CITY OF BEL-NOR
8416 NATURAL BRIDGE ROAD, BEL-NOR, MO 63121

UPDATED AGENDA OF THE BOARD
APRIL 21, 2025 7:30 P.M.

CALL TO ORDER AND PLEDGE OF ALLEGIANCE:

ROLL CALL:

APPROVAL OF MINUTES:

- Regular Board Meeting 3.31.25
- Closed Session Meeting 3.31.25

PRESENTATION AND APPROVAL OF TREASURER'S REPORT:

- April 2024, Treasurer, Lisa Kampmeinert

REPORT OF SAFETY COMMITTEE:

- Officer Scott Ford

PRESENTATION

ALDERMANIC REPORTS:

- Evelyn Days, Terri Durand, Charlee McBride, Jan Nelson

OLD BUSINESS:

NEW BUSINESS:

TENTATIVE: OATH OF OFFICE: RYAN BROCKSCHMITT, ALDERPERSON WARD 1, MIKE CAPSTICK, ALDERPERSON WARD 2 (pending election certification by St. Louis County Board of Elections)

A RESOLUTION OF THE BOARD OF ALDERMAN OF THE CITY OF BEL-NOR, MISSOURI AUTHORIZING THE REMOVAL OF JAN NELSON AND CHARLEE MCBRIDE, AS CHECK SIGNERS AND AUTHORIZING THE ADDITIONS OF RYAN BROCKSCHMITT AND MIKE CAPSTICK TO ENDORSE AND SIGN CHECKS, DRAFTS AND ORDERS FOR THE PAYMENT OF MONEY WITH THE CITY OF BEL-NOR ACCOUNTS AT SIMMONS FIRST NATIONAL BANK.

AN ORDINANCE AUTHORIZING A CONTRACT WITH IWORQ AND FURTHER AUTHORIZING THE MAYOR TO EXECUTE SUCH CONTRACT ON BEHALF OF THE CITY.

OPEN TO THE PUBLIC:

ADJOURN: (CLOSED SESSION) IF REQUIRED

notice is hereby given in accordance with RSMo Chapter 610 that, subject to a motion duly made and adopted, the Board may hold a closed meeting for the purpose of dealing with matters relating to one or more of the following: legal actions, causes of action, litigation or privileged communications between the Board's representatives and its attorney; lease. purchase or sale of real estate; hiring, firing. disciplining or promoting employees; preparation for negotiations from employee groups; bidding specs, proprietary technology materials; and/or records and matters which are protected from disclosure by law. Any minutes, votes, settlement agreements, or public records relating to these matters shall be made public upon final disposition of the matter voted upon.

Posted 4/17/2025 4:45 PM

RESOLUTION NO. _____

A RESOLUTION OF THE BOARD OF ALDERMAN OF THE CITY OF BEL-NOR, MISSOURI AUTHORIZING THE REMOVAL OF JAN NELSON AND CHARLEE MCBRIDE, AS CHECK SIGNERS AND AUTHORIZING THE ADDITIONS OF RYAN BROCKSCHMITT AND MIKE CAPSTICK TO ENDORSE AND SIGN CHECKS, DRAFTS AND ORDERS FOR THE PAYMENT OF MONEY WITH THE CITY OF BEL-NOR ACCOUNTS AT SIMMONS FIRST NATIONAL BANK.

WHEREAS, for banking purposes, the authorization attached hereto, has been prepared and sets forth certain safety practices for officials of the City of Bel-Nor.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF ALDERMAN OF THE CITY OF BEL-NOR, MISSOURI AS FOLLOWS:

Section One.

The Alderpersons are hereby authorized to endorse and sign checks, drafts and orders for the payment of money with the City of Bel-Nor account at Simmons First National Bank upon the signature of the Alderpersons.

Section Two.

This Resolution shall be in full force and effect from and after its passage and approval by the Mayor.

PASSED BY THE BOARD OF ALDERMAN OF THE CITY OF BEL-NOR, MISSOURI, THIS _____

_____ DAY OF _____, 2025.

_____

Presiding Officer

Attest:

_____

City Clerk

APPROVED BY THE MAYOR ON THIS _____ DAY OF _____, 2025.

Attest:

_____

Mayor

_____

City Clerk

BILL NO. _____ Ord No: _____

AN ORDINANCE AUTHORIZING A CONTRACT WITH IWORQ AND FURTHER AUTHORIZING THE MAYOR TO EXECUTE SUCH CONTRACT ON BEHALF OF THE CITY.

WHEREAS, the City of Bel-Nor chosen to enhance and upgrade the existing IWORQ contract to include additional features as outlined in Exhibit A;

NOW THEREFORE, BE IT ORDAINED BY THE BOARD OF ALDERMAN OF THE CITY OF BEL-NOR, IN THE STATE OF MISSOURI, AS FOLLOWS:

Section One.

The Board hereby approves an agreement with PC Tech, such agreement shall be the same in form and content as the Proposal, marked Exhibit A, attached hereto and incorporated herein by reference. Further, the Mayor is hereby authorized to execute such contract on behalf of the City of Bel-Nor.

