

August 25, 2026

Board of Alderman Meeting

Packet

Old City Hall

Auditorium

202 N. Washington

Salem, Mo

6:00 P.M.



400 N. Iron Street, Salem, Missouri 65560
(573) 729-4811 Fax (573) 729-5371
www.salemmo.com

NOTICE OF PUBLIC TAX RATE HEARING

The Board of the Aldermen of the City of Salem, Missouri will conduct a Tax Levy Hearing to set the rate on Real Estate and Personal Property for the year 2026. The Hearing will be held during the Aldermen Meeting Tuesday, August 25, 2025, 6:00 P.M. in the City Hall Auditorium, 202 N. Washington, Salem, MO, at which time citizens may be heard on the property tax rate proposed to be set by the City of Salem, Missouri, a political subdivision. The public is welcome to attend.

<u>Assessed Valuation</u>	<u>Tax Year 2025</u>	<u>Tax Year 2026</u>
Real Estate	40,248,288	40,237,895
Personal Property	<u>14,852,252</u>	<u>16,111,901</u>
Total	55,100,540	56,349,796
 <u>New Construction & Improvements</u>		
Real Estate	457,550	112,800
Increase in Personal Property	<u>1,018,578</u>	<u>1,259,649</u>
Total	1,476,128	1,372,649
Assessed Valuation	55,100,540	53,624,412
State Auditor Calculation of Revenue		
Permitted		\$ 382,896

Board of Aldermen of the City of Salem, Missouri

Tammy Koller
City Clerk
City of Salem, MO

MAYOR
Greg Parker
ALDERMEN
East Ward
Shawn Bolerjack
Kala Sisco
West Ward
John Whelan
Catherine Dent
PARKS AND RECREATION: Melissa DuBois
POLICE DEPARTMENT: Joe Chase

*#Catch
the Current*
Salem, MO
PUBLIC WORKS: Steve Paine
UTILITIES: Shannon Letchworth

CITY ADMINISTRATOR
Sally Burbidge
CITY CLERK
Tammy Koller
CITY ATTORNEY
James Weber
BUILDING INSPECTION: Jarred Brown
FINANCE: Stacey Houston

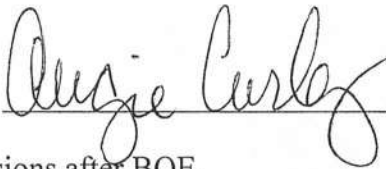
NOTICE OF 2026
AGGREGATE ASSESSED VALUATION

As required by Section 137.245.3, I Angie Curley, County Clerk of Dent County, State of Missouri, do hereby certify that the following is the aggregate assessed valuation of City of Salem, a political subdivision in Dent County, for the year 2026 as shown on the assessment lists on June 30th, 2026. I have included railroad and utility valuations as reported by the State Tax Commission for all political subdivisions other than school districts.

Real Estate	<u>40,237,895</u>
Personal Property	<u>16,111,901.</u>
Total	<u>56,349,796.</u>

This information is transmitted to assist you in complying with Section 67.110, RSMo, which requires that notice be given, and public hearings held before tax rates are set.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the seal of the County Commission of Dent County at my office in Salem, Missouri, this 22nd day of July, 2026.

, Clerk

This abstract must be forwarded to political subdivisions after BOE.

The following data has been provided by the county assessor's office:

New construction and improvements:

Related to real estate	<u>112,800.</u>
Increase in personal property	<u>1,259,649.</u>
TOTAL	<u>1,372,449.</u>

Annexed territory

De-annexed territory

Locally assessed now state assessed

Enterprise Zone amount not included in totals: 0.



**PRO FORMA - STATE AUDITOR'S REVIEW OF DATA SUBMITTED**

7/31/2026

Summary Page

(2026)

For Political Subdivisions Other Than School Districts Levying a Single Rate on All Property

City of Salem

09-033-0001

General Revenue

Name of Political Subdivision

Political Subdivision Code

Purpose of Levy

The final version of this form MUST be sent to the county clerk.For Political
Subdivision Use
in Calculating
its Tax Rate

The information to complete the Summary Page is available from prior year forms, computed on the attached forms, or computed on this page. Information on this page takes into consideration any voluntary reduction(s) taken in previous even numbered year(s). If in an even numbered year, the political subdivision wishes to no longer use the lowered tax rate ceiling to calculate its tax rate, it can hold a public hearing and pass a resolution, a policy statement, or an ordinance justifying its action prior to setting and certifying its tax rate. The information in the Informational Data, at the end of these forms, provides the rate that would be allowed had there been no previous voluntary reduction(s) taken in an even numbered year(s).

A. **Prior year tax rate ceiling** as defined in Chapter 137, RSMo, revised if the prior year data changed or a voluntary reduction was taken in a non-reassessment year (Prior year Summary Page, Line F minus Line H in odd numbered year or prior year Summary Page, Line F in even numbered year)

0.6780

B. **Current year rate computed** pursuant to Article X, Section 22, of the Missouri Constitution and Section 137.073, RSMo, if no voter approved increase (Form A, Line 18)

0.6795

C. **Amount of rate increase authorized by voters for current year** if same purpose. (Form B, Line 7)

D. **Rate to compare to maximum authorized levy to determine tax rate ceiling** (Line B if no election, otherwise Line C)

0.6795

E. **Maximum authorized levy** the most recent voter approved rate

1.0000

F. **Current year tax rate ceiling** maximum legal rate to comply with Missouri laws Political subdivisions tax rate (Lower of Line D or E)

0.6795

G1. **Less required sales tax reduction** taken from tax rate ceiling (Line F), if applicable

G2. **Less 20% required reduction 1st class charter county political subdivision NOT submitting an estimated non-binding tax rate to the county(ies)** taken from tax rate ceiling (Line F)

H. **Less voluntary reduction by political subdivision** taken from the tax rate ceiling (Line F)
WARNING: A voluntary reduction taken in an even numbered year will lower the tax rate ceiling for the following year.

I. **Plus allowable recoupment rate** added to tax rate ceiling (Line F) If applicable, attach Form G or H.

J. **Tax rate to be levied** (Line F - Line G1 - Line G2 - Line H + Line I)

AA. **Rate to be levied for debt service**, if applicable (Form C, Line 10)

BB. **Additional special purpose rate authorized by voters** after the prior year tax rates were set. (Form B, Line 7 if a different purpose)

Certification

I, the undersigned, _____ (Office) of _____ (Political Subdivision)
levying a rate in _____ (County(ies)) do hereby certify that the data set forth above and on the
accompanying forms is true and accurate to the best of my knowledge and belief.

Please complete Line G through BB, sign this form, and return to the county clerk(s) for final certification.

(Date)	(Signature)	(Print Name)	(Telephone)

Proposed rate to be entered on tax books by county clerk

based on certification from the political subdivision: Lines

J _____ **AA** _____ **BB** _____

Section 137.073.7 RSMo, states that no tax rate shall be extended on the tax rolls by the county clerk unless the political subdivision has complied with the foregoing provisions of this section.

(Date)	(County Clerk's Signature)	(County)	(Telephone)

**PRO FORMA - STATE AUDITOR'S REVIEW OF DATA SUBMITTED****7/31/2026****Form A****(2026)****For Political Subdivisions Other Than School Districts Levying a Single Rate on All Property**

City of Salem

09-033-0001

General Revenue

Name of Political Subdivision

Political Subdivision Code

Purpose of Levy

The final version of this form MUST be sent to the county clerk.

Computation of reassessment growth and rate for compliance with Article X, Section 22, and Section 137.073, RSMo.

1. (2026) Current year assessed valuation

Include the current state and locally assessed valuation obtained from the county clerk, county assessor, or comparable office finalized by the local board of equalization.

(a)	40,237,895	+	(b)	16,111,901	=	56,349,796
	(Real Estate)			(Personal Property)		(Total)

2. Assessed valuation of new construction & improvements

2(a) - Obtained from the county clerk or county assessor

2(b) - increase in personal property, use the formula listed under Line 2(b)

(a)	112,800	+	(b)	1,259,649	=	1,372,449
	(Real Estate)			Line 1(b) - 3(b) - 5(b) + 6(b) + 7(b)		(Total)
				If Line 2b is negative, enter zero		

3. Assessed value of newly added territory

obtained from the county clerk or county assessor

(a)	0	+	(b)	0	=	0
	(Real Estate)			(Personal Property)		(Total)

4. Adjusted current year assessed valuation

(Line 1 total - Line 2 total - Line 3 total)

54,977,347

5. (2025) Prior year assessed valuation

Include prior year state and locally assessed valuation obtained from the county clerk, county assessor, or comparable office finalized by the local board of equalization.

NOTE: If this is different than the amount on the prior year Form A, Line 1, then revise the prior year tax rate form to recalculate the prior year tax rate ceiling. Enter the revised prior year tax rate ceiling on this year's Summary Page, Line A.

(a)	40,248,288	+	(b)	14,852,252	=	55,100,540
	(Real Estate)			(Personal Property)		(Total)

6. Assessed value of newly separated territory

obtained from the county clerk or county assessor

(a)	0	+	(b)	0	=	0
	(Real Estate)			(Personal Property)		(Total)

7. Assessed value of property locally assessed in prior year, but state assessed in current year

obtained from the county clerk or county assessor

(a)	0	+	(b)	0	=	0
	(Real Estate)			(Personal Property)		(Total)

8. Adjusted prior year assessed valuation

(Line 5 total - Line 6 total - Line 7 total)

55,100,540

**PRO FORMA - STATE AUDITOR'S REVIEW OF DATA SUBMITTED**

7/31/2026

(2026)

Informational Data**For Political Subdivisions Other Than School Districts Levying a Single Rate on All Property**

City of Salem	09-033-0001	General Revenue
Name of Political Subdivision	Political Subdivision Code	Purpose of Levy

This page shows the information that would have been on the line items for the Summary Page, Form A, and/or Form B had no voluntary reduction(s) been taken in prior even numbered year(s). The information on this page should not be used in the current year unless the taxing authority wishes to reverse any voluntary reduction(s) taken in prior even numbered year(s) and follows the following steps in an even numbered year.

- Step 1 The governing body should hold a public hearing and adopt a resolution, a policy statement, or an ordinance justifying its action prior to setting and certifying its tax rate.
- Step 2 Submit a copy of the resolution, policy statement, or ordinance to the State Auditor's Office for review.

Based on Prior
Year Tax Rate
Ceiling as if No
Voluntary
Reductions
were Taken

Informational Summary Page

A. Prior year tax rate ceiling (Prior year Informational Summary Page, Line F)	0.6966
B. Current year rate computed (Informational Form A, Line 18 below)	0.6982
C. Amount of increase authorized by voters for current year (Informational Form B, Line 7 below)	
D. Rate to compare to maximum authorized levy (Line B if no election, otherwise Line C)	0.6982
E. Maximum authorized levy most recent voter approved rate	1.0000
F. Tax rate ceiling if no voluntary reductions were taken in a prior even numbered year (Lower of Line D or E)	0.6982

Informational Form A

9. Percentage increase in adjusted valuation (Form A, Line 4 - Line 8 / Line 8 x 100)	-0.2236%
10. Increase in Consumer Price Index (CPI) certified by the State Tax Commission	2.7000%
11. Adjusted prior year assessed valuation (Form A, Line 8)	55,100,540
12. (2025) Tax rate ceiling from prior year (Informational Summary Page, Line A from above)	0.6966
13. Maximum prior year adjusted revenue from property that existed in both years (Line 11 x Line 12 / 100)	383,830
14. Permitted reassessment revenue growth The percentage entered on Line 14 should be the lower of the actual growth (Line 9), the CPI (Line 10), or 5%. A negative figure on Line 9 is treated as a 0 for Line 14 purposes. Do not enter less than 0, nor more than 5%.	0.0000%
15. Additional reassessment revenue permitted (Line 13 x Line 14)	0
16. Total revenue permitted in current year from property that existed in both years (Line 13 + Line 15)	383,830
17. Adjusted current year assessed valuation (Form A, Line 4)	54,977,347
18. Maximum tax rate permitted by Article X, Section 22, and Section 137.073, RSMo, if no voluntary reduction was taken (Line 16 / Line 17 x 100)	0.6982

Informational Form B

6. Prior year tax rate ceiling to apply voter approved increase to (Informational Summary Page, Line A if increase to an existing rate, otherwise 0)	
7. Voter approved increased tax rate to adjust (If an "increase of/by" ballot, Form B, Line 5a + Line 6, if an "increase to" ballot, Form B, Line 5b)	



Greg Parker, Mayor
Nathan Kinsey, East Ward Alderman
Michael Letchworth, East Ward Alderman
Catherine Dent, West Ward Alderman
John Whelan, West Ward Alderman

MINUTES
BOARD OF ALDERMEN MEETING
202 N. Washington Street
Auditorium
March 10, 2026

Call to Order

Mayor Greg Parker called the Regular Meeting of the Board of Aldermen to Order at 6:00 P.M.

Pledge of Allegiance

The Pledge of Allegiance was led by Mayor Greg Parker.

Opening Prayer

Opening prayer was led by Alderman John Whelan.

Roll Call

Council members present included Nathan Kinsey, Rick Letchworth, Catherine Dent, and John Whelan. Others in attendance were: City Administrator Sally Burbridge, Assistant City Clerk Wanda Suhr, City Attorney James Weber, Public Works Director Steve Paine, Chief of Police Joe Chase, Finance Director Stacey Houston, Economic Development Director Carrie Sutterfield, Water Department Kyle Wofford, Dustin Sheppard, Chris Price, Will Malone, Water Superintendent Chris McGuirt, Sewer Department Josh Hunt, and Jeremy Steelman.

Approve Agenda

Alderman Kinsey moved to approve the agenda.

Second made by Alderman Whelan.

The vote was 4 Aye-Kinsey, Whelan, Letchworth, Dent. 0 Nay. Motion carried.

Consent Agenda

Alderman Letchworth moved to approve the Consent Agenda.

Second made by Alderwoman Kinsey.

The vote was 4 Aye-Letchworth, Kinsey, Dent, Whelan. 0 Nay. Motion carried.

Public Comments

There was no public comment.

Board/Committee Appointment

Salem Housing Authority- Sue Hubbs to fill unexpired term.

Alderwoman moved to approve the appointment for Sue Hubbs to the Housing Authority.

Second was made by Alderman Kinsey.

The vote was 4 Aye-Dent, Kinsey, Whelan, Letchworth. 0 Nay. Motion carried.

New and Miscellaneous Business

Resolution No. 2-2026 A resolution authorizing the submission of a grant application to the Missouri Department of Transportation Aviation Section for airport improvements at the Salem Memorial Airport (K33).

Assistant City Clerk Wanda Suhr read Resolution No. 2-2026 by caption only.

Alderman Kinsey moved to approve the submitting of the application to MoDot for the federal and state funding for 1 to 3 new box hangers for the Salem Memorial Airport.

Second made by Alderwoman Dent.

The vote was 4 Aye- Kinsey, Dent, Whelan, Letchworth. 0 Nay. Motion carried.

Bids

Control Panel Improvements Approval

Alderman Letchworth moved to approve the bid from Midstate Pipeline.

Second made by Alderman Whelan.

The vote was 4 Aye-Letchworth, Whelan, Kinsey, Dent. 0 Nay. Motion carried.

Utility Poles Bid Approval

Alderman Kinsey moved to approve the bid from Huxford Pole and Timber.

Second was made by Alderman Whelan.

The vote was 4 Aye-Kinsey, Whelan, Dent, Letchworth. 0 Nay. Motion carried.

Tree Trimming Truck Repair Approval

Alderman Whelan moved to approve the bid from Agri Enterprise Licking, Mo.

Second made by Alderman Kinsey.

The vote was 4 Aye-Whelan, Kinsey, Letchworth, Dent. 0 Nay. Motion carried.

Reports of City Officials, Board, and Committees

City Administrator Sally Burbridge gave updates on the staff starting to review proposals for software, water tower maintenance, and are resubmitting for bids for plaster work.

Mayor Greg Parker gave Proclamation to the City of Salem, Missouri Water Department for the service. Congratulated and thanked them for their hard work and dedication. Water Superintendent Chris Mcguirt introduced the Water Department Crew Josh Hunt, Jeremy Steelman, Kyle Wofford, Chris Price and Will Malone. Water Superintendent Chris Mcguirt and Water Department Crew accepted Proclamation from Mayor Greg Parker.

Finance Director Stacey Houston gave a financial report for the month of February.

Public Works Director Steve Paine gave thanks to the city crews for their hard work.

Public Works Director Steve Paine reported that the WWTP daily testing continues, and the plant is healthy.

Public Works Director Steve Paine reported that the Water Department has repaired several service lines city wide, a water main was repaired, and new taps were conducted.

Public Works Director Steve Paine reported that the Electric Department continues to replace poles across town.

Public Works Director Steve Paine reported the Construction Crew finished the pole bunks at the electric yard and started on the T-Ball parking lot.

Public Works Director Steve Paine reported that the Street Department has conducted damage clean up at Craigs Plaza, patched multiple pavements cut out across town, and continues cleaning out ditches and drop ins during the raining storm season.

Public Works Director Steve Paine reported that the Mechanic did a major 2-day repair on a loader.

Public Works Director Steve Paine reported that the Cemetery is getting things prepped for grass mowing season.

Alderman Dent wanted to inform citizens about the party for West Ward citizens being held at the old Wilsons Center Thursday at 7 P.M.

Alderman Whelan reminded citizens about the rally this weekend and the bridge on B Hwy is closed.

Alderman Letchworth wanted to let citizens know the Good Dads classes begin March 24th.

Alderman Kinsey thanks the city for providing project maps for the 5-year plan.

Closed Session

Pursuant to Section 610.021(1) of the Revised State Statutes of the State of Missouri pertaining to legal actions, causes of action or litigation involving a public governmental body and any confidential or privileged communication between a public governmental body or its representatives and its attorneys.

Alderman Dent moved to enter Closed Session pursuant to Section 610.021 (1) at 6:35 P.M.

Second made by Alderman Whelan.

The vote was 4 Aye-Dent, Whelan, Letchworth, Kinsey. Motion carried.

No action was taken.

Alderman Kinsey moved to return to Open Session.

Second was made by Alderman Dent.

The vote was 4 Aye-Kinsey, Dent, Whelan, Letchworth. Motion carried.

The Board of Alderman returned to Open Session at 6:48 P.M.

Adjournment

With no more business to come before the Board, Alderman Dent moved to adjourn.

Second made by Alderman Kinsey.

The vote was 4 Aye-Dent, Kinsey, Letchworth, Whelan. 0 Nay. Motion carried.
The Board of Aldermen Meeting was adjourned at 6:48 P.M.

Tammy Koller
City Clerk

APPROVED:

Greg Parker
Mayor

ATTEST:

Tammy Koller
City Clerk



Greg Parker, Mayor
Nathan Kinsey, East Ward Alderman
Michael Letchworth, East Ward Alderman
Catherine Dent, West Ward Alderman
John Whelan, West Ward Alderman

MINUTES
BOARD OF ALDERMEN MEETING
202 N. Washington Street
Auditorium
March 24, 2026

Call to Order

Mayor Greg Parker called the Regular Meeting of the Board of Aldermen to Order at 6:00 P.M.

Pledge of Allegiance

Mayor Greg Parker led the Pledge of Allegiance.

Opening Prayer

Alderman Whelan led opening prayer.

Roll Call

Council members present included Nathan Kinsey, Rick Letchworth, Catherine Dent, and John Whelan. Others in attendance were: City Administrator Sally Burbridge, City Clerk Tammy Koller, Public Works Director Steve Paine, Chief of Police Joe Chase, Finance Director Stacey Houston, Economic Development Director Carrie Sutterfield, and Parks and Recreation Director Melissa Dubois.

Approve Agenda

Alderman Whelan moved to approve the agenda.

Second made by Alderman Kinsey.

The vote was 4 Aye-Whelan, Kinsey, Letchworth, Dent. 0 Nay. Motion carried.

Consent Agenda

Alderman Dent moved to approve the Consent Agenda.

Second made by Alderman Whelan.

The vote was 4 Aye-Dent, Whelan, Kinsey, Letchworth. 0 Nay. Motion carried.

Public Comments

There was no public comment.

Request for Street Closure

Barbara Newal asked to have the streets around the courthouse closed for CMA Chapter Bike show on Saturday, August 29th, 2026, from 9 A.M. to 2 P.M.

Alderman Letchworth moved to approve the street closure for the CMA Chapter.

Second made by Alderman Kinsey.

The vote was 4 Aye-Letchworth, Kinsey, Whelan, Dent. 0 Nay. Motion carried.

Board/Committee Appointment

Recommendation Park Board Member- James Taylor

Alderman Whelan moved to approve the nomination of James Taylor.

Second made by Alderwoman Dent.

The vote was 4 Aye-Whelan, Dent, Letchworth, Kinsey. 0 Nay. Motion carried.

New and Miscellaneous Business

Resolution No. 3-2026 A resolution of the City of Salem, Missouri authorizing the mayor to execute an Aquatic Care Pool Opening and Winterizing Agreement with Landmark Aquatic.

City Clerk Tammy Koller read Resolution No. 3-2026 by caption only.

Alderman Kinsey moved to approve Resolution No. 3-2026.

Second was made by Alderman Whelan.

The vote was 4 Aye-Kinsey, Whelan, Dent, Letchworth. 0 Nay. Resolution No. 3-2026 passed.

Playground Fencing Budget Adjustment Approval

Alderman Kinsey moved to approve the budget adjustment for the approximant amount of 10,750.00.

Second was made by Alderman Whelan.

The vote was 4 Aye-Kinsey, Whelan, Letchworth, Dent. 0 Nay. Motion carried.

Reading of Bills (First and Second Reading)

Bill No. 3699 An ordinance authorizing the mayor to enter into a master agreement for engineering services between the City of Salem, Missouri and Toth and Associates, Inc. and authorizing the execution of all documents necessary to implement said agreement.

City Clerk Koller read the first and second reading of Bill No. 3699 by caption only.

Alderman Whelan moved to approve Bill No. 3699.

Second made by Alderman Letchworth.

The vote was 4 Aye-Whelan, Letchworth, Dent, Kinsey. 0 Nay. Bill No. 3699 passed as Ordinance 3699.

Bill No. 3701 An Ordinance authorizing the mayor of the City of Salem, Missouri to execute an aviation project consultant agreement with H.W. Lochner, Inc. for professional services at Salem Memorial Airport (K33), MoDot Project No. 36-066A-1.

City Clerk Koller read the first and second reading of Bill No. 3701 by caption only.

Alderman Kinsey moved to approve Bill No. 3701.

Second made by Alderman Dent.

The vote was 4 Aye-Dent, Kinsey, Letchworth, Whelan. 0 Nay. Bill No. 3701 passed as Ordinance No. 3701.

Bill No. 3702 An ordinance authorizing the submission of requests for reimbursement No. 5 for K33 Hanger Project (MoDot Block Grant Project No. 23-066A-1) and authorizing the mayor or authorized representative to execute all documents necessary for said reimbursement.

City Clerk Koller read the first and second reading of Bill No. 3702 by caption only.

Alderman Letchworth moved to approve Bill No. 3702.

Second was made by Alderman Kinsey.

The vote was 4 Aye-Letchworth, Kinsey, Whelan, Dent. 0 Nay. Bill No. 3702 passed as Ordinance 3702.

Reading of Bills (First Reading)

Bill No. 3700 An ordinance authorizing the mayor of the City of Salem, Missouri to accept and execute an access easement from HMM Properties, LLC for permanent access and utility purposes.

City Clerk Koller read the first reading of Bill No. 3370 by caption only.

No vote was taken.

Reports of City Officials, Board, and Committees

City Administrator Sally Burbridge attended MPUA Board meeting with Electric Department Superintendent Brandon Schmitt. There they discussed their service line crews.

Mayor Greg Parker reminded citizens that spring clean is coming up they will be cleaning up for 2 weeks, May 4th-8th and May 11th- 15th following the citywide yard sale. Keep a look out for advertisements.

Economic Development Director Carrie Sutterfield gave a project report. She said 2 projects Project Apex and Project Bio granite are DNR which means did not respond. Project Elizabeth and Project Shadow are still active. Project Shadow is tabled for now. Economic Development Director Carrie Sutterfield gave the On Daily Report.

Finance Director Stacey Houston had nothing to report.

Public Works Director Steve Paine reported the WWTP daily testing continues, and the plant is healthy. Phase 2A continues, bidding for 2B in early March.

Public Works Director Steve Paine reported the Water Department won Missouri Rural Waters Water System of the Year Award. The crews have made several water service line repairs.

Public Works Director Steve Paine reported the electric crew has continued to replace poles across town, received the new truck, loaded it up, and began using it city wide.

Public Works Director Steve Paine reported the construction crew continued to work on the Salem Park T-Ball parking lot with the hopes of finishing next week.

Public Works Director Steve Paine reported that the Street Department continues to run the street sweeper, cleaned up the courthouse for the 100 Acre Wood Rally, assisted with the tree trimming crew on large projects, and continues to clean out ditches and drop ins across town after rainstorms.

Public Works Director Steve Paine reports that the Mechanic continues vehicle maintenance on multiple pieces of equipment and is keeping multiple departments in business.

Public Works Director Steve Paine reports the Cemetery Crew has dug graves and prepped for funerals.

