City of Bel Nor, Missouri

8416 Natural Bridge Road

Bel Nor, Missouri 63121

www.cityofbelnor.org

cityclerk@cityofbelnor.org

(314) 381 - 2834

Meeting Notice & Agenda of the Board of Alderpersons of the City of Bel Nor

Regular Session | November 16th, 2026, 7:30 PM

8416 Natural Bridge Rd 63121

Full agenda packet can be found at www.cityofbelnor.org > Government > Meeting Agendas and Minutes

1. **Call to Order and Pledge of Allegiance**
2. **Roll Call**
3. **Public Comment – Agenda Items**
4. **Approval of Previous Meeting Minutes – October 19th & November 4th**
5. **Presentations and Reports**
6. **Business**
    a. **NEW; First reading and discussion of O26-011 AN ORDINANCE AUTHORIZING THE CITY OF BEL NOR TO ENTER INTO AN AGREEMENT WITH KING'S AUTO REPAIR INC. FOR SNOW PLOWING AND ICE CONTROL SERVICES FOR THE 2026-2027 WINTER SEASON; ESTABLISHING A MAXIMUM CONTRACT EXPENDITURE OF TWENTY-FIVE THOUSAND DOLLARS ($25,000.00); AND EXPRESSLY AUTHORIZING THE CITY ADMINISTRATOR TO FINALIZE, EXECUTE, AND ADMINISTER SAID AGREEMENT ON BEHALF OF THE CITY.**
    b. **OLD; none**
7. **Public Comment – General Matters**
8. **Adjournment (closed session if required)**

Accessibility Statement: The City of Bel-Nor will provide reasonable accommodations for individuals with disabilities. Please contact City Hall at least 72 hours in advance if accommodations are needed.

Closed Session Notice: Notice is hereby given that, in accordance with RSMo Chapter 610, the Board may vote to enter into closed session, pursuant to a motion duly made and adopted, for the purpose of discussing matters relating to legal actions, causes of action, or litigation; privileged communications between the Board and its attorney; lease, purchase, or sale of real estate; hiring, firing, disciplining, or promoting employees; preparation for negotiations with employee groups; bidding specifications; proprietary technology materials; or records and matters otherwise protected from disclosure by law. Any minutes, votes, settlement agreements, or public records relating to these matters will be made available upon final disposition as required by law.

City Hall Hours: Tuesday, Thursday and Friday | 8:30 AM – 4:30 PM

Fund Balances (as of 8/31/2026)	Revenue Month	Revenue YTD	Revenue 2026 Budget	Expenses Month	Expenses YTD	Expenses 2026 Budget
General Fund	$ 49,762	$ 506,198	$ 689,150	$ 18,738	$ 304,772	$ 553,067
Court Fines (1)	$ 550	$ 5,647	$ 32,000	$ -	$ 19,479	$ 56,975
Capital Improvement	$ 11,475	$ 83,453	$ 115,120	$ 81	$ 52,925	$ 161,250
Sewer Lateral	$ 446	$ 25,537	$ 32,002	$ -	$ 9,750	$ 20,000
Public Safety	$ 8,810	$ 64,381	$ 90,000		$ 11,223	$ 32,500
Debt Service	$ 1,069	$ 3,253	$ 1	$ -	$ 91,708	$ 95,070
Capital Project	$ 4	$ 30	$ 20	$ 70	$ 280	$ -
ARPA	$ -	$ 94	$ 25	$ -	$ -	$ -

Bank Balances	8/31/2026	10/19/2026
Gen Fund	$ 1,058,625	
Capital Improvement	$ 79,221	
Public Safety	$ 10,774	
Sewer Lateral	$ 17,463	
Court Fines	$ 23,328	
Municipal Court	$ 3,924	
Bond Fund	$ -	
Reserve Savings	$ -	
ARPA	$ 94	
UMB #2753 Capital Project	$ 89,900	
UMB #3739 Debt Service	$ 6,500	

General Fund Due-To

Capital Improvement	$ 207,905
Sewer Lateral	$ 141,688
Public Safety	$ 140,651
Debt Service	$ 5,421

Notes

Capital Improvement

1.None to report.

ARPA

1.None to report.

General Fund

1. Received a $1,00 donation for the Tree Board

Sewer Lateral Fund

1.None to report.

Debt Service

1.None to report.

Public Safety

1.None to report.

Courts

1.None to report.

We have been working on cleaning up the class codes. As a results, the YTD amounts have been adjusted to reflect these updates.

Treasurer's Report approved as submitted (pending audit) on _____ , _____

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City Administrator Monthly Report

Reporting Period: October 18 - November 12, 2026

Administration & Finance

- Continued working with the Treasurer on financial reconciliation, account coding, bill payment procedures, and improvements to internal financial controls.
- Continued coordination of the FY2024 and FY2025 audits and preparation of the FY2027 budget.
- The October 19 Treasurer's Report identifies a General Fund bank balance of approximately $1,058,625. However, the report also identifies approximately $495,665 in outstanding interfund obligations, leaving approximately $562,960 before accounting for operating expenses, reserves, and other commitments. **The City's bank balance should not be interpreted as unrestricted or available operating funds.** These figures remain subject to reconciliation and audit.
- The Treasurer's year-to-date revenue and expenditure figures are reported through August 31, 2026, with adjustments resulting from ongoing account classification corrections.

Administration & Personnel

- Completed recruitment and Board approval of the City Clerk and combined Public Works and Community Compliance Inspector positions.
- Coordinated employee onboarding, training, and administrative responsibilities.
- Continued developing updated employee policies, job descriptions, purchasing procedures, and internal administrative standards.
- Reviewed City Hall operating hours and staffing schedules to improve efficiency and public accessibility.

Strategic Planning

- Continued development and refinement of the City's 2027-2031 Strategic Plan following the October strategic planning sessions.
- Continued reviewing community priorities and incorporating feedback into future planning and budget development. Community surveys remain available through November 30.

Code Enforcement, Permits & Inspections

- Continued routine code enforcement and compliance follow-ups. October activity included property maintenance, overgrown vegetation, dead trees, debris, inoperable vehicles, and permit violations.

- Issued additional property maintenance and nuisance warnings, with continued follow-up on outstanding violations and cases progressing to summonses.
- Continued processing building permits and coordinating residential construction, roofing, driveway, occupancy, and final inspections.
- Continued reviewing and correcting rental and vacant property registration records in preparation for January 2027 renewals.

Public Works & Infrastructure

- Began preparations for winter maintenance, including reviewing existing salt inventory and snow and ice removal procurement requirements.
- Continued coordinating routine maintenance, seasonal cleanup, and infrastructure needs.

Public Safety & Municipal Court

- Continued coordination with legal counsel regarding the proposed consolidation of municipal court operations with Normandy. Final agreements and transition arrangements remain pending.
- Continued reviewing public safety service needs in preparation for the April 2027 police services contract renewal.

Trees, Grants & Beautification

- Continued coordinating the Missouri Department of Conservation Community Conservation Cost Share grant, including bid activities, contractor coordination, and project scheduling.
- Began organizing year-end reporting, proposed FY2027 budgets, meeting schedules, and administrative procedures for City boards and committees.

City Property & Economic Development

- Continued coordination of the proposed restaurant lease at 8418 Natural Bridge Road.
- Continued routine facility management and review of City property maintenance needs.

