

CITY OF BEL-NOR
8416 NATURAL BRIDGE ROAD, 63121
AGENDA OF THE BOARD
MARCH 16, 2026 AT 7:30 P.M.
MEETING PACKET: CityofBelNor.org > Government > Meeting Agendas And Minutes

CALL TO ORDER & PLEDGE OF ALLEGIANCE

ROLL CALL:

APPROVAL OF MINUTES: Regular Board Meeting: 2.16.26

PRESENTATION AND APPROVAL OF TREASURER'S REPORT: Treasurer, Lisa Kampmeinert

REPORT OF SAFETY COMMITTEE: Officer Scott Ford

PRESENTATION: None

CITY ADMINISTRATOR REPORT: Rachel St. Pierre

ALDERMANIC REPORTS: Ryan Brockschmitt, Mike Capstick, Evelyn Days, Terri Durand

OLD BUSINESS:

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

AN ORDINANCE AMENDING SECTION 210.1540 OF THE CITY OF BEL-NOR MUNICIPAL CODE, RELATING TO HALLOWEEN RESTRICTIONS ON REGISTERED SEX OFFENDERS.

NEW BUSINESS:

A RESOLUTION AWARDED THE CITY HALL FLOORING REPLACEMENT PROJECT AND AUTHORIZING THE CITY ADMINISTRATOR TO EXECUTE THE PROPOSAL WITH FLOORING SYSTEMS INC.

A RESOLUTION OF THE BOARD OF ALDERMAN OF THE CITY OF BEL-NOR, MISSOURI THE ADDITION OF RACHEL ST. PIERRE 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.

A RESOLUTION AUTHORIZING THE REPAYMENT OF INTERFUND BALANCES AND IMPLEMENTATION OF A REPAYMENT PLAN

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 3/13/2026

BILL NO. _____

Ord No: _____

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

WHEREAS, the City of Bel-Nor will continue with weekly lawn services and turf treatment for city-owned property within Bel-Nor for the 2026 season

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 Tennant Lawn Services, 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



City of Bel-Nor

Tennant Landscape Solutions, Inc. would like to thank you for the opportunity to provide quality Lawn/Landscaping Services at competitive prices. We look forward to working with you throughout the season. Enclosed is a copy of the Lawn/Landscape service contract.

Please be informed that (weather permitting) we will begin our first fertilizer application in February and lawn mowing will begin the last week of March.

SCHEDULING REMINDERS: Please be aware that any inclement weather and holidays can change the day on which your service is normally scheduled. Since lawn mowing will be performed on set days dependent on the area your property is in, your service will be pushed back by however many days the weather/holiday impacts us.

Cancellations, skips, additions, or rescheduling of services are to be done **only** through the main office by the customer **at least** 24 hours in advance to the scheduled service. Cancellations and skips via alternate routes or on site are subject to charge. You can contact the main office via phone (314-997-5567), text (314-279-4760) or email scheduling@tennantls.com.

All routes (irrigation, mow, fertilizer, and maintenance/landscape) are independently scheduled by area to increase efficiency. We try our best to take our customers' needs into consideration when scheduling services but due to the volume of customers we **cannot** change your scheduled mow day. All other services can be rescheduled if the office is contacted at least 24 hours in advance to the scheduled service, per our cancellation policy.

INVOICING: Our standard contract defaults to a 12-Month Budget Billing Schedule. If you would like to discuss alternative options for Budget Billing, please contact your sales representative. Monthly invoices will be sent on the first of each month. **You will receive your e-billing from invoicing@tennantls.com. For any questions or scheduling needs (i.e. adding or removing services), please contact scheduling@tennantls.com**

Thank you for choosing Tennant Landscape Solutions, Inc. for all your lawn and landscaping needs. Visit us on social media or at www.tennantlandscapesolutions.com



**Contract for 2026 Lawn/Landscape Services****Phone:****Email:** mayor@cityofbelnor.org**Job Site:** 8416 Natural Bridge Rd

City of Bel-Nor

2026 CONTRACT SUMMARY			
INCLUDED SERVICES	OCCURS	COST EACH	TOTAL COST
LAWN MOWING (WEEKLY)	30	\$335.00	\$10,050.00
HARD EDGE WALKS AND CURBS	15	\$21.00	\$315.00
HAND WEED/SPOT SPRAY	30	\$90.00	\$2,700.00
SPADE EDGE BEDS / TREE RINGS	1	\$1,222.00	\$1,222.00
MULCH INSTALLATION - 1"	1	\$3,374.00	\$3,374.00
PRUNING SHRUBS & HEDGES - SPRING	1	\$887.00	\$887.00
PRUNING SHRUBS & HEDGES - FALL	1	\$721.00	\$721.00
SPRING CLEAN-UP	1	\$768.00	\$768.00
TURF TREATMENT - ROUND 1	1	\$472.00	\$472.00
TURF TREATMENT - ROUND 2	1	\$472.00	\$472.00
TURF TREATMENT - ROUND 3	1	\$472.00	\$472.00
TURF TREATMENT - ROUND 4	1	\$472.00	\$472.00
TURF TREATMENT - ROUND 5	1	\$472.00	\$472.00
TURF TREATMENT - ROUND 6	1	\$472.00	\$472.00
TOTAL:			\$22,869.00

LAWN MOWING (WEEKLY)

This service includes cutting the lawn and string trimming around obstacles, borders, & curbs. Additionally hardscape areas (sidewalks, drives, patios, etc.) will be cleared of grass clippings. Includes removal of trash or debris from turf, landscape beds, parking lots, and sidewalks.

HARD EDGE WALKS AND CURBS

Hardscape areas (sidewalks, drives, patios, etc.) will be edged using a blade edger or string trimmer. (This is a subservice/part of the lawn mowing service package and cannot be excluded if mow service is selected despite separate pricing)

HAND WEED/SPOT SPRAY

Hand weed and spot spray with post emergent to all landscape beds and cracks and crevice/ parking lot and sidewalks.

SPADE EDGE BEDS / TREE RINGS

Spade edging prevents grass from growing in mulched areas by using "v" cuts 4 to 6 inches wide.