Public Works Director Steve Paine reminded citizens to call 573-729-4811 at the administrative office for electric, water, sewer issues to initiate a work order, social media posts/complaints do not generate work orders to help, and to please call the Police Department at 573-729-4242 for after-hours city issues so the on-call employee is notified, which helps to expedite the help needed.

Parks and Recreation Director Melissa Dubois wanted to thank the construction crew for all their hard work at the ball fields. Let citizens know soccer will be starting with the first week being the first week in April. She let citizens know T-Ball/Baseball/Softball is open for registration with normal registration being from the 23rd-9th and from the 10th- 16th there will be a 10 dollars late fee.

Alderwoman Dent reported Westward had a nice party and thanked the people of Westward for supporting and attending.

Alderman Kinsey appreciates everyone who came out to the Rally Event and the local businesses was set up for it.

Alderman Letchworth reported had nothing to report.

Alderman Whelan had nothing to report.

Adjournment

With no more business to come before the Board, Alderman Kinsey moved to adjourn.

Second made by Alderwoman Dent.

The vote was 4 Aye-Kinsey, Dent, Whelan, Letchworth. 0 Nay. Motion carried.

The Board of Aldermen Meeting was adjourned at P.M.

Tammy Koller
City Clerk

APPROVED:

Greg Parker
Mayor

ATTEST:

Tammy Koller
City Clerk



Greg Parker, Mayor
Nathan Kinsey, East Ward Alderman
Michael Letchworth, East Ward Alderman
Catherine Dent, West Ward Alderman
John Whelan, West Ward Alderman

MINUTES
BOARD OF ALDERMEN MEETING
202 N. Washington Street
Auditorium
April 14, 2026

Call to Order

Mayor Greg Parker called the Regular Meeting of the Board of Aldermen to Order at 6:00 P.M.

Pledge of Allegiance

The pledge of Allegiance was led by Mayor Greg Parker.

Opening Prayer

Opening prayer was led by Alderman Whelan.

Roll Call

Council members present included Nathan Kinsey, Rick Letchworth, Catherine Dent, and John Whelan. Others in attendance were: City Administrator Sally Burbridge, City Clerk Tammy Koller, City Attorney James Weber, Public Works Director Steve Paine, Chief of Police Joe Chase, Finance Director Stacey Houston, Economic Development Director Carrie Sutterfield, and Parks and Recreation Director Melissa Dubois.

Approve Agenda

Alderman Letchworth moved to approve the agenda.

Second made by Alderwoman Dent.

The vote was 4 Aye-Letchworth, Dent, Whelan, Kinsey. 0 Nay. Motion carried.

Consent Agenda

Alderman Kinsey moved to approve the Consent Agenda with the removal of Closed Session.

Second made by Alderman Whelan.

The vote was 4 Aye-Kinsey, Whelan, Letchworth, Dent. 0 Nay. Motion carried.

Public Comments

There were no public comment.

Declaring the results of the Municipal Election

Resolution No. 6-2026 A resolution declaring the results of the Municipal Election held on April 7, 2026.

City Clerk Koller read Resolution No. 6-2026 certifying the results of the April 7, 2026, election.

Alderman Whelan moved to approve Resolution No. 6-2026 certifying the results of the April 7, 2026, election.

Second made by Alderman Kinsey.

The vote was 4 Aye-Whelan, Kinsey, Dent, Letchworth. 0 Nay. Motion carried.

Oath of Office for Newly Elected Officials

City Clerk Koller gave the Oath of Office to the newly elected alderman and mayor.

Mayor Greg Parker serving a two-year term.

East Ward Alderman Nathan Kinsey serving a two-year term.

West Ward Alderwoman Catherine Dent serving a two-year term.

Reorganization of the Board of Alderman

Alderman Kinsey moved to appoint Alderman Rick Letchworth as the board president of the City of Salem, Board of Alderman.

Second made by Alderman Whelan.

The vote was 4 Aye-Kinsey, Whelan, Dent, Letchworth. 0 Nay. Motion carried.

Committee Appointments

Mayoral appointments are as follows:

Planning and Zoning Commission

Keith Inman, Chairman

Kyle Williams, Vice Chairman

Dr. Wayne Bertz, Secretary

Sherman Odom

Rick Seagull

Board of Adjustments

Bob Parsons, Chairman

Ryan Whitaker

Rob Benowitz

Martin Kulik

Kyle Williams

Parks and Recreation Board

Carlos Lopez, President

Angie Curley

Crystal Pilkington

Kristi Rushing

Luke Heithold

Finance Committee

Alderman John Whelan, Chairman

Alderman Rich Letchworth Co-Chairman

David Weiss

Patti McKweown
Kyle Williams
Lauren Toman

Utility Committee

Alderman Nathan Kinsey, Chairman
Alderman John Whelan, Co-Chairman
David Weiss
Kyle Williams

Community Involvement Committee

Alderwoman Catherine Dent, Chairman
Alderman John Whelan, Co Chairman
Roma Jones
Skip Dahms
Dylan McGinnis
Carly McGinnis
Dayna Sandberg
Amber Harrison
Kristina Sells
Trina Pot
Junetta White

Airport Board

City Administrator Sally Burbridge
Alderman Nathan Kinsey
Tyler Naramore, President
Jim Heaven, Vice President
John Mahalka, Secretary
John Maledy
Steve Spencer
Rich Parks
Chris Holiday

Capital Improvements

Alderman John Whelan, Chairman
Alderman Rich Letchworth, Co Chairman
Annie Deatherage
Denita Williams
Lauren Prugh
Michael Rushing

Enhanced Enterprise Zone Board Members

Dan Salyer
Willie Strader
Jamie Homeyer
Dean Jones
Dustin Howard
Jeff Dodson
Nathan Wills

Alderman Whelan moved to approve the mayors board and committee appointments as stated.

Second made by Alderman Kinsey.

The vote was 4 Aye-Whelan, Kinsey, Letchworth, Dent. 0 Nay. Motion carried.

Audit Presentation

Krista Deluca gave the audit report for Fiscal year 2025 ending June 30, 2025.

Request for Street Closure- Tana Kettner

Alderman Whelan moved to approve the street closure for September 26, 2026, 8 A.M. to 4 P.M for the Art in Parking lot event.

Second made by Alderwoman Dent.

The vote was 4 Aye-Whelan, Dent, Kinsey, Letchworth. 0 Nay. Motion carried.

Board/Committee Appointment

Alderman Whelan moved to approve Brandon Snyder for the Salem Housing Authority.

Second made by Alderman Kinsey.

The vote was 4 Aye-Whelan, Kinsey, Dent, Letchworth. 0 Nay. Motion carried.

Library Week Proclamation

Mayor Greg Parker presented a Proclamation to The Salem Public Library.

Amend Previous Motion to Approve Bid from Midstate Pipeline for WWTP

Alderman Whelan moved to amend the previously adopted motion on March 10, 2026, approving an amount of \$159,700.00 for WWTP Phase 2 improvements by striking \$159,700.00 and thereby increasing the amount to \$164,500.00.

Second made by Alderman Letchworth.

The vote was 4 Aye-Whelan, Letchworth, Kinsey, Dent. 0 Nay. Motion carried.

Reading of Bills (Second Reading)

Bill No. 3700 An ordinance authorizing the mayor of the City of Salem, Missouri to accept and execute an access easement from HMH Properties, LLC for permanent access and utility purposes.

City Clerk Koller read the second reading of Bill No. 3700 by caption only.

Alderman Kinsey moved to approve Bill NO. 3700.

Second made by Alderman Whelan.

The vote was 4 Aye-Kinsey, Whelan, Dent, Letchworth. 0 Nay. Bill NO. 3700 passed as Ordinance No. 3700.

New and Miscellaneous Business

Resolution No. 4-2026 A resolution authorizing an agreement between HMH Properties, LLC, and the City of Salem, Missouri, for the granting of an access easement and lease of the former water pre-treatment building.

Alderman Whelan moved to approve Resolution No. 4-2026.

Second made Alderman Kinsey.

The vote was 4 Aye- Whelan, Kinsey, Letchworth, Dent. 0 Nay. Motion carried.

Resolution No. 7-2026 A resolution approving a contract for control panel improvements and authorizing the mayor to execute the same.

Alderman Whelan moved to approve Resolution No. 7-2026.

Second made by Alderman Kinsey.

The vote was 4 Aye-Whelan, Kinsey, Dent, Letchworth. 0 Nay. Motion carried.

Sale of Surplus Equipment on Purple Wave Approval

Alderman Kinsey moved to approve the sale of the Surplus Equipment.

Second made by Alderman Whelan.

The vote was 4 Aye-Kinsey, Whelan, Letchworth, Dent. 0 Nay. Motion carried.

Bids

Camera System for City Park Bid Approval

Alderman Kinsey moved to approve moving forward with the park camera bid from Rommel Lock and Alarm for \$14,250.00.

Second made by Alderman Whelan.

The vote was 4 Aye-Kinsey, Whelan, Letchworth, Dent. 0 Nay. Motion carried.

Animal Shelter Improvements Bid Approvals

Alderman Letchworth moved to approve the bid from Roberts and Judson for the repair for the Animal Shelter.

Second made by Alderman Kinsey.

The vote was 4 Aye-Letchworth, Kinsey, Dent, Whelan. 0 Nay. Motion carried.

Resolve IT Services Approval

Alderman Whelan moved to renew the IT services from Resolve IT.

Second made by Alderman Kinsey.

The vote was 4 Aye-Whelan, Kinsey, Dent, Letchworth. 0 Nay. Motion carried.

Reading of Bills (First and Second Reading)

Bill No. 3703 An ordinance approving Change Order No. 3 for the Salem Wastewater Treatment Facility (WWTF) Phase 2A Improvements Project and authorizing the mayor to execute the same.

City Clerk Koller read the first and second reading of Bill No. 3703 by caption only.

Alderman Kinsey moved approval of the change order to ensure we are finishing the project within the DNR mandated timelines.

Second made by Alderman Whelan.

The vote was 4 Aye-Kinsey, Whelan, Dent, Letchworth. 0 Nay. Bill No. 3703 passed as Ordinance No. 3703.

Reports of City Officials, Board, and Committees

City Administer Sally Burbidge gave an update on the proposals on the ERP Software and plaster repair work proposals. City Administer Sally Burbidge let the Alderman know that Tom Haines has reached out with the idea of art contest being held for a new city flag.

Mayor Greg Parker stated that at the next meeting hopefully we will have staff drafted up. He would like to put it before the board to add Sub-Committees in Ordinance under Committees and maybe grow some of them.

Mayor Greg Parker thanked the citizens for going out and voting. He encourages everyone to vote.

Finance Director Stacey Houston gave a financial report for March 2026 and is attached to be made a part of these minutes.

Public Works Director Steve Paine reported that WWTP continues its daily testing and the plant is healthy.

Public Works Director Steve Paine reported that the Water Department has done several service line repairs and installations have been conducted.

Public Works Director Steve Paien reported that the Electric Department has continued to replace poles across town.

Public Works Director Steve Paine reported the Construction Crew finished the Salem T-Ball parking lot.

Public Works Director Steve Paine reported that the Street Department built a ramp at Phil-Mart/Marathon gas station to reroute traffic off the collapsing culvert and continue to clean out ditches and drop ins across town before and after rainstorms.

Public Works Director Steve Paine reported that the Mechanic continues vehicle maintenance on multiple pieces of equipment, he notified us he will be departing on the 22nd and we wish him the best of luck.

Public Works Director Steve Paine reported that the Cemetery Crew is in the beginning of mowing season and is doing standard maintenance.

Public Works Director Steve Paine reminded citizens to call 573-729-4811 at the administrative office for electric, water, sewer issues to initiate a work order, social media posts/complaints do not generate work orders or help, and to please call the Police Department at 573-729-4242 for after-hours city issues so the on-call employee is notified, which helps to expedite the help needed.

Parks and Recreation Director Melissa Dubois reminded everyone about summer ball registration is open and closed on the 16th.

Parks and Recreation Director Melissa Dubois let citizens know the pool will be open this summer and asked if anyone had any questions please contact her directly.

City Clerk Tammy Koller thanked the mayor for authorizing the closing of the admin building on April 3rd for record management day. City Clerk Tammy Koller stated they were able to get a lot accomplished and thanked the staff for all their hard work and help. They were able to get 16 years' worth of minutes uploaded into Laserfiche.

City Clerk Tammy Koller let citizens know it is Telecommunications Week for our Dispatchers so if you see a dispatcher thank them.

City Clerk Tammy Koller thanked all our dispatchers at our Salem Police Department for their hard work and dedication.

Alderman Whelan had nothing to report.

Alderwoman Dent reported that she met with Angie Curley on ways to get more people out to vote and said the Community Involvement Committee will be involved with the county on getting people out to vote for the upcoming primary election on August 4th and the general election in November.

Alderman Letchworth thanked the dispatchers and talked about a ban on kratom with steps looking in on that.

Alderman Kinsey had nothing to report.

Adjournment

With no more business to come before the Board, Alderwoman Dent moved to adjourn.

Second made by Alderman Kinsey.

The vote was 4 Aye-Dent, Kinsey, Letchworth, Whelan. 0 Nay. Motion carried.

The Board of Aldermen Meeting was adjourned at 7:23 P.M.

Tammy Koller
City Clerk

APPROVED:

Greg Parker

ATTEST:

Tammy Koller

Mayor

City Clerk



Greg Parker, Mayor
Nathan Kinsey, East Ward Alderman
Michael Letchworth, East Ward Alderman
Catherine Dent, West Ward Alderman
John Whelan, West Ward Alderman

MINUTES
BOARD OF ALDERMEN MEETING
202 N. Washington Street
Auditorium
April 28.2026

Call to Order

Public Hearing- Christopher and Joslyn Heavin Annexation of Property

Mayor Greg Parker opened the public hearing at 6 P.M.

Open for public comments. There was no comment made.

With no comments, Mayor Greg Parker adjourned the Public Hearing at 6 P.M.

Call to Order

Mayor Greg Parker called the Regular Meeting of the Board of Aldermen to Order at 6:00 P.M.

Pledge of Allegiance

The Pledge of Allegiance was led by Mayor Greg Parker.

Opening Prayer

Opening prayer was led by Alderman John Whelan.

Roll Call

Council members present included Nathan Kinsey, Rick Letchworth, Catherine Dent, and John Whelan. Others in attendance were: City Administrator Sally Burbridge, City Clerk Tammy Koller, City Attorney James Weber Public Works Director Steve Paine, Chief of Police Joe Chase, Finance Director Stacey Houston, and Economic Development Director Carrie Sutterfield.

Approve Agenda

Alderman Whelan moved to approve the agenda.

Second made by Alderman Kinsey.

The vote was 4 Aye-Whelan, Kinsey, Letchworth, Dent. 0 Nay. Motion carried.

Consent Agenda

Alderman Letchworth moved to approve the Consent Agenda.

Second made by Alderman Whelan.

The vote was 4 Aye-Letchworth, Whelan, Dent, Kinsey. 0 Nay. Motion carried.

Public Comments

There was no public comment.

New and Miscellaneous Business

Electric Department Budget Adjustment

Alderman Kinsey moved to approve the budget adjustment to support the city's electrical system in the amount of \$80,000 to the perspective accounts.

Second was made by Alderman Whelan.

The vote was 4 Aye-Kinsey, Whelan, Dent, Letchworth

Reading of Bills (First Reading)

Bill No. 3704 An ordinance annexing certain adjacent territory into the City of Salem, Missouri.

City Clerk Tammy Koller read the first reading of Bill No. 3704 by caption only.

No vote was taken.

Bill No. 3705 An ordinance annexing certain adjacent territory into the City of Salem, Missouri.

City Clerk Tammy Koller read the first reading of Bill No. 3705 by caption only.

No vote was taken.

Bill No. 3706 An ordinance amending Section 110.410 of the Code of Ordinances to authorize subcommittees under the Community Involvement Committee of the City of Salem, Missouri.

City Clerk Tammy Koller read the first reading of Bill No. 3706 by caption only.

No vote was taken.

Reading of Bills (First and Second Reading)

Bill No. 3707 An ordinance authorizing the mayor to execute Task Order 001 with Toth and Associates, Inc. for engineering services related to the Phil Mart/Marathon stormwater culvert replacement project.

City Clerk read the first and second reading of Bill No. 3707 by caption only.

Alderman Whelan moved to approve Bill No. 3707.

Second was made by Alderman Letchworth.

The vote was 4 Aye- Whelan, Letchworth, Kinsey, Dent. 0 Nay. Bill No. 3707 passed as Ordinance No. 3707.

Bill No. 3708 An ordinance authorizing the mayor execute Task Order 002 with Toth and Associates, Inc. for engineering services related to the Salem City Park No-Rise certificate and permit project.

City Clerk Tammy Koller read Bill No. 3708 by caption only.

Alderman Whelan moved to approve Bill No. 3708.

Second was made by Alderman Kinsey.

The vote was 4 Aye-Whelan, Kinsey, Dent, Letchworth. 0 Nay. Bill No. 3708 passed as Ordinance No. 3708.

Reports of City Officials, Board, and Committees

City Administrator Sally Burbridge had nothing to report.

Finance Director Stacey Houston had nothing to report.

Economic Development Director Carrie Sutterfield gave a monthly report. Gave information about Voluntary Residential Demolition Program, Masters Industrial Park generated more than 70 online views, she gave information on Training and Professional Development and Community Economic importance. She Thanked the Alderman for being productive and making sure we are on the right track.

Public Works Director reported that the crews are staying busy and doing a good job keeping up. He reminded citizens that spring cleanup is 4th-5th. He stated nothing bigger than 4' diameter can go out by the road and brush needs to be in manageable bundles. Alderman Whelan commented that he has gotten a lot of complements on the parking lot at the City Park. Mayor Greg Parker thanked the crews for their concrete work on the corner of Jack and South Warfel.

City Clerk Tammy Koller had nothing to report.

Mayor Greg Parker reminded citizens citywide yard sale is Saturday, spots are available to rent at the Admin Office. Clean up will be this week from May 4th-8th and May 11th-15th the following week. He let citizens know to continue wrapping box springs and mattresses to stop the spread of bed bugs. They don't take batteries or tires unless they are cut up. He informed citizens that when full paint cans get thrown in the back of the trash truck and it fills with water and bust it then leaks onto the road while driving and paints the roads, in that case he asks everyone to take the lids off the paint cans and let it dry out before throwing away. He asks for anyone who has large piles of debris to rent a dumpster. He wants citizens to take advantage of spring clean up and get rid of any unwanted furniture.

Alderman Letchworth had nothing to report.

Alderman Kinsey had nothing to report.

Alderwoman Dent had nothing to report.

Alderman Whelan had nothing to report.

Adjournment

With no more business to come before the Board, Alderwoman Dent moved to adjourn.

Second made by Alderman Kinsey.

The vote was 4 Aye-Dent, Kinsey, Letchworth, Whelan. 0 Nay. Motion carried.

The Board of Aldermen Meeting was adjourned at P.M.

Tammy Koller
City Clerk

APPROVED:

Greg Parker
Mayor

ATTEST:

Tammy Koller
City Clerk



Greg Parker, Mayor
Nathan Kinsey, East Ward Alderman
Michael Letchworth, East Ward Alderman
Catherine Dent, West Ward Alderman
John Whelan, West Ward Alderman

MINUTES
BOARD OF ALDERMEN MEETING
202 N. Washington Street
Auditorium
May 12, 2026

Call to Order

Mayor Greg Parker called the Regular Meeting of the Board of Aldermen to Order at 6:00 P.M.

Roll Call

Council members present included Nathan Kinsey, Rick Letchworth, Catherine Dent. John Whelan was absent. Others in attendance were: City Administrator Sally Burbridge, City Clerk Tammy Koller, City Attorney James Weber, Public Works Director Steve Paine, Officer Michael Loveday, Finance Director Stacey Houston, and Economic Development Director Carrie Sutterfield.

Approve Agenda

Alderman Kinsey moved to approve the agenda.

Second made by Alderman Dent.

The vote was 3 Aye-Dent, Letchworth, Kinsey. 0 Nay. Motion carried.

Consent Agenda

Alderman Letchworth moved to approve the Consent Agenda.

Second made by Alderwoman Kinsey.

The vote was 3 Aye-Letchworth, Kinsey. 0 Nay. Motion carried.

Public Comments

There was no public comment.

New and Miscellaneous Business

Vehicle for Disposal-2007 Ford F-150

Alderman Kinsey moved to approve the disposal of the 2007 Ford F-150.

Second was made by Alderman Letchworth.

The vote was 3 Aye-Kinsey, Letchworth, Dent. 0 Nay. Motion carried.

Resolution No. 8-2026 A resolution authorizing the mayor to execute a water tank maintenance contract with Viking Painting LLC for inspection, maintenance, and rehabilitation of the City of Salem, Missouri 75,000-gallon legged water tower.

City Clerk Tammy Koller read Resolution No. 8-2026 by caption only.

Alderman Letchworth moved to approve Resolution No. 8-2026.
Second was made by Alderwoman Dent.
The vote was 3 Aye-Letchworth, Dent, Kinsey. 0 Nay. Motion carried.

Resolution No. 9-2026 A resolution authorizing the mayor to execute a water tower maintenance contract with Viking Painting LLC for the inspection, maintenance, and rehabilitation of the City of Salem, Missouri 150,000-gallon pedosphere water tower.
City Clerk Tammy Koller read Resolution No. 9-2026 by caption only.
Alderman Kinsey moved to approve Resolution No. 9-2026.
Second made by Alderman Letchworth.
The vote was 3 Aye-Kinsey, Letchworth, Dent. 0 Nay. Motion carried.

Resolution No. 10-2026 A resolution authorizing the mayor to execute a water tank maintenance contract with Viking Painting LLC for the inspection, maintenance, and rehabilitation of the City of Salem, Missouri 400,000-gallon legged water tower located at 254 County Road 2240.
City Clerk Tammy Koller read Resolution No. 10-2026 by caption only.
Alderwoman Dent moved to approve Resolution No. 10-2026.
Second made by Alderman Kinsey.
The vote was 3 Aye-Dent, Kinsey, Letchworth. 0 Nay. Motion carried.

Resolution No. 11-2026 A resolution authorizing the mayor to execute a water tank maintenance contract with Viking Painting LLC for the inspection, maintenance, and rehabilitation of the City of Salem, Missouri 400,000-gallon legged water tower located in the city's industrial park.
City Clerk Tammy Koller read Resolution No. 11-2026 by caption only.
Alderman Kinsey moved to approve Resolution No. 11-2026.
Second was made by Alderwoman Dent.
The vote was 3 Aye-Kinsey, Dent, Letchworth. 0 Nay. Motion carried.

Reading of Bills (Second Reading)

Bill No. 3704 An Ordinance annexing certain adjacent territory into the City of Salem, Missouri.
City Clerk Tammy Koller read the second reading of Bill No. 3707 by caption only.
Alderman Letchworth moved to approve Bill No. 3707.
Second made by Alderman Kinsey.
The vote was 3 Aye-Letchworth, Kinsey, Dent. 0 Nay. Bill No. 3704 passed as Ordinance 3704.

Bill No. 3705 An Ordinance annexing certain adjacent territory into the City of Salem, Missouri.
City Clerk Tammy Koller read the second reading of Bill No. 3684 by caption only.
Alderman Letchworth moved to approve Bill No. 3705.
Second made by Alderwoman Dent.
The vote was 3 Aye- Letchworth, Dent, Kinsey. 0 Nay. Bill No. 3705 passed as Ordinance No. 3705.

Bill No. 3706 An Ordinance amending Section 110.410 of the Code of Ordinances to authorize subcommittees under the Community Involvement Committee of City of Salem, Missouri. City Clerk Tammy Koller read the second reading of Bill No. 3706 by caption only. Alderwoman Dent moved to approve Bill No. 3706. There was not a second made. Bill No. 3706 died due to lack of second.

Reading of Bills (First Reading)

Bill No. 3709 An Ordinance amending the City of Salem Code of Ordinances related to backflow prevention devices by the City of Salem, Missouri. City Clerk Tammy Koller read the first reading of Bill No. 3709 by caption only. No vote was taken.

Bill No. 3710 An Ordinance amending the City of Salem Code of Ordinances related to backflow prevention devices annual inspections by the City of Salem, Missouri. City Clerk Tammy Koller read the first reading of Bill No. 3709 by caption only. No vote was taken.

Reading of the Bills (First and Second Reading)

Bill No. 3711 An Ordinance authorizing the mayor to execute Task Order 003 with Toth and Associates, Inc. for professional land surveying services related to the Westwood Drive life station property by the City of Salem, Missouri. City Clerk Tammy Koller read the first and second reading of Bill No. 3711 by caption only. Alderman Kinsey moved to approved Bill No. 3711. Second was made by Alderman Letchworth. The vote was 3 Aye-Kinsey, Letchworth, Dent. 0 Nay. Bill No. 3711 passed as Ordinance No. 3711.

Bill No. 3712 An Ordinance authorizing the mayor to execute Task Order 004 with Toth and Associates, Inc. for professional land surveying services related to the Ninth Street Right-of-way dedication by the City of Salem, Missouri. City Clerk Tammy Koller read the first and second reading of Bill No. 3712 by caption only. Alderman Letchworth moved to approve Bill No. 3712. Second was made by Alderman Kinsey. The vote was 3 Aye-Letchworth, Kinsey, Dent. Bill No. 3712 passed as Ordinance No. 3712.