Records, Technology & Public Communication

- Continued improving administrative records, internal procedures, public information, and online services.
- Developed additional guidance for purchasing, financial administration, permit processing, and employee responsibilities.

Community Engagement & Events

- Supported coordination of October community programming and volunteer activities.
- Continued communication with City boards and committees regarding upcoming activities, reporting expectations, and FY2027 planning.

Upcoming Priorities

- Complete FY2027 budget preparation and strategic plan revisions.
- Continue financial reconciliation and outstanding audits.
- Finalize municipal court consolidation arrangements.
- Complete employee onboarding and internal procedure updates.
- Prepare business, rental and vacant property registration renewals.
- Coordinate winter maintenance and MDC grant implementation.

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(314) 381 - 2834

Meeting Date: 11.12.2026

Agenda Item Title: O26-011

Department: Administration

Prepared By: Rachel St.Pierre

Date Prepared:11.16.2026

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

Purpose / Requested Action

Approve an ordinance authorizing the City of Bel Nor to enter into a snow plowing and ice control services agreement with King's Auto Repair Inc. for the 2026 -2027 winter season, at an hourly service rate of $265.00 and a fuel surcharge of $25.00 per service, per vehicle.

The proposed agreement would establish a maximum contractual expenditure of $25,000.00 through April 30, 2027, subject to available appropriations, final clarification of operational and billing terms, insurance verification, and execution of a written agreement.

Scope of This Agenda Item

The Board is being asked to approve the selection of a winter maintenance contractor, establish the authorized contract rates and expenditure ceiling, and authorize the City Administrator to execute the agreement following completion of the remaining administrative and legal requirements.

The $25,000.00 authorization represents a maximum expenditure limit, not a guaranteed payment or anticipated contract cost. The City will pay only for documented and authorized services actually performed.

This action does not authorize an automatic purchase of additional road salt, a new storage structure, or other equipment.

Summary

The City solicited written quotations for snow plowing and ice control services for the 2026–2027 winter season.

The Invitation to Bid was issued October 29, 2026, with a submission deadline of November 9, 2026. Additional outreach was conducted with municipal contacts regarding potential service providers.

King's Auto Repair Inc., the City's incumbent contractor, submitted an updated pricing quotation on November 11, 2026, identifying an hourly rate of $265.00 and a fuel surcharge of $25.00 per service, per vehicle.

As of preparation of this memorandum, King's is the only contractor for which a written pricing response has been documented.

The proposed award would continue an established service relationship while implementing updated requirements for service documentation, invoice verification, salt inventory management, and expenditure oversight.

Background

King's Auto Repair Inc. has previously provided winter roadway maintenance services to Bel Nor. The prior written agreement available for review, covering the 2024-2025 winter season, established an hourly service rate of $225.00 and a fuel surcharge of $20.00 per service.

The new quotation reflects an hourly increase of $40.00, or approximately 17.8%, and an increase of $5.00 in the fuel surcharge, or 25%.

The previous agreement established a two-inch snow accumulation trigger, pretreatment under freezing precipitation conditions, and salt application following plowing.

For the 2026-2027 season, Administration prepared an updated Invitation to Bid to improve consistency in contractor expectations, service pricing, and records management.

The solicitation includes approximately 6.13 centerline miles of designated municipal streets:

Service Area	Approximate Mileage
Horatio Park Area	1.05 miles
Clearview Park Area	5.08 miles
Total	6.13 miles

Average roadway pavement width is approximately 17 feet, with curbs present throughout the listed streets.

The regular service area excludes sidewalks, park walking paths, landscaped islands, and non-roadway properties unless separately authorized.

Procurement Process

Administration utilized an invitation to bid quotation process for the anticipated seasonal services rather than issuing a comprehensive Request for Proposals.

The City issued the written Invitation to Bid on October 29, 2026, and conducted additional outreach to identify available service providers.

The solicitation originally established a November 9, 2026 deadline. A November 5 follow-up to King's requested a response by November 11, and King's submitted pricing on that date. This departure from the original solicitation deadline is documented for procurement review.

As of the preparation of this memorandum, one written contractor quotation has been received.

The quotation identifies updated hourly and fuel rates but does not independently address every item requested in the City's pricing schedule. Final clarification of billing, equipment, salt storage, and operational requirements will be necessary before execution.

The proposed award remains subject to completion of applicable purchasing documentation, review of the solicitation process, and final contract approval.

Existing Salt Inventory

The City previously purchased approximately 30 tons of road salt, with approximately seven tons reported as consumed during the preceding winter season.

Based on those records, Administration initially estimated that approximately 23 tons remained available for the 2026-2027 season.

In correspondence dated November 11, 2026, King's Auto Repair reported that two storage bins retain salt from the prior delivery and estimated approximately 30 tons remaining.

Administration recommends utilizing the existing City-purchased salt before considering additional purchases.

The proposed contract will require documentation of salt application quantities, cooperation with inventory reconciliation, and prior written authorization for any additional material purchases.

The agreement will also clarify that use of the existing salt storage arrangement does not automatically authorize purchasing a new storage structure or transferring ownership of municipal materials.

Budget Impact

Snow and ice management expenditures vary considerably depending on the frequency, severity, and duration of winter weather events.

Administration reviewed the following historical expenditures:

Year	Actual Expenditures
2024	$4,263.75
2025	$16,637.50
2026	$4,732.50
Three-Year Average	**$8,544.58**

Based on the historical average, the contractor's increased rates, and potential winter weather variability, Administration anticipates annual seasonal expenditures of approximately **$10,000.00 to $12,000.00** under ordinary operating conditions.

However, the 2025 expenditure of $16,637.50 demonstrates that winter maintenance costs can increase substantially during more demanding seasons.

Applying the approximate 17.8% hourly rate increase to the 2025 expenditure results in an illustrative cost of approximately $19,600.00, before fully accounting for the increased fuel surcharge or any changes in the mix of services.

Administration therefore recommends establishing a **maximum contract authorization of $25,000.00**.

This limit provides flexibility for severe weather events while maintaining a defined spending ceiling and avoiding repeated requests for additional contract authority during winter operations.

The adopted FY2026 General Fund budget includes $18,000.00 in account 60200, Ice & Snow Removal + Salt.

The contract extends into FY2027. Expenditures will be allocated to the appropriate fiscal year and remain subject to available appropriations and applicable purchasing procedures.

The $25,000.00 authorization does not independently amend the City's budget or guarantee payment of that amount.

Operational Impact

Approval of the agreement will establish a contractor for winter roadway maintenance, emergency mobilization, pretreatment, snow plowing, and ice control.

Continuing with the incumbent may reduce transition requirements associated with existing salt storage arrangements, equipment familiarity, and knowledge of the City's roadway network.

The proposed agreement also improves operational accountability through:

- Defined service authorization and communication procedures.
- Documentation of labor, equipment, and billable service hours.
- Identification of vehicles used during service events.
- Itemized fuel surcharges.
- Salt application and inventory records.
- Verification of invoices before payment.
- Required insurance documentation and contract administration provisions.

Final operational details, including mobilization expectations and backup equipment availability, will be confirmed before execution.

Alternatives Considered

Option 1 - Approve the proposed agreement with King's Auto Repair Inc. (Recommended).