MULCH INSTALLATION - 1"

Re-mulching of tree rings and landscape beds to match the mulch that is currently in the landscape beds.

PRUNING SHRUBS & HEDGES - SPRING

Spring Shrub Pruning will be performed to keep a clean and uniform appearance. All debris will be hauled away.

PRUNING SHRUBS & HEDGES - FALL

Fall Shrub Pruning will be performed to keep a clean and uniform appearance. All debris will be hauled away.

SPRING CLEAN-UP

Removal of leaves, debris, dead annuals, and miscellaneous trash. All debris will be hauled away.

TURF TREATMENT - ROUND 1

Balanced fertilizer with pre-emergent herbicide to prevent crabgrass and grassy weeds.

TURF TREATMENT - ROUND 2

Balanced fertilizer and spot broadleaf weed control.

TURF TREATMENT - ROUND 3

Balanced fertilizer and spot broadleaf weed control.

TURF TREATMENT - ROUND 4

Balanced fertilizer and spot broadleaf weed control.

TURF TREATMENT - ROUND 5

Balanced fertilizer and spot broadleaf weed control.

TURF TREATMENT - ROUND 6

Slow-release fertilizer with root enhancer and spot broadleaf weed control.

BUDGET BILLING SCHEDULE		
MONTHLY BILLING SCHEDULE	SERVICE COST	TOTAL COST
JANUARY 2026	\$1,905.75	\$1,905.75
FEBRUARY 2026	\$1,905.75	\$1,905.75
MARCH 2026	\$1,905.75	\$1,905.75
APRIL 2026	\$1,905.75	\$1,905.75
MAY 2026	\$1,905.75	\$1,905.75
JUNE 2026	\$1,905.75	\$1,905.75
JULY 2026	\$1,905.75	\$1,905.75
AUGUST 2026	\$1,905.75	\$1,905.75
SEPTEMBER 2026	\$1,905.75	\$1,905.75
OCTOBER 2026	\$1,905.75	\$1,905.75
NOVEMBER 2026	\$1,905.75	\$1,905.75
DECEMBER 2026	\$1,905.75	\$1,905.75
TOTAL:	\$22,869.00	\$22,869.00

Please select one of the following billing options. Note that once the contract is signed, no changes can be made to the billing option.

_____ I agree to the monthly billing schedule as outlined in our contract.

_____ I agree to be invoiced per occurrence monthly.

TERMS AND CONDITIONS

Statements/invoices are due upon receipt. If statements/invoices are not paid within (30) days of the statement/invoice date, then interest shall accrue on the unpaid balance at a rate of 1.5% per month (or, if the "market rate" of interest as defined by MO. Rev. Stat.408.030, but in no event over the maximum rate allowable by law). If statements/invoices are not paid within (45) days of statement/ invoice date, then Tennant Landscape Solutions, Inc. will refer any monies due plus accrued interest to our collection agency. Customers will then deal directly with collections and not Tennant Landscape Solutions, Inc. Tennant Landscape Solutions, Inc. shall be awarded all reasonable cost of collection, including attorney's fees and expenses, incurred to collect any unpaid amounts. There will be a \$50.00 charge for all returned checks. This proposal may be terminated by either Tennant Landscape Solutions, Inc. or by the customer with a certified letter. **If Invoices are not paid in FULL within 45 days of invoice date all services will be placed on hold.** Tennant Landscape Solutions, Inc. is not responsible for any damage that may occur to any unmarked cable, electrical lines, irrigation lines, invisible fence, outdoor lighting, television cables, etc. that are lying on top of the ground or buried less than 6 inches below ground level. Tennant Landscape Solutions, Inc. is not responsible for damages to (but not limited to) vinyl siding and fencing where turf directly abuts. Tennant Landscape Solutions, Inc. reserves the right to apply a fuel surcharge if the cost of fuel exceeds \$3.50 per gallon. Therefore, a fuel surcharge will automatically be added to your invoice. Tennant Landscape Solutions, Inc. reserves the right to charge T&M Pricing for your first lawn mowing if your lawn is overgrown and/or has any debris that needs to be removed. **This contract and pricing will expire 30 days after the original contract date. Any contracts returned after 30 days will not be accepted and are subject to a price change.**

Material Escalation Clause- This contract is based on the latest material pricing available and is subject to change. We will notify you of any price changes as soon as possible.

Check here if you have an irrigation system.

Please check if you need your irrigation system (heads and valves) flagged prior to aeration service. We charge an additional \$65.00 for this service. Please refer to the TERMS AND CONDITIONS for our policy regarding damage to unmarked and/or shallow irrigation lines.

All forms/COI requests will be emailed to the primary contact; unless requested otherwise.

Check here if you need a Certificate of Insurance (COI)

Check here if you need a W-9 Filled out.

Check here if you need to add an alternative contact for Invoicing and/or COI requests. (we will email you a separate form to fill out)

This contract is subject to the above TERMS AND CONDITIONS. Please sign and return a copy as formal authorization to proceed.

By 
Kevin M Burkot

By _____

Date January 06, 2026

Date _____

TENNANT LANDSCAPE SOLUTIONS, INC.

CITY OF BEL-NOR.

If you have any questions, please call us at (314)997-5567.

BILL NO. _____

ORDINANCE NO. _____

AN ORDINANCE AMENDING SECTION 210.1540 OF THE CITY OF BEL-NOR MUNICIPAL CODE, RELATING TO HALLOWEEN RESTRICTIONS ON REGISTERED SEX OFFENDERS.

Whereas, Missouri state statute currently places four restrictions on registered sex offenders relating to Halloween activities: (i) such offenders must avoid all Halloween-related contact with children; (ii) each offender must remain inside his or her residence between 5:00 pm and 10:30 pm on Halloween; (iii) outside residential lighting (including porch lights) must remain off on Halloween after 5:00 pm; and (iv) a registered sex offender must post a sign at his or her residence on October 31 stating “No candy or treats at this residence.”; and

Whereas, the City has an ordinance which mirrors this state statute and places the same restrictions on registered sex offenders; and

Whereas, on January 2, 2026, the federal Court of Appeals for the 8th Circuit found that the sign posting requirement is unconstitutional (Sanderson v. Hanaway, 2026 WL 17895); and

Whereas, all of the other three requirements are valid.