Reports of City Officials

Mayor Greg Parker let the citizens know spring clean has been a success with 116 tons picked up. The average pick up amount for spring clean is 89 tons. He informed the citizens there are still 3 more days left so if anyone has any old furniture or junk to set it by the curb.

City Administrator Sally Burbidge had nothing to report.
Finance Director Stacey Houston had nothing to report.

City Clerk Tammy Koller explained and went through the disposal of records on the Consent Agenda.

Economic Development Director Carrie Sutterfield had nothing to report.

Public Works Director Steve Paine reported that clarifier 3 at the WWTP will be back up and running shortly. The daily testing continues, and the plant is healthy. The grant application totaling \$792,326.94 with no local grant match is a great success. He thanks Lacey from MPA for all her help.

Public Works Director Steve Paine reported the Water Department has repaired service lines, checked 156 meters to date with only one failing due to registering numbers backwards.

Public Works Director Steve Paine the Electric Department has been working on several projects including prepping vehicles for auction, assisted with meter testing, and changed two poles at the park.

Public Works Director Steve Paine reported the Construction Crew is finishing a stormwater issue on Coffman Street and started replacing a stretch of sidewalk on Pershing as it was a tripping hazard.

Public Works Director Steve Paine reported the Street Department removed a large portion of a tree at the Roadside Park on Hwy 19, hauled rip-rap rock from the quarry to the City Park for a ditch remediation project to be funded by FEMA, maintained equipment in the absence of a mechanic, and conducted Mechanic interviews and are in the process of hiring Brandon Hunter. He is due to start on May 26th.

Public Works Director Steve Paine reported the Cemetery Crew is working hard and keeping the cemetery in the best condition that he has seen this time of year.

He would like to remind citizens to call the admin office at (573)729-4811 for electric, water, sewer, or street issues to initiate a work order. Social media posts do not generate help or work orders. Call the Police Department at (573)729-4242 for after-hour city issues so the on-call person is notified.

Aldерwoman Dent wanted to thank the Alderman for lack of support with sub-committees which include Advocate for Animals and The Beautification Committee, they will continue to do the work without support.

Alderman Whelan had nothing to report.

Alderman Letchworth had nothing to report.

Alderman Kinsey had nothing to report.

Adjournment

With no more business to come before the Board, Alderman Kinsey moved to adjourn.

Second made by Alderman Letchworth.

The vote was 3 Aye-Letchworth, Kinsey, Dent. 0 Nay. Motion carried.

The Board of Aldermen Meeting was adjourned at P.M.

Tammy Koller
City Clerk

APPROVED:

Greg Parker
Mayor

ATTEST:

Tammy Koller
City Clerk



Greg Parker, Mayor
Nathan Kinsey, East Ward Alderman
Michael Letchworth, East Ward Alderman
Catherine Dent, West Ward Alderman
John Whelan, West Ward Alderman

**MINUTES
BOARD OF ALDERMEN MEETING
202 N. Washington Street
Auditorium
May 26, 2026**

Call to Order

Mayor Greg Parker called the Regular Meeting of the Board of Aldermen to Order at 6:00 P.M.

Roll Call

Council members present included Catherine Dent, Nathan Kinsey, and Rick Letchworth. John Whelan was absent. Others in attendance were City Administrator Sally Burbridge, City Clerk Tammy Koller, City Attorney James Weber, Public Works Director Steve Paine, Chief of Police Joe Chase, Finance Director Stacey Houston, Parks and Recreation Director Melissa Dubois, and Economic Development Director Carrie Sutterfield.

Approve Agenda

Alderman Kinsey moved to approve the agenda.

Second made by Alderman Letchworth.

The vote was 2 Aye-Kinsey, Letchworth. 1 Nay-Dent. Motion carried.

Consent Agenda

No Consent Agenda Items.

Public Comments

Dylan McGinnis filled out a speaker card with subject matter Committee Members.

New and Miscellaneous Business

Resolution No. 12-2026 A resolution of the Board of Alderman of the City of Salem, Missouri, authorizing the mayor to execute an auction seller agreement with J.J. Kane Associates, Inc. and J.J. Kane Exchange, LLC for the sale of city property by public auction.

City Clerk Tammy Koller read Resolution No. 12-2026 by caption only.

Alderman Kinsey moved to approve Resolution No 12-2026.

Second was made by Alderman Letchworth.

The vote was 3 Aye-Kinsey, Letchworth, and Dent. 0 Nay. Resolution No. 12-2026 passed.

Resolution No. 13-2026 A resolution authorizing the mayor to sign acknowledgement of the renewal for health insurance from United Healthcare for employees of the City of Salem, Missouri as required by the Affordable Care Act.

City Clerk Tammy Koller read Resolution No. 13-2026 by caption only.
Alderman Letchworth moved to approve Resolution No. 13-2026.
Second was made by Alderman Kinsey.
The vote was 3 Aye-Letchworth, Kinsey, Dent. 0 Nay. Resolution No. 13-2026 passed.

Request for Reimbursement for the 6-Unit T-Hangars

Alderman Kinsey moved to approve the reimbursements for the 6-Unit T-Hangars.
Second was made by Alderman Letchworth.
The vote was 3 Aye-Kinsey, Letchworth, Dent. 0 Nay. Motion approved.

Aviation Fuel for Airport

Alderman Kinsey moved to approve aviation fuel for the airport with it not exceeding \$9,775.00.
Second was made by Alderman Letchworth.
The vote was 3 aye-Kinsey, Letchworth, Dent. 0 Nay. Motion approved.

Delta Health Care Service Program Grant

Alderman Letchworth moved to join the consortium in signing the documents required to partner with the Dent County Health Center and Meramec Regional Planning Commission to apply the Delta Health Care Service Program Grant for workforce development.
Second was made by Alderwoman Dent.
The vote was 3 Aye-Letchworth, Dent, Kinsey. 0 Nay. Motion approved.

Bids

Remanufactured Transformer Bid Approval

Alderman Letchworth moved to approve the transformer bid.
Second made by Alderman Kinsey.
The vote was 3 Aye-Letchworth, Kinsey, Dent 0 Nay. Motion approved.

Reading of Bills (Second Reading)

Bill No. 3709 An Ordinance amending the City of Salem Code of Ordinances related to backflow prevention devices by City of Salem, Missouri.

City Clerk Tammy Koller read second reading of Bill No. 3709 by caption only.
Alderman Kinsey moved to approve Bill No. 3709.
Second made by Alderman Letchworth.
The vote was 3 Aye-Kinsey, Letchworth, Dent. 0 Nay. Bill No. 3709 passed as Ordinance 3709.

Bill No. 3710 An Ordinance amending the City of Salem Code of Ordinances related to backflow prevention devices annual inspections by the City of Salem, Missouri.

City Clerk Tammy Koller read second reading of Bill No. 3710 by caption only.
Alderman Letchworth moved to approve Bill No. 3710.
Second made by Alderman Kinsey.

The vote was 3 Aye- Letchworth, Kinsey, Dent. 0 Nay. Bill No. 3710 passed as Ordinance No. 3710.

Reading of the Bills (First Reading)

Bill No. 3713 An Ordinance amending the code of ordinances related to Section 700.190 water rates by the City of Salem, Missouri.

City Clerk Tammy Koller read the first reading of Bill No. 3713 by caption only.

No vote was taken.

Reports of City Officials

Mayor Greg Parker reported that they have finished the annual spring clean up with 171 tons collected and continue to collect more.

Economic Development Director Carrie Sutterfield gave information on More You Know presentation, and Community Evolvment. She invited everyone to come to the Armory tomorrow at 12 P.M. to 1 P.M. where speaker Sherry Hughes will be speaking at Business at the Table. She also gave information on Moonlight Madness concept and asked for authority to research into the event.

Finance Director Stacey Houston gave a financial report for the month of April.

Public Works Director Steve Paine said the daily testing at the WWTP continues and the plant is healthy. Transfer of liquids to retention basin to repair oxidation ditch the smell is getting worse.

Public Works Director Steve Paine reported that some water service lines have been conducted by the Water Department.

Public Works Director Steve Paine reported the electric crew has been working on several projects including prepping vehicles for auction, setting more new service poles with 7 new homes being built, removed and restored the Salem Heritage sign for over at the Hwy 19 road side park to include an upgraded frame, the crew also re-ran the power line to light the sign as well as removed two tree stumps out of the roadside park.

Public Works Director Steve Paine reported that the Construction Crew poured a new pad for the restored Salem Heritage sign over at the Hwy 19 roadside park, poured concrete around the bridge at the Salem City Park, and replaced various missing pieces of sidewalks city wide.

Public Works Director Steve Paine reported the Street Department patched asphalt dig outs city wide, conducted city wide clean up sweeps, maintained the yard waste lot through city wide clean up, and mowed city wide to include the airport and cemetery.

Public Works Director Steve Paine said we welcomed our new mechanic Brandon Hunter this morning.

Public Works Director Steve Paine reported the Cemetery Crew is working hard and keeping the cemetery in tip top condition, they assisted with funeral set ups and moved a headstone with the help of the Street Department.

Adjournment

With no more business to come before the Board, Alderman Letchworth moved to adjourn.

Second made by Alderman Kinsey.

The vote was 3 Aye-Letchworth, Kinsey, Dent. 0 Nay. Motion carried.

The Board of Aldermen Meeting was adjourned at P.M.

Tammy Koller
City Clerk

APPROVED:

Greg Parker
Mayor

ATTEST:

Tammy Koller
City Clerk



Greg Parker, Mayor
Nathan Kinsey, East Ward Alderman
Michael Letchworth, East Ward Alderman
Catherine Dent, West Ward Alderman
John Whelan, West Ward Alderman

MINUTES
BOARD OF ALDERMEN MEETING
202 N. Washington Street
Auditorium
June 9, 2026

Call to Order

Mayor Greg Parker called the Regular Meeting of the Board of Aldermen to Order at 6:00 P.M.

Roll Call

Council members present included Rick Letchworth, John Whelan, and Catherine Dent. Alderman Nathan Kinsey was absent. Others in attendance were: City Administrator Sally Burbridge, City Clerk Tammy Koller, City Attorney James Weber, Public Works Director Steve Paine, Chief of Police Joe Chase, Finance Director Stacey Houston, and Economic Development Director Carrie Sutterfield.

Approve Agenda

Alderman Whelan moved to approve the agenda with the exception of Bill No. 3717.

Second made by Alderman Letchworth.

The vote was 3 Aye-Letchworth, Dent, Whelan. 0 Nay. Motion carried.

Consent Agenda

Alderman Whelan moved to approve the Consent Agenda.

Second made by Alderwoman Letchworth.

The vote was 3 Aye-Whelan, Dent, Letchworth. 0 Nay. Motion carried.

Public Comments

Dylan McGinnis filled out speaker card with subject matter Bill No. 3717. Move to not increase. Vontella Kissner filled out a speaker card with subject matter City Officials media and public behavior.

Fireworks Committee- Approval to set off Fireworks on the Fourth of July

Alderman Letchworth moved to approve the closing of the park for the day of the Fourth of July.

Second made by Alderman Whelan.

The vote was 3 Aye-Letchworth, Whelan, Dent. 0 Nay. Motion carried.

New and Miscellaneous Business

Surplus Equipment Approval

Resolution No. 14-2026 A resolution authorizing the renewal of software subscriptions and services with Omnigo Software, LLC for the City of Salem Police Department.

Alderman Whelan moved to approve the renewal of the software subscription.

Second made by Alderwoman Dent.

The vote was 3 Aye-Whelan, Dent, Letchworth. 0 Nay. Motion carried.

Resolution No. 15-2026 A resolution of the Board of Aldermen of the City of Salem, Missouri, authorizing the mayor to execute Amendment No. 02 to the Missouri department of Health and Senior Services Contract for wastewater operations.

Alderwoman Dent moved to approve the contract between the City of Salem and the Missouri department of Health and Senior Services.

Second made by Alderman Letchworth.

The vote was 3 Aye-Dent, Letchworth, Whelan. 0 Nay. Motion carried.

Bids

Purchase of Asphalt Bid Approval.

Letchworth moved to approve the bid from Pierce Asphalt in the amount of 426,797.00 pending the approval of next year's budget.

Second made by Alderman Whelan.

The vote was 3 Aye-Letchworth, Whelan, Dent. 0 Nay. Motion Carried.

Reading of Bills (First Reading)

Bill No. 3714 Approval of Task Order No. 5 with Toth and Associates for Hickory St. Sanitary Sewer Improvements.

City Clerk Tammy Koller read the first reading of Bill No. 3714 by caption only.

No vote was taken.

Bill No. 3715 Approval of Task Order No. 6 with Toth and Associates for the Roosevelt St. sidewalk survey.

City Clerk Tammy Koller read the first reading of Bill No. 3715 by caption only.

No vote was taken.

Bill No. 3716 Approval of Addendum No. 2 to Task Order No. 15 with Archer Elgin for the Wastewater Treatment Facility Improvements Phase 2.

City Clerk Tammy Koller read the first reading of Bill No. 3716 by caption only.

No vote was taken.

Bill No. 3718 Approval of B & H Well Drilling/Pump Services contract extension request.

City Clerk Tammy Koller read the first reading of Bill No. by caption only.

No vote was taken.

Bill No. 3719 Approval of changes to Chapter 115 Article IX of the codes of the City of Salem, Missouri related to the Director of Engineering.

City Clerk Tammy Koller read the first reading of Bill No. 3719 by caption only.

Ordinance 115.740 Position Established.

Ordinance 115.750 Appointment and Tenure.

Ordinance 115.760 Qualifications.

Ordinance 115.770 Compensation.

Ordinance 115.780 Duties.

No vote was taken.

Bill No. 3720 An ordinance amending Chapter 115 Article Ix of the code of ordinances of the City of Salem, Missouri, relating to the Director of Engineering or a qualified engineering firm and their appointment and tenure.

City Clerk Tammy Koller read the first reading of Bill No. 3720 by caption only.

No vote was taken.

Bill No. 3721 An ordinance amending Chapter 115 Article IX of the code of ordinances of the City of Salem, Missouri, relating to the Director of Engineering or a qualified engineering firm and qualifications.

City Clerk Tammy Koller read the first reading of Bill No. 3721 by caption only.

No vote was taken.

Bill No. 3722 An ordinance amending Chapter 115 Article IX of the code of ordinances of the City of Salem, Missouri, relating to the Director of Engineering or a qualified engineering firm and compensation.

City Clerk Tammy Koller read the first reading of Bill No. 3722 by caption only.

No vote was taken.

Bill No. 3723 An ordinance amending Chapter 115 Article IX of the code of ordinances of the City of Salem, Missouri, relating to the Director of engineering or qualified engineering firm and duties.

City Clerk Tammy Koller read the first reading of Bill No. 3723 by caption only.

No vote was taken.

Reading of Bills (Second Reading)

Bill No. 3713 Amendment of ordinances establishing water rates for Fasil Year 2027.

City Clerk Tammy Koller read the second reading of Bill No. 3713 by caption only.

Alderman Letchworth moved to approve Bill No. 3713.

Second made by Alderman Whelan.

The vote was 2 Aye-Letchworth, Whelan. 1 Nay-Dent. Bill No. 3713 passed as Ordinance No.3713.

Reports of City Officials, Boards and Committees

City Administrator Sally Burbidge shares MPA annual report, updates on Toth and Associates, and gives information on UFS Electric utility rate study.

Economic Development Director Carrie Sutterfield has no report.

Finance Director Stacey Houston gave a financial report for the month of May. That report will be attached to these minutes.

Mayor Greg Parker shared information about the upcoming fundraiser for Zach Moser. Reminds the citizens about Open Registration for the Fourth of July Parade is open at the Chamber of Commerce. The mayor thanked the electric crew for the new utility poles and lights being replaced, and the water department for fixing the leaks on Center Street. Reminds everyone to post cooling centers as the temperatures rise. Reminds everyone of electric consumption. To keep us below our demand with peak alerts.

Public Works Director Steve Paine gave reports on the following departments:

The WWTP is healthy and continues to test healthy. Public notice on the transfer of liquids to retention basin to repair oxidation ditch, the smell is worse, but they are making great progress, and it is getting better. Should be back to normal soon.

Water Department has done several water repairs and worked with Wastewater lead and Steve in researching a cost-saving plan at the WWTP.

Electric Department removed the old Christmas lights on City Hall. Set over 40 new service poles. Started installing new streetlights at the end of Mildred and around town. Made repairs on the new light poles downtown. Repaired banner brackets around town. They are going to make sure the firework show has their string lights up and ready.

Construction Department Finished framing walls inside the old alderman chambers, poured a couple of new approaches at new homes, replaced various missing pieces of sidewalk city wide.

Street Department Patched asphalt dig outs city wide, conducted more street sweeping, maintained the yard waste lot through the city wide clean up, mowing continues city wide to include the airport and cemetery, fine tuning the pavement around the Dent County Health Center.

Mechanic all our crew members are impressed so far with our new mechanic Brandon Hunter and are keeping him busy.

Cemetery Crew is working hard and keeping the cemetery in tip top condition pending weather.

Public Works Director Steve Paine wanted to remind citizens to call the admin office for electric, water, sewer, or street issues to initiate a work order. Social media posts/complaints do not generate help or work orders. He also reminds everyone to call the Police Department for the after-hour city issues, so the on-call person is notified.

Alderman Letchworth had a formal suture about conduct and Section 106.040

Adjournment

With no further business to come before the Board, Alderman Whelan makes motion to adjourn.

Second made by Alderman Letchworth.

The vote was 3 Aye-Whelan, Letchworth, Dent. 0 Nay. Motion carried.

Mayor Greg Parker adjourned the meeting at

Tammy Koller
City Clerk

APPROVED:

Greg Parker
Mayor

ATTEST:

Tammy Koller
City Clerk



Greg Parker, Mayor
Nathan Kinsey, East Ward Alderman
Michael Letchworth, East Ward Alderman
Catherine Dent, West Ward Alderman
John Whelan, West Ward Alderman

**MINUTES
BOARD OF ALDERMEN MEETING
202 N. Washington Street
Auditorium
June 23, 2026**

Pledge of Allegiance

The Pledge of Allegiance was led by Mayor Greg Parker.

Opening Prayer

Opening prayer was led by Alderman Whelan.

Call to Order

Mayor Greg Parker called the Regular Meeting of the Board of Aldermen to Order at 6:00 P.M.

Roll Call

Council members present included Nathan Kinsey, Rick Letchworth, Catherine Dent, and John Whelan. Others in attendance were: City Administrator Sally Burbridge, City Clerk Tammy Koller, Public Works Director Steve Paine, Chief of Police Joe Chase, Finance Director Stacey Houston, Economic Development Director Carrie Sutterfield, and Building Inspector Jarred Brown.

Approve Agenda

Alderman Whelan moved to approve the agenda with the removal of Ordinance No. 3716.

Second made by Alderman Dent.

The vote was 4 Aye-Whelan, Dent, Letchworth, Kinsey. 0 Nay. Motion carried.

Consent Agenda

Alderman Letchworth moved to approve the Consent Agenda.

Second made by Alderwoman Kinsey.

The vote was 4 Aye-Letchworth, Kinsey, Dent, Whelan. 0 Nay. Motion carried.

Public Comments

Carrie Gaither filled out a speaker card with subject matter utilities.

New and Miscellaneous Business

Resolution No. 16-2026 A resolution authorizing the mayor to execute a one-year memorandum of understanding between the City of Salem, Missouri, and the Board of Governors of Missouri State University-West Plains Adult Education and Literacy (AEL) Program to allow a classroom space of 36' X 12' at Old City Hall, 202 N Washington Street to be used for purposes of conducting activities associated with educational programs delivered by the university for the AEL program.

City Clerk Tammy Koller read Resolution No. 16-2026 by caption only.

Alderman Letchworth moved to approve Resolution No. 16-2026.

Second made by Alderman Whelan.

The vote was 4 Aye-Letchworth, Whelan, Dent, Kinsey. 0 Nay. Motion carried.

Conditional Use Permit Approval-707 W. First Street.

Alderman Kinsey moved to approve the conditional use for the installation of the manufactured home to be located on the property to be addressed as 707 W. First Street with the condition of demolition of the residence at 705 W. First Street within a year of the installation of the home.

Second made by Alderman Whelan.

The vote was 4 Aye-Kinsey, Whelan, Dent, Letchworth. 0 Nay. Motion carried.

Conditional Use Permit Approval-1003 E Third Street.

Alderman Letchworth moved to approve conditional use of property 1003 E Third as a vacation rental.

Second made by Alderman Kinsey.

The vote was 4 Aye-Letchworth, Kinsey, Whelan, Dent. 0 Nay. Motion carried.

Reading of the Bills (First Reading)

Bill No. 3717 An ordinance approving Change Order No. 1 for the Salem Water System Improvements-Contract A Project and authorizing the mayor to execute the same.

City Clerk Tammy Koller read the first reading of Bill No. 3717 by caption only.

No vote was taken.

Bill No. 3724 An ordinance establishing rates for electric services provided by the City of Salem, Missouri, concerning electric rates.

City Clerk Tammy Koller read the first reading of Bill No. 3724 by caption only.

No vote was taken.

Bill No. 3725 An ordinance establishing rates for electric services provided by the City of Salem, Missouri, concerning demand meters and rates for commercial customers.

City Clerk Tammy Koller read the first reading of Bill No. 3725 by caption only.

No vote was taken.

Bill No. 3726 An ordinance establishing rates for electric services provided by the City of Salem, Missouri, concerning the employment incentive rate.

City Clerk Tammy Koller read the first reading of Bill No. 3726 by caption only.

No vote was taken.

Bill No. 3727 An ordinance establishing rates for electric services provided by the City of Salem, Missouri, concerning the large industrial user rate.

City Clerk Tammy Koller read the first reading of Bill No. 3727 by caption only.

No vote was taken.

Reading of the Bills (Second Reading)

Bill No. 3714 An ordinance of the City of Salem, Missouri, authorizing the mayor to execute Task Order. 005 with Toth and Associates, Inc. for engineering services related to the Hickory Street sanitary Sewer Improvements Project.

City Clerk Tammy Koller read the second reading of Bill No. 3714 by caption only.

Alderman Whelan moved to approve Bill No. 3714.

Second made by Alderman Kinsey.

The vote was 4 Aye-Whelan, Kinsey, Dent, Letchworth. 0 Nay. Bill No.3714 passed as Ordinance No. 3714.

Bill No. 3715 An ordinance of the City of Salem, Missouri, authorizing the mayor to execute Task Order No. 006 with Toth and Associates, Inc. for professional land surveying services relates to the Roosevelt Street Sidewalk Survey Project.

City Clerk Tammy Koller read the second reading of Bill No. 3715 by caption only.

Alderman Kinsey moved to approve Bill No. 3715.

Second was made by Alderman Whelan.

The vote was 4 Aye- Kinsey, Whelan, Letchworth, Dent. 0 Nay. Bill No. 3715 passed as Ordinance No. 3715.

Bill No. 3718 An ordinance approving Change Order No. 4 for the Salem Water System Improvements- Contract C-Pitless well Project and authorizing the mayor to execute the same.

City Clerk Tammy Koller read the second reading of Bill No. 3718 by caption only.

Alderman Letchworth moved to approve 3718.

Second was made by Alderman Whelan.

The vote was 4 Aye-Letchworth, Whelan, Dent, Kinsey. 0 Nay. Bill No. 3718 passed as Ordinance No. 3718.

Bill No. 3719 An ordinance amending Chapter 115, Article IX of the Code of Ordinances of the City of Salem, Missouri, relating to the Director of Engineering or a qualified engineering firm.

City Clerk Tammy Koller read the second reading of Bill No. 3719 by caption only.

Alderman Whelan moved to approve Bill No. 3719.

Second was made by Alderman Kinsey.

The vote was 4 Aye-Whelan, Kinsey, Letchworth, Dent. 0 Nay. Bill No. 3719 passed as Ordinance No. 3719.

Bill No. 3720 An ordinance amending Chapter 115, Article IX of the Code of Ordinances of the City of Salem, Missouri, relating to the Director of Engineering or a qualified engineering firm and their appointment and tenure.

City Clerk Tammy Koller read the second reading of Bill No. 3720 by caption only.

Alderman Letchworth moved to approve Bill No. 3720.

Second was made by Whelan.

The vote was 4 Aye-Letchworth, Whelan, Dent, Kinsey. 0 Nay. Bill no. 3720 passed as Ordinance 3720.

Bill No. 3721 An ordinance amending Chapter 115, Article IX of the Code of Ordinances of the City of Salem, Missouri, relating to the Director of Engineering or a qualified engineering firm and qualifications.

City Clerk Tammy Koller read the second reading of Bill No. 3721 by caption only.

Alderman Kinsey moved to approve Bill No. 3721.

Second made by Alderman Whelan.

The vote was 4 Aye-Kinsey, Whelan, Dent, Letchworth. 0 Nay. Bill No. 3721 passed as Ordinance No. 3721.

Bill No. 3722 An ordinance amending Chapter 115, Article IX of the Code of Ordinances of the city of Salem, Missouri, relating to the Director of Engineering or a qualified engineering firm and compensation.

City Clerk Tammy Koller read the second reading of Bill No. 3722 by caption only.

Alderman Letchworth moved to approve Bill No. 3722.

Second made by Alderman Kinsey.

The vote was 4 Aye-Letchworth, Kinsey, Whelan, Dent. 0 Nay. Bill No. 3722 passed as Ordinance 3722.