Authorize the proposed rates and a maximum seasonal expenditure of $25,000.00, subject to final confirmation of contract terms, purchasing documentation, insurance, and legal review.

Option 2 - Postpone contract approval.

Allow additional time for competitive solicitation, contractor availability review, and inventory reconciliation. This may delay winter service readiness.

Option 3 - Decline the proposed agreement.

Direct Administration to pursue alternative snow and ice management arrangements.

Staff Recommendation

Administration recommends approval of an agreement with King's Auto Repair Inc. for snow plowing and ice control services through April 30, 2027, at a rate of $265.00 per hour and a fuel surcharge of $25.00 per service, per vehicle.

Administration further recommends establishing an aggregate contract expenditure limit of **$25,000.00**, subject to available appropriations, with anticipated seasonal expenditures of approximately $10,000.00 to $12,000.00 based on historical costs and updated pricing.

Approval should be contingent upon clarification of billing and mobilization terms, confirmation of equipment availability and backup coverage, satisfactory insurance documentation, completion of applicable procurement requirements, and final review of the written agreement by the City Attorney.

The Mayor should be authorized to execute the final agreement in substantially the form presented, provided that no material changes are made to the approved rates, scope, term, or expenditure limit.

Attachments

Proposed Ordinance

Proposed Contract

ITB

King's Bid

Procurement Outreach

City of Bel Nor, Missouri

8416 Natural Bridge Road

Bel Nor, Missouri 63121

www.cityofbelnor.org

cityclerk@cityofbelnor.org

(314) 381 - 2834

INVITATION TO BID

SNOW PLOWING & ICE CONTROL SERVICES

2026–2027 Winter Season

Issued: October 29, 2026
Written Quotes Due: November 9th at 3:00 PM
Contract Term: Upon execution through April 30, 2027
Submission Email: cityclerk@cityofbelnor.org

The City of Bel Nor invites written quotations from qualified contractors for snow plowing, anti-icing, and road salt application on designated City-maintained streets during the 2026–2027 winter season.

This is an informal competitive quotation request, not a request for a lengthy technical proposal. The attached two-page *Streets & Green Space* map (Exhibit A) defines the approximate base service area for quoting.

1. Mapped Service Area (Exhibit A)

The City maintains approximately **6.13 centerline miles of streets** within the designated service areas:

Service Area	**Approximate Mileage**
Horatio Park Area	1.05 miles
Clearview Park Area	5.08 miles
Total	**6.13 miles**

Roadway Specifications:

- Average pavement width: Approximately 17 feet.
- Curbs: Present on all listed streets.
- Horatio Park Area: No sidewalks.
- Clearview Park Area: Sidewalks present.

These are approximate map measurements, not guaranteed billable quantities.

The total excludes the separately labeled Normandy Drive (0.62 miles) and Natural Bridge Road (0.56 miles) boundary segments unless the City confirms and authorizes service on those segments in writing.

Sidewalks, walking paths, parks, green spaces, and landscaped islands are not included in routine roadway plowing or salting unless separately authorized.

2. Scope of Services

The selected contractor shall provide:

- Snow plowing when accumulation reaches approximately two inches, or as otherwise authorized by the City.
- Pretreatment when precipitation and freezing conditions warrant it, subject to the City's approved activation protocol.
- Application of road salt following plowing when conditions warrant.
- Additional ice-control services as authorized by the City.
- Necessary equipment, operators, and supervisory coverage for winter weather response, including evenings, weekends, and holidays.
- Protection of street surfaces, curbs, stormwater systems, vegetation, and private property.
- Appropriate salt application practices, including calibrated spreading equipment.

The selected contractor and City Administrator will establish a primary contact, response expectations, and event-authorization procedures before services begin.

Contractors shall identify any portions of the mapped service area they are unable to service.

3. Existing Salt Inventory and Storage

The City purchased approximately 30 tons of road salt for a prior winter season, with approximately seven tons reported as used. An estimated 23 tons may remain at the previous contractor's storage location.

The remaining inventory, ownership of the existing storage structure, and access or transfer arrangements are pending verification.

Contractors shall prepare their quotations based on the following:

- Available City-furnished salt shall be utilized before additional material is purchased, subject to inventory verification.
- Labor and equipment costs for distributing City-furnished salt shall be quoted separately from material costs.
- Any storage, loading, hauling, transfer, or handling charges must be separately disclosed.
- The City is not requesting the purchase of a new salt storage structure.
- No additional salt or storage structure may be purchased on behalf of the City without prior written authorization.

4. Service Records and Invoicing

Following each service event, the contractor shall provide documentation identifying:

- Date and time of services performed.
- Streets or areas serviced.
- Type of service performed.
- Equipment and labor hours.
- Applicable travel or mobilization time.
- Quantity of salt applied, reported in tons or pounds.

Invoices shall itemize charges according to the accepted pricing schedule.

Contractors shall maintain service and salt application records for City review.

Invoices are due within 30 days of the date of service.

5. Bidder Pricing Schedule

Contractors shall provide rates applicable throughout the contract period. Enter "Included" or "N/A" where appropriate.

Service / Price Basis	**Quoted Rate**
Plowing truck and operator - on-site hourly rate	$_____ / hour
Pretreatment / anti-icing - hourly application rate	$_____ / hour
Post-plow salt application - hourly application rate	$_____ / hour
Event mobilization or minimum charge, if any	$_____ / event
Fuel or other surcharge, if any	$_____ / event
City-furnished salt - material charge	$0 / ton
Additional road salt, if separately authorized	$_____ / ton
Salt storage, loading, or handling	$_____
One-time transfer or hauling of existing salt	$_____
Other charges (describe)	$_____

Billing Commencement:

☐ Upon arrival of equipment in Bel Nor
☐ Port-to-port (explain origin and travel time)
☐ Other: _____

Minimum Billable Time Per Event: _____

Estimated Mobilization Time After City Request: _____

All minimum charges, additional fees, and potential surcharges must be disclosed in the quotation.

6. Contractor Information

Company Name: _____

Contact Person: _____

Phone: _____

Email: _____

Available Equipment and Backup Coverage:

Salt Storage Plan and Associated Costs:

Exceptions, Additional Fees, or Service Limitations:

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7. Submission and Selection

Completed quotations and a brief description of relevant municipal or commercial snow removal experience shall be submitted by email to:

City of Bel Nor
Email: cityclerk@cityofbelnor.org
Subject: 2026–2027 Snow Services Quote

Submission Deadline: November 9th at 3:00 PM

Questions may be directed to City Hall at (314) 381-2834 or cityclerk@cityofbelnor.org

The City will evaluate quotations based on overall anticipated cost, mobilization and response capabilities, equipment availability, backup coverage, salt handling arrangements, relevant experience, and insurance coverage.

The City reserves the right to request clarification, reject any or all quotations, or decline to award a contract.

Contractor selection is subject to applicable City purchasing approvals and execution of a separate written agreement. Issuance of this invitation does not authorize work.

The selected contractor shall provide evidence of appropriate insurance, including general liability and business automobile liability coverage of at least $1,000,000, and workers' compensation coverage where applicable, before services begin.