NOW, THEREFORE, BE IT ORDAINED BY THE BOARD OF ALDERMEN OF THE CITY OF BEL-NOR, AS FOLLOWS:

Section 1. Section 210.1540 of Article IX of Chapter 210 of Title II of the Municipal Code is hereby amended by the deletion of subsection (A)(3), which reads, “Post a sign at his or her residence stating ‘No candy or treats at this residence’”, and, further, renumbering subsection (A)(4) accordingly. For ease of reference, the full section is set forth below showing the one provision to be deleted. All other provisions of Section 210.1550 are not amended in any way and remain in full force and effect.

TITLE II	PUBLIC HEALTH, SAFETY, AND WELFARE
CHAPTER 210	OFFENSES
ARTICLE IX	SEXUAL OFFENSES

SECTION 210.1540. HALLOWEEN, RESTRICTIONS ON CONDUCT – VIOLATIONS.

A. Any person required to register as a sexual offender under Sections 589.400 to 589.425, RSMo., shall be required on October 31st of each year to:

1. Avoid all Halloween-related contact with children;

2. Remain inside his or her residence between the hours of 5:00 P.M. and 10:30 P.M. unless required to be elsewhere for just cause including, but not limited to, employment or medical emergencies; **and**
3. ~~Post a sign at his or her residence stating "No candy or treats at this residence";~~
~~and~~
4. Leave all outside residential lighting off during the evening hours after 5:00 P.M.

B. Any person required to register as a sexual offender under Sections 589.400 to 589.425, RSMo., who violates the provisions of Subsection (A) of this Section shall be guilty of an ordinance violation.

Section 2. This Ordinance shall be in full force and effect from and after the date of its passage by the Board of Aldermen.

**PASSED BY THE BOARD OF ALDERMEN FOR THE CITY OF BEL-NOR, MISSOURI, THIS
____ DAY OF _____, 2026.**

ANNA VOGEL
Presiding Officer

APPROVED THIS ____ DAY OF _____, 2026.

ANNA VOGEL
Mayor of the City of Bel-Nor

ATTEST:

SANETTE WHITE
Bel-Nor City Clerk

CITY OF BEL-NOR

8416 Natural Bridge Bel-Nor, MO 63121-4550

Phone: 314-381-2834 Fax: 314-381-2263

www.cityofbelnor.org

Meeting Date: March 16th, 2026

Agenda Item Title: City Hall Flooring

Department: Administration

Prepared By: Rachel St.Pierre

Date Prepared: 3/12/2026

Decision Type: ☐ Information Only ☐ Discussion ☒ Resolution ☐ Ordinance ☐ Contract Approval

Purpose / Requested Action

Pass a resolution to enter into a service agreement with Flooring Systems Inc for the removal of existing carpet and the installation of luxury vinyl plank.

Scope of This Agenda Item

This item is limited to the flooring in only one part of the facility. Broader policy discussions regarding purchasing and procurement can be scheduled for a future work session. No prior council action has been taken on this specific project. Staff proceeded with soliciting proposals based on the need to repair damaged flooring in City Hall.

Summary

The City published a Request for Proposals for the removal and replacement of carpet in the City Hall main hallway. The RFP deadline was extended by a week and more contractors were solicited. Despite multiple solicitations and an extended RFP period, only one responsive proposal was received. FSI is providing a reasonable cost for service and material to remove the existing carpeting in the hallway and lobby area, and replacing it with LVT. They will also install new vinyl base trim. If the proposal is approved, we will receive samples and work will begin quickly.

Background

The existing carpet was damaged during the boiler repair and replacement at the end of 2025. A credit from the installer was provided to us in good faith as they acknowledged the damage.

November 2026 – Carpet damaged during boiler replacement. January 2026 – Requisition request made to City Administrator. February 2026 – RFP Issued. March 2026 – Proposal received and presented to Alderpersons.

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Budget Impact

Account: 10-45600 Village Hall – Repairs/Maint

Current Budget: \$5,000

Amount Requested: \$2,970

Year to Date Expenses: \$963.35

Remaining Balance After Approval: \$1,066.65

Fiscal Note: Please note that future projects will likely lead us to do a budget amendment to increase the budget in the account. Approval of this item will utilize approximately 59% of the remaining balance in the Village Hall Repairs/Maintenance account.

Operational Impact

The City Administrator will coordinate with the contractor and monitor the repair work. No additional staffing or operational changes are required.

Alternatives Considered

1. Approve the contract as presented
2. Reject the contract and seek additional bids
3. Postpone the project until the next fiscal year

Staff Recommendation

Staff recommend the approval of this proposal.

Attachments

Request for proposals, bid tabulation, proposals, and requisition request.



Outlook

2 things

From Bel-Nor Mayor <mayor@cityofbelnor.org>

Date Wed 1/7/2026 9:48 AM

To City Administrator <cityadministrator@cityofbelnor.org>

2 projects to get working on:

1. The repair people stained the carpet when working in the basement this December. They have agreed to give us a credit to get it replaced. I would like to get it replaced with LVT, not carpet. I would like this just to be in the lobby area and the hallway to the board room. The stairs in the entrance are fine and don't need to be replaced. In other words, replace the carpet not behind locked doors. Can you please start on getting bids to get this replaced? The existing carpet was installed May of 2024, so if anyone asks about the history.
2. As we discussed yesterday, we need to cover the boiler pipes to insulate them in the basement. I have no idea who will do this. Murphy did the job and our sales person wasn't sure if they insulated or not. If they do, I think they will be expensive, so I want a couple of bids. Can you start researching this? I will ask Terri to ask her contact if he knows anyone.

Thank you!

Anna Vogel

Mayor of Bel-Nor

CITY OF BEL-NOR

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REQUEST FOR PROPOSALS PUBLIC AREA FLOORING REPLACEMENT

1) Introduction

- a) The City of Bel Nor, Missouri is soliciting proposals from qualified contractors for the removal of existing carpet and installation of luxury vinyl tile flooring in a public interior walkway area of City Hall. This project is intended to replace worn flooring with a durable, low maintenance surface suitable for public use.

