIONAL ILLNESS AND INJURY CONTROL

In addition to methods cited previously, there are several steps which can be taken to reduce the possibility of occupational illness and injuries.

PHYSICAL FITNESS

The fitness of each employee is the key in preventing personal injuries. Employees are encouraged to maintain good health and exercise habits.

FIRST-AID TREATMENT FOR SICK OR INJURED EMPLOYEES

1. Injuries, regardless of how minor, must be reported to the supervisor and call Clinical Care 24. If the supervisor is not available, the injured employee should contact Clinical Care 24 and follow their instruction and then report the injury to their supervisor. The supervisor must see that the injured employee seeks first aid or medical treatment.
2. The family of an employee who is seriously ill or injured must be promptly notified by the supervisor or his/her representative.
3. The Department Director, Risk Management Coordinator, and City Administrator shall be notified by the supervisor or his/her representative.

Clinical Care 24 Telephonic Case Management Program

Program facilitates immediate telephonic nurse contact on a 24/7 basis for injured employees while providing immediate accident reporting to the Member representative and MIRMA as soon as accidents are reported. Telephonic nurse contact will assess and advise employee of the most prudent course of medical treatment. Nurse will triage patient care to ensure appropriate and timely medical care while minimizing any lost time of regular work hours. Telephonic nurse follow up with injured employee and authorized medical provider to assess appropriateness of care while coordinating information to MIRMA. The nurse will document contact in TPA claim system and complete the majority of the First Report of Injury.

It is not necessary to contact in the event of a catastrophic injury where immediate medical intervention is necessary.

EMERGENCY MEDICAL TREATMENT

If a serious injury occurs which requires medical treatment, administer first-aid as necessary and call an ambulance. In the event of an emergency medical situation, treatment should be obtained at the following: Ste. Genevieve Memorial Hospital

INTERACTION OF MEDICINE

An employee taking medication which causes dizziness, blackouts, drowsiness, double visions, impaired judgement, or other similar reactions shall not be allowed to work until treatment is completed, and the effects have dissipated.

INTOXICATION OF EMPLOYEES

An employee reporting to work who is obviously under the influence of alcohol or drugs shall be suspended immediately pending a thorough investigation. Upon evaluation of the facts and confirmation of a violation of work rules, the employee will be dealt with in accordance with the City's personnel regulations.

RESOLUTION 2026 -15

**A RESOLUTION RE-APPOINTING BROCK GIBSON TO THE STE. GENEVIEVE
TOURISM TAX COMMISSION.**

WHEREAS, Brock Gibson has agreed to serve a three year term on the Ste. Genevieve Tourism Tax Commission as the “Hotel/Motel Member” representative that will expire March, 2029.

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

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

Mr. Brock Gibson, is hereby appointed to the Ste. Genevieve Tourism Tax Commission this 12th day of **February, 2026**.

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

Done and approved this 12th day of FEBRUARY, 2026.

Approved by:

Brian Keim, Mayor

Mark Bishop, City Attorney

Attest:

Reviewed by:

Pam Meyer, City Clerk

David Bova , City Administrator

RESOLUTION 2026-16

**A RESOLUTION RE-APPOINTING AMANDA SCHWENT TO THE STE.
GENEVIEVE TOURISM TAX COMMISSION.**

WHEREAS, Amanda Schwent has agreed to serve a three year term on the Ste. Genevieve Tourism Tax Commission as the “Local General Business Interests” representative and her term will expire in June, 2028.

WHEREAS, the Mayor advises the Board of Aldermen of his recommendation to re-appoint Ms. Schwent.

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

Ms. Amanda Schwent, is hereby appointed to the Ste. Genevieve Tourism Tax Commission this 12th day of **February, 2026**.

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

Done and approved this 12th day of **FEBRUARY, 2026**.