Bill No. 3723 An Ordinance amending Chapter 115, Article IX of the Code of Ordinances of the City of Salem, Missouri, relating to the Director of Engineering or a qualified engineering form and their appointment and duties.

City Clerk Tammy Koller read the second reading of Bill No. 3723 by caption only.

Alderman Whelan moved to approve Bill No. 3723.

Second was made by Alderman Letchworth.

The Vote was 4 Aye- Whelan, Letchworth, Dent, Kinsey. 0 Nay. Bill No. 3723 passed as Ordinance No. 3723.

Reading of Bills (First and Second reading)

Bill No. 3728 An ordinance amending the annual budget for the City of Salem, Missouri beginning July 1, 2025, and appropriating funds pursuant thereto.

City Clerk Tammy Koller read the first and second reading of Bill No. 3728 by caption only.

Alderman Letchworth moved to approve Bill No. 3728.

Second was made by Alderman Kinsey.

The vote was 4 Aye-Letchworth, Kinsey, Dent, Whelan. 0 Nay. Bill No. 3728 passed as Ordinance No. 3723.

Bill No. 3729 An ordinance amending the annual budget for the City of Salem, Missouri beginning July 1, 2025, and appropriating funds pursuant thereto.

City Clerk Tammy Koller read the first and second reading of Bill No. 3729 by caption only.

Alderman Whelan moved to approve Bill No. 3729.

Second was made by Alderman Kinsey.

The vote was 4 Aye-Whelan, Kinsey, Letchworth, Dent. 0 Nay. Bill No. 3729 passed as Ordinance 3729.

Reports of City Officials

Economic Development Director Carrie Sutterfield gave a report about Business at the table meeting, Missouri Economic Development Conference, and gave information on Cyber Security. She let everyone know there is a Workshop at noon on June 29th, 2026, and she would love to see everyone there.

Mayor Greg Parker let everyone know that the Annual Fourth of July Parade will be held at 6 P.M. with the Grand Marshall being American League Auxiliary. The Fireworks Committee will be holding a fireworks display

at the park with food, craft vendors and The Leathers family singing the National Anthem. He wanted to encourage everyone to attend Christmas in July, Saturday July 25th at 12 P.M. at Dent County Commons. Public Works Director Steve Paine reported daily testing at the WWTP continues and the plant is healthy. Transfer of liquids to retention basin to repair oxidation ditch has a worse smell but progress is being made, and they should be back to normal soon.

Public Work Director Steve Paine reported the Water Department made service line repairs. The plan for grant usage for cost savings at the WWTP did not pan out. They are working on Plan B to fund the water line to cut costs.

Public Works Director Steve Paine reported the Electric Department are replacing more streetlights, made repairs on the new light poles downtown, rebuilt the 3-phase mere base at the Forestry Facility, and are working on assorted projects across town to include new service pole installations.

Public Works Director Steve Paine reported that the Construction Department finished a new drop in at the Healthy Dent County Gym parking lot, replaced various missing pieces of sidewalk/curbs city wide, and are currently setting up a large concrete corner at the park to stop rocks from being flushed down toilets.

Public Works Director Steve Paine reported that the Street Department has patched asphalt dig outs city wide, conducted more street sweeping, maintained the yard waste lot through the city wide clean up, mowing continues city wide to include the airport and cemetery, and they set up temporary Edison bulb lights along with the Construction crew for the Fourth of July festivities.

Public Works Director Steve Paine reported that all the crew members are continually impressed with our new mechanic Brandon Hunter and are keeping him busy.

Public Works Director Steve Paine reported that the Cemetery Crew are working hard and keeping the cemetery in tip top condition. They start at 6 A.M. to beat the heat.

Public Works Director Steve Paine wanted to remind the citizens to call the 729-4811 admin office for electric, water, sewer, or street issues to initiate a work order. He wanted to remind everyone to call the Police Department at 729-4242 for after-hour city issues so the on-call person is notified.

Alderwoman Dent encouraged everyone to come and see the Salem Community Choir perform at the Old City Hall from 2 P.m. to 4 P.M. with a Raffle drawing for the Quilt to be drawn after.

Alderman Whelan had nothing to report.

Alderman Letchworth attended a Good Dads meeting and said that they are working on starting classes soon. He wanted to encourage anyone who is a struggling parent or is a new Dad that isn't sure where to go to reach out to him. He also gave information on the club they are starting called Good Dads Strong Schools.

Alderman Kinsey had nothing to report.

Adjournment

With no more business to come before the Board, Alderwoman Dent moved to adjourn.

Second made by Alderman Kinsey.

The vote was 4 Aye-Dent, Kinsey, Letchworth, Whelan. 0 Nay. Motion carried.

The Board of Aldermen Meeting was adjourned at P.M.

Tammy Koller
City Clerk

APPROVED:

Greg Parker
Mayor

ATTEST:

Tammy Koller
City Clerk



Greg Parker, Mayor
Nathan Kinsey, East Ward Alderman
Michael Letchworth, East Ward Alderman
Catherine Dent, West Ward Alderman
John Whelan, West Ward Alderman

MINUTES
BOARD OF ALDERMEN MEETING
202 N. Washington Street
Auditorium
July 14, 2026

Call to Order

Mayor Greg Parker called the Regular Meeting of the Board of Aldermen to Order at 6:00 P.M.

Roll Call

Council members present included Nathan Kinsey, Rick Letchworth, Catherine Dent, and John Whelan. Others in attendance were: City Administrator Sally Burbridge, City Clerk Tammy Koller, Public Works Director Steve Paine, Chief of Police Joe Chase, Finance Director Stacey Houston, Economic Development Director Carrie Sutterfield, Water Superintendent Chris McGuirt, James Crawford with Wastewater and City Attorney James Weber was late but made attendance.

Approve Agenda

Alderman Whelan moved to approve the agenda.

Second made by Alderman Kinsey.

The vote was 4 Aye-Whelan, Kinsey, Dent, Letchworth. 0 Nay. Motion carried.

Consent Agenda

Alderman Letchworth moved to approve the Consent Agenda.

Second made by Alderwoman Whelan.

The vote was 4 Aye-Letchworth, Whelan, Kinsey, Dent. 0 Nay. Motion carried.

Public Comments

Dylan McGinnis filled out a speaker card with subject matter trailer court on Center Street.

Missouri State Auditor Presentation

Chris Vetter with the Missouri State Auditor's Office introduced himself, Jacky Woods who will be doing the day-to-day supervising, Sarah Boone will be joying, and Laura Melton is the Director/Supervisor and will oversee the work being done. Chris Vetter explained Chapter 29.230 of the Missouri Statue states they needed 278 valid signatures, and they received 284. He stated that the city will pay anywhere from \$80,000 to \$125,000 for the Audit Process. They will be looking at primarily at the fiscal year that just ended June 30th, 2026. If they are issues found, they will go further back. The work they will be doing will last 2 to 3 months, most of which will be done by phone calls and emails. There will be some on site visiting done. During the process they will try to keep everyone up to date but the report will stay confidential until it comes out. At the

end of the field work they will have a pre-exit meeting with the proper employees for the areas they work in. They then will write the audit report. Once the draft has been approved by their office they will then meet with the Board in a closed session. The Board will have 30 days to give a written response that will be in the final public copy. He wanted to let the public know they can reach out using the hot line on their website. But anything they talk about with the city employees cannot be shared with the public until the final report comes out.

Boards and Committee Appointments

Salem Housing Authority To fill the next four-year term.

Alderman Dent moved to approve Sue Hubbs to the Salem Housing Authority.

Second made by Alderman Kinsey.

The vote was 4 Aye-Dent, Kinsey, Letchworth, Whelan. 0 Nay. Motion carried.

New and Miscellaneous Business

Alderman Kinsey moved to approve the purchase of the Nexgrid Electric Meters with the total being \$26,875.92.

Second made by Alderman Whelan.

The vote was 4 Aye-Kinsey, Whelan, Letchworth, Dent. 0 Nay. Motion carried.

Alderman Whelan made motion to approve the purchase of the Vac Truck Remote Control with the total being \$5,413.60.

Second made by Alderman Kinsey.

The vote was 4 Aye-Whelan, Kinsey, Dent, Letchworth. 0 Nay. Motion Carried.

Reading of the Bills (Second Reading)

Bill No. 3717 An Ordinance approving Change Order No. 1 for the Salem Water System Improvements-Contract A Project and authorizing the mayor to execute the same.

City Clerk Tammy Koller read the second reading of Bill No. 3717 by caption only.

Alderman Letchworth made a motion to approve Bill No. 3717.

Second made by Alderman Kinsey.

The vote was 4 Aye-Letchworth, Kinsey, Dent, Whelan. 0 Nay. Bill No. 3717 passed as Ordinance No.3717.

Bill No. 3724 An Ordinance establishing rates for electric services provided by the City of Salem, concerning electric rates.

City Clerk Tammy Koller read the second reading of Bill No. 3724 by caption only.

Alderman Kinsey made a motion to approve Bill No. 3724.

Second made by Alderman Whelan.

The vote was 4 Aye- Kinsey, Whelan, Letchworth, Dent. 0 Nay. Bill No. 3724 passed as Ordinance No. 3724.

Bill No. 3725 An Ordinance establishing rates for electric services provided by the City of Salem, concerning demand meters and rates for commercial customers.

City Clerk Tammy Koller read the second reading of Bill No. 3725 by caption only.

Alderman Whelan made a motion to approve Bill No. 3725.

Second was made by Alderman Letchworth.

The vote was 4 Aye-Whelan, Letchworth, Dent, Whelan. 0 Nay. Bill No. 3725 passed as Ordinance No. 3725.

Bill No. 3726 An Ordinance establishing rates for electric services provided by the City of Salem, concerning the employment incentive rate.

City Clerk Tammy Koller read the second reading of Bill No. 3726.

Alderman Kinsey made a motion to approve Bill No. 3726.

Second was made by Alderman Whelan.

The vote was 4 Aye-Kinsey, Whelan, Letchworth, Dent. 0 Nay. Bill No. 3726 passed as Ordinance No. 3726.

Bill No. 3727 An Ordinance establishing rates for electric services provided by the City of Salem, concerning the large industrial user rate.

City Clerk Tammy Koller read the second reading of Bill No. 3727 by caption only.

Alderman Whelan made a motion to approve Bill No. 3727.

Second was made by Alderman Kinsey.

The vote was 4 Aye-Whelan, Kinsey, Dent, Letchworth. 0 Nay. Bill No. 3727 passed as Ordinance No. 3727.

Reading of Bills (First and Second Reading)

Bill No. 3730 An Ordinance amending certain provisions of Ordinance No. 3608 of the City of Salem, Missouri, authorizing the issuance of a sewerage system revenue bond, series 2024 of the City in the principal amount of \$400,000, and authorizing certain other documents and actions in connection therewith.

City Clerk Tammy Koller read the first and second reading of Bill No. 3730 by caption only.

Alderman Letchworth made a motion to approve Bill No. 3730.

Second was made by Alderman Kinsey.

The vote was 4 Aye-Letchworth, Kinsey, Dent, Whelan. 0 Nay. Bill No. 3730 passed as Ordinance No. 3730.

Reports of City Officials, Board, and Committees

Economic Director Carrie Sutterfield gave a report about Love Thy Neighbor program, cyber security, work force, and civic events. Says Salem is progressing nicely. See attached report that is made to be part of these minutes.

Financial Director Stacey Houston gave a financial report on sales tax revenue, utility revenue, and city funds. See attached report that is made to be part of these minutes.

City Administrator had no report.

Mayor Greg Parker Let everyone know about Intercounty family fun movie night at the park on July 24th. He said there is also Christmas in July, July 25th 9 A.M. to 3 P.M. at the Dent County Commons. Dent County Museum is open on Sundays from 1 P.M. to 4 P.M., till the end of September, and the Salem Farmers Market is open on Saturdays from 7:30 A.M. to 12 P.M. till the end of September.

Alderwoman Dent Thanked the firework committee for a great show at the park. Said the Community Choir has a great show and is working on something for Thanksgiving and Christmas. Let the Beautification Involvement Committee know they need to do some trimming at the fountain soon.

Alderman Whelan had no report.

Alderman Kinsey had no report.

Alderman Letchworth had no report.

Closed Session

Pursuant to Section 610.021(1) of the Revised State Statutes of the State of Missouri pertaining to legal actions, causes of action or litigation involving a public governmental body and any confidential or privileged communication between a public governmental body or its representatives and its attorneys.

Pursuant to Section 610.021(2) of the Revised State statutes of the State of Missouri pertaining to the legal actions, cause of action or litigation involving a public governmental body where public knowledge of transaction might adversely affect the legal consideration, therefore.

Alderwoman Dent moved to enter closed session pursuant to Section 610.021(2) at 6:37 P.M.

Second made by Alderman Kinsey.

The vote was 4 Aye-Dent, Kinsey, Whelan, Letchworth. 0 Nay. Motion carried.

No action was taken.

Alderman Whelan moved to return to Open Session.

The second was made by Alderman Kinsey.

The vote was 4 Aye-Whelan, Kinsey, Letchworth, Dent.

The Board of Alderman returned to Open Session at 7:20 P. M.

Adjournment

With no more business to come before the Board, Alderwoman Dent moved to adjourn.

Second made by Alderman Whelan.

The vote was 4 Aye-Dent, Whelan, Letchworth, Kinsey. 0 Nay. Motion carried.

The Board of Aldermen Meeting was adjourned at 7:21 P.M.

Tammy Koller
City Clerk

APPROVED:

Greg Parker
Mayor

ATTEST:

Tammy Koller
City Clerk



Greg Parker, Mayor
Nathan Kinsey, East Ward Alderman
Michael Letchworth, East Ward Alderman
Catherine Dent, West Ward Alderman
John Whelan, West Ward Alderman

MINUTES
BOARD OF ALDERMEN MEETING
202 N. Washington Street
Auditorium
July 28th, 2026

Call to Order

Mayor Greg Parker called the Regular Meeting of the Board of Aldermen to Order at 6:00 P.M.

Roll Call

Council members present included Nathan Kinsey, Rick Letchworth, and Catherine Dent. Others in attendance were: City Administrator Sally Burbridge, City Clerk Tammy Koller, Public Works Director Steve Paine, Chief of Police Joe Chase, and Finance Director Stacey Houston

Approve Agenda

Alderman Kinsey moved to approve the agenda.

Second made by Alderman Letchworth.

The vote was 3 Aye-Kinsey, Letchworth, Dent. 0 Nay. Motion carried.

Consent Agenda

Mo Dept. of Rev. C.A.R.T. Tax July 2026-\$24,031.47

Alderman Letchworth moved to approve the Consent Agenda.

Second made by Alderwoman Dent.

The vote was 3 Aye-Letchworth, Dent, Kinsey. 0 Nay. Motion carried.

Public Comments

There was no public comment.

New and Miscellaneous Business

Lead Service Line Inventory Grant Amendment

Alderman Kinsey moved to approve the assigned attached amending date for the financial assistance agreement with the terms and conditions.

Second made by Alderman Letchworth

The vote was 3 Aye-Kinsey, Letchworth, Dent. 0-Nay. Motion carried.

Bids

New Patrol Cars for Police Department

Alderwoman Dent moved to approve the bids from Behlman Dodge for 2 2026 Pursuit SUVs.

Second was made by Alderman Kinsey.

The vote was 3 Aye-Dent, Kinsey, Letchworth. 0 Nay. Motion carried.

New Firearms for Police Department

Alderman Kinsey moved to approve moving forward with the purchase of the handguns and trade in of the current duty weapons.

Second was made by Alderman Letchworth.

The vote was 3 Aye-Kinsey, Letchworth, Dent. 0 Nay. Motion carried.

Reports of City Officials, Board, and Committees

Mayor Greg Parker thanked the city electric and water crews for new poles and main break that happened over the weekend during all the hot weather. Thanked the police department for all their patrols.

City Administrator Sally Burbirdge discussed the emergency rental purchase of a Ras pump that went out at the sewer department, it is under warranty, and the vender plans to rebuild the pump after removal from plant.

Finance Director Stacey Houston had nothing to report.

Public Works Director Steve Paine reported the WWTP continues to do daily testing and that the plant is healthy. Oxidation ditch is now operational, and the oxygen levels are a lot better.

Public Works Director Steve Paine reported the Water Department crews have done service line repairs and installed new sewer and water lines. Hydrant contractors are painting final hydrant meters this past week before the rain came in and stopped them, but they are expected to be back to finish 25 more. The new water tower has been filled, chlorinated, drained, refilled, tested and the test results will be ready tomorrow. He added that the well has been shocked with 10k gallons of chlorinated water and is currently being flushed out.

Public Works Director Steve Paine reported that the Electric Department has replaced more streetlights, replaced several electric poles as well as installed new services, and continues to keep the AMI system reading despite storms and summer foliage.

Public Works Director Steve Paine reported that the construction crew finished a large run of sidewalk at the new Four Rivers Facility next to the old fairgrounds, finished a large concrete corner at the park to stop rocks from being flushed down the toilets, they replaced various missing pieces of sidewalk/curbs city wide and repaired a smashed window at the armory.

Public Works Director Steve Paine reminded the public for safety reasons the Armory parallel parking initiative on the West side of building will begin within the next week.

Public Works Director Steve Paine reported that the Street Department has patched asphalt dig outs city wide while continuing to maintain the yard waste lot, conducting a large-scale mowing and sweeping of the

Industrial Park in preparation for aerial footage to document the certified site, and mowing continues city wide to include the airport and cemetery.

Public Works Director Steve Paine reported the Mechanic has been maintaining multiple vehicles and pieces of equipment city wide.

Public Works Director Steve Paine reported that the Cemetery Crew is working hard and keeping the cemetery in tip top condition. They are starting at 6 A.M. now to beat the heat.

Public Works Director Steve Paine reminded citizens to call 573-729-4811 at the administrative office for electric, water, sewer issues to initiate a work order, social media posts/complaints do not generate work orders to help, and to please call the Police Department at 573-729-4242 for after-hours city issues so the on-call employee is notified, which helps to expedite the help needed.

Alderwoman Dent reported that the Community Choir has partnered with pastors and ministers in the community to provide a Thanksgiving service in November that will be held at the Old City Hall.

Alderman Letchworth had nothing to report.

Alderman Kinsey had nothing to report.

Closed Session

Pursuant to Section 610.021(2) of the Revised State Statutes of the State of Missouri pertaining to the leasing, purchase or sale of real estate by a public governmental body where public knowledge of the transaction might adversely affect the legal consideration, therefore.

Alderwoman Dent moved to enter closed session pursuant to Section 610.021 (2) at 6:26 P.M.

Second made by Alderman Kinsey.

The vote was 3 Aye-Dent, Kinsey, Letchworth. 0 Nay. Motion carried.

No action was taken.

Alderwoman Dent moved to return to open session.

Second made by Alderman Kinsey.

The vote was 3 Aye-Dent, Kinsey, Letchworth. 0 Nay. Motion carried.

The Board of Alderman returned to Open Session at 6:31 P.M.

Adjournment

With no more business to come before the Board, Alderwoman Dent moved to adjourn.

Second made by Alderman Kinsey.

The vote was 3 Aye-Dent, Kinsey, Letchworth. 0 Nay. Motion carried.

The Board of Aldermen Meeting was adjourned at 6:31 P.M.

Tammy Koller
City Clerk

APPROVED:

Greg Parker
Mayor

ATTEST:

Tammy Koller
City Clerk



Greg Parker, Mayor
Nathan Kinsey, East Ward Alderman
Michael Letchworth, East Ward Alderman
Catherine Dent, West Ward Alderman
John Whelan, West Ward Alderman

MINUTES
BOARD OF ALDERMEN MEETING
202 N. Washington Street
Auditorium
August 11, 2026

Call to Order

Mayor Greg Parker called the Regular Meeting of the Board of Aldermen to Order at 6:00 P.M.

Pledge of Allegiance

The Pledge of Allegiance was led by Mayor Greg Parker.

Opening Prayer

Opening prayer was led by Alderman Rick Letchworth.

Roll Call

Council members present included Nathan Kinsey, Rick Letchworth, Catherine Dent, and John Whelan was absent. Others in attendance were: City Administrator Sally Burbridge, City Clerk Tammy Koller, City Attorney James Weber, Public Works Director Steve Paine, Chief of Police Joe Chase, Finance Director Stacey Houston, Economic Development Director Carrie Sutterfield, Parks and Recreation Director Melissa Dubois and Water Leadman Kyle Wofford.

Approve Agenda

Alderman Kinsey moved to approve the agenda.

Second made by Alderwoman Dent.

The vote was 3 Aye-Kinsey, Dent, Letchworth. 0 Nay. Motion carried.

Consent Agenda

Alderman Letchworth moved to approve the Consent Agenda.

Second made by Alderman Kinsey.

The vote was 3 Aye-Letchworth, Kinsey, Dent. 0 Nay. Motion carried.

Public Comments

There were no public comments.

Street Closure

Deputy Robbins Trunk or Treat

Alderman Kinsey moved to approve the street closure of Macarthur to Hwy 19 for October 31st from 5:30 P.M. to 8:00 P.M.

Second made by Alderman Letchworth.

The vote was 3 Aye-Kinsey, Letchworth, Dent. 0 Nay. Motion carried.

Randy League-Current River Car Club

Randy League did not attend so it will be pushed to next agenda.

Committee Appointment

Alderman Kinsey moved to approve adding Derick Marfit to the Utility Committee.

Second made by Alderman Letchworth.

The vote was 3 Aye- Kinsey, Letchworth, Dent. 0 Nay. Motion carried.

New and Miscellaneous Business

Resolution No. 17-2026 The Delta Regional Authority was created by Congress by the Delta Regional Authority Act of 200, as amended, as a federal/state partnership now comprised of 255 counties and parishes within the eight states of Alabama, Arkansas, Illinois, Kentucky, Louisiana, Mississippi, Missouri and Tennessee in order to remedy severe and chronic economic distress by simulating economic development and fostering partnerships that will have a positive impact on the Delta Region's economy. There are four motions necessary for this application's approval.

Alderman Letchworth moved for the approval of designating and appointing Mayor Greg Parker, to perform on behalf of City of Salem and giving him the authority to make those acts and assume any and all duties in dealing with the application and award with DRA for the Fiscal Year-2026 federal award program cycle.

Second made by Alderman Kinsey.

The vote was 3 Aye-Letchworth, Kinsey, Dent. 0 Nay. Motion carried.

Alderman Kinsey moved for the approval of designating additional funds in the amount of \$1,500,000 to an award of funds by the DRA.

Second made by Alderman Letchworth.

The vote was 3 Aye-Kinsey, Letchworth, Dent. 0 Nay. Motion carried.

Alderwoman Dent moved for the approval that in the event of an administrative change, the new mayor shall continue to have such authority as that granted Mayor Greg Parker as related to the application and award with DRA for the Fiscal Year- 2026 federal award program cycle.

Second made by Alderman Kinsey.

The vote was 3 Aye-Dent, Kinsey, Letchworth. 0 Nay. Motion carried.

Alderman Letchworth moved for the approval of Resolution No. 17-2026 granting Mayor Greg Parker, authority to perform on behalf of City of Salem and the authority to make those acts and assume any and all duties in dealing with the award with DRA for the Fiscal Year-2026 federal award program cycle; and authorizing Mayor Greg Parker to execute and submit any and all documents including, but not limited to,

applications, award closing documents, request for funds, status reports to DRA for the Fiscal Year-2026 federal award program cycle; and the Awardee agrees to provide additional funds in the amount of \$1,500,000 to said award; and in the event of an administration change, the new mayor shall continue to have such authority under this Resolution.

Second made by Alderman Kinsey.

The vote was 3 Aye-Letchworth, Kinsey, Dent. 0 Nay. Motion carried.

Bids

Ras Pump Bid Approval

Alderman Kinsey moved to approve the recommended approval of the additional cost of \$3,150.00 to put the RAS pump back into operation.

Second made by Alderman Letchworth.

The vote was 3 Aye-Kinsey, Letchworth, Dent. 0 Nay. Motioned carried.

Reading of the Bills (First and Second Reading)

Bill No. 3731 An ordinance authorizing the mayor to execute addendum No.1 to task order No. 15 between the City of Salem, Missouri, and C.M. Archer Group, P.C., DBA Archer-Elgin, for professional engineering services related to the Wastewater Treatment Facility Improvements-Phase 2.

City Clerk Koller read the first and second reading of Bill No. 3731 by caption only.

Alderman Letchworth moved to approve Addendum No. 1 to Task Order No. 15 for additional hard and electronic copies of plans and specifications and change orders, and the review of the American Iron & Steel documentation, review of ordinances and additional planning services necessary for funding.

Second was made by Alderman Kinsey.

The vote was 3 Aye-Letchworth, Kinsey, Dent. 0 Nay. Bill No. 3731 passed as Ordinance No. 3731.

Bill No. 3732 An ordinance authorizing the mayor to execute addendum No 2 to task order No 15 between the City of Salem, Missouri, and C.M. Archer Group, P.C., DBA Archer-Elgin, for professional engineering services related to the Wastewater Treatment Facility Improvements-Phase 2.

City Clerk Koller read the first and second reading of Bill No. 3732 by caption only.

Alderman Kinsey moved to approve Addendum No. 2 to Task Order No. 15 for the disposal of existing biosolids.

Second made by Alderman Letchworth.