2) Project Location

- a) City of Bel Nor
City Hall
8416 Natural Bridge Road
Bel Nor, MO 63121

3) Project Description and Scope of Work

- a) The selected contractor shall provide all labor, materials, tools, equipment, and services necessary to complete the following scope of work:
 - i) Remove and properly dispose of existing carpet and any associated padding or adhesive.
 - ii) Prepare the existing subfloor to ensure it is suitable for installation of luxury vinyl tile, including minor leveling if required.
 - iii) Provide and install luxury vinyl tile flooring appropriate for commercial or public use.
 - iv) Install all necessary transitions, trims, and edge pieces.
 - v) Coordinate work activities to minimize disruption to City operations.

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vi) Clean the work area upon completion and remove all debris from the site.

4) Project Area and Approximate Quantities

- a) The total project area is approximately one hundred thirty seven square feet. The area consists of several connected public walkway sections.
- b) Approximate dimensions include the following:
 - i) Main corridor approximately twenty two feet long by two feet wide.
Secondary area approximately six feet long by ten feet wide.
 - ii) Additional connecting areas totaling approximately eight feet by four feet and one foot by one foot.
- c) Project photos and a diagram are provided for reference. All dimensions are approximate. Contractors are encouraged to verify measurements prior to submitting a proposal.

5) Material Requirements

- a) Luxury vinyl tile shall be suitable for commercial or public building use and designed for high traffic areas.
Flooring shall be slip resistant, durable, and appropriate for interior public spaces.
Color and finish shall be neutral and compatible with a municipal facility.
- b) Proposals shall identify the specific product being proposed and include manufacturer specifications.

6) Project Schedule

- a) Work shall be scheduled in coordination with City staff.
The contractor shall include an estimated project duration in the proposal.

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Work is preferred during regular business hours unless otherwise approved by the City.

7) Site Visit

- a) A site visit is optional but recommended. Contractors wishing to schedule a site visit should contact the City representative listed below.

8) Insurance and Indemnification Requirements

- a) The successful contractor shall provide proof of insurance prior to commencing any work. No work may begin until insurance documentation has been received and approved by the City.
- b) At a minimum, the contractor shall maintain the following insurance coverage:
 - i) General liability insurance with limits of not less than one million dollars per occurrence and two million dollars aggregate.
 - ii) Workers' compensation insurance as required by Missouri law, or a properly executed exemption affidavit if the contractor has no employees.
- c) The City of Bel Nor shall be named as a certificate holder and additional insured on the contractor's general liability policy.
- d) Insurance certificates must be submitted with the proposal or prior to issuance of a Notice to Proceed and shall remain in effect for the duration of the project.
- e) The contractor agrees to defend, indemnify, and hold harmless the City of Bel Nor, its officials, employees, and agents from and against any and all claims, damages, losses, and expenses arising out of or resulting from the performance of the work, except to the extent caused by the sole negligence of the City.

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9) Proposal Requirements

- a) Proposals shall include the following information:
 - i) A lump sum price for completion of the full scope of work.
 - ii) A brief description of materials proposed.
 - iii) An estimated timeline for completion.
 - iv) Proof of insurance or confirmation that insurance will be provided prior to work commencing.
 - v) A brief description of relevant experience.
 - vi) Any assumptions or exclusions clearly stated.

10) Submission Instructions

- a) Proposals must be received by the City no later than:
- b) Submission deadline: Feb 13th, 2026
- c) Proposals may be submitted by email or in hard copy.
- d) Submission address:

City of Bel Nor, 8416 Natural Bridge Road, Bel Nor, MO 63121 or
cityadministrator@cityofbelnor.org
- e) Late proposals may not be considered.

11) Evaluation and Award

- a) Proposals will be evaluated based on cost, completeness of the proposal, material quality, contractor experience, and ability to meet the project schedule.
- b) The City of Bel Nor reserves the right to reject any or all proposals, to waive informalities, and to award the project in a manner deemed to be in the best interest of the City.

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- c) All bidders will be notified after a selection has been made no later than February 20th, 2026.

12) Prevailing Wage and Permits

- a) If applicable under Missouri law, prevailing wage requirements may apply. The selected contractor shall be responsible for complying with all applicable laws, regulations, and permitting requirements.

13) Questions and Information

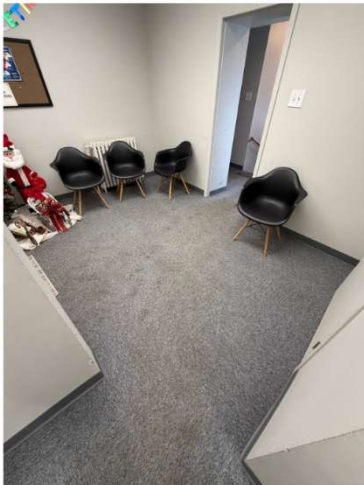
- a) All questions regarding this Request for Proposals shall be directed to:
Rachel St.Pierre, City Administrator
City of Bel Nor
cityadministrator@cityofbelnor.org
(314) 381-2834

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22' L x 2' W

Aprox 137 sq ft

Remove
exisiting
carpet.