Approved by:

Brian Keim, Mayor

Mark Bishop, City Attorney

Attest:

Reviewed by:

Pam Meyer, City Clerk

David Bova, City Administrator

RESOLUTION 2026-17

**A RESOLUTION RE-APPOINTING REBECCA MONIA TO THE STE. GENEVIEVE
TOURISM TAX COMMISSION.**

WHEREAS, Rebecca Monia has agreed to serve a three year term on the Ste. Genevieve Tourism Tax Commission as the “Local General Business Interests” representative and her term will expire in January, 2029.

WHEREAS, the Mayor advises the Board of Aldermen of his recommendation to re-appoint Ms. Monia.

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

Ms. Rebecca Monia, is hereby appointed to the Ste. Genevieve Tourism Tax Commission this 12th day of **February, 2026.**

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

Done and approved this 12th day of **FEBRUARY, 2026.**

Approved by:

Brian Keim, Mayor

Mark Bishop, City Attorney

Attest:

Reviewed by:

Pam Meyer, City Clerk

David Bova, City Administrator

RESOLUTION 2026-18

A RESOLUTION RE-APPOINTING BARBARA BASLER-PETERSON TO THE STE. GENEVIEVE PARKS AND RECREATION BOARD

WHEREAS, Barbar Basler-Peterson, 29 S. Gabouri Street, has agreed to be re-appointed to the Ste. Genevieve Parks & Recreation Board with a term that will expire in May, 2027; and

WHEREAS, the Mayor advises the Board of Aldermen of his recommendation to re-appoint Ms. Basler-Peterson.

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

Section 1. Ms. Barbara Basler-Peterson is hereby re-appointed to the Ste. Genevieve Parks and Recreation Board this 12th day of February, 2026.

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

Done and approved this 12th day of **FEBRUARY, 2026**.

Approved as to form by:

Brian Keim Mayor

Mark Bishop, City Attorney

Attest:

Reviewed by:

Pam Meyer, City Clerk

David Bova, City Administrator

BILL NO. 4705

ORDINANCE NO.

AN ORDINANCE OF THE CITY OF STE. GENEVIEVE AUTHORIZING THE MAYOR TO ENTER INTO AN AGREEMENT WITH SUPERIOR ROOFING STRATEGIES LLC FOR THE “WATER TREATMENT FACILITY ROOF REPAIRS PROJECT” IN AN AMOUNT OF \$28,757.88.

WHEREAS, the City of Ste. Genevieve (“City”) has a need to contract with a qualified contractor for the **“WATER TREATMENT FACILITY ROOF REPAIRS PROJECT”**; and

WHEREAS, the City advertised for bids in *The Herald* newspaper, notified recent contractors used, and received a total of two (2) proposals for the project; and

WHEREAS, the City accepted the low bid from Superior Roofing Systems LLC in the amount of \$28,757.88 at the Board of Aldermen Meeting held on January 8, 2026; and

WHEREAS, the Board of Aldermen of the City of Ste. Genevieve believe it to be in the best interests of the City to enter into the “Construction Contract”, (Exhibit “A”) incorporated by reference in this Ordinance to execute the “Water Treatment Facility Roof Repairs Project.”

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

SECTION 1. The Construction Contract with Superior Roofing Strategies LLC of Bloomsdale, Missouri, for the amount of **twenty eight thousand seven hundred fifty-seven dollars and eighty-eight cents (\$28,757.88)** is hereby approved in substantially the form of Exhibit “A” attached hereto, to execute the “Water Treatment Facility Roof Repair Project.”

SECTION 2. The Mayor is hereby authorized and directed to execute and deliver the agreement on behalf of the City.

SECTION 3. EFFECTIVE DATE. This ordinance shall be in full force and effect from and after its date of passage.

SECTION 4. REPEALER. All ordinance and parts thereof in conflict with this ordinance are hereby repealed to the extent of such inconsistency.