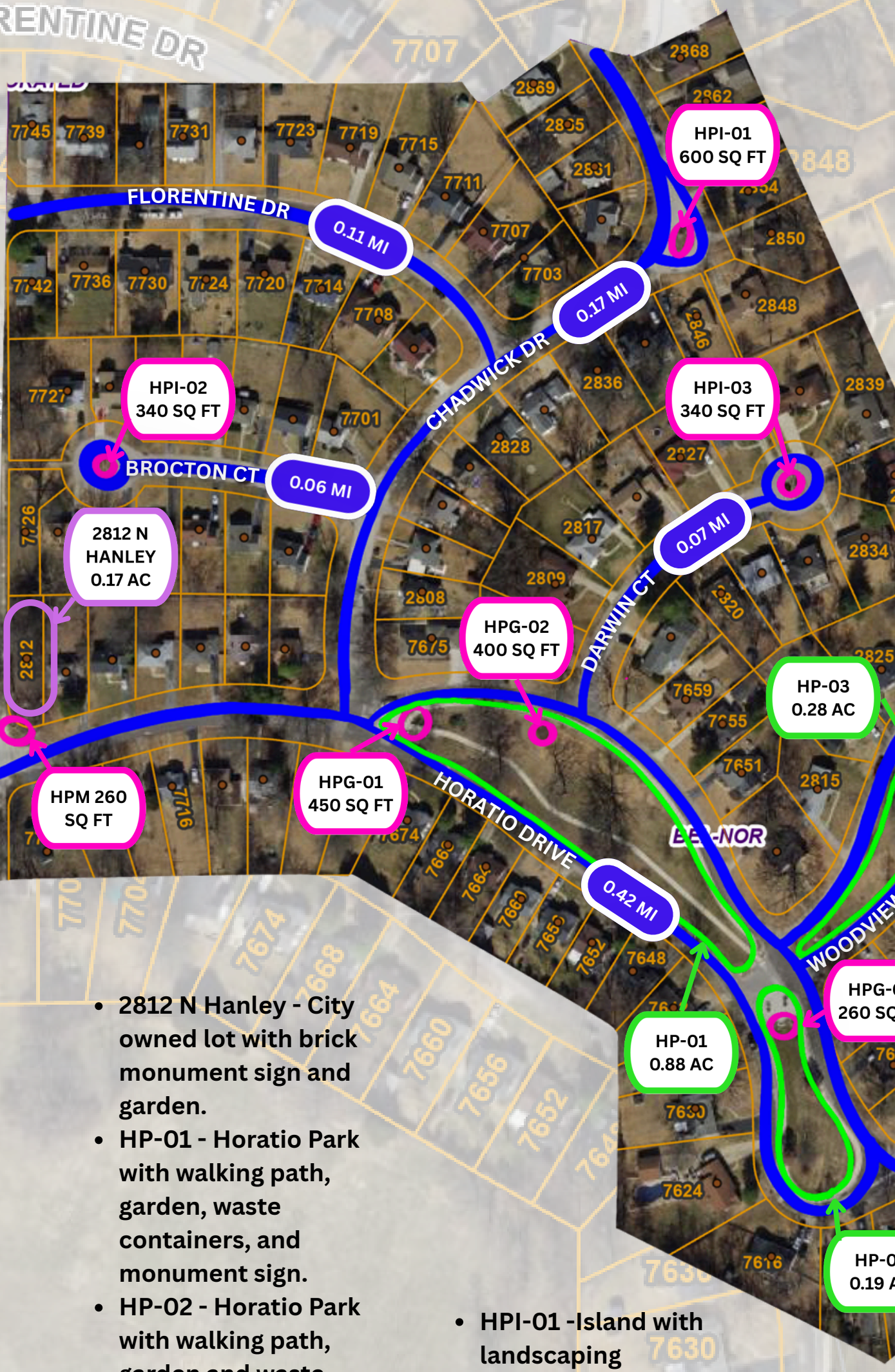
Final contractual terms and insurance provisions shall be subject to City legal review.

Attachment: Exhibit A - City of Bel Nor Streets & Green Space Map (2 pages)

City of Bel Nor

Horatio Park Area

Streets & Green Space



- Pavement averages about 17 feet wide.
- Curbs on all listed streets.
- No sidewalks.
- HP-01 & HP-02: approximetely 0.31 miles of walking path.

- 2812 N Hanley - City owned lot with brick monument sign and garden.
- HP-01 - Horatio Park with walking path, garden, waste containers, and monument sign.
- HP-02 - Horatio Park with walking path, garden and waste containers.
- HP-03 - Horatio Park, just green space.
- HPG-01 - Park garden with City sign.
- HPG-02 - Park Garden
- HPG-02 - Park Garden

- HPI-01 -Island with landscaping
- HPI-02 - Island without landscaping
- HPI-03 - Island with minimal landscaping
- HPI-04 - Island with minimal lanscaping
- HPM - Brick monument sign with small garden

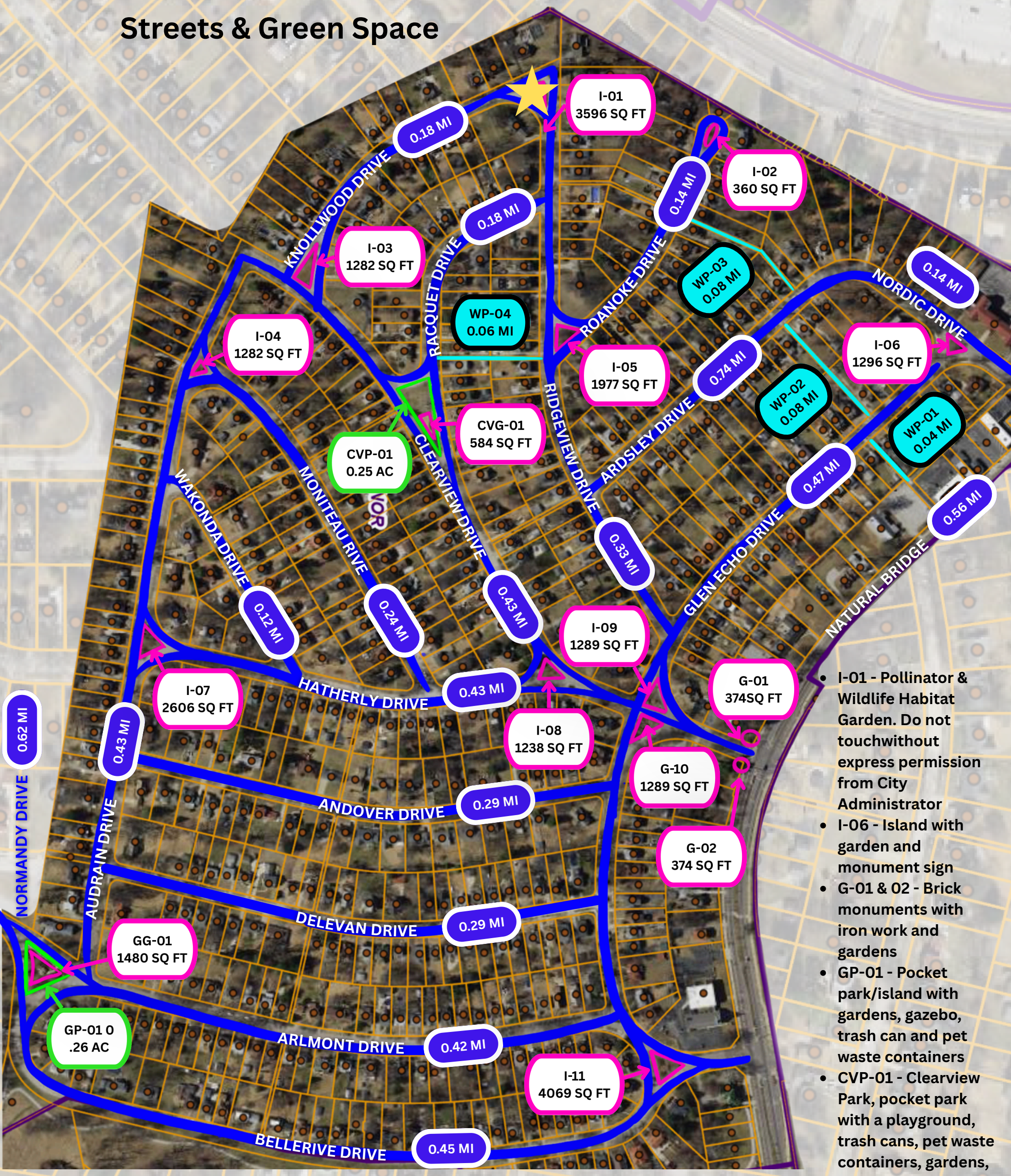
HP = Horatio Park
HPI = Horatio Park Island
HPG = Horatio Park Garden
HPM = Horatio Park Monument