Replace with
luxury vinyl
tile

Not to scale

1' L x 1' W

6' L x 10' W

8' L x 4' W

Account QuickReport

Village of Bel-Nor
January 1-March 12, 2026

Distribution account	Transaction date	Transaction type	Num	Name	Memo/Description	Account full name	Cleared	Amount	Balance
ADMINISTRATION									
10-45500 Village Hall Expenses									
10-45600 Village Hall - Repairs/Maint.									
10-45600 Village Hall - Repairs/Maint.	01/20/2026	Bill	010726	Charter 156521301	internet 1/9-2/8/26	ADMINISTRATION:10-45500 Village Hall Expenses:10-45600 Village Hall - Repairs/Maint.		94.99	94.99
10-45600 Village Hall - Repairs/Maint.	01/20/2026	Bill	4574355	Rottler Pest & Lawn Solutions	pest control jan 2026	ADMINISTRATION:10-45500 Village Hall Expenses:10-45600 Village Hall - Repairs/Maint.		51.00	145.99
10-45600 Village Hall - Repairs/Maint.	02/10/2026	Bill	4589985	Rottler Pest & Lawn Solutions	pest control feb 2026	ADMINISTRATION:10-45500 Village Hall Expenses:10-45600 Village Hall - Repairs/Maint.		51.00	196.99
10-45600 Village Hall - Repairs/Maint.	02/10/2026	Bill		Elan Financial Services	chimney cleaning	ADMINISTRATION:10-45500 Village Hall Expenses:10-45600 Village Hall - Repairs/Maint.		615.36	812.35
10-45600 Village Hall - Repairs/Maint.	02/17/2026	Bill		Charter 156521301	internet 2/9-3/8/26	ADMINISTRATION:10-45500 Village Hall Expenses:10-45600 Village Hall - Repairs/Maint.		100.00	912.35
10-45600 Village Hall - Repairs/Maint.	03/03/2026	Bill	4538346	Rottler Pest & Lawn Solutions	pest control dec 2026	ADMINISTRATION:10-45500 Village Hall Expenses:10-45600 Village Hall - Repairs/Maint.		51.00	963.35
Total for 10-45600 Village Hall - Repairs/Maint.								\$963.35	
Total for 10-45500 Village Hall Expenses with sub-accounts								\$963.35	
Total for ADMINISTRATION with sub-accounts								\$963.35	
TOTAL								\$963.35	



**FLOORING
SYSTEMS
INC.**

5461 Baumgartner Rd.
St. Louis, MO 63129
314 329-9300
FAX 329-9399

PROPOSAL

JF260070

February 27, 2026

Proposal Submitted To:

City of Belnor
Phone: (314) 381-2834
Ext.:
Attn: Rachel St. Pierre
Email: cityadministrator@cityofbenlor.org

Regarding Project:

City of Bel-Nor - Public Area Flooring
Replacement

We, FLOORING SYSTEMS INC., propose to furnish the necessary union labor, tools, equipment, and materials to complete the flooring work at the above referenced project.

Furnish and install the following:

Demo Broadloom Carpet & Vinyl Base
LVT based on Shaw Terrain II 20mil
4" Vinyl Base
Light Prep (Skim Coat Underlayment)

\$2,970.00

Estimated Timeline for Completion:

1 Day

Proposed LVT: <https://www.shawcontract.com/en-us/products/0454v?>

NOTES:

FINISHES TO BE AS SPECIFIED
SALES TAX INCLUDED: **No**
PLANS DATED 01/13/2026
MINOR PREP IS INCLUDED.

EXCLUSIONS:

CLEAN, WAXING, VACUUMING AND PROTECTION OF FINISHED FLOORS
MAJOR FLOOR PREPARATION, PATCHING, SANDING, OR LEVELING FLOORS
INSTALLATION OF CONCRETE SEALERS OR MOISTURE MITIGATION SYSTEMS
REMOVAL OR MITIGATION OF CURING COMPOUNDS AND SEALERS
DISCONNECT AND RECONNECT OF PC'S
NIGHTS, WEEKENDS OR HOLIDAYS
MOVING OF FURNITURE OR FIXTURES
UNDERLAYMENT OR CEMENT BOARD

This proposal is subject to written acceptance within 30 days of its date. Terms are net 30 days. Proposal includes minor prep work only. Trash removal by others. Adequate dock facilities and elevators to be available. All work to be performed Monday through Friday between the hours of 7:00 a.m. and 3:30 p.m. unless otherwise noted.

Respectfully submitted,

ACCEPTANCE:

Dennis Godat
Flooring Systems Inc.
Phone 314-329-9330
Fax 314-329-9399

CITY OF BEL-NOR

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Phone: 314-381-2834 Fax: 314-381-2263

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Bid Tabulation

Project: City Hall Flooring Replacement

Bid Number: 2026-02

Bid Opening Date: February 13th, 2026

Bid Opening Time: 3:00 PM

Location: City Hall

Prepared By: Rachel St. Pierre

Bidder Information Table

Bidder	Base Bid	Addendum Acknowledged	Bid Bond Included	Completion Time	Notes
FSI	\$2,970	NA	NA	4-6 weeks	

I certify that the bids listed above were publicly opened and read aloud at the time and place stated above.

X

Rachel St.Pierre
City Administrator

Date: 3/12/26

Bid Compliance Checklist

Bidder	License	Insured			
FSI	Yes	Yes			

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Resolution Number: 26-

A RESOLUTION AWARDING THE CITY HALL FLOORING REPLACEMENT PROJECT AND AUTHORIZING THE CITY ADMINISTRATOR TO EXECUTE THE PROPOSAL WITH FLOORING SYSTEMS INC.

A RESOLUTION OF THE BOARD OF ALDERMEN OF THE CITY OF BEL-NOR, MISSOURI.

WHEREAS, the City of Bel-Nor issued a request for proposals for the flooring replacement at City Hall; and

WHEREAS, proposals were received and reviewed by the City Administrator; and

WHEREAS, Flooring Systems Inc. submitted a proposal in the amount of \$2,970 for removal of existing carpet and installation of luxury vinyl tile.

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

1. The flooring replacement project for City Hall is hereby awarded to Flooring Systems Inc. in the amount of \$2,970.
2. The City Administrator is authorized to execute the proposal dated February 27, 2026 and any documents necessary to complete the work.

PASSED AND APPROVED this 16th day of March, 2026.

X

Anna Vogel
Mayor

ATTEST:

X

Sanette White
City Clerk



RESOLUTION NO. _____

A RESOLUTION OF THE BOARD OF ALDERMAN OF THE CITY OF BEL-NOR, MISSOURI THE ADDITION OF RACHEL ST. PIERRE 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 City Administrator is 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 City Administrator.

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 _____, 2026.

Presiding Officer

Attest:

City Clerk

APPROVED BY THE MAYOR ON THIS _____ DAY OF _____, 2026.