DATE OF FIRST READING: _____

DATE OF SECOND READING: _____

PASSED AND APPROVED BY THE BOARD OF ALDERMEN THIS ___ DAY OF _____, 2026 BY A ROLL CALL VOTE AS FOLLOWS:

VOTE

**ALDERWOMAN AMIE DOBBS
ALDERMAN PATRICK FAHEY
ALDERMAN BOB DONOVAN
ALDERMAN SAM HUGHEY
ALDERMAN JEFF EYDMANN
ALDERMAN TEDDY ROSS
ALDERMAN JOE STEIGER
ALDERMAN JOE PRINCE**

___ YES ___ NO ___ ABSENT

APPROVED AS TO FORM:

Brian Keim, Mayor

Mark Bishop, City Attorney

ATTEST:

REVIEWED BY:

Pam Meyer, City Clerk

David Bova, City Administrator

CONSTRUCTION CONTRACT

PARTIES

This Construction Contract (the "Contract") is made and entered into as of the date of the last signature below (the "Effective Date"), by and between:

CONTRACTOR: Superior Roofing Strategies LLC, a Missouri limited liability company, with its principal place of business at 91 Mill Hill Road, Bloomsdale, MO 63627 ("Contractor"); and

OWNER: City of Ste Genevieve, a Missouri municipal corporation, with its principal place of business at 165 S. 4th Street, Ste Genevieve, MO 63670 ("Owner").

Contractor and Owner may be referred to individually as a "Party" or collectively as the "Parties."

RECITALS

WHEREAS, Owner desires to engage Contractor to perform certain construction services related to roofing work at the Alliance Water Treatment Facility located at 868 Market Street, Ste Genevieve, MO 63670 (the "Project"); and

WHEREAS, Contractor represents that it possesses the necessary expertise, licenses, and capabilities to perform the Work (as defined below) in accordance with the terms and conditions set forth in this Contract;

NOW, THEREFORE, in consideration of the mutual promises and covenants contained herein, and for other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the Parties agree as follows:

ARTICLE 1: SCOPE OF WORK

1.1 Contractor shall furnish all labor, materials, equipment, tools, supervision, and other items necessary to complete the following work (collectively, the "Work"):

A. R-Loc Skylight Section (Skylights on Main Treatment Building)

Roof Tear-Off & Decking

- Remove all 8 existing skylight roofing materials down to the decking.
- Conduct a thorough inspection of the decking to identify any areas of rot, damage, or structural compromise.

Metal Roofing System Installation

- Install 8 new R-Loc metal roofing panels where skylight panels previously were, secured in accordance with manufacturer specifications to provide maximum weather resistance and performance.

Cleanup & Disposal

- Remove and properly dispose of all roofing debris, waste, and project-related materials.
- Leave the property clean, safe, and free of construction-related debris upon project completion.

B. Silicon Roof Section (Main Water Treatment Building)

Roof Substrate Preparation

- Prepare the existing roof substrate to receive both the 3-Course reinforcement application and the silicone coating system.
- Ensure all surfaces are structurally sound and suitable for restoration.

Surface Cleaning

- Thoroughly pressure wash the roof surface to remove all dust, dirt, oils, and debris.
- Confirm the surface is clean, dry, and free of contaminants prior to application of Mule Hide 115 Cleaner.

3-Course Reinforcement Application

- Apply the 3-Course system (Mule Hide A-125) to all designated areas requiring reinforcement.
- Target critical locations including:
- Roof penetrations (pipes, vents, mechanical units, etc.)
- Seams, laps, and fastener locations susceptible to water infiltration (Mule Hide 100% Silicone Sealant).

Silicone Coating Application

- Apply a uniform silicone roof coating (Mule Hide 100% Silicone Coating) across the entire roof surface to establish a seamless, watertight barrier.
- Coating shall be applied to achieve proper coverage and mil thickness (23 mil wet/20 mil dry) in accordance with manufacturer specifications.
- Utilize roller cages and roller pads to ensure even distribution and adhesion.