City of Bel Nor

Clearview Park Area

Streets & Green Space

- Pavement averages about 17 feet wide.
- Curbs on all listed streets.
- Sidewalks on all listed streets.



- I-01 - Pollinator & Wildlife Habitat Garden. Do not touchwithout express permission from City Administrator
- I-06 - Island with garden and monument sign
- G-01 & 02 - Brick monuments with iron work and gardens
- GP-01 - Pocket park/island with gardens, gazebo, trash can and pet waste containers
- CVP-01 - Clearview Park, pocket park with a playground, trash cans, pet waste containers, gardens, and small walking path/patio
- I-08 - island with garden and monument sign
- Most islands have well established landscaping
- I-03, I-02 & I-05 have minimal landscaping

I = Island
G =Garden
CVG = Clearview Garden
CVP = Clearview Park
GG = Gazebo Garden
GP = Gazebo Park
WP = Walking Path

Snow Plowing - Invitation to Bid

CA City Administrator

Reply Reply all Forward

To: City Administrator

Thu 11/5/2026 4:04 PM

Bcc: David Campbell <dcampbell@cityofnormandy.gov>; linhardt@berkeleymo.us

Good afternoon,

The City of Bel Nor is soliciting bids for snow plowing during the 26/27 season. If you are interested in bidding, please review the attachment. invitation to bid snow plowing 26.27 1.pdf

Thank you!

Rachel St.Pierre, City Administrator
She/They
(314) 381 - 2834 | cityadministrator@cityofbelnor.org | 8416 Natural Bridge Road 63121

www.cityofbelnor.org



Please note: my working hours may be different than yours. Do not feel obligated to respond outside YOUR normal work schedule, unless otherwise requested, or delivering tacos. (MO Based | Time Zone: Central) We typically respond to voicemails and e-mails in 1-3 business days.

Reply Forward

Outlook

Re: Bel-Nor Snow plowing

From Jay Johnson <KingsIncSRIM@outlook.com>
Date Wed 11/11/2026 6:32 AM
To City Administrator <cityadministrator@cityofbelnor.org>

Good Morning

2026-2027 Snow Removal Season Updated Pricing
Hourly rate $265.00 an hour
Fuel Surcharge $25 Per Service/Per Vehicle

This price increase is due to continued increases in fuel costs, equipment maintenance, & operational expenses.

Currently there is no way to measure how much salt is in the Bins, But two bins are storing the last delivered order and I believe Snow season was just about over when it was delivered and minimal amounts were used. If I had to guess, I would say it's about 30 tons left.

Jay Johnson
Office Manager
Kings Auto Repair Inc
1010 N. Kingshwy Blvd
St. Louis, MO 63113
314.932.7602

From: City Administrator <cityadministrator@cityofbelnor.org>
Sent: Thursday, November 5, 2026 4:22 PM
To: Jay Johnson <KingsIncSRIM@outlook.com>; Jay Johnson <KingsIncSRIM@outlook.com>
Subject: RE: Bel-Nor Snow plowing

❤️ **City Administrator** reacted to your message:

I return from a work trip Monday and I will get salt total and submit pricing.

Get Outlook for iOS

From: City Administrator <cityadministrator@cityofbelnor.org>
Sent: Thursday, 05 November 2026 14:05:55
To: Jay Johnson <KingsIncSRIM@outlook.com>
Cc: Bel-Nor Mayor <mayor@cityofbelnor.org>
Subject: Re: Bel-Nor Snow plowing

Jay, Sorry if I sent this to you already. Attached is the bid invitation for snow plowing this year. We are trying to get this on our November 18th meeting agenda. So if we could get a response by November 11th, we could still meet that deadline.

Can you also confirm how much salt is leftover. We orderd 30 tons last year and only reported using 7 tons, so we should have plenty left.

invitation to bid snow plowing 26.27 3.pdf

Rachel St.Pierre, City Administrator
She/They
(314) 381 - 2834 | cityadministrator@cityofbelnor.org | 8416 Natural Bridge Road 63121

www.cityofbelnor.org



Please note: my working hours may be different than yours. Do not feel obligated to respond outside YOUR normal work schedule, unless otherwise requested, or delivering tacos. (MO Based | Time Zone: Central) We typically respond to voicemails and e-mails in 1-3 business days.

From: Jay Johnson <KingsIncSRIM@outlook.com>
Sent: Wednesday, October 28, 2026 7:19 AM
To: Bel-Nor Mayor <mayor@cityofbelnor.org>
Cc: City Administrator <cityadministrator@cityofbelnor.org>
Subject: Re: Bel-Nor Snow plowing

Yes, will do.

Jay Johnson
Office Manager
Kings Auto Repair Inc
1010 N. Kingshighway Blvd
St. Louis, MO 63113
314.932.7602

From: Bel-Nor Mayor <mayor@cityofbelnor.org>
Sent: Wednesday, October 21, 2026 12:00 PM
To: Jay Johnson <KingsIncSRIM@outlook.com>
Cc: City Administrator <cityadministrator@cityofbelnor.org>
Subject: Re: Bel-Nor Snow plowing

Jay,
Can you provide us with pricing for the 2026-27 season and updated insurance information for you?

Thanks,
Anna Vogel
Mayor of Bel-Nor

City of Bel Nor, Missouri

8416 Natural Bridge Road

Bel Nor, Missouri 63121

www.cityofbelnor.org

cityclerk@cityofbelnor.org

(314) 381 - 2834

SNOW PLOWING AND ICE CONTROL SERVICES AGREEMENT

2026-2027 WINTER SEASON

This Snow Plowing and Ice Control Services Agreement ("Agreement") is made and entered into on _____, 2026, by and between:

City of Bel Nor, Missouri, a Missouri municipal corporation, located at 8416 Natural Bridge Road, Bel Nor, Missouri 63121 ("City");

and

King's Auto Repair Inc., located at 1010 N. Kingshighway Boulevard, St. Louis, Missouri 63113 ("Contractor").