Attest:

Mayor

City Clerk

CITY OF BEL-NOR

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Meeting Date: March 16th, 2026

Agenda Item Title: City Hall Flooring

Department: Administration

Prepared By: Rachel St.Pierre

Date Prepared: 3/12/2026

Decision Type: ☐ Information Only ☐ Discussion ☒ Resolution ☐ Ordinance ☐ Contract Approval

Purpose / Requested Action

Pass a resolution authorizing the City to implement a repayment plan for interfund balances totaling approximately \$506,222, restoring funds that were historically used for general operations back to their designated restricted funds.

Scope of This Agenda Item

This item addresses only the correction of historical interfund balances identified during an administrative review of the City's financial records.

The action requested is limited to approving a repayment structure and authorizing the necessary accounting transfers to restore the balances between funds.

This agenda item does not change the City's current tax structure, revenue sources, or operating budget. It only addresses the accounting restoration of balances between existing City funds.

Summary

During an administrative review of the City's financial records conducted as part of improvements to financial organization and transparency, several long-standing **Due To / Due From balances** were identified between City funds.

These balances developed gradually over multiple fiscal years as certain restricted revenues were deposited into the City's primary operating account before being transferred to the appropriate fund accounts. In several cases those transfers were delayed or not performed, allowing restricted funds to temporarily support general operating expenses.

The balances are fully documented within the City's accounting records and represent **internal obligations between City funds rather than money owed to outside parties**.

Total interfund balances identified:

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Fund	Amount
Sewer Lateral Fund	\$135,209
Capital Improvement Fund	\$145,148
Public Safety Fund	\$131,512
Debt Service Fund	\$94,353

Total: \$506,222

A detailed financial reconstruction report has been prepared and included in the meeting packet to provide transparency regarding how these balances developed and to present repayment options.

Background

The review began as part of broader administrative efforts to improve financial record organization and transparency.

Historical documentation was located across multiple storage systems including archived digital files, shared drives, QuickBooks exports, scanned documents, bank statements, and prior audit commentary.

Analysis of these records identified several accounts labeled Due To / Due From, representing internal borrowing between City funds.

Consultation with the City's independent auditor confirmed that many revenues dedicated to specific funds were historically deposited into the General Fund bank account prior to transfer to the appropriate fund accounts. While the City now maintains multiple bank accounts for individual funds, transfers between accounts were not always consistently performed.

Over time this allowed the General Fund to temporarily utilize cash belonging to other restricted funds, creating the balances now reflected in the accounting records.

Importantly, the review confirmed:

- No funds are missing
- The City remains financially solvent
- The balances represent internal accounting obligations rather than external debt

Budget Impact

Total interfund balance identified: \$506,222

Current approximate City cash reserves: ~\$952,000

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Estimated monthly operating expenses: \$50,000–\$60,000

Estimated monthly revenue intake: \$60,000–\$70,000

Administration recommends Repayment Option 2 (Aggressive Hybrid Repayment):

Immediate repayment: \$350,000

Remaining balance: \$156,222

Repayment period: 2–3 years

Estimated cash remaining after initial repayment: ~\$602,000

This approach resolves approximately 70% of the balance immediately while maintaining a strong operating reserve.

Operational Impact

Approval of this item authorizes the City Administrator and Treasurer to perform the necessary accounting entries and bank transfers to restore balances between funds.

The repayment schedule will be tracked through QuickBooks and reviewed during the City's regular financial reporting process.

Additionally, administration will implement improved financial practices including:

- periodic reconciliation of interfund balances
- documentation of interfund transfers
- improved organization of financial records

These measures are intended to prevent similar balances from accumulating in the future.

Alternatives Considered

Option 1 – Immediate Full Repayment

Repay the full \$506,222 immediately.

Option 2 – Aggressive Hybrid Repayment (Recommended)

Immediate repayment of \$350,000 with the remaining balance repaid over 2–3 years.

Option 3 – Moderate Hybrid Repayment

Immediate repayment of \$250,000 with the remaining balance repaid over 4 years.

Option 4 – Five-Year Repayment Plan

Gradual repayment of approximately \$100,000 per year.

All options are detailed in the attached financial review report.

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Staff Recommendation

Staff recommend **Option 2 – Aggressive Hybrid Repayment**, which restores the majority of the balances immediately while maintaining strong operating reserves and allowing remaining balances to be resolved within several fiscal years.

Attachments

Financial Systems Review and Interfund Balance Reconstruction Report

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Financial Systems Review and Interfund Balance Reconstruction Report

Administrative Review with Financial Reconstruction

Prepared for

Mayor and Board of Aldermen

March 2026

Executive Summary

During an administrative review of the City's financial records conducted as part of efforts to improve financial organization and transparency, several long standing interfund balances totaling approximately \$506,222 were identified.

These balances developed gradually over multiple fiscal years due to the City's use of a pooled cash management system, where most City funds share a primary operating bank account while the accounting system tracks fund ownership internally.

The review examined documentation including:

- QuickBooks general ledger reports
- trial balances by fund
- budget documents and amendments
- bank statements
- expense reports
- historical audit commentary
- internal fund balance documentation

The analysis determined that several restricted funds temporarily supported general operating expenses through the pooled cash system. This occurred when restricted revenue accumulated in a fund but operating expenses were paid from the shared bank account without a structured repayment schedule.

Importantly:

- No funds are missing
- The City remains financially solvent
- The issue reflects historical accounting structure rather than fraud or misappropriation

The purpose of this report is to:

1. Document the origin of the interfund balances

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2. Provide transparency regarding the City's financial structure
 3. Present options to restore proper separation between restricted funds
-

Background of the Review

The review was initiated as part of administrative improvements to financial organization and record management.

Historical financial documentation was located across multiple storage systems including archived digital files, shared drives, QuickBooks exports, and scanned documents.

Consolidation of these records revealed several accounts labeled *Due To / Due From*, representing internal obligations between City funds.

Because these balances had accumulated over several fiscal years, the City undertook a reconstruction of the balances using available documentation.

Review of historical accounting records and consultation with the City's independent auditor indicate that many revenue sources dedicated to specific funds were initially deposited into the General Fund bank account before being transferred to the appropriate fund bank accounts. While the City now maintains separate bank accounts for many funds, the operational process for consistently transferring these revenues was not always performed. Over time this allowed the General Fund to temporarily utilize cash belonging to other funds, resulting in the interfund balances reflected in the accounting records.