Final Inspection & Cleanup

- Conduct a detailed inspection to verify compliance with manufacturer requirements and industry best practices.
- Remove and dispose of all project-related waste and debris, restoring the jobsite to a clean and safe condition.

1.2 Changes to Scope of Work

Any changes to the Scope of Work must be authorized in writing by Owner through a Change Order. A Change Order shall specify the change in Work and any adjustment to the Contract Price or Contract Time. No changes to the Scope of Work shall be binding on either Party unless executed in writing by both Parties.

ARTICLE 2: CONTRACT PRICE AND PAYMENT

2.1 Contract Price

Owner agrees to pay Contractor the total sum of Twenty-Eight Thousand Seven Hundred Fifty-Seven Dollars and Eighty-Eight Cents (\$28,757.88) (the "Contract Price") for the satisfactory performance and completion of the Work in accordance with the Contract Documents.

2.2 Payment: The Contract Price shall be paid upon final completion and acceptance of the Work by Owner, less any penalties or deductions as set forth in this agreement. Owner shall pay the undisputed invoice within thirty (30) calendar days after receipt. If Owner disputes any portion of an invoice, Owner shall notify Contractor in writing within fifteen (15) calendar days of receipt of the invoice, specifying the disputed portion and the basis for the dispute. Late

payments shall bear interest at the rate of one and one-half percent (1.5%) per month, or the maximum rate permitted by law, whichever is less.

2.3 Taxes

The Contract Price includes all applicable federal, state, and local taxes, including but not limited to sales, use, and excise taxes. Contractor shall be responsible for the payment of all such taxes.

ARTICLE 3: TIME OF PERFORMANCE

3.1 Commencement and Completion

A. Contractor shall commence the Work within seven (7) calendar days after receiving a written Notice to Proceed from Owner.

B. Contractor shall achieve Final Completion of the entire Work not later than thirty (30) calendar days after receipt of the Notice to Proceed.

3.2 Liquidated Damages

A. The Parties acknowledge and agree that if Contractor fails to achieve Final Completion of the Work within the time specified in Section 3.1, Owner will suffer damages that are difficult to determine and accurately specify.

B. If Contractor fails to achieve Final Completion of the Work within thirty (30) calendar days after receipt of the Notice to Proceed, Contractor shall pay Owner liquidated damages in the amount of Two Hundred Fifty Dollars (\$250.00) per calendar day until Final Completion is achieved.

C. The Parties agree that these liquidated damages are a reasonable pre-estimate of the damages Owner will incur as a result of delay in the completion of the Work and are not a penalty.

D. Owner may deduct liquidated damages from any payments due to Contractor. If such deduction for liquidated damages exceeds the amount due to Contractor, Contractor shall promptly pay the difference to Owner.

3.3 Time Extensions

A. If Contractor is delayed at any time in the progress of the Work by acts or neglect of Owner or Owner's employees, or by changes ordered in the Work, or by labor disputes, fire, unusual delay in deliveries, unavoidable casualties, or other causes beyond Contractor's control, the Contract Time shall be extended by Change Order for such reasonable time as Owner may determine.

B. Any claim for extension of time shall be made in writing to Owner not more than seven (7) calendar days after the commencement of the delay; otherwise, it shall be waived.

ARTICLE 4: CONTRACTOR'S REPRESENTATIONS AND WARRANTIES

4.1 Contractor's Representations

Contractor represents and warrants to Owner that:

A. Contractor is a limited liability company duly organized, validly existing, and in good standing under the laws of the State of Missouri.

- B. Contractor is duly licensed and authorized to conduct business in the State of Missouri and possesses all required licenses and permits necessary to perform the Work.
- C. Contractor has the full legal right, power, and authority to enter into this Contract and to perform its obligations hereunder.
- D. The execution, delivery, and performance of this Contract by Contractor will not violate any applicable law, regulation, order, or the organizational documents of Contractor.
- E. Contractor possesses the necessary experience, personnel, financial capability, and equipment to perform the Work in accordance with the terms of this Contract.
- F. Contractor has visited the Project site and has become familiar with local conditions under which the Work is to be performed and has correlated personal observations with the requirements of this Contract.