Section Two.

The Ordinance shall be in full force and effect from and after its passage by the Board of Aldermen.

PASSED BY THE BOARD OF ALDERMAN OF THE CITY OF BEL-NOR, MISSOURI, THIS _____ DAY OF _____, 2024

_____
Mayor

Attest:

_____
Sanette White, City Clerk

IWORQ SERVICE AGREEMENT
For iWorQ applications and services

Bel-Nor City, MO here after known as ("Customer"), enters into THIS SERVICE AGREEMENT ("Agreement") with iWorQ Systems Inc. ("iWorQ") with its principal place of business 1125 West 400 North, Suite 102, Logan, Utah 84321.

1. SOFTWARE AS A SERVICE (SaaS) TERMS OF ACCESS:

iWorQ grants Customer a non-exclusive, non-transferable limited access to use iWorQ service(s), application(s) on iWorQ's authorized website for the fee(s) and terms listed in Appendix A. This agreement will govern all application(s) and service(s) listed in the Appendix A.

2. CUSTOMER RESPONSIBILITY:

Customer acknowledges that they are receiving only a limited subscription to use the application(s), service(s), and related documentation, if any, and shall obtain no titles, ownership nor any rights in or to the application(s), service(s), and related documentation, all of which title and rights shall remain with iWorQ. Customer shall not permit any user to reproduce, copy, or reverse engineer any of the application(s), service(s) and related documentation. iWorQ is not responsible for the content entered into iWorQ's database or uploaded as a document or image.

3. TRAINING AND IMPLEMENTATION:

Customer agrees to provide the time, resources, and personnel to implement iWorQ's service(s) and application(s). iWorQ will assign a senior account manager and an account management team to implement service(s) and application(s). Typical implementation will take less than 60 days. iWorQ account managers will call twice per week, provide remote training once per week, and send weekly summary emails to the customer implementation team. iWorQ can provide project management and implementation documents upon request. iWorQ will do ONE import of the Customer's data. This import consists of importing data, sent by the Customer, in an electronic relational database format. Acquisition of data is the responsibility of the client; iWorQ will not be involved in negotiation for data with third parties.

Customer must have clear ownership of all forms, letters, inspections, checklists, and data sent to iWorQ.

4. CUSTOMER DATA:

Customer can run reports and export data from iWorQ application(s) at any time.

Customer can pay iWorQ for additional data management services(s), onsite backups application(s) and other service(s).

Data upload and storage is provided to every customer. This includes uploading files up to 25MB and 100GB of managed data storage on AWS GovCloud. Additional upload file sizes and managed data storage sizes can be provided based on the application(s) and service(s) listed in Appendix A.

Customers can upload and store images with personal information like driver's license, and more. This data can be used by the customer to complete the permitting, licensing, or code enforcement processes. Customer understands that the data must be uploaded and stored in the sensitive data upload section of the iWorQ software for access and security purposes.

IWorQ is not responsible for: (1) For the content entered into iWorQ's database, (2) For images or documents scanned locally and uploaded by the iWorQ users, (3) For documents or images uploaded by citizen over the web, and (4) For data sent to the Customer by iWorQ.

5. CUSTOMER SUPPORT:

Customer support and training are FREE and available Monday-Friday, from 6:00 A.M. to 5:00 P.M. MST, for any authorized user with a login. iWorQ provides unlimited remote Customer training (through webinars), phone support, help files, and documentation. Basic support requests are typically handled the same day. iWorQ provides "Service NOT Software".

6. BILLING:

iWorQ will invoice Customer on an annual basis. iWorQ will send invoices by mail and by email to the address(s) listed in Appendix A. Terms of the invoice are net 30 days from the date of the invoice. Any billing changes will require that a new Service(s) Agreement be signed by the Customer.

Any additional costs imposed by the Customer including business licenses, fees, or taxes will be added to the Customer's invoice yearly. Support and services fees may increase in subsequent years but will increase no more than 5% per year.

Customer pricing is based on a 3 Year Term and reflects a discounted annual price. Changes to the Term or the Termination Policy (Section 7. Termination:), will affect the annual pricing and could double your annual cost. Customer reserves the right to pay the 3 Year Term upfront to secure discounted annual pricing

7. TERMINATION:

Either party may terminate this agreement after the initial 3-Year Term, without cause if the terminating party gives the other party sixty (60) days written notice. Should the Customer terminate any part of the application(s) and or service(s) the remaining balance will immediately become due. Should the Customer terminate any part of the application(s) and or service(s) a new Service(s) Agreement will need to be signed. Upon expiration of the Initial Term, this Agreement shall automatically be renewed for successive one (1) year terms unless either party provides notice of termination or non-renewal no less than sixty (60) days prior to expiration of the then-current term.

Upon termination of this Agreement, iWorQ will discontinue all application(s) and or service(s); iWorQ will provide customer with an electronic copy of all of Customer's data, if requested by the Customer (within 3-5 business days).