Financial System Structure

QuickBooks vs Bank Records

The City currently uses QuickBooks Online for internal accounting.

However, QuickBooks is not connected directly to the City's bank accounts.

This means:

- bank transactions are not automatically imported
- transactions are entered manually
- the accounting system can temporarily differ from actual bank balances

In practice this means:

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QuickBooks represents the City's accounting record, while bank statements represent the actual cash balance.

If reconciliation between the two systems is not performed regularly, internal balances can accumulate within the accounting system.

Municipal Fund Structure

Municipal governments operate using fund accounting, which separates money into distinct funds that can only be used for specific purposes.

Examples of Bel Nor funds include:

Fund	Purpose
General Fund	daily municipal operations
Public Safety Fund	public safety sales tax revenue
Sewer Lateral Fund	voter approved sewer lateral assistance program
Capital Improvement Fund	infrastructure investment
Debt Service Fund	bond repayment

Most of these funds originate from voter approved taxes or legally restricted revenue sources.

These funds are intended to be used only for their designated purpose.

Pooled Cash Management

Bel Nor operated primarily under a pooled cash system.

Under this system:

- multiple funds share a single operating bank account
- the accounting system tracks which fund owns which portion of the balance

This system is common in small municipalities because it simplifies banking operations.

However, pooled cash requires periodic reconciliation to ensure restricted funds remain properly allocated.

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Without formal repayment tracking, restricted funds may temporarily support general operations.

Restricted Fund Usage

During this review it became clear that multiple restricted funds were used in a similar way over time.

Revenue from restricted funds accumulated in the pooled bank account and was used alongside other cash to cover general operating expenses such as:

- utilities
- police services
- administrative costs
- maintenance expenses

This practice is sometimes informally described as robbing Peter to pay Paul.

In accounting terms it represents temporary borrowing between funds within a pooled cash system.

Because repayment schedules were not formally established, these balances accumulated over time.

Identified Interfund Balances

Based on the documentation reviewed, the following balances were identified:

Fund	Amount Owed
Sewer Lateral	\$135,209
Capital Improvement	\$145,148
Public Safety	\$131,512
Debt Service	\$94,353

Total interfund balance: \$506,222

These balances represent internal obligations between City funds rather than money owed to outside parties.

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Current Cash Position

Recent bank statements indicate that the City maintains substantial cash reserves across several accounts.

Approximate balances include:

Account	Balance
Primary Operating Account	~\$952,000
Public Safety Account	~\$10,000
Capital Project Account	~\$90,000
Debt Service Account	~\$6,500

These balances confirm that the City currently maintains sufficient cash to continue normal operations.

Operating Expense Analysis

Expense reports for recent fiscal years indicate that the City spends approximately:

\$50,000–\$60,000 per month

Major recurring expenses include:

- police service contract
 - utilities
 - infrastructure maintenance
 - professional services
 - administrative expenses
-

Revenue Flow

Budget versus actual reports indicate that the City receives regular revenue through:

- property taxes
- sales taxes

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- utility taxes
- state distributions

Estimated average revenue intake:

\$60,000–\$70,000 per month

Because revenue continues to arrive throughout the year, the City's operating reserve naturally rebuilds over time.

Understanding Solvency

In this report, solvent means that the City currently has enough cash to meet its obligations.

Solvency does not mean the City has excess funds.

It simply means the City can continue operating normally and meet its financial responsibilities.

Understanding Operating Reserves

Operating reserves represent the amount of cash currently available to run the City.

For example, if the City has \$450,000 in cash and monthly expenses average \$55,000, that equals approximately eight months of operating runway.

This does not mean the City will run out of money in eight months.

Municipal revenues continue to arrive throughout the year, supporting ongoing operations.

The runway calculation simply illustrates the City's current financial cushion.

Root Cause Analysis

Three structural factors appear to have contributed to the development of the interfund balances.

Centralized revenue deposits

Many revenue sources dedicated to specific funds were historically deposited into the General Fund bank account before being transferred to the appropriate fund bank accounts. While the City now maintains separate bank accounts for many funds, the operational process for consistently transferring revenues to the appropriate accounts was not always performed. This allowed the General Fund to temporarily utilize cash belonging to other funds.

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Manual accounting processes

Accounting entries and interfund balances were tracked primarily through manual entries within QuickBooks. Because QuickBooks was not directly connected to the City's bank accounts, accounting records did not always immediately reflect actual cash activity within the bank accounts. This increased the likelihood that interfund balances would persist over time.

Lack of a structured repayment process

Interfund borrowing between funds was recorded through Due To / Due From accounts but was not accompanied by a formal repayment schedule. As a result, balances accumulated across multiple fiscal years without systematic repayment.

Repayment Options

Option 1

Immediate Full Repayment

Repayment: \$506,222

Cash after repayment: ~\$446,000

Static operating runway (if revenue stopped):
≈ 8 months

However, the City continues receiving approximately \$60k–\$70k per month in revenue.

This means the operating reserve would gradually rebuild after repayment.

Interpretation:

Immediate correction but requires careful monitoring during the following months.

Option 2 (recommended)

Aggressive Hybrid Repayment

Immediate repayment: \$350,000

Remaining balance: \$156,222

Repayment term: 2–3 years

Cash remaining: ~\$602,000

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Static runway: $\approx$ 11 months

Interpretation:

Resolves nearly 70 percent of the balance immediately while restoring the remaining balance quickly.

Option 3

Moderate Hybrid Repayment

Immediate repayment: \$250,000

Remaining balance: \$256,222

Repayment period: 4 years

Annual repayment: $\approx$ \$64,000

Remaining reserves: $\sim$ \$702,000

Runway: $\approx$ 12–13 months

Interpretation:

Strong correction while maintaining a substantial operating cushion.

Option 4

Five Year Repayment Plan

Annual repayment: $\approx$ \$100,000

No immediate reserve impact.

Balances resolved gradually.

Reserve Recovery Illustration

Even after repayment, reserves rebuild naturally through ongoing revenue.

Example projection:

Month	Estimated Reserve
-------	-------------------

Month 0	\$446k
---------	--------

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Month Estimated Reserve

Month 6 \$506k

Month 12 \$566k

Month 24 \$686k

Assumes average monthly surplus of \$10k.