4.2 Warranty of Work

- A. Contractor warrants to Owner that all Work will be performed in a good and workmanlike manner, in accordance with the Contract Documents and industry standards, and free from defects in workmanship and materials.
- B. Contractor shall provide a 10-Year Mule Hide NDL System Warranty, covering leaks due to manufacturing defects, premature weathering, and Contractor's workmanship.
- C. The warranty period shall commence upon Final Completion of the Work and acceptance by Owner.
- D. If, within the warranty period, any of the Work is found to be defective or not in accordance with the Contract Documents, Contractor shall correct it promptly after receipt of written notice from Owner.
- E. This warranty is in addition to, and not in limitation of, any other warranty or remedy required by law or by the Contract Documents.

ARTICLE 5: TERMINATION

5.1 Termination by Owner for Cause

- A. Owner may terminate this Contract for cause if Contractor:
 - Refuses or fails to supply enough properly skilled workers or proper materials;
 - Fails to make payment to Subcontractors or suppliers in accordance with the respective agreements between Contractor and the Subcontractors or suppliers;
 - Disregards applicable laws, statutes, ordinances, codes, rules and regulations, or lawful orders of a public authority; or
 - Otherwise is guilty of substantial breach of a provision of the Contract Documents.
- B. When any of the above reasons exist, Owner may, without prejudice to any other rights or remedies of Owner, and after giving Contractor seven (7) days' written notice, terminate this Contract and may:
 - Exclude Contractor from the site and take possession of all materials, equipment, tools, and construction equipment and machinery thereon owned by Contractor;
 - Accept assignment of subcontracts; and
 - Finish the Work by whatever reasonable method Owner may deem expedient.
- C. When Owner terminates the Contract for cause, Contractor shall not be entitled to receive further payment until the Work is finished.

Neither Party shall assign this Contract or any rights or obligations hereunder without the prior written consent of the other Party, which consent shall not be unreasonably withheld or delayed.

6.3 Notices

All notices, requests, consents, claims, demands, waivers, and other communications hereunder shall be in writing and sent to the respective Parties at the following addresses:

If to Owner:

City of Ste Genevieve
Attn: City Administrator
165 S. 4th Street
Ste Genevieve, MO 63670

If to Contractor:

Superior Roofing Strategies LLC
Attn: Brandon Rector
91 Mill Hill Road
Bloomsdale, MO 63627

6.4 Severability

If any term or provision of this Contract is invalid, illegal, or unenforceable in any jurisdiction, such invalidity, illegality, or unenforceability shall not affect any other term or provision of this Contract or invalidate or render unenforceable such term or provision in any other jurisdiction.

6.5 Counterparts

This Contract may be executed in counterparts, each of which shall be deemed an original, but all of which together shall be deemed to be one and the same agreement. A signed copy of this Contract delivered by facsimile, email, or other means of electronic transmission shall be deemed to have the same legal effect as delivery of an original signed copy of this Contract.

6.6 Entire Agreement

This Contract, together with any other documents incorporated herein by reference, constitutes the sole and entire agreement of the Parties with respect to the subject matter contained herein, and supersedes all prior and contemporaneous understandings and agreements, both written and oral, with respect to such subject matter.

6.7 Permits and Fees

Contractor shall secure and pay for all permits, fees, licenses, and inspections necessary for the proper execution and completion of the Work.

6.8 Cleanup

Contractor shall keep the premises and surrounding area free from accumulation of waste materials or rubbish caused by operations under this Contract. At completion of the Work, Contractor shall remove waste materials, rubbish, tools, equipment, machinery, and surplus materials from and about the Project.