The vote was 3 Aye-Kinsey, Letchworth, Dent. 0 Nay. Bill No. 3732 passed as Ordinance No. 3732.

Reports of City Officials, Board, and Committees

Mayor Greg Parker acknowledged Chris McGuirt for his 30 years of service with the City of Salem, Missouri and presented him with a Certificate and Proclamation. Mayor Greg Parker thanked all the city workers for their hard work behind the scenes.

City Administrator Sally Burbidge talked through her city administrator report which is attached and made part of these minutes.

Economic Development Director Carrie Sutterfield had nothing to report.

Finance Director Stacey Houston gave a financial report which is attached to be made a part of these minutes.

Public Works Director Steve Paine had nothing special to report.

Parks and Recreation Director Melissa Dubois reported that summer ball is over and that they had a good turnout, registration is open for flag football and cheerleading, they have been trying to get it out there on every platform they can, asking everyone to help spread the word they always need couches.

Parks and Recreation Director Melissa Dubois reported the Salem Mo Spectacular is coming together, they have had several vendors reach out but are still looking for food vendors, it is planned for October 24th.

Parks and Recreation Director Melissa Dubois is excited to have Katherine Wynn, for the Chamber join their team to make it bigger and better turn out.

Parks and Recreation Director Melissa Dubois wanted everyone to go check out the new mural behind the splash pad being painted by Hannah Heithold.

Alderman Letchworth had nothing to report.

Alderman Kinsey had nothing to report.

Alderwoman Dent had nothing to report.

Closed Session

Pursuant to Section 610.021(2) of the Revised State Statutes of the State of Missouri pertaining to the leasing, purchase or sale of real estate by a public governmental body where public knowledge of the transaction might adversely affect the legal consideration, therefore.

Pursuant to Section 610.021(1) of the Revised State Statutes of the State of Missouri pertaining to legal actions, causes of action or litigation involving a public governmental body and any confidential or privileged communication between a public governmental body or its representatives and its attorneys.

Alderwoman Dent moved to enter closed session pursuant to Section 610.021(2) & (1) at 6:48 P.M.

Second made by Alderman Kinsey.

The vote was 3 Aye-Dent, Kinsey, Letchworth. 0 Nay. Motion carried.

At 6:53 P.M. Alderwoman Dent moved to return to open session.

Second made by Alderman Letchworth.

The vote was 3 Aye-Dent, Letchworth, Kinsey. Motion carried.

No action was taken.

Adjournment

With no more business to come before the Board, Alderwoman Dent moved to adjourn.

Second made by Alderman Letchworth.

The vote was 3 Aye-Dent, Kinsey, Letchworth. 0 Nay. Motion carried.

The Board of Aldermen Meeting was adjourned at 6:54 P.M.

Tammy Koller
City Clerk

APPROVED:

Greg Parker
Mayor

ATTEST:

Tammy Koller
City Clerk

Salem Police Department

500 N Jackson St., Salem, MO 65560

Incident Time Analysis Report A

All times shown in Minutes : Seconds

Report By: All Categories

Date Range: From 07/01/2026 00:00 to 07/31/2026 23:59

Precinct/Sector/Geo/Ward: All Precincts, Sectors, ESZs, Geos, Wards

Category	SubCategory	#Incidents	Average Stacked Time	Average Response Time	Average On Scene Time	% of Total Incidents
911 HANG UP		3	2:30	6:42	2:05	0.57
96 HOUR DETENTION ORDER		1	25:15	155:03	125:07	0.19
ACCIDENT		10	1:25	4:19	23:30	1.91
ALARM	COMMERCIAL	10	1:47	0:56	1:43	1.91
ALARM	RESIDENTIAL	1	1:40	1:27	2:26	0.19
AMBULANCE CALL		12	0:45	2:15	20:16	2.29
ANIMAL CALL	ABUSE	5	0:56	3:14	10:17	0.96
ANIMAL CALL	DOG RUNNING LOOSE	15	3:02	2:06	12:34	2.87
ANIMAL CALL	KENNEL MAINTENANCE	13		0:00	66:11	2.49
ANIMAL CALL	MISC.	10	2:10	6:44	13:49	1.91
ANIMAL CALL	VISCIOUS DOG	1		0:00	0:06	0.19
AREA CHECK		10	0:49	1:01	8:05	1.91
ASSAULT/FIGHT	IN PROGRESS	2	1:07	7:56	15:28	0.38
ASSAULT/FIGHT	NOT IN PROGRESS	2	2:41	3:59	8:12	0.38
ASSIST OTHER AGENCY		19	0:40	0:55	21:51	3.63
BUILDING INSPECTION		1	1:45	406:44	2:23	0.19
BURGLARY	NOT IN PROGRESS	2	7:41	1:16	13:29	0.38
CHECK THE WELL BEING		27	7:09	4:22	14:37	5.16
CIVIL MATTER		5	22:41	4:20	15:37	0.96
COMPLIANCE CHECK		2		0:00	3:12	0.38
COURTESY TRANSPORT		2	0:41	4:57	7:04	0.38
DECEASED PERSON		1	1:59	4:19	17:39	0.19
DISTURBANCE	PHYSICAL	1	1:20	0:28	14:34	0.19
DISTURBANCE	VERBAL	4	0:58	6:04	14:40	0.76
DOMESTIC	IN PROGRESS	20	1:18	1:42	16:36	3.82
DOMESTIC	NOT IN PROGRESS	1	1:09	2:28	5:06	0.19
ESCORT		26	14:44	4:51	20:27	4.97
EXPARTE VIOLATION	NOT IN PROGRESS	1		0:00	11:53	0.19
FIRE CALL		1	0:32	1:44	34:20	0.19
FOLLOW UP INVESTIGATION		67	30:47	0:09	20:25	12.81
FOUND PROPERTY		1		0:00	3:19	0.19
FRAUD		7	3:30	0:00	17:50	1.34
HARASSMENT		7	4:29	3:07	14:52	1.34
INFORMATION		8	1:25	0:30	27:27	1.53
INTOXICATED DRIVER		2	1:04	1:04	31:49	0.38
INTOXICATED PEDESTRIAN		3	4:40	2:23	18:05	0.57
JUVENILE PROBLEM		1	0:46	1:47	72:29	0.19
LIFT ASSIST		6	1:03	3:15	7:55	1.15
LOST/STOLEN PROPERTY		1	3:28			0.19

Salem Police Department

500 N Jackson St., Salem, MO 65560

Incident Time Analysis Report A

All times shown in Minutes : Seconds

Report By: All Categories

Date Range: From 07/01/2026 00:00 to 07/31/2026 23:59

Precinct/Sector/Geo/Ward: All Precincts, Sectors, ESZs, Geos, Wards

Category	SubCategory	#Incidents	Average Stacked Time	Average Response Time	Average On Scene Time	% of Total Incidents
MISC ADMIN DUTY		12	2:02	0:31	26:38	2.29
MISC HAZARD		6	1:35	2:30	10:50	1.15
MISC OFFENSE		5	3:00	1:08	21:29	0.96
MISSING PERSON		3	3:05	0:21	33:36	0.57
MOTORIST ASSIST		1	3:47	0:00	0:12	0.19
NUISANCE VIOLATION		15	7:41	2:09	9:12	2.87
OVERDOSE		1		0:00	8:35	0.19
PAPER SERVICE		6		0:00	7:27	1.15
PARKING COMPLAINT		2	309:23	2:15	2:50	0.38
POWER OUTAGE		2	1:55	1:37	26:07	0.38
PRISONER TRANSPORT		1	1:19	6:06	0:05	0.19
PROPERTY DAMAGE		2	1:00	3:45	11:27	0.38
SEX OFFENSE		1		0:00	3:29	0.19
STEALING	NOT IN PROGRESS	10	4:26	2:55	12:11	1.91
SUICIDAL PERSON		5	2:20	2:05	26:36	0.96
SUSPICIOUS CIRCUMSTANCES		17	6:13	3:22	5:47	3.25
SUSPICIOUS SUBJECT		5	1:09	2:40	8:03	0.96
SUSPICIOUS VEHICLE		4	0:50	0:00	20:33	0.76
TOWED VEHICLE		2	2:16	0:00	40:54	0.38
TRAFFIC COMPLAINT		17	2:39	0:23	8:56	3.25
TRAFFIC STOP		81	7:25	0:00	7:18	15.49
TRESPASSING		3	1:24	6:06	9:11	0.57
WALK THROUGH		2		0:00	25:33	0.38
WARRANT ATTEMPT		7	1:41	2:09	17:58	1.34
WATER SEWER PROBLEM		2	2:04	57:51	119:44	0.38

Total Incidents For Date Range **523**

Average Stacked Time **6:17** min : sec

Average Response Time **3:00** min : sec

Average On Scene Time **16:31** min : sec

Staff Summary Report

MEETING DATE: 8/25/2026

AGENDA ITEM:

AGENDA TITLE:

ACTION REQUESTED BY: Stacey Houston / Sally Burbridge

ACTION REQUESTED: Approval of Annual MRPC Membership

SUMMARY BY: Stacey Houston

PROJECT DESCRIPTION / FACTS

The City of Salem has held a Basic Membership with MRPC for several years. This is an annual agreement with the Meramec Regional Planning Commission (MRPC) for the period of July 1, 2026 through June 30, 2027. Under the agreement, MRPC will provide grant research, project development, grant writing, and other technical assistance to the City.

The Basic Membership includes 15 hours of technical assistance. Once those allocated hours are used, additional services will be billed at MRPC's established hourly rates, ranging from \$60 to \$117 per hour depending on the employee providing the service.

PROCUREMENT

N/A

FISCAL IMPACTS

Cost of basic membership is \$4,489.70; this cost has been budgeted to be paid out of Non-Departmental Memberships (Line item 100-512-50315).

SUPPORT DOCUMENTS: MRPC Technical Assistance Contract and Invoice.

DEPARTMENT'S RECOMMENDED MOTION: Move to approve annual MRPC basic membership and Technical Assistance contract.



A Council of Local Governments
Serving the Meramec Area

MERAMEC REGIONAL PLANNING COMMISSION

4 Industrial Drive
St. James, MO 65559-1689
573-265-2993
FAX 573-265-3550

July 27, 2026

Dear MRPC Cities and Counties:

Thank you for your continued support of Meramec Regional Planning Commission. It is a pleasure to work with each and every one of our cities and counties. We take much pride in our work and are proud that we can drive into any of our cities and counties and see projects that MRPC has played a small part in. Attached you will find your 2026-27 membership dues statement. Again this year, with this membership, counties will receive 18 hours of technical assistance and cities will receive 15 hours. Those hours started July 1, 2026, and will expire on June 30, 2027, with your paid dues.

You also have the option of "buying up," which increases the number of TA hours you receive with your membership. If you are planning to submit several grants this year, buying up to higher level may be most cost effective for you.

Like last year, we are including a technical assistance contract up front for signing. This agreement will be in place should you exceed your allocated hours. This allows our staff to be more efficient as we anticipate a heavy grant writing season. We have included the policy as approved by the board on Sept. 8, 2022.

In addition to using your membership dues for grant writing, MRPC uses them to match state and federal grants. They are the most important dollars we receive. With our membership dues, we are able to match—leverage other funding—like the MODOT transportation (TAC) planning grant and the EDA planning grant and others.

If you are not attending the monthly MRPC meetings, I encourage you to do so. Our board meets the second Thursday of each month. Committee meetings are at 6 p.m. Dinner is at 7 p.m. and the meeting starts at 7:30 p.m. If you can't be with us in person, you can participate by Zoom, however, you do miss out on the dinner conversation and a wonderful meal with other elected officials across the region.

If you have questions or need information, please feel free to reach out to me or staff.

We look forward to receiving your dues payment...be sure to include the attached invoice.... as well as the signed technical assistance contract. With the technical assistance contract, please fill in the blanks – the name of your local government, your contact/billing information and be sure to sign it. Please return one signed copy to us.

Again, many thanks for your support.

Sincerely,

Bonnie J. Prigge
Executive Director

Enclosures

Chairman: Darryl Griffin
Presiding Commissioner, Osage County

Vice Chairman: Joey Auxier
Presiding Commissioner, Phelps County

Executive Director: Bonnie J. Prigge

Secretary: Sean Wilson
Mayor, City of Waynesville

Treasurer: Jason Ward
Representing Mayor of Steelville

Meramec Regional Planning Commission
4 Industrial Drive
St. James, MO 65559

573-265-2993

INVOICE

City of Salem
400 N. Iron St.
Salem, MO 65560

July 23, 2026

MRPC FY 26-27 Membership Dues for the period of July 1, 2026, through June 30, 2027

Please **CHOOSE** the membership level that best fits your needs and budget:

☒ **Basic Membership:** Dues based on 2025 estimated population of 4,726 @ 95 cents per capita with \$4,489.70 minimum dues and includes 15 membership service hours.

Basic Membership: Total amount due: \$4,489.70

☐ **Enhanced Membership:** Add six more membership service hours to your basic membership. Dues based on 2025 estimated population of 4,726 @ \$1.20 per capita and includes 21 membership service hours. *(If you pay the minimum dues, Enhanced Membership is calculated at \$4,489.70 + population of 4,726 @ 25 cents per capita)*

Enhanced Membership: Total amount due: \$5,671.20

☐ **Prime Membership:** Add 12 more membership service hours to your basic membership. Dues based on 2025 estimated population of 4,726 @ \$1.45 per capita and includes 27 membership service hours. *(If you pay the minimum dues, Prime Membership is calculated at \$4,489.70 + population of 4,726 @ 50 cents per capita)*

Prime Membership: Total amount due: \$6,852.70

Your membership level for 2025-26 was Basic.

Please check desired membership level above and enclose amount for membership level selected. Invoice is payable upon receipt, unless other arrangements are made.

The use of membership hours is governed by board policy. Please contact staff if you have questions. All hours must be used by June 30, 2027. **THANK YOU** for being a member of MRPC.

RESOLUTION NO. 18-2026

A RESOLUTION AUTHORIZING THE MAYOR TO EXECUTE AN AGREEMENT BETWEEN THE CITY OF SALEM, MISSOURI (CLIENT), AND THE MERAMEC REGIONAL PLANNING COMMISSION (MRPC) FOR MEMBERSHIP SERVICES.

WHEREAS, the City of Salem, Missouri desires to maintain an annual membership with MRPC at a Basic Membership level to provide technical assistance as described in Attachment A attached hereto.

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

Section 1.

The Client agrees to pay MRPC \$4,489.70 for Basic Membership Dues for the period of July 1, 2026, through June 30, 2027.

Section 2.

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

PASSED BY THE BOARD OF ALDERMEN OF THE CITY OF SALEM, MISSOURI, AND APPROVED BY THE MAYOR THIS 24th DAY OF AUGUST 2026.

APPROVED:

ATTEST:

**Greg
Parker
Mayor**

**Tammy Koller
City Clerk**

APPROVAL AS TO FORM:

**James K. Weber
City Attorney**

**ANNUAL MEMBERSHIP
TECHNICAL ASSISTANCE CONTRACT**
by and between
MERAMEC REGIONAL PLANNING COMMISSION
and the
CITY OF

This Agreement is made and entered into on the 1st day of July, 2026, by and between Meramec Regional Planning Commission, #4 Industrial Drive, St. James, Missouri 65559, hereinafter referred to as "MRPC" and the CITY OF _____, hereinafter referred to as "Client."

- 1. Services to Client.** MRPC shall provide the services of one or more of its employees to the Client for purposes of grant research, project development and grant writing, or other technical assistance work allowed under the MRPC board's hour allocation policy.
- 2. Client to Supply Data and Records as requested by MRPC.** The Client agrees to appoint a single point of contact to work with MRPC, and the Client agrees to supply MRPC with all required financial, demographic, statistical and other data and information requested or required by MRPC, the applicable agency, and federal and state law and regulation.
- 3. Independent Contractor.** Both the Client and MRPC agree that MRPC and its employees and representatives will act as independent contractors in the performance of its duties under this agreement. Neither MRPC nor the Client shall have the authority to obligate or bind the other without the express written consent of the other party.
- 4. Confidential Information.** MRPC agrees that any information received by MRPC and its employees and representatives during the term of this agreement, and at any time thereafter, concerning the personal, financial, or other affairs of a private individual or business will be treated by MRPC in full confidence and will not be revealed to any other person, firm or corporation without the express consent of the Client, or where otherwise required by law, regulation, legal process or the state's Open Meetings Law.
- 5. Client to Hold Harmless MRPC.** The Client will hold harmless MRPC and the agents, employees, and representatives of MRPC from all liability and claims of liability arising out of or incident to MRPC's performance of its obligations under this agreement, excepting MRPC's negligence or intentional misconduct. The Client further warrants and agrees that all data and information provided to MRPC in conjunction with the

grant or loan application, and in conjunction with MRPC's performance of its obligations hereunder, is true and correct, and MRPC, its agents and representatives and the agency herein above described may rely upon its accuracy for purposes of processing the grant or loan application and throughout the completion of said project. Client releases and fully discharges MRPC and its employees and representatives from any and all liability or claims of liability arising out of or incident to the compilation of such information and data and the processing and analysis thereof. The Client further acknowledges that MRPC and its employees and representatives have made no warranty as to the viability of the Client's loan or grant application, and no assurance as to its approval or acceptance by the designated agency has been made. Client acknowledges that the decision to proceed with the application and the technical assistance and services to be provided under this agreement have been the sole and exclusive decision of the Client, and the Client releases MRPC and its employees and representatives from all liability or claims of liability in the event of disapproval of the application or revocation thereof for reasons relating to the Client.

6. Time of Performance. MRPC will provide the services described in this agreement for the period commencing July 1, 2026 through June 30, 2027. The time and services of this contract may be terminated, extended or amended by Addendum hereto, containing the signatories of the parties. MRPC shall promptly proceed with its obligations under this agreement and use reasonable efforts to complete same within a reasonable time. Client acknowledges and agrees, however, that MRPC shall not be bound by time limitations specified by the Client or imposed by the Client's agreements with third parties. No performance bond shall be required of MRPC. MRPC's services pursuant to the terms of this agreement shall be concluded upon completion of requested service(s).

7. Consideration. In consideration for the services provided by MRPC hereunder the Client agrees to pay MRPC at the following hourly rates after using any available city/county allocated technical assistance hours¹: For the months of July 2026-June 2027: Technical Level #1 \$70.00; Technical Level #2 \$60.00; Management \$87.00; Fiscal Officer \$92.00; Assistant Director \$94.00; and Executive Director \$117.00. MRPC shall periodically invoice the Client for fees and expenses as same are incurred in a timely manner.

Member governments will be notified of the number of free hours with their membership (dues) statements each year. This contract identifies the below number of free hours allocated to the member government and sets forth

¹ At the beginning of each fiscal year, each member county and city will be allocated a given number of hours as a part of membership dues. Any work exceeding 30 minutes in length that a member government requests of MRPC on a given project—from researching potential funding options to writing grants—will be deducted from this annual hour allocation. Once a member government uses its allocation of hours for the year, it will be charged at the established hourly rates for any additional work requested that year. Excess hours cannot be carried over to succeeding years. If the project crosses fiscal years, new hourly rates adopted by the MRPC board at the beginning of the new fiscal year will apply to the project. A member government or client may only use one year's worth of allocated hours on a specific project, even if it crosses fiscal years.

hourly rates to be applied should a project require additional time in excess of those hours. If the project crosses fiscal years, new hourly rates adopted by the MRPC board at the beginning of the new fiscal year will apply to the project.

Membership Level	County Hours	City Hours
Basic	18	15
Enhanced	24	21
Prime	30	27

8. Termination of Agreement. This agreement will terminate June 30, 2027; except that either MRPC or the Client may terminate this contract prior to completion of the project, without cause by giving the other party not less than thirty (30) days written notice thereof. In the event of termination prior to completion of the project, the Client shall pay the cost of services rendered by MRPC, and expenses incurred in the performance of this agreement to the effective date of termination.

9. Compliance with Applicable Law and Regulation. In MRPC's performance of this agreement, and in the Client's performance of its obligations and responsibilities under the contract, each party shall comply with all applicable laws and regulations, and each party hereto shall supply the other, where necessary or applicable, with information and data for compliance with such applicable law and regulation.

10. Conflict of Interest. No member of the governing body or board of the Client, and no other officer, employee, or agent of the Client, who exercises any functions or responsibilities in connection with the planning and carrying out of the contract, shall have any personal financial interest, direct or indirect, in the project or this agreement.

11. Authority to Enter into Agreement - Binding Affect. Both MRPC and the Client have been duly authorized to enter into this agreement by their respective governing body or board, as the case may be, and this agreement is a binding obligation on the parties hereto and may be enforced in accordance with its terms.

12. Enforcement - Costs of Collection. In the event Client should default in the payment of any sum due hereunder or in the performance of any obligation on its part to be performed, and in the event MRPC should retain or engage an attorney or attorneys to collect or enforce or protect its interest with respect to this agreement, the Client shall pay all costs and expenses of such collection, enforcement, or protection, including reasonable attorney's fees.

13. Governing Law. This agreement shall be governed by and constructed in accordance with the law of the State of Missouri, and where applicable, in accordance with federal law and regulation.

14. Notices. All notices, requests, demands or other communications provided for herein shall be in writing and shall be deemed to have been given when sent by prepaid United States registered or certified mail, with return receipt requested, addressed, as the case may be, to MRPC at #4 Industrial Dr., St. James, Missouri 65559; and to the Client at CITY OF _____, Attn: _____, _____ (address) _____ (city) , MO _____ (zip); or to such address as any party shall designate to the other from time to time in writing forward in like manner.

15. Amendments. No amendment, modification, termination, or waiver of any provision hereof shall be effective unless the same shall be in writing and signed by the parties hereto.

16. Severability of Provisions. Any provision hereof which is prohibited or unenforceable in any jurisdiction shall, as to such jurisdiction, be ineffective to the extent of such prohibition or unenforceability without invalidating the remaining provisions of this agreement of affecting the validity or enforceability of such provision in any other jurisdiction.

IN WITNESS WHEREOF, the parties have executed this agreement the day and year first written above.

MERAMEC REGIONAL PLANNING COMMISSION

(seal)

By: _____

Date: _____

CITY OF _____

By: _____

Date: _____

Meramec Regional Planning Commission

Board Policies

Adopted Jan. 8, 1998

Revised Oct. 9, 2003

Adopted May 10, 2007

Revised June 14, 2012

Revised August 9, 2012

Adopted August 11, 2022

Revised September 8, 2022

Some years ago, there were ample unrestricted state and federal programs that allowed MRPC to provide unlimited services to member governments free of charge. Over the years, these funding sources have been reduced.

After considerable board study—after several years of deficit spending—members saw the need to limit free services to their local governments. Additionally, board members recognized that some dues must be set aside as matching funds to leverage state and federal funds, and this further reduced those unrestricted funds.

Wishing to maintain a highly professional and experienced staff, the board, in 1998, adopted an hour allocation policy whereby each member government received a given number of free hours each year and would then be expected to pay for any hours exceeding those allocated. MRPC has been operating under this original policy since it was approved on Jan. 8, 1998. The plan was amended slightly on June 12, 2003. The policy was further clarified May 10, 2007. In June 2012, Section D, E and H were amended. In August 2012, Sections B, D and G were amended and Section F was incorporated into Section D. In August 2022, Sections 1A, 1E, 1F and 5A were amended.

1. Hour Allocation Policy

A) The policy governing the number of hours allocated will be adjusted each June with the adoption of the MRPC budget. At the beginning of each fiscal year, each member county and city will be allocated a given number hours as a part of membership dues. This budgeted amount shall be based on average salary, using the assumption that member governments would use a cross section of staff, not just upper management. Member governments will be notified of the number of free hours with their membership (dues) statements each year. To streamline the contracting process, member governments will be asked to sign a standing contract at membership renewal time for work above and beyond the allocated hours, in the event that a project exceeds the allocated hours that fiscal year. This contract will identify the number of free hours allocated to the member government and will set forth hourly rates to be applied should a project require additional time in excess of those hours. If the project crosses fiscal years, new hourly rates adopted by the MRPC board at the beginning of the new fiscal year will apply to the project.

B) Any work exceeding 30 minutes in length that a member government requests of MRPC on a given project—from researching potential funding options to writing grants—will be deducted from this annual hour allocation. If the entire request requires 30 minutes or less to accomplish, the time will not be counted against a member's hours. Requests requiring more than 30 minutes of staff time will be charged in their entirety against the member's hour allocation. The goal is to allow member governments enough hours to have at least one grant application prepared each year, given that the member government facilitates the preparation of the application. When using free allocated hours, travel time to and from a city or county will not be charged against those allocated hours. (If/when it becomes a billable project, travel time will be a billable expense.)

C) The use of hours will be tracked monthly and reported through the monthly board meeting. Once a member government uses its allocation of hours for the year, it would be charged the established hourly rates for any additional work requested that year. Excess hours cannot be carried over to succeeding years.

D) From time to time, member governments refer other organizations or agencies to MRPC for assistance. Member governments may allocate their "free" hours to other organizations for a project, with the following restrictions:

- a. The member government must provide written permission for the use of hours and may impose a cap of the number of hours allocated.
- b. Cities and counties can allocate their hours to other organizations and agencies, which are constituents of the member government who is donating hours. However, priority will be given to those projects where the local government must play a defined role in the grant, such as project sponsor.
- c. County governments may share their hours with cities within the county. Cities cannot share their hours with other local governments.
- d. Transfer of free hours to a nonprofit must be accomplished no later than May 15.
- e. A local government (or multiple local governments) may allocate no more than a total of 12 free hours to any one project/application to which they are *not* a party to.
- f. When a member government allocates its hours to another organization or agency serving its jurisdiction, MRPC will enter into a contract for services with that organization/agency, whereby they assume the responsibility of payment for any time in excess of the hours donated.