Timeline of Events

2018

Restricted funds begin accumulating

2019

Interfund borrowing begins appearing

2020

COVID financial disruptions

2021

Balances continue growing

2022

Audit commentary references fund borrowing

2023

Balances exceed \$500k

2024

Balances remain unresolved

2025

Administrative review begins

2026

Financial reconstruction completed

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Fund Flow Diagram

Restricted Revenues
(sales tax, voter taxes)



Restricted Funds
Public Safety
Sewer Lateral
Capital Improvement
Debt Service



General Operating Account



City Operations
Police services
Utilities
Administration
Maintenance



Repayment Plan



Restricted Funds Restored

Long Term Improvements

Recommended financial practices:

- annual reconciliation of interfund balances
- formal documentation of interfund transfers
- improved record organization
- periodic financial system reviews

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Appendix A

Documents Reviewed

Balance Sheets

BalanceSheet 2014–2025

Audit Reports

2020 Audit

2021 Audit

2022 Audit

Budgets

FY2018 Budget Ordinance

2024 Budget

2025 Budget

Trial Balances

Public Safety Fund

Sewer Lateral Fund

Capital Improvement Fund

Bank Statements

UMB Accounts

Simmons Bank Accounts

Expense Reports

2024 Expense Report

2025 Expense Report

2026 Expense Report

Internal Documentation

Due To Balance Narrative

Previous Audit Commentary

Appendix B

Key Accounting Accounts

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Account Description

10-22600 Due to Sewer Lateral Fund

10-22601 Due to Debt Service Fund

10-22650 Due to Capital Improvements

10-22700 Due to Public Safety Fund

Plain Language Summary

During a review of the City's finances we discovered that several restricted funds had accumulated balances that were never repaid to those funds.

This occurred because the City used a pooled cash system where multiple funds shared one bank account.

Over time those restricted funds helped cover general operating expenses.

The money is not missing. It simply needs to be transferred back to the funds where it belongs.

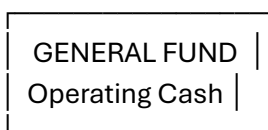
This report explains how the balances developed and gives council several options to restore the funds while maintaining financial stability.

Visual Map of the \$506,222 Interfund Balance

This is the simplest visual explanation for council.

Think of the General Fund as the center of the web.

Sewer Lateral Fund
\$135,209

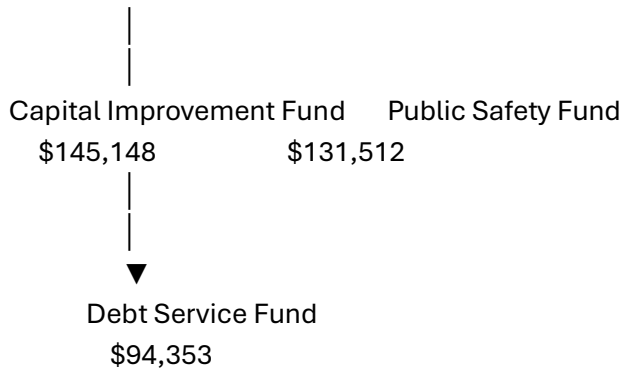


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What this means in plain language

The General Fund temporarily absorbed restricted funds to cover operations.

Those funds are still tracked internally as “Due To” balances and simply need to be transferred back.

Total owed across funds:

\$506,222

Revenue vs Expense vs Repayment Chart

This helps council understand why repayment is manageable.

Estimated financial activity:

Metric	Amount
Cash in bank	~\$952,000
Monthly operating expenses	~\$55,000
Monthly revenue intake	~\$60,000–\$70,000

So the city roughly runs:

Revenue ≈ \$65k/month
Expenses ≈ \$55k/month
Net change ≈ +\$10k/month

Meaning the nest rebuilds naturally.

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Repayment Option Comparison Chart

Option	Immediate Payment	Years Remaining	Cash After Payment
--------	-------------------	-----------------	--------------------

Option 1	\$506k	0	\$446k
----------	--------	---	--------

Option 2	\$350k	2-3	\$602k
----------	--------	-----	--------

Option 3	\$250k	4	\$702k
----------	--------	---	--------

Option 4	\$0	5	\$952k
----------	-----	---	--------

Example Reserve Recovery (Option 1)

Even after paying everything at once:

Starting reserve after payment

\$446k

Monthly surplus

+\$10k

After 12 months

≈ \$566k

So even the most aggressive option does not create financial danger, it just temporarily shrinks the cushion.

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Resolution Number: 26-

A RESOLUTION AUTHORIZING THE REPAYMENT OF INTERFUND BALANCES AND IMPLEMENTATION OF A REPAYMENT PLAN

A RESOLUTION OF THE BOARD OF ALDERMEN OF THE CITY OF BEL-NOR, MISSOURI.

WHEREAS, the City of Bel-Nor conducted an administrative review of its financial records as part of efforts to improve financial organization and transparency; and

WHEREAS, the review identified interfund balances totaling approximately **\$506,222**, representing internal obligations between City funds resulting from historical accounting practices; and

WHEREAS, these balances represent obligations between City funds and do not represent external debt or missing funds; and

WHEREAS, the Mayor and Board of Aldermen have reviewed the findings and repayment options presented in the Financial Systems Review and Interfund Balance Reconstruction report dated March 2026.

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

The City hereby authorizes the implementation of an interfund repayment plan to restore balances owed to the following funds:

Sewer Lateral Fund

Capital Improvement Fund

Public Safety Fund

Debt Service Fund

The City Administrator and City Treasurer are authorized to make the necessary accounting entries and bank transfers to implement the approved repayment schedule.

The City Administrator is further authorized to implement financial procedures to ensure that restricted revenues are transferred to the appropriate fund accounts and that interfund balances are reviewed periodically.

PASSED AND APPROVED this 16th day of March, 2026.

CITY OF BEL-NOR

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Phone: 314-381-2834 Fax: 314-381-2263

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X

Anna Vogel
Mayor

ATTEST:

X

Sanette White
City Clerk