During the term of the Agreement, the Customer may request a copy of all of Customer's data, which shall be provided to Customer for a cost of no more than $2500 per copy. Please note, if the Customer is not in compliance with the material terms and conditions of this Agreement, iWorQ will not be required to provide Customer with the data.

8. ACCEPTABLE USE:

Customer represents and warrants that the application(s) and service(s) will only be used for lawful purposes, in a manner allowed by law, and in accordance with reasonable operating rules, and policies, terms and procedures. iWorQ may restrict access to users upon misuse of application(s) and service(s).

9. MISCELLANEOUS PROVISIONS:

This Agreement will be governed by and construed in accordance with the laws of the State of Utah. Customer recognizes that iWorQ Systems is a software company located in Utah. Any changes to this section, including changes to the Venue or Forum, will be subject to an increase in their annual pricing.

10.CUSTOMER IMPLEMENTATION INFORMATION:

Primary Implementation Contact _____Title_____

Office Phone _____ Cell (required) _____

Email _____

Secondary Implementation Contact_____ Title _____

Office Phone _____ Cell (required)_____

Email _____

Portal Setup Contact (if applicable) _____Title_____

Office Phone _____ Cell _____

Email _____ Signature _____

(This person is responsible for placing the iWorQ Portal Link being placed on the agency's website within 90 days of the agreement signature. The iWorQ Portal Link will remain on agencies website for the entire Term of the agreement. If the iWorQ Portal Link is not placed on the city website within 90 days, the Agency agrees to pay an additional $1,000 dollars towards setup costs (this is to cover iWorQ's time).

11. CUSTOMER BILLING INFORMATION:

Billing Contact_____ Title_____

Billing Address: _____

Office Phone _____ Cell _____

Email _____

PO# _____ (if required) Tax Exempt ID #_____

12. ACCEPTANCE:

The effective date of this Agreement is listed below. Authorized representatives of Customer and iWorQ have read the Agreement and agree and accept all the terms.

Signature _____ Effective Date: _____

Printed Name _____

Title _____

Office Number_____

Cell Number _____

iWorQ Service(s) Agreement
APPENDIX A

iWorQ Price Proposal

Bel-Nor City, MO	Population- 1459
8416 Natural Bridge Road, St. Louis, MO 63121, USA	Prepared by: Michael Swanton

Annual Subscription Fees

Application(s) and Service(s)	Package Price	Billing
Community Development (Department) *Permit Management *Code Enforcement *Portal Home -Configurable portal for ease of applying for permits, tracking current permits online -Allows for submitting code enforcement issues online and viewing code cases -Messaging feature for easy interaction with citizens -Inspection and plan review tracking -Track permits and cases with customizable reporting -Includes Sensitive File Uploads that are required to finish permit, licensing or code enforcement process (i.e Driver's License) -OpenStreetMap tracking abilities with quarterly updates -3 Custom Web Forms for Portal Home -Free forms, letters, and/or permits utilizing iWorQ' template library and up to 3 custom letters	~~$4,750.00~~ $4,250.00	Annual
Rental Licensing (Enterprise) *Rental Module *Rental Portal *Online Credit/Debit card processing integrated with iWorQ. (PayRoc) *Rental Complaint – Code Module (For Rental Complaints Only) *Rental Complaint Portal -Available on any computer, tablet, mobile device using Chrome Browser -Licensing for Rental Properties -Selection of 3 Location Types	~~$4,900.00~~ $2,000.00	Annual

-Renewal and invoicing Included -Includes Inspection Routing -Multi-Invoice Payment Included -Request and Pay for inspections -Rental Complaint Online Portal -Track Activities and follow ups -Configurable violations & fees, track payments -Configurable Reporting -Quarterly Parcel update -OpenStreetMap tracking abilities -Includes 3 web forms for submitting online rental registrations -Includes 1 web form for submitting online rental complaints -Free letters, utilizing iWorQ's template library, and up to 3 custom letters. -Online payment processing through PayRoc -Includes Sensitive File Uploads that may be required to finish licensing process (i.e Driver's License) -Check AirBnB/VRBO tool to verify and compare rental locations		
Subscription Fee Total (This amount will be invoiced each year)	**$6,250.00**	Annual

One-Time Setup, GIS integration, and Data Conversion Fees

Service(s)	Package Price	Billing
Implementation and Setup cost year 1	$500.00	Year One
Up to 5 hours of GIS integration and data conversion	Included	Year One
Data Conversion	Included	Year One

NOTES AND SERVICE DESCRIPTION

I. Invoice for the (Annual Subscription Fee Total + One-Time Total) will be sent out 2 weeks after signature and Effective Date

II. This subscription Fee and Agreement have been provided at the Customer's request and is valid for 25 days

III. This cost proposal cannot be disclosed or used to compete with other companies.

IV. This agreement combines existing services totaling $2,500 with proposed added services (Rental License Management Enterprise, Community Development Upgrade to Department Package) totaling $3,750 for a new annual total of $6,250. Added services may be prorated.