6.9 Safety

Contractor shall be responsible for initiating, maintaining, and supervising all safety precautions and programs in connection with the performance of the Work.

IN WITNESS WHEREOF, the Parties hereto have executed this Contract as of the Effective Date,

OWNER:

CITY OF STE GENEVIEVE

By: _____
Name: _____
Title: _____
Date: _____

CONTRACTOR:

SUPERIOR ROOFING STRATEGIES LLC

By: _____
Name: *Tyler Bahr*
Title: *Owner*
Date: *1-27-26*

BILL NO. 4706

ORDINANCE NO.

AN ORDINANCE OF THE CITY OF STE. GENEVIEVE AUTHORIZING THE MAYOR TO ENTER INTO A SECOND AMENDMENT TO THE PURCHASE AGREEMENT WITH MCBRIDE LAND GROWTH LLC.

WHEREAS, the Board of Aldermen of the City of Ste. Genevieve at the December 12, 2024 Board of Aldermen Meeting approved McBride Homes as the proposed developer and authorized City staff to begin the negotiating process; and

WHEREAS, the Board of Aldermen at the June 26, 2025, authorized the Mayor to enter into a purchase agreement with McBride Homes for the sale and purchase of 49 acres on Progress Parkway; and

WHEREAS, the Board of Aldermen at the December 11, 2025 authorized the Mayor to extend the “Contingency Period” within Section 5 of the original purchase agreement with McBride Land Growth LLC to February 27, 2026; and

WHEREAS, the City is exercising due diligence by thoroughly reviewing all potential utility connection issues, including availability, capacity, and long-term service impacts, before moving forward with the proposed housing development; and

WHEREAS, the Board of Aldermen believe it is in the best interests of the City to again extend such “Contingency Period” to May 28, 2026.

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

SECTION 1. The “Second Amendment to Purchase Agreement” with McBride Homes dated February 8, 2026 is hereby approved in substantially the form of Exhibit “A” attached hereto.

SECTION 2. The Mayor is hereby authorized and directed to execute and deliver the agreement on behalf of the City.

SECTION 3. EFFECTIVE DATE. This ordinance shall be in full force and effect from and after its date of passage.

SECTION 4. REPEALER. All ordinance and parts thereof in conflict with this ordinance are hereby repealed to the extent of such inconsistency.

DATE OF FIRST READING: _____

DATE OF SECOND READING: _____

PASSED AND APPROVED BY THE BOARD OF ALDERMEN THIS ___ DAY OF _____, 2026 BY A ROLL CALL VOTE AS FOLLOWS:

VOTE

**ALDERWOMAN AMIE DOBBS
ALDERMAN PATRICK FAHEY
ALDERMAN BOB DONOVAN
ALDERMAN SAM HUGHEY
ALDERMAN JEFF EYDMANN
ALDERMAN TEDDY ROSS
ALDERMAN JOE STEIGER
ALDERMAN JOE PRINCE**

___ YES ___ NO ___ ABSENT

APPROVED AS TO FORM:

Brian Keim, Mayor

Mark Bishop, City Attorney

ATTEST:

REVIEWED BY:

Pam Meyer, City Clerk

David Bova, City Administrator

SECOND AMENDMENT
TO
PURCHASE AGREEMENT

THIS SECOND AMENDMENT TO PURCHASE AGREEMENT ("**Amendment**") is made and entered into effective as of the _____ day of _____, 2026 ("**Effective Date**"), by and between the CITY OF STE. GENEVIEVE, a municipal corporation located in Ste. Genevieve County, Missouri ("**Seller**"), and McBRIDE LAND GROWTH, LLC, a Missouri limited liability company ("**Purchaser**").

RECITALS:

A. Seller and Purchaser entered into that certain Purchase Agreement effective July 1, 2025, which was amended by that certain First Amendment to Purchase Agreement dated December 16, 2025 (as amended, the "**Agreement**"), for the sale and purchase of approximately forty-nine (49) acres of real property, located along Progress Parkway, Parcel No. 07-8.0-033-00-000-0003.23 ("**Property**"), as more particularly described in the Agreement.