The City and Contractor may collectively be referred to as the "Parties."

1. Contract Term

This Agreement shall become effective upon execution by both Parties and shall remain in effect through April 30, 2027, unless terminated earlier in accordance with its provisions.

No automatic renewal shall occur. Any extension must be approved and executed in writing by the authorized representatives of both Parties.

2. Scope of Services

Contractor shall provide snow plowing, pretreatment, road salt application, and related ice control services on designated City-maintained public streets.

Services shall include:

- Contractor shall automatically initiate snow plowing operations when snow accumulation reaches approximately two (2) inches on designated City streets, without requiring additional authorization from the City.
- Pretreatment when freezing precipitation conditions warrant application, subject to the City's approved activation procedures.
- Application of road salt after plowing or when otherwise authorized.
- Additional winter weather response when requested by an authorized City representative.
- Necessary vehicles, equipment, personnel, and supervision.
- Availability during winter weather emergencies, including evenings, weekends, and holidays.

Contractor shall provide all equipment and personnel necessary to complete authorized services safely and professionally.

Contractor shall not perform or invoice for services outside the authorized scope without prior City approval.

3. Designated Service Area

The designated roadway service area includes approximately **6.13 centerline miles of streets**, as identified in Exhibit A - Streets & Green Space Map.

The service area consists of approximately:

- Horatio Park Area: 1.05 miles.
- Clearview Park Area: 5.08 miles.

Average roadway pavement width is approximately 17 feet, and curbs are present on the listed streets.

The mapped boundary segments of Normandy Drive (0.62 miles) and Natural Bridge Road (0.56 miles) are excluded unless the City confirms maintenance responsibility and authorizes their inclusion in writing.

Routine services shall not include sidewalks, park walking paths, landscaped islands, gardens, or green spaces unless specifically authorized.

The City may identify priority routes and other operational requirements in its written winter response procedures.

4. Service Authorization and Communication

Contractor is hereby granted standing authorization to automatically initiate snow plowing services when snow accumulation reaches approximately two (2) inches on designated City streets.

Contractor shall not be required to obtain separate approval from the City Administrator or another City representative before commencing snow plowing at this threshold.

Contractor shall notify the City Administrator by text message, telephone, or email when operations commence and again upon completion of services.

Contractor shall exercise reasonable professional judgment in determining when conditions require snow plowing and may continue necessary plowing operations throughout an ongoing weather event.

Pretreatment, stand-alone salt applications, services outside the designated service area, and other additional work shall require prior authorization from the City Administrator or an authorized City representative.

The City Administrator may provide standing written authorization for additional services or modify operational instructions as weather conditions warrant.

All services remain subject to the approved contract rates, reporting requirements, and $25,000 maximum expenditure authorization.

5. Compensation and Rates

The City shall compensate Contractor according to the following quoted rates, subject to confirmation of the billing terms in Exhibit B:

Service or Charge	Approved Rate
Authorized snow plowing and ice control services, as defined in Exhibit B	$265.00/hour
Fuel surcharge	$25.00 per service, per vehicle
City-furnished road salt material	$0.00/ton

The Parties shall confirm in Exhibit B whether the hourly rate applies per vehicle, per operator, or another specified billing unit, and which services are included at that rate.

The Parties shall also define what constitutes a separate billable "service" for purposes of the fuel surcharge.

Billing Commencement: [CONFIRM]

Minimum Billable Time: [CONFIRM]

Billing Increments: [CONFIRM]

Additional Mobilization Charges: [NONE / SPECIFY]

Storage or Handling Charges: [NONE / SPECIFY]

No additional labor rates, material charges, fuel surcharges, storage fees, administrative charges, or minimum fees shall be payable unless expressly identified in the executed Agreement or separately authorized in writing in accordance with the City's purchasing requirements.

The quoted rates shall remain fixed throughout the contract term unless amended through appropriate written authorization.

6. Maximum Contract Expenditure

The total amount payable under this Agreement shall not exceed **Twenty-Five Thousand Dollars ($25,000.00)** during the contract period without further authorization by the Board of Aldermen.

This amount represents the maximum authorized contractual expenditure and shall not constitute a guaranteed payment, minimum purchase commitment, or obligation to utilize the full authorized amount.

The City makes no guarantee regarding the number of winter weather events, total service hours, or minimum compensation.

Payment shall be based solely on properly authorized, documented, and accepted services actually performed.

Contractor shall notify the City Administrator when cumulative billings reach approximately 80% of the authorized expenditure limit, or $20,000.00.

The City Administrator shall monitor expenditures throughout the contract period to ensure compliance with the authorized financial limits.

The City shall not be obligated to pay for services performed beyond the approved expenditure limit without lawful additional authorization.

All expenditures shall remain subject to legally available funds and applicable budget appropriations.

Services and payments attributable to fiscal year 2027 shall be subject to legally available FY2027 appropriations. If sufficient funds are not appropriated or available, the City may terminate the unfunded portion of this Agreement upon written notice without liability for unperformed services.

7. Existing City-Furnished Salt

The City previously purchased road salt that is currently believed to be stored at Contractor's facility.

The actual remaining quantity has not been verified.

Contractor shall cooperate with the City in documenting the existing material balance using available purchase records, delivery records, prior application records, visual inspection, and other reasonable inventory methods.

The Parties acknowledge that the initial quantity may remain an estimate where a reliable physical measurement is unavailable.

City-purchased salt shall remain the property of the City, subject to confirmation of the City's purchase and ownership records.

Contractor shall:

1. Utilize available City-furnished salt for authorized municipal services.
2. Maintain records of salt applications and quantities used.
3. Identify significant inventory discrepancies or unexplained losses.
4. Notify the City when additional material may be necessary.
5. Obtain written authorization before purchasing additional salt on behalf of the City.
6. Provide reasonable access to the stored material for inspection and inventory review.
7. Cooperate with an orderly transfer or return of remaining City-owned materials upon termination or expiration of this Agreement.

Any storage, loading, transfer, or transportation charge must be approved in writing before it is incurred.

Nothing in this Agreement transfers ownership of any salt storage building, bin, or related equipment unless expressly provided in a separately approved written agreement.

8. Service Records and Reporting

Following each service event, Contractor shall provide a written or electronic service report identifying:

- Date of service.
- Weather event or service authorization.
- Description of services performed.
- Streets or areas serviced.

- Number and identification of vehicles utilized.
- Starting and ending service times.
- Total billable hours per vehicle or approved billing unit.
- Fuel and other authorized charges.
- Estimated quantity of salt applied in pounds or tons.
- Equipment problems, delays, property damage, or other reportable incidents.

Contractor shall use properly calibrated application equipment and commercially reasonable methods to estimate material quantities.

Contractor shall maintain records sufficient to reconcile City-furnished salt used during the contract period.

Service and application records shall be made available to the City upon request.

9. Invoicing and Payment

Contractor shall submit an itemized invoice within 30 days following the service event.

Invoices shall identify the work performed and reference the corresponding service documentation.

The City shall review invoices for accuracy, authorized scope, recorded hours, equipment usage, and applicable rates.

Payment shall be processed following verification and acceptance of services in accordance with the City's applicable accounting, purchasing, and payment procedures.

The City shall not be responsible for unauthorized charges or undocumented work.