E) A member government or client may only use one year's worth of allocated hours, even if it crosses fiscal years. If a member government/client's technical assistance request fits within an existing grant program, allocated hours will be used. Any hours over the allocated hour allocation will be billable hours, unless the grant scope of work provides otherwise.

F) A group of local governments may allocate a given number of hours to a project that benefits them directly and jointly. The total number of hours pooled and used

cannot exceed the membership hour allocation of the governments involved. Beyond the maximum number of pooled hours, member governments involved in the given project would be billed equally at member hourly rates. For example, if the group of local governments is made up of cities only, and cities receive 12 free hours, then the maximum amount of hours that may be pooled is 12 hours. If the group of local governments includes a county, and counties receive 18 free hours, then the maximum number of free hours pooled would be 18. However, if the project is a result of a state or federal mandate, local governments can pool their hours, but their total number of hours dedicated to a mandated project cannot exceed two times the membership allocation, depending on whether a county is involved. (Using the example, 24 hours would be the maximum for a city only project and 36 hours on a county project).

As always, staff will strive to do the work as efficiently as possible and within the time available. Staff will provide time estimates at the beginning of the project and periodic progress reports throughout the project.

G) Allocated hours may be used for grant research, project development and grant writing.

H) Allocated hours may not be used for:

- Grant project administration;
- Ordinance codification development;
- Ordinance codification updates;
- Lead and asbestos inspection services;
- Program administration, such as day-to-day operation of a non-profit, flood plain management;
- Comprehensive plans;
- Other programs that MRPC typically offers for a fee.

2. MRPC shall offer non-voting Associate Memberships to those entities that sometimes request information or assistance, such as banks, schools, co-ops, engineers, real estate agents, developers, hospitals, etc. The membership could include:

- Newsletters
- Training Opportunities
- Fact Book and periodic updates mailed to them.
- Up to three hours of statistical data retrieval with up to 50 free copies.
- Access to flood plain maps and copies of portions of the map of interest.

Associate membership rates will be set by the board.

3. MRPC shall develop an hourly rate structure for services to members and non-members. Once a member government exceeds its annual hour allocation, it will pay an hourly rate for all services. Non-members would also pay an hourly rate for all services.

Hourly rates for non-members would be \$10 higher per category.

This hourly rate would be evaluated and calculated based on MRPC's costs to ensure costs are being covered. Hourly rates would be adjusted at budget time and made a part of the budget. If a project/contract crosses fiscal years, the board-approved hourly rates for the current fiscal year will be used.

4. MRPC meals shall be catered. In order to insure adequate food and to cover costs, it is essential that board members advise staff as to whether they will be joining the commission for the meal.

In order to create a small reserve of funds for agency use, the following policies will be enacted and adhered to:

A) MRPC dues will be adjusted regularly using census estimates provided by the U.S. Census and Office of Administration. Previously, MRPC's dues amounts were calculated based on decennial census figures. With this policy, dues rates will be calculated between official censuses using the most recent census estimates, as developed by the U.S. Census Bureau and/or Missouri Office of Administration. In cases where estimates are not available for smaller communities, the last available population count or estimate will be used for those communities, and the new figures will be used for all other member governments.

B) The MRPC board will monitor incoming dues and review annually the need for a per capita dues increase. Board and staff will also continue to research different rate structures used by other regional planning commissions across the state and country.

C) Through the budgeting process, MRPC will determine priority line items to establish the following funds in the following order: (1) research and development fund, (2) training fund and (3) cash reserves. As a part of budget development, staff will identify research and development needs and staff training needs, and establish a budget for these two areas. Any additional funds would be earmarked as a cash reserve. Per this policy, research and development is the first priority, followed by staff training, followed by cash reserves.

Research and Development Needs

Including

- Housing improvement and development projects(2)
- Environmental projects
- Community enhancement projects
- Miscellaneous research

Staff Training Needs

Including

- Agency wide in-house training
- Individual training

Cash Reserve

Any excess after research and development and staff training needs have

been met.

Staff will determine if the project is viable and if it is in the best interest of MRPC and fits its mission. Such requests will be handled on a first-come, first-serve basis so long as budgeted funds and staff capacity are available. If budgeted funds have been expended, member governments/clients will need to use allocated hours and/or pay for services.

5. In order to expand and diversify MRPC's services, the following policies will be enacted and adhered to:

A) A greater emphasis will be placed on marketing and education. With the adoption of this policy, board and staff agree to the following:

Member commitments:

- Firm and sincere commitment from each board member to help market MRPC and to use the services available.
- Schedule MRPC at least once a year to visit your council, commission, or civic group.
- Participate in presentations when MRPC visits.
- Make monthly reporting on MRPC activities a regular part of your meeting agenda.
- Be aware of staff and community responsibilities in preparing grants.

Staff commitments:

- Develop and maintain a standard presentation.
- Make regular visits.
- Develop and distribute newsletters with more information on projects and personal notes.
- Complete MRPC's home page and keep updated.
- Develop and maintain current marketing material.
- Continue to educate staff on services.

The board will review these commitments annually with staff.

B) MRPC will enter the private sector and compete with the following understandings:

- Emphasis will be placed on finding un-served niche markets.
- MRPC will not subsidize its work when competing with private enterprise. However we will apply for any financial assistance available to other non-profit organizations.
- Every effort will be made to partner with private enterprise and other organizations when possible. This will help alleviate unnecessary external duplication and reduce criticism.
- Board will be informed on the pros and cons of competing with the private sector so that members are more aware and will be better prepared to address decisions to compete and complaints when they occur.

C) While our members come first, MRPC will provide services to organizations and cities and counties outside the region in order to generate additional income and keep

our skills sharp. This will be done so long as the work does not interfere with activities of our member governments or other regional planning commissions.

D) Customer surveying efforts will continue to keep abreast of members' needs and issues, which could lead to new projects and programs. The planning and development department has been following a process of meeting one-on-one with cities and counties to better understand their needs. This effort shall continue and be improved.

E) Staff and board will continue to look for ways to eliminate duplication and become more productive. Staff has worked on internal productivity issues over this past year. We have made substantial progress and continually look for ways to do things better and more efficiently. Commissioners with suggestions or concerns should direct them to the executive director.

Staff Summary Report

MEETING DATE:	August 25, 2026
AGENDA ITEM:	New and Miscellaneous Business
AGENDA TITLE:	Resolution No. 19-2026

ACTION REQUESTED BY:	City Administrator,
ACTION REQUESTED:	Approval of a Grounds Lease at the Salem Memorial Airport with Richard Bell
SUMMARY BY:	Sally Burbridge

PROJECT DESCRIPTION / FACTS

Mr. Bell approached the City of Salem with a proposal to construct a new airport hangar on the site of two currently condemned hangars that the city was planning to demolish. The core elements of the Grounds Lease is that Mr. Bell will demolish the two existing hangars, construct a new box hangar on the site and install a separate electric service with Intercounty Electric Coop all at his expense in exchange for 15 years of no lease fee. Beginning on year 16, Mr. Bell agrees to pay a lease amount per square foot equivalent to that of the new T-Hangars previously constructed by the City plus an inflationary factor of 2% per year for the 15 years. All other requirements as set out in the T-Hangar leases apply to this Ground Lease.

PROCUREMENT

NA

FISCAL IMPACTS

No direct fiscal impacts to the city. Mr. Bell will incur all costs in exchange for 15 years of free lease.

SUPPORT DOCUMENTS:	Grounds Lease Agreement
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Recommended Motion:
Move approval of the Salem Memorial Airport Grounds Lease with Richard Bell.

RESOLUTION NO. 19-2026

A RESOLUTION OF THE BOARD OF ALDERMEN OF THE CITY OF SALEM, MISSOURI, APPROVING A GROUND AND HANGAR LEASE AGREEMENT WITH RICHARD BELL FOR THE DEVELOPMENT, CONSTRUCTION, AND LEASE OF HANGAR FACILITIES AT THE SALEM MEMORIAL AIRPORT AND AUTHORIZING AN AUTHORIZED REPRESENTATIVE OF THE CITY TO EXECUTE THE AGREEMENT.

WHEREAS, the City of Salem owns and operates the Salem Memorial Airport for the benefit of the public and the promotion of general aviation; and

WHEREAS, the City desires to encourage investment in airport facilities through the construction and improvement of aircraft hangars while preserving the safe and efficient operation of the Airport; and

WHEREAS, Richard Bell has requested to enter into a Ground and Hangar Lease Agreement with the City for the demolition of two condemned T-Hangar structures and the construction of a new 50-foot by 50-foot box hangar together with associated apron improvements, all at the Tenant's sole expense; and

WHEREAS, the proposed Lease Agreement provides for a thirty (30) year term and establishes the rights and responsibilities of the parties regarding the construction, operation, maintenance, inspection, and use of the leased premises.

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

Section 1.

The Ground and Hangar Lease Agreement between the City of Salem, Missouri, and Richard Bell, substantially in the form presented to the Board of Aldermen, is hereby approved.

Section 2.

The Mayor or City Administrator is hereby authorized and directed to execute the Ground and Hangar Lease Agreement and any related documents necessary to carry out the intent of this Resolution, provided that such documents do not materially alter the terms approved by the Board.

Section 3.

The Lease Agreement authorizes the Tenant, at the Tenant's sole cost and expense, to:

- Demolish the existing condemned two (2) T-Hangar structures;
- Construct one (1) 50-foot by 50-foot box hangar consistent with the appearance of the City's 2025 hangar improvements;
- Construct any required apron improvements; and
- Comply with all applicable City, FAA, MoDOT, and other regulatory requirements.

Section 4.

The Lease Agreement shall be for a term of thirty (30) years commencing August 25, 2026, subject to the terms, conditions, inspections, renewal provisions, and termination provisions contained therein.

Section 5.

This Resolution shall become effective from the date of its passage and approval.

PASSED AND APPROVED BY THE BOARD OF ALDERMEN OF THE CITY OF SALEM, MISSOURI, THIS 24th DAY OF AUGUST 2026.

APPROVED:

Greg Parker, Mayor

APPROVED AS TO FORM:

James Weber, City Attorney

ATTEST:

Tammy Koller City Clerk

2026 GROUNDS LEASE/HANGAR AGREEMENT

This LEASE AGREEMENT ("Agreement") is made and entered into this 25th day of August 2026, between Richard Bell ("Tenant") and the City of Salem, Missouri, a municipal corporation, ("City") under the following terms and conditions:

RECITALS

- A. The City owns certain real property designated as the Salem Memorial Airport ("Airport") for general aviation use by the public and recognized by the Federal Aviation Administration ("FAA") and the Missouri Department of Transportation ("MoDOT") for such general aviation use.
- B. The City owns and maintains Hangar structures ("Hangars") at the Airport for lease to tenants for the storage of airworthy aircraft per the provisions of this Agreement and other applicable regulations.
- C. The City seeks to preserve the purpose of general aviation use of the Airport and provide for the prudent stewardship of taxpayer resources in the equitable and efficient administration of airport affairs.
- D. The City Board of Aldermen has authorized the City Administrator to provide oversight on matters pertaining to this Lease Agreement, and the City Administrator may designate other City personnel as needed to assist with the enforcement of this Policy and other applicable regulations.
- E. Tenant desires to lease a Hangar from City for the purpose of storing an Airworthy Aircraft ("Aircraft") per the provisions of this Agreement and applicable ordinances and regulations.

NOW, THEREFORE, in accordance with the mutual promises and agreements herein contained and for other good and valuable consideration, which are hereby acknowledged by the parties, the parties agree to the following terms and conditions:

SECTION ONE: DEVELOPMENT & CONSTRUCTION.

Tenant agrees, at its sole cost and expense, to demolish and remove the existing condemned two (2) T-Hangar structures and construct one (1) 50 -foot by 50 -foot box hangar with a concrete floor and keeping with exterior appearance with the T-Hangar units constructed in 2025, in accordance with all City building codes, permits, and inspections. Tenant shall also construct any necessary apron improvements. Failure to complete these requirements shall constitute a material breach of this Agreement.

If construction is not completed within 24 months of the Effective Date, the standard Hangar lease rate in effect at that time shall immediately apply, without further action by the City.

SECTION TWO: PERMITTED USE. The City shall permit Tenant to store an FAA-certified airworthy Aircraft and the necessary ground handling equipment in a Hangar assigned to the Tenant, such Hangar being located at the Airport and subject to the terms and conditions herein provided and other applicable policies of the City. The named aircraft must be based at the Salem Municipal Airport. The storage of all other items and materials is expressly prohibited.

SECTION THREE: TERM. The term for this Agreement shall be for thirty (30) years commencing on August 25, 2026, unless otherwise terminated in accordance with this Agreement.

Within ninety (90) days of the end of any given year that this Agreement is effective-the City Administrator, or designee, shall conduct an inspection of the assigned Hangar to determine compliance with this Agreement. After inspection, if the City Administrator determines that the Tenant is compliant with the terms and conditions of this Agreement, the agreement shall continue as set out in the terms herewith.

The rent abatement provided herein is contingent upon compliance with the Development & Construction requirements set forth in Section One.

SECTION FOUR: LEASE PAYMENT. In consideration of the Lessee's obligation to demolish existing condemned hangar structures and construct new hangar improvements at the Lessee's sole cost and expense, the City shall waive all ground and hangar lease payments for the first fifteen (15) years of the Agreement term. Beginning in Year Sixteen (16) and continuing through Year Thirty (30), the Lessee shall pay an annual ground lease rate calculated at \$0.1319 per square foot, based on the footprint of the hangar improvements, with said rate increasing by two percent (2%) annually thereafter.

Tenant hereby agrees that the City is not required to invoice or otherwise provide notice to Tenant of the due date of the Lease Payment, and that Tenant is solely responsible for paying said Lease Payment, as set forth in this agreement. Said Lease Payment may be either hand-delivered to City Administration Offices at 400 N. Iron St., Salem, Missouri, or mailed to City Administration at the same address as herein provided for other notices and communications. Such remittances shall be addressed to the City Clerk's Office. The City shall not be responsible for failure of delivery or otherwise.

The Lease Payment for the Hangar Lease identified as Hangar # 5 and consisting of 2500 square feet, to be used as an aircraft hanger only and in consideration of the leasing of said premises, the Lessee hereby agrees to pay the City the amount of \$0.1346 per square foot per month, for an amount of \$336.50, beginning on year 16 of the lease, to be paid annually on or before December 21st prior to the commencement of the lease term or any automatic renewal of this Agreement herein.

SECTION FIVE: PENALTIES. The City shall require the payment of the following penalty charges when the Lease Payment is not paid to the City as required in Section Three of this Agreement. A penalty charge shall be assessed and shall be equal to twelve percent (12%) of the annual Lease Payment and shall be payable within thirty (30) days of the original due date of this agreement if Tenant has not paid the Lease Payment in accordance to Section Three of this Agreement. Tenant hereby agrees that failure to pay the Lease Payment on its due date is a material breach of the terms of this agreement and may result in termination of this agreement, including termination of any automatic renewal of this agreement herein, within the sole discretion of the City. If such termination occurs, Tenant agrees that Tenant shall vacate and return possession of the Hanger and premises to the City within ten (10) days. In the event that Tenant does not vacate and return the possession of the Hanger and premises to the City within ten (10) days, the City may elect to initiate eviction proceedings against Tenant and Tenant hereby agrees to pay all of the City's reasonable attorney fees and costs associated with bringing forth such eviction proceedings.

In addition to the twelve percent (12%) penalty charge listed in this Section, a daily penalty charge equal to five dollars (\$5.00) per day shall be assessed and shall be charged to any Tenant having an outstanding balance due beyond thirty (30) days. Such daily penalty charge shall be charged until the Lease Payment and all penalty charges have been remitted to the City or the Lease Agreement has been terminated. Tenant agrees that failure to pay all applicable penalty charges is a material breach of the terms of this agreement and may result in termination of the Lease Agreement, within the sole discretion of the City.

Tenant hereby agrees to pay all penalties that are assessed by the City in accordance with this Section.

SECTION SIX: COLLECTIONS. The City Administrator is hereby authorized to submit any Lease Payments or Penalty Charges that have been due and owing to the City for more than ninety (90) days to a collection agency for collection purposes, as authorized by law including, but not limited to, the pursuit of litigation for collection purposes, and may take additional action as listed in Section Nine of this agreement.

SECTION SEVEN: OBLIGATIONS; TENANT. The Tenant hereby agrees as to the terms and conditions of this Lease Agreement as herein provided:

1. Tenant's Aircraft shall be periodically operated so as to represent to the City that such Hangar is not being used solely for the storage of the Aircraft, but that the Aircraft is using Airport facilities for the operation of the Aircraft. Tenant shall be responsible for maintaining sufficient documentation to demonstrate operation of the Aircraft.
2. Tenant shall provide to City at the time of Effective Date of this Agreement and subsequent renewals, a copy of a current Aircraft Airworthy Annual Inspection, or for non- "N" numbered aircraft, an Aircraft Annual Condition Report (Non- "N" numbered aircraft includes but is not limited to ultra- light or experimental type aircraft).
3. Tenant shall close Hangar doors promptly after returning or removing the Aircraft. Tenant shall not park or leave

aircraft on the taxiway or on the pavement adjacent to the Hangar doors in a manner which unduly interferes with or obstructs access to adjacent Hangars or interferes with snow removal operations.

4. Tenant agrees to not use the Hangar for repairing or overhauling any aircraft, vehicles or equipment, but shall only perform those specific types of preventative maintenance on any aircraft owned or operated by the Tenant as permitted by Part 43 of the Federal Aviation Regulations.
5. Tenant shall not conduct any charter, rental, repair or instructional service, or any other commercial activity or offices in the Hangar without prior written consent from the City Administrator. Tenant shall not use Hangar for social or other gatherings. Tenant shall not assign any interest of Tenant hereunder or sublet, license or permit any other party or parties to occupy any portion of Hangar.
6. Tenant agrees to report to the City Administrator, or designee, any defects in the Hangar which the Tenant feels may require maintenance.
7. Per FAA Advisory Circular 150/5190-6, Tenants may assert their right to obtain their own fuel and transport it to the Airport to service their own Aircraft. Such fueling shall only be done by the Tenant or with their own employees and equipment and shall be done in conformance with reasonable airport rules, regulations, and standards. The Airport Manager agrees to make available, at the Airport and at a reasonable rate, an amount of fuel at a fuel grade sufficient to operate Aircraft used by Tenant.
8. Tenant shall maintain the Hangar/Grounds in a clean manner and shall keep it free of debris, trash, or other foreign materials. Tenant shall not place any debris, trash, or other foreign materials on Airport grounds. Tenant shall not fuel any aircraft inside the Hangar, or store gasoline, explosives or flammables in the Hangar. Tenant shall be responsible for removing any debris including snow and ice from in front of leased Hanger to hanger area taxiway.
9. Tenant agrees to take appropriate measures to prevent aircraft from leaking fluid on concrete floors. Drip pans or absorbent mats must be used under aircraft engines, hydraulic systems, or other potential leak points. In the event of a fluid spill, tenant must immediately clean the affected area using appropriate materials and methods.
10. Tenant agrees to not paint, remove, deface, modify, bend, drill, cut or otherwise alter or modify any part of the Hangar. Tenant agrees to not attach any hoisting or holding mechanism to any part of the Hangar or pass any such mechanism over the struts or braces therein. For purposes of this Agreement, a hoisting or holding mechanism shall be deemed to include, but shall not be limited to, a chain-ball, block and tackle or other hoisting device.
11. High voltage electrical equipment or machinery shall be prohibited from use in or near any Hangar. The modification of existing wiring or installation of additional outlets, fixtures or the like shall be prohibited. The use of space heaters is permitted only when the tenant is present. Tenants must turn off all space heaters and lighting when leaving the hangar to prevent unnecessary energy consumption and potential fire hazards. All electrical equipment used in the hangar must be in good working condition and meet safety standards. Overloading electrical outlets or using damaged equipment is prohibited.
12. The City will require access to any leased hangar and shall have the right of entry at any time. Tenant shall use locks provided by the City. Tenants may use a private lock after receiving express authorization from the City Administrator. Tenants receiving such authorization must provide the City Clerk two duplicate copies of the key needed to unlock the private lock. Such keys shall be provided prior to hangar being assigned, or if a hangar has already been assigned, at the time of the next rental payment.
13. Tenant agrees to notify the City Administrator when Aircraft becomes un-airworthy and requires maintenance or repair that will require a duration in excess of sixty days. Aircraft maintenance or repair that requires more than sixty days must be pre-approved by the City Administrator with a schedule of when the Aircraft will be made airworthy again. Failure to notify the City Administrator or meet the schedule may require the City Administrator to exercise the City's rights to terminate this Agreement.
14. The Tenant hereby certifies and agrees that the Aircraft designated at the end of this Agreement shall be the only

Aircraft authorized for storage in the assigned Hangar as provided herein. Tenants may register up to three Aircraft for application of this Lease Agreement. Tenants may store other Aircraft in the Hangar not listed in this Agreement by first notifying the Airport Manager prior to such storage. Such other Aircraft must be either directly owned or rented by Tenant and be FAA-certified airworthy. Failure to notify Airport Manager of the storage of such other Aircraft may require enforcement of this Lease Agreement as provided in Section Eight.

15. Tenant agrees to comply with all rules, regulations, laws, ordinances and directives of any legally constituted authority now in force or hereafter promulgated with respect to the use of the Airport or the Hangar.

SECTION EIGHT: OBLIGATIONS; CITY. The City hereby agrees as to the terms and conditions of this Lease Agreement as herein provided:

1. Provide safe access to the Hangars by way of public taxiways and runways;
2. Provide removal of snow and ice to public taxiways and runways during inclement winter weather, except that the City shall not be responsible for the removal of snow and ice on each Hangar's immediate driveway adjacent to the taxiway nearest the Hangar facility;
3. Periodically inspect the Hangars and keep the Hangar in good repair;
4. Tenant agrees that City shall not be liable to Tenant or anyone else for any damage whatsoever to persons or property however occasioned; and
5. Tenant agrees that City has the right to enter the T-Hanger and premises and inspect at any time without prior notice.

All operational restrictions applicable to City-owned hangars shall apply equally to privately constructed hangar improvements located on leased Airport property.

SECTION NINE: HANGAR INSPECTION. The City Administrator, or designee, shall periodically inspect the City-owned Hangars to determine if Tenant is in compliance with the provisions of this Agreement and other applicable ordinances, regulations or policies. Inspections shall be conducted at least once per year, but may be conducted as often as deemed necessary by the City Administrator. The City reserves the right to enter the premises and inspect City-owned Hangars with or without notice.

Upon completion of any inspection, the City will provide the Tenant written communication verifying the inspection and any compliance issues identified. Tenant agrees that any non-compliance with the terms and conditions of this Agreement shall be considered a material breach of this Agreement and may result in the termination of this Agreement. If compliance issues are not in violation of any rules, regulations, laws, ordinances and directives of any legally constituted authority now in force or hereafter promulgated with respect to the use of the Airport or the Hangar, the Tenant shall be allowed thirty (30) days to address compliance issues. Following the thirty (30) days, the City Administrator shall require a re-inspection to be done on the non-compliant hangar, and if the Tenant is still non-compliant with the terms and conditions of this Agreement after this re-inspection, Tenant agrees that this is a material breach of this Agreement and the City may terminate this Agreement within the City's sole discretion. The City Administrator may elect to allow for additional time for a Tenant to come into compliance if the City Administrator determines that a hardship exists preventing a Tenant from complying within thirty (30) days.

Tenants leasing any hangars determined to be non-compliant after a re-inspection shall be provided written notice of such continued non-compliance by first class mail, return receipt requested. Said notice shall also notify Tenant of the City's intention to terminate the Lease Agreement with the Tenant within ten (10) days and the Tenant shall remove all items in the Hangar within ten (10) days.

SECTION TEN: TERMINATION. The Tenant may terminate this Agreement, at any time, by providing written notice to the City at least ten (10) days prior to the end of any month during the term of this Agreement. Tenant will not be reimbursed any amount of the Lease Payment should Tenant elect to terminate Agreement voluntarily. The City may terminate this Agreement if the City Administrator determines that the Tenant has failed to comply

with of any of the terms and conditions of this Agreement as set forth herein or if Tenant has violated any rules, regulations, laws, ordinances and directives of any legally constituted authority now in force or hereafter promulgated with respect to the use of the Airport or the Hangar, including but not limited to, violations of any applicable airport policies, or rules and regulations as adopted by the City or the FAA. If the City elects to terminate this Agreement, the City shall notify Tenant by first class mail, return receipt requested, at the address provided herein.

Tenant hereby agrees that the City is authorized and may, if after having provided notice of termination of this Agreement to Tenant as provided in Section Ten, take any and all actions necessary to remove Tenant's aircraft and personal property from the T-Hanger and premises and the Hangar and premises may be leased by City to another tenant, if Tenant fails to remove Tenant's property and vacate and return the T-Hanger and premises to the City within ten (10) days after receiving notice of the City's intent to terminate this Agreement. Tenant hereby agrees that Tenant shall be responsible for any and all costs and reasonable attorney's fees associated with removal of Tenant's personal property and Tenant's eviction from Hangar, and that City shall have the ability to pursue said costs with any resolution allowed in equity or law.