B. The Agreement is still pending by its terms.

C. Seller and Purchaser agree to amend the Agreement, as set forth below.

NOW, THEREFORE, for and in consideration of the sum of One and 00/100 Dollar (\$1.00), the foregoing Recitals, the premises, the mutual covenants and agreements contained in this Amendment, and for other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, Seller and Purchaser hereby agree as follows:

1. Capitalized words and phrases used but not specifically defined in this Amendment shall be given the meaning set forth in the Agreement.

2. The foregoing Recitals are true and accurate and are hereby incorporated into the body of this Amendment by this reference.

3. Section 5 of the Agreement is hereby amended to provide that the Contingency Period shall expire on May 28, 2026.

4. This Amendment shall inure to the benefit of Seller and Purchaser and their respective successors and assigns.

5. Except as expressly amended and modified by this Amendment, all other terms, conditions and provisions of the Agreement shall remain unchanged and in full force and effect, and the Agreement, as amended, is hereby ratified, confirmed, reaffirmed and approved, Seller and Purchaser hereby acknowledging that the Agreement is now and shall remain in full force and effect and binding upon both Seller and Purchaser.

6. In the event of any conflict between the provisions of this Amendment and the provisions of the Agreement, the provisions of this Amendment shall prevail and control. The terms contained in this Amendment supersede all prior contracts and/or correspondence between Seller and Purchaser.

7. A facsimile or electronic signature on this Amendment shall be effective as an original signature and shall bind and shall be enforceable by Seller and Purchaser. The persons executing this Amendment on behalf of Seller and Purchaser are duly authorized.

IN WITNESS WHEREOF, the undersigned have executed this Amendment.

SELLER:

City of Ste. Genevieve
a municipal corporation

By: _____

Name: _____

Title: _____

PURCHASER:

McBride Land Growth, LLC
a Missouri limited liability company

By: _____

Name: _____

Title: _____

**AN ORDINANCE TO AMEND SECTION 112.020 CUSTODIAN DESIGNATED -
RESPONSE TO REQUEST FOR ACCESS TO RECORDS OF THE ORDINANCES OF
THE CITY OF STE. GENEVIEVE, MISSOURI**

WHEREAS the City of Ste. Genevieve has, within Chapter 112, set forth the responsibilities of city personnel to respond to requests for public records; and

WHEREAS the Missouri Legislature has amended Section 610.026 of the Revised Statutes of the State of Missouri, which is commonly known as the Missouri Sunshine Law; and

WHEREAS the Board of Alderpersons of the City of St. Genevieve has determined that it is in the best interest of the City of Ste. Genevieve to enact a revision of Section 112.020 so that it is consistent with the most recent amendments to Section 610.026 RSMo.; and

WHEREAS this amendment to Section 112.020 of the Ordinances of the City of Ste. Genevieve will add Paragraphs H. and I., which address the procedure for responding to records requests when requested fees are not timely paid, the requestor does not timely clarify the request for records upon request by the City and when duplicate records requests are made under certain circumstances.

NOW, THEREFORE, BE IT ORDAINED BY THE BOARD OF ALDERPERSONS OF THE CITY OF STE. GENEVIEVE, MISSOURI, AS FOLLOWS:

SECTION 1. Section 112.020 Custodian Designated - Response to Request for Access to Records. shall be amended and replaced to read as follows:

Section 112.020. Custodian Designated — Response to Request for Access to Records.