Any payment period or late-payment charge must be expressly approved in writing and comply with applicable law. No penalty contained in a previous seasonal agreement shall apply automatically to this Agreement.

10. Equipment, Personnel, and Availability

Contractor shall maintain sufficient personnel and equipment to perform authorized services during winter weather conditions.

Contractor shall provide the City with a description of primary equipment and available backup resources before services begin.

All equipment shall be properly maintained, licensed, insured, and operated by qualified personnel.

Contractor shall maintain appropriate procedures for responding to equipment breakdowns and simultaneous winter weather emergencies.

The agreed mobilization and response expectations shall be recorded in Exhibit B.

Contractor shall promptly notify the City Administrator if Contractor anticipates an inability to meet established service expectations.

11. Safety and Property Protection

Contractor shall perform all services with reasonable care and in accordance with applicable safety standards and industry practices.

Contractor shall use appropriate methods to minimize preventable damage to pavement, curbs, signs, landscaped areas, stormwater infrastructure, and private property.

Contractor shall promptly notify the City of any property damage or safety incident occurring during service operations.

Contractor shall be responsible for damage resulting from its negligent acts or omissions, subject to applicable law and the provisions of this Agreement.

The Parties shall cooperate in documenting damage claims and determining appropriate corrective action.

12. Environmental Practices

Contractor shall utilize accepted winter maintenance practices intended to provide effective ice control while minimizing unnecessary salt applications and environmental impacts.

Salt application equipment shall be maintained and calibrated appropriately.

Contractor shall avoid unnecessary applications to storm drains, landscaping, sidewalks, and other areas not designated for service.

Contractor shall comply with applicable environmental requirements concerning the handling, storage, and application of deicing materials.

13. Insurance

Before services begin, Contractor shall provide certificates of insurance establishing coverage for the contract period, including:

- Commercial General Liability: At least $1,000,000 per occurrence.
- Business Automobile Liability: At least $1,000,000 combined single limit.
- Workers' Compensation: As required by Missouri law.

The City shall be named as an additional insured on applicable liability policies to the extent required by the final Agreement and permitted by the insurer.

Contractor shall maintain required coverage throughout the contract period and promptly notify the City of any lapse or material change.

Final insurance endorsements and requirements are subject to review and approval by the City Attorney.

14. Independent Contractor and Subcontracting

Contractor shall perform services as an independent contractor and shall not be deemed an employee or agent of the City.

Contractor shall be responsible for compensation, supervision, training, payroll obligations, and lawful employment practices concerning its personnel.

Contractor shall not assign or subcontract a substantial portion of its responsibilities without prior written approval of the City.

Any approved subcontracting shall not relieve Contractor of its obligations under this Agreement.

15. Indemnification and Governmental Immunity

To the extent permitted by Missouri law, Contractor shall indemnify and hold harmless the City, its officers, officials, and employees from third-party claims, damages, and reasonable expenses arising from the negligent acts, omissions, or willful misconduct of Contractor or its personnel in the performance of this Agreement.

Nothing herein shall be interpreted to waive any defense, limitation of liability, or sovereign or governmental immunity available to the City under Missouri law.

This provision is subject to final review by the City Attorney.

16. Termination

Either Party may terminate this Agreement without cause by providing 30 days' written notice to the other Party.

The City may terminate the Agreement earlier for material breach, loss of required insurance, repeated failure to provide authorized services, or other substantial failure of performance, subject to any notice and opportunity to cure required by the final Agreement.

The City Administrator is authorized to administer termination procedures in accordance with the terms of this Agreement and the authority granted by the Board of Aldermen.

The City shall compensate Contractor only for properly authorized, documented, and accepted services performed before the effective termination date.

Upon termination, Contractor shall provide outstanding service records, final invoices, and available City-owned material inventory documentation.

17. Records and Review

Contractor shall maintain records sufficient to substantiate services, charges, equipment time, and salt applications.

Such records shall be retained for at least three years following expiration of the Agreement, or longer if required by applicable records retention law or written notice of an audit, dispute, or investigation.

The City may reasonably inspect contract-related records for financial review, compliance verification, and audit purposes.

18. Compliance With Law

Contractor shall comply with all applicable federal, state, and local laws, regulations, licensing requirements, and safety standards.

The Agreement shall be governed by Missouri law.

Any litigation arising from this Agreement shall be brought in a court of competent jurisdiction in St. Louis County, Missouri, unless otherwise required by law.

19. Amendments

No amendment, additional charge, extension, or material modification shall be effective unless documented in writing and executed by authorized representatives of both Parties.

The City Administrator may execute nonmaterial administrative amendments consistent with the authority expressly granted by the Board of Aldermen.

Any amendment that changes the approved compensation rates, material scope of services, contract term, or maximum expenditure limit shall require further authorization by the Board of Aldermen.

20. Entire Agreement

This Agreement, together with its executed exhibits, constitutes the entire agreement between the Parties for the services described herein.

The 2024–2025 agreement and any other prior seasonal agreement shall not control the 2026–2027 services.

In the event of a conflict between the Agreement and an exhibit, the executed Agreement shall govern unless the Parties expressly provide otherwise in a properly approved written amendment.

21. Notices

Official notices shall be provided to:

City of Bel Nor

Attention: City Administrator

8416 Natural Bridge Road

Bel Nor, Missouri 63121

cityadministrator@cityofbelnor.org

King's Auto Repair Inc.

Attention: Jay Johnson, Office Manager

1010 N. Kingshighway Boulevard

St. Louis, Missouri 63113

KingsIncSRIM@outlook.com

Either Party may update its designated contact information by providing written notice to the other Party.

22. Authorization and Execution

The Parties acknowledge that the persons signing below are duly authorized to execute this Agreement.

The City Administrator is expressly authorized to execute this Agreement on behalf of the City of Bel Nor pursuant to Ordinance No. O26-___, adopted by the Board of Aldermen on _____, 2026.

CITY OF BEL NOR, MISSOURI

By: _____

Rachel St. Pierre

City Administrator

Date: _____

Authorized pursuant to Ordinance No. O26-___.

ATTEST:

By: _____

City Clerk

Date: _____

KING'S AUTO REPAIR INC.

By: _____

Printed Name: _____

Title: _____

Date: _____

EXHIBIT A

DESIGNATED STREET SERVICE AREA

The City of Bel Nor Streets & Green Space Map, including the Horatio Park and Clearview Park service areas, as attached to the October 29, 2026 Invitation to Bid, is incorporated herein by reference.

The approximate base roadway service area totals 6.13 centerline miles, subject to the exclusions and limitations established in Section 3 of this Agreement.

EXHIBIT B

FINAL PRICING AND OPERATIONS CONFIRMATION

Contractor: King's Auto Repair Inc.

Contract Period: Upon execution through April 30, 2027

Hourly Service Rate: $265.00

Fuel Surcharge: $25.00 per service, per vehicle

Maximum Contract Expenditure: $25,000.00

Services Included in Hourly Rate:

Hourly Billing Unit:

Billing Start/Stop Location:

Definition of Billable Service:

Minimum Billable Time:

Billing Increments:

Additional Mobilization Charges:

Number of Available Service Vehicles:

Backup Equipment:

Expected Mobilization Time:

Automatic Dispatch Authorization: Automatic Dispatch Authorization: Approved. Contractor is authorized to automatically commence snow plowing when accumulation reaches approximately two (2) inches, without prior City approval, subject to the notification and reporting requirements established in Section 4.