Upon removal, Tenant's Aircraft shall be placed on an uncovered portion of the Airport and such other personal property shall be stored at the expense of the Tenant in a warehouse of the City's choosing. When such Aircraft is so placed on an uncovered portion of the Airport, Tenant shall become obligated to pay the City with respect to such Aircraft, all storage rates when applicable on the Airport and all other reasonable charges imposed and expenses incurred by the City to remove the contents of Hangar. In addition to the foregoing, the City shall have the right to retain possession of the Aircraft and other personal property until such time as all sums due the City have been paid. Termination of this Agreement shall have no effect upon Tenant's obligations accrued hereunder to the date of such termination, nor shall it termination of this Agreement have any effect or limitation upon the rights provided to the City herein with regard to the T-Hanger and premises or any remedies specifically set forth within this agreement or pursuant to applicable Federal or State law.

SECTION ELEVEN: NOTICES AND COMMUNICATIONS. All notices to the Tenant shall be in writing and shall be mailed to the Tenant at the address indicated below. If any such notice to the Tenant shall be returned by the United States Postal Service, notice shall also be given by posting the same on the T- Hangar door. Tenant agrees to notify the City of any changes in address or aircraft ownership within thirty (30) days of such change.

All notices hereunder to the Tenant shall be in writing and shall be addressed and mailed to:

The Tenant may be contacted by phone at the following phone numbers:

Home: () _____ - _____
Work: () _____ - _____
Cell: () _____ - _____

All notices hereunder to the City shall be in writing and shall be addressed and mailed to:

City of Salem, Missouri Attn:
City Administrator
400 N. Iron St.
Salem, MO 65560

SECTION TWELVE: ASSIGNMENT; TRANSFERRABILITY. No interest in this Agreement may be assigned by the Tenant. Tenant is expressly prohibited from subletting, licensing, or permitting any other party or parties to occupy any portion of Hangar except as otherwise provided herein.

SECTION THIRTEEN: APPLICABLE LAW, VENUE, AND SEVERABILITY. If any provision or provisions of this Agreement shall be held to be invalid, illegal, unenforceable or in conflict with any federal, state, or local law, or regulation, that portion of the Agreement shall be severed, and the validity of the remaining provisions of this Agreement shall not in any way be affected or impaired. This Agreement shall be governed by the laws of the State of Missouri. The City and Tenant hereby agree that Dent County, Missouri is the proper venue for any litigation regarding this Agreement, and no other venue is proper for purposes of any litigation that may result with regards to this Agreement.

SECTION FOURTEEN: INDEMNIFICATION. Tenant hereby agrees to indemnify the City, its officers, employees, and agents against and hold said parties harmless from any and all claims, demands, and liability which may be made or may arise as a consequence of Tenant's presence upon the Airport or the acts or omissions of the Tenant.

SECTION FIFTEEN: ENTIRE AGREEMENT. This document shall constitute the entire Agreement between the undersigned Tenant and the City and may not be modified except by written modification. Any written modification of this agreement shall be signed by both the City and Tenant.

NOW, THEREFORE, in agreement with the above mentioned terms and conditions for the above described Hangar and in accordance with the consideration provided as set forth herein, the City does give full and complete consent to the Tenant for the use of the aforementioned Hangar in accordance with the provisions of this Agreement, the ordinances and regulations of the City and any other applicable laws or regulations of the United States Government, the State of Missouri, and the Federal Aviation Administration which are in effect at the time of this agreement or may be in effect at any time after the effective date of this Agreement. City and Tenant do hereby agree to be bound by the terms and conditions of this Agreement as set forth herein.

AGREED TO AND ACCEPTED BY THE PARTIES BELOW ON THE 25TH DAY OF AUGUST 2026.

CITY OF SALEM, MISSOURI

TENANT

By: _____
City Administrator

Signature

Print Name

ATTEST:

Tammy Koller, City Clerk

PRIMARY AIRCRAFT

Aircraft N-Number

Aircraft Make and Model

SECONDARY AIRCRAFT

SECONDARY AIRCRAFT

Aircraft N-Number

Aircraft N-Number

Aircraft Make and Model

Aircraft Make and Model

Staff Summary Report

MEETING DATE:	August 25, 2026
AGENDA ITEM:	New and Miscellaneous Business
AGENDA TITLE:	2026 Employee Manual Amendments

ACTION REQUESTED BY:	City Administrator/Public Works
ACTION REQUESTED:	City Administrator
SUMMARY BY:	Sally Burbridge

PROJECT DESCRIPTION / FACTS

In the included policy there is underlined additions and struck through for deletions to the policy that allow for flexible scheduling including 4 10 workweeks.

The language that helps incorporate the 4 10 workweeks occurs on the following pages:

18 & 19

23 & 24

25 & 26

And 36

Another new section is how benefits and leave are treated when an employee is out on Workers Comp. This is on page 35.

PROCUREMENT

N/A

FISCAL IMPACTS

N/A

SUPPORT DOCUMENTS:
August 2026 Employee
Manual

DEPARTMENT'S RECOMMENDED MOTION: Move to approve the August 2026 Employee Manual



City of Salem Employee Manual

April 2026

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Employee Manual Revisions and Adoptions

This Employee Manual was adopted by the city and approved by the Board of Alderman in June of 2023. Below is a list of revisions to individual sections and dates of approval.

For all changes made to the Employee Manual, once approved by the board, the City Clerk will distribute the revised policy and update this chart. The date the City Clerk distributes the revision will be the date the changes are adopted and implemented by the City of Salem.

Section Heading	Date Approved by Board	Date Adopted and Implemented
Personal Days	8/29/2023	
Annual Longevity Pay	12/4/2025	
Workweek Modifications (4-10s), Organization Chart Update, and Leave Accruals While on Workers Comp		

Welcome to the City of Salem

Thanks for joining us!

I would like to welcome you to our team. You and your co-workers are the most important asset we have at the City of Salem. We depend on each other, and that now includes you, to provide the best service(s) and customer care possible. You read that right, customer service is what we ultimately do here at the City. This manual will help you understand the rules and policies which ensure we are improving every day the customer care we provide to our community.

The City of Salem is striving to set new standards and goals to ensure our success. The most recent decision was hiring you, and we are certain we made the right choice. New members to our team help us by adding new strengths and skills to our combined potential.

The City of Salem was originally incorporated in 1860. That is a longstanding foundation from which to launch great possibilities for our community. I hope that you are looking for ways to contribute and grow with us as our newest team member.

Once again, welcome to the team. I hope you find this is a good fit for you and through your employment here, I hope you will reach your goals and help us reach ours.

Respectfully,

Sally Burbridge
City Administrator



About The City of Salem

Salem was incorporated in 1881 with an original area of one square mile and a population of 120. By 2020 the population has grown to over 4,608, while annexation has resulted in a total area of nearly 12 square miles.

The Mayor and Board of Aldermen, which is composed of elected representatives of the people, pass all ordinances and determines the general goals of the city. To help carry out its decisions, the Board of Aldermen appoint a City Administrator to carry out and oversee the day-to-day operations of the city.

The City Administrator is directly responsible to the Board of Aldermen for the work of the city departments. Every City employee is assigned to one of these departments.

Knowledge of the City of Salem

After having learned to competently perform your own duties, your next step is to familiarize yourself with other City of Salem activities. This can prove valuable to you, our citizens and the City of Salem as well. The city may provide additional "cross-training."

Knowledge of the services of the city will help you be prepared when citizens ask questions. Our citizens' confidence in you increases as you are able to answer their basic questions. However, please don't pretend you know the answer or try to guess the answer when you are uncertain. If you are unsure of the correct information, refer the inquiry to your Department Head, or to a person who is more qualified to respond.

Serving our Community and Customers

The success of the City of Salem depends upon the quality of the relationships between the City, our employees, our citizens, our suppliers and the general public. The people who serve them primarily form our citizens' impression of the city. In a sense, regardless of your position, you are a representative of the city. The more goodwill you promote, the more our citizens will respect and appreciate you and the City of Salem.

Here are several things you can do to help give citizens a good impression of the City of Salem:

- Act competently and deal with citizens in a courteous and respectful manner.
- Communicate pleasantly and respectfully with other employees at all times.
- Follow up on work orders, requests, and questions promptly, provide businesslike replies to inquiries and requests, and perform all duties in an orderly manner.
- Take great pride in your work and enjoy doing your very best.

These are the building blocks for your and the City's continued success. Thank you for adding your support.

Affirmative Action Plan

The city assures that it will take appropriate non-discriminating recruiting measures such as, but not limited to:

- Placing employment advertisements in newspapers which serve the largest number of minority group people in the recruiting area;
- Maintaining systematic contacts with minority and human relations organizations, leaders and spokesmen to encourage referral of qualified minority applicants;
- Encouraging present employees to refer minority applicants;
- Making it known to all recruitment sources that qualified minority members are being sought for consideration for office work, manual labor, and other skilled and semi-skilled positions within the city when vacancies or creation of new positions arise.

The city assures that it will take appropriate non-discriminating hiring measures such as, but not limited to instructing personally those staff who make hiring decisions that minority applicants for all jobs are to be considered without discrimination.

The city assures that it will make use of training programs to help equalize opportunity for minority persons such as, but not limited to actively encouraging minority employees, as well as others, to increase their skills and job potential through participation in available training and education programs.

The city assures non-discriminatory placement and promotion by taking measures such as, but not limited to:

- Instructing personally those staff who make placement and promotion decisions that minority employees are to be considered without discrimination;
- Encouraging the promotion of minority employees who have increased their skills and job potential in accordance with the City's affirmative action policies and promotion policies.

The City assures non-discrimination of pay, other compensation and working conditions by taking appropriate steps such as, but not limited to:

- Examining the rates of pay and fringe benefits for present employees with equivalent duties and adjusting any inequities;
- Not reducing the compensation of existing employees who have been converted to on-the-job training status.

The city assures that it will follow through with questioning, verifying, and making whatever changes or additions to the City's affirmative action program that may be necessary to assure effectiveness.

Physical Examinations

The City of Salem reserves the right to require an applicant to participate in a post-offer, pre-employment physical examination to determine the applicant's fitness to perform his/her essential

job functions. All such physical examinations shall be conducted by a licensed physician and paid for by the City. Your employment is pending the outcome of your physical examination.

Equal Employment Opportunity

The City of Salem has a long-standing record of nondiscrimination in employment and providing employment opportunity regardless of race, color, religion, creed, national origin, ancestry, disability, sex, age, or any other classification protected by federal, state, or local laws. The Board of Alderman has issued the following policy stating the City's views in this matter:

It is the policy of the City of Salem to:

- Strictly follow personnel procedures that will ensure equal opportunity for all people without regard to race, color, religion, creed, national origin, sex, age, ancestry, marital status, disability, veteran, or draft status;
- Comply with all the relevant and applicable provisions of the Americans with Disabilities Act ("ADA"). The City of Salem will not discriminate against any qualified employee or job applicant with respect to any terms, privileges, or conditions of employment because of a person's physical or mental disability.
- Make reasonable accommodations wherever necessary for all employees or applicants with disabilities, provided that the individual is otherwise qualified to safely perform the duties and assignments connected with the job and provided that any accommodations made do not require significant difficulty or expense.
- Achieve understanding and acceptance of the City of Salem's policy on Equal Employment Opportunity by all employees and by the communities in which the City operates;
- Thoroughly investigate instances of alleged discrimination and take corrective action if warranted; and
- Be continually alert to identify and correct any practices by individuals that are at variance with the intent of the Equal Employment Opportunity Policy.

At this time, the City of Salem would like to reaffirm this policy and call upon all personnel to effectively pursue the policy as stated.

Please check the employee information area in each department for all related equal opportunity and job announcements.

Any employees, including Department Heads, involved in discriminatory practices will be subject to disciplinary action up to and including termination.

At Will Employment

All employment and compensation with the City of Salem is "at will" which means that your employment can be terminated with or without cause, and with or without notice, at any time, at the option of either the city or yourself, except as otherwise provided by law.

Organizational Chart

DRAFT

Purpose of This Manual

This manual has been prepared to inform you of the City of Salem's history, philosophy, employment practices, and policies, as well as the benefits provided to you as a valued employee. As such, the policies in this manual apply to all appointed officials and staff.

No employee manual can answer every question, nor would we want to restrict the normal question and answer interchange between us. It is in our person-to-person conversations that we can better know each other, express our views, and work together in a harmonious relationship.

It is your responsibility to read this manual carefully and refer to it whenever questions arise. It is your responsibility to ask questions about anything that is unclear and work to resolve issues or find clarification with your Department Head.

The City's policies, benefits, and rules, as explained in this manual, may be changed from time to time as business, employment legislation, and economic conditions dictate. When provisions are changed, you will be given replacement pages for those that have become outdated and shall be asked to acknowledge receipt of the same.

Neither this manual nor any of the City's policies should be taken as creating an employment contract, guaranteed or continued employment, a right to termination only "for cause", or any other guarantee of continued benefits or employment. Nothing within this is intended nor shall it be interpreted to expand or limit the protections afforded to employees under applicable law and all provisions within this Manual will be interpreted by the City in accordance with all applicable federal, state, and local laws.

Anniversary Date

The first day you report to work is your "official" anniversary date. Your anniversary date is used to compute various conditions and benefits described in this manual.

City Administration Hours

The City of Salem's and the wide variety of services provided results in many variations of the "business hours". The City Administrative hours are 8 A.M. to 5 P.M., Monday through Friday.

Inclement Weather

The City of Salem, Missouri feels the safety of city employees is of the utmost importance during inclement weather so therefore have developed a policy authorizing the Mayor, or in the absence of the Mayor, the President of the Board of Aldermen, to declare a work day delay, early dismissal or cancellation.

Decisions to close city offices will be communicated through local print, radio and social media.

Definitions:

- Delay/Early Dismissal – City of Salem offices are officially "open" for regularly scheduled hours. The work delay and early dismissal are treated as a grace period for support employees to report to work or leave work early. Essential personnel are to report and remain on duty in accordance with regularly scheduled hours, regardless of the work delay or early dismissal, to provide for continuity of city functions and services to the public, unless otherwise released by the Mayor or President of the Board of Aldermen.
- Cancellation – In instances where all or any part of the workday is cancelled, City of Salem offices are officially "closed", with the exception of the essential functions. Only "essential personnel" required to discharge these functions are required to report to work.
- Essential Personnel – The police department and public works employees working on clearing streets, maintaining utility service, or supporting needed cemetery services are expected to report to work or remain on duty regardless of any inclement weather-related decision affecting the work schedule of other city employees, unless released by the Mayor or President of the Board of Aldermen.
- Support Personnel – Personnel not required to report to work or remain on duty as provided under the terms of delay, early dismissal, or cancellation of work as prescribed by the Mayor or President of the Board of Aldermen.

Accounting for employee work time – see **Wages and Salaries, Inclement Weather**

Probationary Period

Your first six (6) months of employment in the City of Salem are considered a probationary period, and during that period you will not accrue the benefits described in this manual unless otherwise required by law. This probationary period will be a time for getting to know your fellow employees,

your Department Head, and the tasks involved in your job position, as well as becoming familiar with the City's services. Your Department Head will work closely with you to help you understand the needs and processes of your job.

During this probationary period, the city will evaluate your suitability for employment, and you can evaluate the city as well. If at any time during the probationary period, the supervisor determines that the services of a city employee have been unsatisfactory, the employee may be separated from his position without the right to appeal or a hearing. The employee will be notified in writing of the separation.

Each City employee receiving an appointment or a promotion to a position in the service of the City must serve a probationary period of six (6) months before his appointment or promotion shall be considered permanent. If the employee fails to meet the required standard of performance, they are to be dismissed, or if they are a promoted regular employee, they may be restored to the position from which they were promoted or to a comparable position. During the probationary period of a new employee, the employee is not eligible for employee fringe benefits, such as sick leave and vacation, but will earn credit for those to be taken at a later date after the completion of the probationary period.

However, after three (3) months of employment an employee does qualify for health care benefits. Wages for designated holidays falling within the probationary period will be paid to employees serving the probationary period.

Completion of the introductory period does not guarantee continued employment for any specified period of time, nor does it require that an employee be discharged only for "cause." If there is reason to believe that the employee may develop the ability to perform satisfactorily by an extension of the introductory period, the Department Head may grant an extension, not to exceed ninety (90) days. In addition, the employee must have completed his/her General Diploma or High School Equivalence before the end of the probationary period if they have not previously done so.

At the end of each employee's introductory period or extension of said period, the supervisor of the employee shall complete an employee evaluation and notify the City Administrator in writing that either:

- The employee has successfully completed his introductory period and is capable of performing the duties of the position satisfactorily and is henceforth to be considered a regular employee with all rights and privileges due him/her;
- or the employee has not demonstrated ability to perform satisfactorily the duties of the position and the probationary period is to be extended or the employee is to be separated from City employment, or if promoted from another position returned to the previous or a similar position.

A former employee who has been rehired after a separation from the City is considered an introductory employee during the six (6) months following rehire.

Personnel Administration

The task of handling personnel records and related personnel administration and human resource functions at the City of Salem are shared between the City Clerk and the City Administrator. Questions regarding insurance, wages, and interpretation of policies may be directed to your department head, and then can be elevated to the City Clerk or City Administrator if further clarification is needed.

The City Administrator may authorize alternate work schedules, temporary modified duty assignments, and administrative procedures necessary to implement policies contained within this manual, provided such actions remain consistent with federal and state labor laws and operational needs of the City.

Your Personnel File

Keeping your personnel file up to date can be important to you with regard to pay, deductions, benefits, and other matters. If you have a change in any of the following items, please be sure to notify your Department Head or the City Clerk as soon as possible:

- Legal name
- Home address
- Home telephone number
- Person to call in case of emergency
- Number of dependents
- Marital status
- Change of beneficiary
- Driving record or status of driver's license, if you operate any of the City of Salem vehicles
- Military or Active Reserve
- Medications that can affect your ability to perform your job
- Exemptions on your W-4 tax form

Coverage or benefits that you and your family may receive under the City of Salem's benefits package could be negatively affected if the information in your personnel file is incorrect.

You may see information that is kept in your own personnel file if you wish, and you may request and receive copies of all documents you have signed. Please ask your Department Head to make arrangements for you with the City Clerk.

Proof of U.S. Citizenship and/or Right to Work in the U.S.

Federal Law requires all employers to maintain a completed Immigration and Naturalization Service (INS) eligibility verification statement (form I-9) for every employee. This form confirms that the individual being hired is legally eligible to work in the United States and is the same person whose name appears on the papers of documentation.

The City of Salem is committed to employing only United States citizens and aliens who are authorized to work in the United States and comply with the Immigration Reform and Control Act

of 1986.

As a condition precedent of employment, each new employee must present identification as indicated by INS and properly complete, sign, and date the first section of the Immigration and Naturalization service form I-9. Failure to do so will prevent the employee from working until the documentation is completed.

Driver's License & Driving Record

Employees whose work requires operation of a motor vehicle must present and maintain a valid driver's license and a driving record acceptable to our insurer. You will be asked to submit a copy of your driving record to the City of Salem from time to time. Any changes in your driving record must be reported to your Department Head. It will be the responsibility of the Department Head to forward the information to the City Clerk or City Administrator. Failure to do so may result in disciplinary action, including possible dismissal.

CDL Requirement

Many of the positions within the City of Salem require a Commercial Driver's License (CDL). If a CDL is required for your position it will be listed as a required license or certification in your job description, and you will be required to present and maintain a CDL license as a requirement for employment. Should you fail to maintain these qualifications, you may be subject to dismissal. The Electric Department personnel CDL must be air brake certified.

Dress Code

Personal appearance should be a matter of concern for each employee. Business attire for non-uniform Employees shall conform to standards of good taste and professionalism. You will be required to leave your workplace until you are properly attired. You will not be paid for the time you are off work for this purpose. Anyone who violates this standard will be subject to appropriate disciplinary action.

Uniforms

The city provides uniforms for specific departments and requires them to be worn, unless you have received prior authorization in writing from your Department Head.

Everyone within the department must be dressed in the same uniform, with the exception of the Department Head or any employee on special assignment with the authorization of their Department Head. This refers to long sleeves, short sleeves, or authorized City of Salem safety hoodies and/or t-shirts.

You are not permitted to alter the uniform in any manner. If the uniform is altered or damaged for any reason, other than a work-related incident, you will be required to pay for the cost of the altered/damaged garment and subject to disciplinary action.

Upon termination of employment, all uniform pieces and safety equipment must be returned to the employee's supervisor in good condition before a final paycheck will be issued. If uniform or safety

items are missing or in disrepair, the cost of these items will be deducted from the employee's final paycheck.

Safety Equipment

When working in the street you are required to wear a yellow City of Salem safety hoodie or t-shirt or a yellow or orange high visibility traffic vest provided by the city. You are also required to place traffic cones and/or barricades around your vehicle(s) and other equipment, including any open ditches or trenches.

When working in a bucket truck or in an elevated position you are required to wear an approved safety harness, properly attached to the truck or other equipment, and a hardhat provided by the city. You are never allowed to be in the bucket of a bucket truck when it is moving on the roadway. When working in a ditch deeper than four feet you are required to wear a hardhat provided by the city. In addition, when using any type of power tool, you are required to wear safety glasses. Any violation of this policy is subject to disciplinary action.

Some departments have additional safety standards, and each employee is expected to comply with the safety standards within the department in which they are working.

Employment Classifications

Full-Time Employees

At the time you are hired, you are classified as full-time, part-time, or temporary and are also told whether you qualify for overtime pay. Unless otherwise specified, the benefits described in this Manual apply only to full-time employees. All other policies described in this Manual and communicated by the City of Salem apply to all employees, with the exception of certain wage, salary, and time off limitations applying only to "non-exempt" (see the definition that follows) employees. If you are unsure of which job classification your position fits into, please ask your Department Head.

An employee who has successfully completed the introductory period (see the Employment Policies section for definition) of employment and who works at least forty (40) hours per week is considered a full-time employee.

If you were a full-time employee and were laid off, you will be considered a full-time employee upon return to work to a full-time position, if you were not on layoff for longer than one (1) year.

If you were a full-time employee and have been on an approved leave of absence, upon return to that position or equivalent, you will be considered a full-time employee, provided you return to work as agreed in the provisions of your leave.

Part-Time Employees

An employee who works less than a regular thirty (30) hour work week is considered a part-time employee. The standard work week is from Thursday morning through Wednesday night. If you are a part-time employee, please understand that you are not eligible for the benefits described in this Manual, except as granted on occasion, or to the extent required by provision of state or federal laws.

Temporary Employees

From time to time, the City of Salem may hire employees for specific periods of time or for the completion of a specific project. An employee hired under these conditions will be considered a temporary employee. The job assignment, work schedule, and duration of the position will be determined on an individual basis.

Normally, a temporary position will not exceed seven (7) months in duration, unless specifically extended by a written agreement. Summer employees are considered temporary employees.

If you are a temporary employee, please understand that you are not eligible for the benefits described in this Manual, except to the extent required by provision of state and federal laws. Those temporary employees classified as "non-exempt" (see the definition that follows) who work more than forty (40) hours during any work week will receive overtime pay.

"Non-Exempt" and "Exempt" Employees

At the time you are hired, all employees are classified as either "exempt" or "non-exempt." This is necessary because, by law, employees in certain types of jobs are entitled to overtime pay for hours worked in excess of forty hours (40) per work week. These employees are referred to as "non-exempt" in this Manual. This means that they are not exempt from (and therefore should receive) overtime pay.

Please see the "Wage & Salary Policies" in the "Compensation & Performance" section of this Manual for a full description of overtime payment policies.

Exempt employees are the City Administrator, Department Heads, Public Works Director, professional staff to include City Engineer, City Clerk, Finance Director, and the Economic Development Director, and others whose duties and responsibilities allow them to be "exempt" from overtime pay provisions as provided by the Federal Fair Labor Standards Act (FLSA) and any applicable state laws. If you are an exempt employee, you will be advised that you are in this classification at the time you are hired, transferred, or promoted.

Time and Attendance Policies

You are expected to be at your work area and ready to work at the beginning of your assigned daily work hours, and you are expected to remain at your work until the end of your assigned work hours, except for approved breaks and lunch.

Regular City Employees

The normal work week consists of five (5) days, eight (8) hours long, Monday through Friday. Your schedule of daily work hours will be given to you by your Department Head. You will be notified promptly whenever a change is necessary. Should you have any questions concerning your work schedule, please ask your Department Head.

Alternate Work Schedules

Alternate work schedules may initially be implemented on a trial basis as described in the Alternate Work Schedule Trial Period subsection below.

The standard work week for full-time employees remains **forty (40) hours per week.**

Employees may work one of the following approved schedules:

Traditional Schedule

- Five (5) days per week
- Eight (8) hours per day
- Total of forty (40) hours per week

Compressed Schedule

- Four (4) days per week
- Ten (10) hours per day
- Total of forty (40) hours per week

Assignment to either schedule shall be determined by the **City Administrator in consultation with the Department Head** based on operational needs, service coverage, and employee performance.

The City reserves the right to modify or discontinue alternate work schedules at any time.