- A. The City Clerk or her designee shall be the custodian of records (referred to herein as the “Custodian”) and shall be responsible for maintenance and control of all “public records” (as that term is defined in the Missouri Sunshine Law). The custodian may designate deputy custodians in operating departments of the City and such other departments or offices as the custodian may determine. Deputy custodians shall conduct matters relating to public records and meetings in accord with the policies enumerated herein. All requests for access to public records must be made in writing and addressed to the custodian of records. To maintain the integrity of official records and compliance with the Missouri Sunshine Law, only the custodian is authorized to receive and respond to requests subject to Missouri Sunshine Law requests on behalf of the City.
- B. Each request for access to a public record shall be acted upon as soon as possible, but in no event later than the end of the third (3rd) business day following the date the

request is received by the custodian. If records are requested in a certain format, the City shall provide the records in the requested format, if such format is available. If access to the public record is not granted immediately, the custodian shall give a detailed written explanation of the cause for further delay and the place and earliest time and date that the record will be available for inspection. This period for document production may exceed three (3) days for reasonable cause.

- C. If a request for access is denied, the custodian shall provide, upon request, a written statement of the grounds for such denial. Such statement shall cite the specific provision of law under which access is denied and shall be furnished to the requester no later than the end of the third (3rd) business day following the date that the request for the statement is received.
- D. No person shall remove original public records from City Hall or other office of a City public governmental body or the custodian without prior written permission of the custodian.
- E. The City shall not grant to any person or entity, whether by contract, license or otherwise, the exclusive right to access and disseminate any public record unless the granting of such right is necessary to facilitate coordination with, or uniformity among, industry regulators having similar authority.
- F. Drafts, non-final versions of documents and other work product shall not constitute a "public record" unless as otherwise required by law. Nothing in this policy shall be deemed to require retention of a document not otherwise required by law to be retained.
- G. If a public record contains material which is not exempt from disclosure as well as material which is exempt from disclosure, the custodian shall separate the exempt and non-exempt material and make the non-exempt material available for examination and copying.
- H. A request for public records shall be considered withdrawn if the requester fails to remit all fees within ninety days, or within one hundred fifty days if the requested fees are greater than one thousand dollars, of a request for payment of the fees by the public governmental body, prior to fulfilling the request. The public governmental body shall include notice to the requester that if the requester fails to remit payment of the fees within ninety days, or within one hundred fifty days if the requested fees are greater than one thousand dollars, then the request for public records shall be considered withdrawn.
- I. If the City responds to a request for public records in order to seek a clarification of the request and no response to the request for clarification is received by the City within ninety days of sending the request for clarification, then such request for public records shall be considered withdrawn. The request for clarification by the public governmental body shall include notice to the requester that if the requester fails to respond within ninety days, then the request shall be considered withdrawn. If the same or a

substantially similar request for public records is made within six months after the expiration of the ninety-day period, and no fee was remitted for such request or no response was received to the request for clarification, then the public governmental body may request payment of the same fees made for the original request that has expired in addition to any allowable fees necessary to fulfill the subsequent request.

SECTION 2. If any provision of this ordinance, or the application thereof to anyone or any circumstance, is held invalid, then the remainder of this ordinance and the application of such provisions shall not be affected thereby.

SECTION 3. This ordinance shall be codified.

SECTION 4. This ordinance shall be in full force and effect from and after its date of passage and approval.

DATE OF FIRST READING: _____.

DATE OF SECOND READING: _____.

PASSED AND APPROVED BY THE STE. GENEVIEVE BOARD OF ALDERMEN OF THE CITY OF STE. GENEVIEVE, MISSOURI THIS _____ DAY OF _____, 2026.

VOTE

**ALDERMAN PATRICK FAHEY
ALDERWOMAN AMIE DOBBS
ALDERMAN BOB DONOVAN
ALDERMAN SAM HUGHEY
ALDERMAN TEDDY ROSS
ALDERMAN JEFF EYDMANN
ALDERMAN JOE STEIGER
ALDERMAN JOE PRINCE**

___ Yes ___ No ___ Absent

Approved as to Form:

Brian Keim, Mayor

Mark Bishop, City Attorney

REVIEWED BY:

Pam Meyer, City Clerk

David Bova, City Administrator