Primary Contractor Contact:

Emergency Contractor Contact:

Salt Storage Location:

Salt Storage/Handling Charges:

Additional Charges or Exceptions:

The Parties acknowledge that the above operational and billing information forms part of the Agreement and must be completed, reviewed, and accepted before execution.

CITY OF BEL NOR, MISSOURI

By: _____

City Administrator

Date: _____

KING'S AUTO REPAIR INC.

By: _____

Authorized Representative

Date: _____

City of Bel Nor, Missouri

8416 Natural Bridge Road

Bel Nor, Missouri 63121

www.cityofbelnor.org

cityclerk@cityofbelnor.org

(314) 381 - 2834

O26-011

AN ORDINANCE AUTHORIZING THE CITY OF BEL NOR TO ENTER INTO AN AGREEMENT WITH KING'S AUTO REPAIR INC. FOR SNOW PLOWING AND ICE CONTROL SERVICES FOR THE 2026-2027 WINTER SEASON; ESTABLISHING A MAXIMUM CONTRACT EXPENDITURE OF TWENTY-FIVE THOUSAND DOLLARS ($25,000.00); AND EXPRESSLY AUTHORIZING THE CITY ADMINISTRATOR TO FINALIZE, EXECUTE, AND ADMINISTER SAID AGREEMENT ON BEHALF OF THE CITY.

WHEREAS, the City of Bel Nor is responsible for maintaining safe and accessible municipal streets during winter weather conditions; and

WHEREAS, the City solicited written quotations for snow plowing and ice control services for the 2026-2027 winter season; and

WHEREAS, King's Auto Repair Inc. submitted a written quotation identifying an hourly service rate of Two Hundred Sixty-Five Dollars ($265.00) and a fuel surcharge of Twenty-Five Dollars ($25.00) per service, per vehicle; and

WHEREAS, the City has previously contracted with King's Auto Repair Inc. for snow plowing and ice control services and desires to establish updated service specifications, reporting requirements, and financial controls for the upcoming winter season; and

WHEREAS, historical snow and ice management expenditures vary substantially depending upon winter weather conditions, and the City desires to establish a reasonable maximum contract expenditure while maintaining appropriate financial oversight; and

WHEREAS, the Board of Aldermen desires to authorize a written agreement establishing the scope of services, approved compensation, financial limitations, service documentation, and related obligations of the Parties; and

WHEREAS, the Board of Aldermen desires to expressly designate the City Administrator as the City's authorized representative for the execution and administration of said agreement; and

WHEREAS, the Board of Aldermen finds that contracting for these services is in the interest of public safety and the general welfare of the City;

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

Section 1. Approval of Agreement

The Board of Aldermen hereby approves the selection of King's Auto Repair Inc. to provide snow plowing and ice control services for the 2026-2027 winter season, subject to completion of the conditions established herein.

The proposed Snow Plowing and Ice Control Services Agreement, attached hereto as Exhibit 1 and incorporated herein by reference, is approved in substantially the form presented.

The contract term shall commence upon proper execution and continue through April 30, 2027, unless earlier terminated in accordance with the Agreement.

Section 2. Contract Compensation and Expenditure Limit

The City hereby authorizes expenditures under the Agreement in an aggregate amount not to exceed Twenty-Five Thousand Dollars ($25,000.00) for the 2026-2027 winter season.

Compensation shall be based on actual services performed at the approved hourly rate of Two Hundred Sixty-Five Dollars ($265.00) and a fuel surcharge of Twenty-Five Dollars ($25.00) per service, per vehicle, subject to the billing definitions and limitations contained in the executed Agreement.

This authorization establishes a maximum contractual expenditure and does not constitute a guaranteed payment, minimum purchase commitment, or authorization to exceed available budget appropriations.

Expenditures shall be charged to the appropriate fiscal year and account, subject to legally available appropriations and applicable purchasing procedures.

Any expenditure exceeding the authorized contract ceiling shall require further approval by the Board of Aldermen.

Section 3. Existing Salt Inventory

The City shall seek to utilize previously purchased road salt remaining in storage before authorizing additional material purchases.

The City Administrator is authorized to coordinate documentation and reconciliation of the existing salt inventory and establish procedures for recording salt usage during the contract period.

No additional road salt, salt storage structure, or related capital equipment shall be purchased under this authorization without prior written approval in accordance with applicable purchasing procedures.

The Agreement shall establish appropriate safeguards for City-owned materials, including inventory reporting, access to stored materials, and disposition of remaining materials upon expiration or termination of the Agreement.

Section 4. Authorization to Execute

The Board of Aldermen hereby expressly designates and authorizes the City Administrator as the City's authorized representative to finalize and execute the Snow Plowing and Ice Control Services Agreement with King's Auto Repair Inc. on behalf of the City of Bel Nor, pursuant to the authority granted by this Ordinance.

Such authorization is contingent upon:

1. Confirmation of applicable billing, mobilization, and service authorization terms.
2. Receipt and verification of required insurance documentation.
3. Confirmation of salt storage and inventory procedures.

4. Completion of applicable purchasing documentation and approval requirements.
5. Review and approval of the final Agreement by the City Attorney as to form and legal sufficiency.

The City Administrator is authorized to make nonmaterial administrative modifications necessary to finalize the Agreement, provided such modifications do not alter the approved compensation rates, scope of services, contract term, or maximum expenditure of $25,000.00.

The City Clerk shall attest the executed Agreement as applicable and maintain the Agreement and supporting procurement documentation in the official records of the City.

No work shall be authorized under this Ordinance until the Agreement has been properly executed.

Section 5. Administration of Agreement

The City Administrator is hereby authorized to administer the Agreement on behalf of the City, including:

1. Coordinating and authorizing snow plowing and ice control services.
2. Establishing operational procedures, communication protocols, and service priorities.
3. Monitoring contractor performance and compliance with the Agreement.
4. Verifying service documentation, labor hours, equipment usage, and salt application records.
5. Reviewing and approving invoices in accordance with applicable financial procedures.
6. Monitoring expenditures against the authorized contract ceiling and available budget appropriations.
7. Coordinating corrective actions and addressing routine administrative matters arising under the Agreement.

The City Administrator may approve routine operational adjustments within the existing contract scope and financial limitations.

Material changes to the approved compensation rates, scope of services, contract term, or expenditure limit shall require further authorization by the Board of Aldermen.

Section 6. Budget and Appropriations

Expenditures authorized by this Ordinance shall be paid from the appropriate legally available and duly appropriated City funds.

The Agreement shall be administered in accordance with the City's adopted fiscal year budgets and applicable purchasing, accounting, and payment procedures.

Nothing in this Ordinance shall be construed to authorize expenditures exceeding available appropriations or to create an unconditional obligation for funds not lawfully appropriated.

S**ection 7. Severability**

If any provision of this Ordinance is determined to be invalid or unenforceable, the remaining provisions shall remain in full force and effect.

Section 8. Effective Date

This Ordinance shall be in full force and effect from and after its passage and approval according to law.

PASSED AND APPROVED THIS _____ DAY OF _____, 2026.

_____

Anna Vogel, Mayor

ATTEST:

_____

Savannah Jones, City Clerk

City Seal