Employees are expected to remain available for assigned work hours and must receive supervisory approval before modifying their schedule.

Alternate schedules may not result in overtime unless hours worked **exceed forty (40) hours in the defined payroll work week.**

Alternate Work Schedule Trial Period

The City Administrator may implement alternate work schedules on a **trial basis for a period of up to six (6) months** to evaluate operational effectiveness, employee productivity, and service delivery.

During the trial period, the City Administrator and Department Heads will monitor:

- Service levels to the public
- Department coverage and staffing needs
- Operational efficiency
- Employee performance and productivity

At the conclusion of the trial period, the City Administrator may:

- Continue the schedule as a permanent arrangement
- Modify the schedule
- Discontinue the schedule if it is determined to negatively impact operations or public service.

The City reserves the right to terminate or modify an alternate work schedule **at any time.**

Police Department Employees

The Salem Police Department will follow the Salem “Personnel Policies and Procedures Manual” for most general applications. However, certain applications of policies/procedures are unique to a Police Department. In any case of conflict of policies, The Salem Police Department Policies and Procedures will supersede those of the Salem Personnel Policies and Procedures Manual.

Public Works Employees

Public works employees have working hours that vary considerably due to the nature of the activities. Most cemetery, park, and public works employees' normal operating hours are 8-hour shifts with lunch and breaks to be determined by the Department Head, Monday through Friday.

Public works employees will need to refer to their Department Head for further information regarding shifts and attendance requirements.

Breaks/Rest Periods

You shall receive two (2) fifteen (15) minute or one (1) thirty (30) minute rest breaks each day. Normally these rest breaks will be scheduled in mid-morning and/or mid-afternoon. These will be determined by your Department Head. If you work in a department where breaks are not directly assigned, please coordinate with your co-workers to maintain adequate coverage at all times. Always be sure to return to work on time at the end of any break. These breaks are paid breaks, and you are not required to clock in or out for these break periods.

In the unlikely event of an emergency or unusual condition, your Department Head may ask you to change or postpone your break in order to finish a particular project.

Lunch Period

The time when lunch periods are scheduled varies between departments, depending on the needs of each department but will be no more than one (1) hour. Your Department Head will give you your unpaid lunch period schedule.

You are not allowed to “skip lunch” to make up any hours, to leave early, or to come in late without prior authorization from your Department Head.

Lunchroom Facility

For your convenience and comfort, the City of Salem provides a break room equipped with ample seating, microwave ovens, and a refrigerator for employees who want to bring their lunch from home. This area is for everyone's use. It is your responsibility to do your part in keeping this facility clean and sanitary. Please clean up after yourself and kindly remind others if you see them not keeping up with the teamwork.

Unexpected Absence or Tardiness or Inability to Complete a Shift

If you are unexpectedly unable to report to work, or if you will arrive late, you must personally contact your Department Head immediately. If you are unable to get a hold of your Department Head, contact the City Administrator to advise of your absence or the tardiness.

- Give your Department Head as much time as possible to arrange for someone else to cover your position until you arrive.
- If you know in advance that you will need to be tardy or leave early, you should discuss this with your Department Head as soon as you can.
- You must contact your Department Head no later than the beginning of your scheduled shift unless circumstances prohibit the same.
- If you know in advance that you will need to be absent, you are required to request this time off directly from your Department Head.

Absence from work for one (1) day without notifying your Department Head or the City Administrator (no call, no show) will be considered a voluntary resignation unless the City has reason to know it is a protected leave or for other good cause as determined by his/her Department Head.

Excessive Absenteeism or Lateness

Five (5) absences in a 90-day period, or a consistent pattern of absence, will be considered excessive, and the reasons for the absences may come under question in accordance with applicable law. Tardiness or leaving early is as detrimental to the City of Salem as an absence. Three (3) such incidents in a 90-day period will be considered a "tardiness pattern" and will carry the same weight as an absence. Other factors, like the degree of lateness, may be considered.

Be aware that excessive absenteeism, lateness, or leaving early may lead to disciplinary action, up to and including dismissal depending on the circumstances.

Record of Absence or Lateness

Your Department Head will make a note of any absence or lateness, and the reason, in your confidential personnel file. Your attendance record will be considered when evaluating requests for promotions, transfers, leaves of absence, and approved time off, as well as scheduling layoffs, etc.

Paid Time Off Benefits and Policies

Regular, full-time employees have some paid time off benefits. We provide:

Paid vacation time off accrual.

Paid sick time off accrual.

Except for a holiday, time off for any reason during a working day will count against your allotted sick days or vacation time, as appropriate, in hourly, quarter day, half day, or full day increments as requested by the employee. Thereafter, unless specifically exempted, any time off will be without pay and may lead to disciplinary action, up to and including dismissal depending on the circumstances.

Eligibility

If you are a full-time employee, you will enjoy all of the paid time-off benefits described in this manual as soon as you meet the eligibility requirements for each particular paid time-off benefit.

No benefits are available to you during your introductory period, except as otherwise provided by law. One exception to this is health care benefits. City employees are eligible for health care benefits after three months of employment.

Temporary employees are not eligible for benefits.

Vacations

Only regular full-time employees are eligible for paid vacation. Full-time employees holding a permanent status position are eligible to accrue vacation for each calendar week of service from the date of hire. However, employees are not eligible to use or be paid for vacation time during their introductory or probationary period. The vacation accrual rate is based on your length of employment, as follows:

Years Of Employment	Per Week Accrual Rate (In Hours)	Total Accrual Per Year (In Days)
Up to 1 (one)	.77	5 (40 hours)
2 (two) through 4 (four)	1.54	10 (80 hours)
5 (five) through 9 (nine)	2.31	15 (120 hours)
10 (ten) through 14 (fourteen)	2.77	18 (144 hours)
15 (fifteen)+ years	3.08	20 (160 hours)

Vacation Policies

All full-time employees of the City of Salem who have accumulated vacation are encouraged to use that time.

Any or all of the unused vacation time may be accumulated until the total amount of vacation available to the employee is equal to two (2) times the amount of vacation earned by the employee in the previous year. No additional vacation time shall accrue until such time that the employee uses vacation time.

Any or all of the unused vacation time may be “cashed in” for pay on the employee’s anniversary date at their normal rate of pay. Any unused vacation time is paid out upon termination, voluntary or otherwise.

Holidays

Only full-time employees are eligible for holiday pay.

Recognized Holidays

All full-time employees of the City shall receive normal compensation for the thirteen legal holidays listed below and any other days or part of a day during which the public offices of the City shall be closed by special proclamation of the Mayor with approval of the Board. The following holidays are recognized by the City of Salem as paid holidays:

New Year’s Day	January 1st
Martin Luther King Day	Third Monday in January
President’s Day	Third Monday in February
Memorial Day	Last Monday in May
Juneteenth	June 19th
Independence Day	July 4th
Labor Day	First Monday in September
Columbus Day	Second Monday in October
Veteran’s Day	November 11th
Thanksgiving Day	Last Thursday in November
Day after Thanksgiving Day	Last Friday in November
Christmas Eve Day	December 24th
Christmas Day	December 25th

Holiday Policies

The Police Department does not cease operation during these days. If a holiday falls on a Saturday, the Friday before the holiday will be observed. If a holiday falls on a Sunday, the Monday after will be a holiday.

If a holiday occurs during your scheduled vacation, you are permitted to take an extra day of vacation or be paid for that holiday and not have it count as vacation.

In order to qualify for holiday pay, you must work the scheduled workday immediately before and after the holiday. Only excused absences will be considered exceptions to this policy. You are not eligible to receive holiday pay when you are on a leave of absence.

Paid Sick Time

These general guidelines shall be considered administrative rules and regulations and shall be adhered to as closely as possible by all departments with regard to the use and accrual of Sick Time. Authorizing Officers include the Mayor, Board of Aldermen, and City Administrator.

Sick Time Accrual

Years Of Employment	Per Week Accrual Rate (In Hours)	Total Accrual Per Year (In Days)
Up to 1 (one)	.92	6 (48 hours)
2 (two) + years	1.85	12 (96 hours)

- Up to thirty (30) days sick time may be accumulated by each employee or, at the option of the employee, any unused sick time may be paid on April 1st of each year hereafter.
- Sick time shall not accrue to any employee while he/she is on leave-of-absence without pay.

Use of Sick Time

- Unless circumstances prohibit the same, employees needing to take sick time should notify their supervisor as far in advance of the starting time as possible but no later than one (1) hour before the normal starting time of the first working day of absence and, if possible, on each succeeding sick day. Failure to do so may result in sick time not being granted and possible disciplinary action.
- Sick time taken for three (3) or more consecutive workdays will require a statement from a medical physician.
- Sick time may be used for the employee or a dependent family member.
- When an insufficient sick time balance remains to cover the absence of an employee, the remainder shall be charged to accumulated vacation, if there is no accumulated vacation time available, the time away from work will be unpaid.
- Upon termination of employment with the City of Salem, the employee's accrued sick time will be paid at their normal rate of pay.
- Sick time will not be used for purposes to compute overtime.
- Abuse of the sick time privilege can result in dismissal.

Returning to Work after use of Paid Sick Time

If you are absent five (5) or more days because of your own illness and are under the care of a physician during that time, you will be required to provide written documentation from a doctor that you are able to resume normal work duties before you will be allowed to return to work. You will be responsible for any charges made by your doctor for this documentation.

Personal Days

Each full-time employee who has completed their probationary period is eligible for ~~2 Personal Days per year~~ **sixteen (16) hours of Personal Leave per calendar year**. ~~Personal Days must be~~

used each year and will not accrue. Personal Days are not paid out upon leaving employment with the city.

Personal Leave is provided for personal matters that require the employee to be absent from work and is subject to supervisory approval.

Accrual and Use

Personal Leave is granted annually and **does not accrue from year to year**. Any unused Personal Leave at the end of the calendar year shall be forfeited.

Personal Leave shall be **tracked and deducted in hours**.

Use Under Alternate Work Schedules

For employees working alternative schedules, including four (4) ten-hour days:

- Personal Leave shall be charged based on the **number of hours the employee was scheduled to work on the day leave is taken**.

Examples:

- Employee on a **5 x 8 schedule** uses one full day → **8 hours deducted**
- Employee on a **4 x 10 schedule** uses one full day → **10 hours deducted**

Partial day absences shall be deducted in hourly increments consistent with the employee's scheduled workday.

Separation from Employment

Personal Leave has **no cash value** and **will not be paid out upon separation from employment** with the City.

Funeral (Bereavement)

You are entitled to take up to three (3) workdays with pay to attend the funeral and take care of personal matters related to the death of an eligible member of your immediate family. Eligible members of your immediate family include wife, husband, mother, father, brother, sister, son, daughter, mother-in-law, father-in-law, son-in-law, daughter-in-law, grandparents, grandchildren, stepmother, stepfather, brother-in-law, or sister-in-law. Only regular full-time employees are eligible for paid funeral leave.

With your department head's approval, you may take up to one full day without pay to attend funerals of other relatives and friends. If you prefer, a day of earned vacation or sick leave may be used for this purpose.

Paid time under this policy is given over and above any time allowed and earned under our personal leave policy, meaning that any approved bereavement leave does not count against your personal accrued leave.

Pay for a funeral leave will be made for actual time lost from work. If the death occurs at a time when work is not scheduled, payment will not be made. If a holiday or part of your vacation occurs

on any of the days of absence, you may not receive holiday or vacation pay in addition to paid funeral leave.

An excused absence for family death may not be retroactive, postponed, or split.

Election Day

Under Missouri law an employee is entitled to three hours off from work with pay in order to vote, unless the employee has three consecutive hours of nonworking time while the polls are open. The provision applies to any election in which the employee is eligible to vote.

Prior to Election Day, the employee must notify their Department Head that time off is needed. The Department Head has the right to specify the three hours that may be taken off. No employee may be discharged or otherwise penalized for taking time off to vote (MO Rev. Stat. 115.639)

Jury Duty

An employee shall be granted leave with pay when required to be absent from work for jury duty or as a trial witness. Compensation for such leave shall be limited to the difference between pay received for this service and normal duty pay. Employees must endorse stipend check to the city.

Upon receiving a notice for jury duty, you must provide us with a copy of the notice as soon as possible.

You must report for work if you are released from jury duty before the end of our workday or if you are temporarily released from jury duty.

Administrative Leave

Exempt employees do not receive overtime, however, are expected to work no less than forty hours per week. As compensation for additional hours worked over forty each exempt staff will accrue 1.54 hours of administrative leave per week in addition to their normal vacation and sick time accrual.

Leave Accrual and Usage Under Alternate Work Schedules

Vacation, sick leave, compensatory time, and other accrued leave benefits are earned and maintained in hours rather than days to ensure equal treatment among employees regardless of work schedule.

Leave Accrual

Employees working either:

- Five (5) eight-hour days, or
- Four (4) ten-hour days

shall accrue leave at the same hourly rate based on length of service.

Accrual rates listed in this manual remain unchanged because they are calculated on a weekly hour basis rather than by day worked.

Leave Usage

Leave shall be deducted from an employee's accrued balance based on **the number of hours the employee was scheduled to work on that day.**

Examples:

<u>Schedule</u>	<u>Hours Charged for One Day of Leave</u>
<u>5 x 8 schedule</u>	<u>8 hours</u>
<u>4 x 10 schedule</u>	<u>10 hours</u>

Partial Day Leave

Partial day absences will be deducted in hourly increments consistent with the employee's scheduled workday.

Example: Employee working 10-hour day leaves after 6 hours worked → **4 hours leave used**

Holidays Under Alternate Schedules

City holidays are compensated at **eight (8) hours of holiday pay.**

If an employee normally works a **10-hour day** on the holiday:

Options may include:

1. **Work the remaining two (2) hours that day if operationally feasible, or**
2. **Use two (2) hours of accrued leave, or**
3. **Adjust schedule within the same pay week with supervisor approval.**

Department Heads shall ensure scheduling fairness and continued public service coverage.

Unpaid Time Off Policies

Under the following circumstances, an employee may take time off without pay while still retaining their employment at the City of Salem.

Unpaid Leaves of Absence

Occasionally, for medical, personal, or other reasons, you may need to be temporarily released from the duties of your job with the City of Salem but may not wish to submit your resignation. Under certain circumstances, you may be eligible for an unpaid leave of absence.

There are several types of unpaid leaves which you may be eligible for:

Family Medical Leave of Absence (FMLA)¹

Refer to City of Salem's separate FMLA policy.

Educational Leave of Absence

The City Administrator may authorize special leaves of absences, with or without pay, for any period not to exceed six calendar months in any one calendar year for attendance at a school or university for the purpose of training in subjects relating to the work of the employee and which will benefit the employee and the City service.

Military Leave of Absence

The City of Salem complies with the Uniformed Services Employment and Reemployment Rights Act (USERRA) will not discriminate against individuals on the basis of membership in the uniformed services.² Therefore, military leave of absence will be granted to employees who are absent from work due to service in the United States uniformed services.

An employee who is a member or who may become a member of the National Guard, or Air National Guard of Missouri, or any organized component of the Armed Forces of the United States shall be entitled to leave of absence from their respective duties, without loss of time, pay, regular leave, impairment of efficiency rating, or of any other rights or benefits, to which otherwise entitled, for all periods of military services during which they are engaged in the performance of duty or training in the service of this state at the call of the governor and as ordered by the adjutant general without regard to length of time, and for all periods of military services during which they are engaged in the performance of duty in the service of the United States under competent orders for a period not to exceed a total of one hundred twenty hours in any federal fiscal year.

² Nothing within this Section is intended nor shall it be interpreted to expand the protections under USSERA. All terms used in this Section shall have the same definition and meaning as under USSERA statutes and regulations. This Section is intended to provide an explanation of the protections under USSERA and explain the City's procedure for granting and monitoring USSERA leave and has been drafted to comply with USSERA. The City shall apply and interpret this Section consistent with the laws and rules in effect. The full text for USSERA may be obtained from the City Clerk, assigned designee, or online at www.dol.gov.

Employees on longer military leave “not to exceed five (5) years” must apply for reinstatement in accordance with USERRA and all applicable state laws. In addition, subject to certain exceptions permitted by USERRA, employees returning from military leave will be placed in the position they would have attained had they remained continuously employed or in the position which the employee was employed on the date of commencement of the service, or in a comparable position, depending upon the length of military service and other factors allowed under USERRA. Such employees will be treated as though they were continuously employed for purposes of determining seniority and benefits based upon length of service.

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Wage & Salary Policies

The City of Salem applies the same principles of fairness and external comparability to all employees, regardless of organizational level, sex, religion, national origin, age, color, race, or any other characteristic protected by law.

Basis for Determining Pay

Your pay is influenced by the following factors:

- The nature and scope of the job
- Individual performance
- Available budget dollars

Pay Period & Hours

Our payroll work week begins on Thursday at 12:01 a.m. and ends on Wednesday at 12:00 midnight.

Pay Cycle

Payday is normally on Wednesday for services performed for the one (1) week period ending the previous Wednesday at 12:00 midnight.

Efforts will be made to communicate any changes in advance that would interfere with the normal payday.

Paycheck Distribution

Direct deposit is required of all employees and payroll checks will be deposited directly into an employee's chosen financial institution.

Overtime Pay and Compensatory Time

From time to time, it may be necessary for you to perform overtime work in order to complete a job on time. All overtime must be approved in advance by your Department Head. Working overtime without advance approval shall result in disciplinary action up to and including termination. When you are asked to work overtime, you are expected to cooperate as a condition of your employment.

The standard work week for employees, other than exempt employees, is five (5) days or a total of forty (40) hours per week. Exempt employees should work those hours necessary to assure the satisfactory performance of their departments, but not less than forty (40) hours per week. Exempt employees shall not be entitled to overtime pay under the provisions of this section.

The Department Head shall assign to each employee regular work duties and responsibilities, which can normally be accomplished within the established workday and work week. However, occasionally some overtime work may be necessary for proper performance of work duties and responsibilities.

When employees are required to work extra or prolonged shifts, the Department Head may authorize compensatory time off, if possible, or overtime pay in the event that the Department Head

is unable to provide the employee with time off. If providing compensatory time, the Department Head shall announce that compensatory time not overtime will be provided prior to the employee agreeing to work overtime. The rate of pay for compensatory time off or overtime shall be one- and one-half times the employee's regular pay scale basis. Holiday and vacation days will be considered actual hours worked when computing overtime for all full-time hourly employees.

For employees working compressed schedules (four 10-hour days), overtime shall be calculated only for **hours worked in excess of forty (40) hours in the established work week.** Working more than ten hours in a single day **does not automatically constitute overtime unless total hours worked exceed forty hours within the payroll week.**

Compensatory Time is capped at the Federal Cap of 240 hours.

Weather Compensatory Time

There are many essential City of Salem functions and services that are expected to continue to operate during inclement weather conditions. If the Mayor or President of the Board of Aldermen declares an inclement weather-related work delay, early dismissal, or cancellation, compensation for employees will be calculated as follows:

1. Support personnel not required to work during a work delay, early dismissal, or cancellation will receive pay for their normal daily schedule at the employee's normal rate of pay. Employees should report all hours actually worked for the day on time cards and use pay code WTHR for any hours of the day covered by a delay, early dismissal, or cancellation of work to offset the number of hours worked in the normal daily schedule. The total number of WTHR hours cannot exceed the number of hours in the scheduled workday. Any employees who do not report to work for the day will be required to charge such absences to appropriate accumulated leave time or if necessary, leave without pay for that portion of the day not covered by WTHR time.
2. Essential personnel who are required to work during a work delay, early dismissal, or cancellation will, in addition to compensation for actual hours worked (including overtime, if eligible), be allowed comparable time off from work with approval of the employees' supervisor, for their normal scheduled daily hours, within the six (6) month period following the work delay, early dismissal, or cancellation. However, in no event shall time off be authorized in such a manner as will result in the payment of overtime compensation.

Annual Longevity Pay

All Full Time Employees as defined in this Employee Manual will receive Annual Longevity Pay at a rate of \$41.60 for each completed year of service, up to a maximum annual payment of \$832.00 (20 years of service).

Work Performed on City Holidays

Full-time "non-exempt" employees who work on a city holiday will receive their normal wages for the paid holiday, plus they will be paid their overtime rate for hours worked, if the time worked

qualifies for overtime pay or compensatory time.

Individual Pay

An individual's pay will depend on his/her sustained performance over time. Through individual performance and by increasing job responsibilities or moving to higher level jobs, designated by your Department Head, pay may be increased. Merit increases from one step to the next are only considered after the employee has received his/her annual performance evaluation and has received at least a rating of standard.

Computing Pay of Salaried Employees

Should you be one of our "salaried" employees whose pay is not based on an hourly rate, there may be times when it is necessary to compensate you for some daily or hourly pay. When this is necessary, the City will compute your time on the basis of a forty (40) hour work week.

On Call-Back Pay

Occasionally, you may be assigned by a supervisor or Department Head to return to work after you have left the premises for the day. If you are on-call, the period for such service will be one week starting the last day of the previous pay period after working hours and you will be compensated \$25 per day for each day that you are on-call. Staff who are on-call will not be allowed to use vacation or other leave without prior approval by their Department Head and City Administrator. If you are called into work during this time, you will be guaranteed a minimum of two (2) hours of pay. If you work longer than two (2) hours, you will be paid for the time you actually work.

All on-call assignments must be made by a Department Head. When an employee is assigned to be on-call, the employee must not travel outside of the area or to a location that would prevent him/her to respond to a call for service. The employee must have a communication device with him/her at all times during their assigned call out period, 24-7, so that they can be reached in case of a call out. In addition, the employee must remain drug and alcohol free during the entire on-call assignment, so they are physically able to respond to a call for service and be able to drive a vehicle. Employees may not make arrangements for others to assume their on-call duties without a supervisor's approval.

If the on-call employee does not respond for any reason to a call for service, within 30 minutes, the employee forfeits all on-call compensation for that day except for any hours actually worked. In such an event, the on-call compensation will be paid to the employee that responds to the call for service, along with any overtime accumulated as a result of the call for service.

Error in Pay

Every effort is made to avoid errors in your paycheck. If you believe an error has been made, tell your Department Head immediately. He or she will take the necessary steps to research the problem and to ensure that any necessary correction is made properly and promptly.

Mandatory City, State, and Federal Deductions

The City of Salem is required by law to make certain deductions from your paycheck each time one

is prepared. Among these are your federal, state, and local income taxes and your contribution to Social Security as required by law. These deductions will be itemized on your check stub. The amount of the deductions may depend on your earnings and on the information you furnish on your W-4 form regarding the number of dependents/exemptions you claim. Any change in name, address, telephone number, marital status or number of exemptions must be reported to the City clerk immediately, to ensure proper credit for tax purposes. The W-2 form you receive for each year indicates precisely how much of your earnings were deducted for these purposes.

The city requires the employees to contribute to the LAGERS pension plan. This deduction, to be withheld from your paycheck, will be made at the rate of 4 percent of gross pay. Such withholding for LAGERS will begin when the employee's probationary period ends.

Wage Assignments (Garnishments)

In the case of a court-ordered deduction, this will be taken from your paycheck automatically. You will be notified that the garnishment has been ordered.

According to the Federal Wage Garnishment Act, three (3) or more garnishments may be cause for dismissal.

Insurance Coverage Benefits and Policies

Eligibility

If you are a full-time employee, you will enjoy all the insurance benefits described in this manual as soon as you meet the eligibility requirements for each particular insurance policy.

Part time, Seasonal, and Temporary employees are not eligible for insurance benefits, unless otherwise stated by law and are eligible for Government Required Coverages.

Group Insurance

The City of Salem is interested in the health and well-being of both you and your family. A comprehensive health and life insurance program is available for you and your family. All full-time employees are eligible for health insurance after three months of employment. All full-time employees are eligible for the group term life after six months of employment. At that time, you may choose to accept the insurance coverage, or not.

The City of Salem provides the following insurance benefits, as defined and limited in the literature provided by the insurance provider(s):

- Health Insurance
- Group Term Life Insurance

If you choose insurance coverage, our insurance company provides a booklet describing your benefits; a copy of this will be given to you when you join the program.

Health Insurance

The City pays a portion of the insurance premiums for full-time employees. For more information about Health Coverage and the portion to be paid by the employee please see the City Clerk. The employee will be responsible for 100 percent of the insurance premiums for any eligible dependents. This premium can be withheld through a payroll deduction.

In the event of your termination of employment with the City of Salem or loss of eligibility to remain covered under our group health insurance program, you and your eligible dependents may have the right to continued coverage under our health insurance program (COBRA) for a limited period of time at your expense.

Life Insurance

If you are a full-time employee of the City of Salem, you are covered by our group life insurance. This insurance is payable in the event of your death from any cause, at any time or place, while you are insured. Payment will be made to the beneficiary, as designated by you. You may change your beneficiary whenever you wish by submitting the appropriate documents to the City Clerk. Refer to the literature provided by our current insurance company for details on your life insurance coverage.

Your life insurance will terminate when you cease to be employed as a regular full-time employee

eligible for the insurance.

Optional Additional Coverage

Employees may obtain additional insurance coverage for their family by making the appropriate application with the current provider and agreeing to a deduction from their paycheck to pay the additional premium. All premiums for such coverage will be the responsibility of the employee. Other insurance options are available at the employee's expense.

Government Required Coverage

Workers' Compensation

The Missouri Workers' Compensation Law is a no-fault insurance plan which is supervised by the state and one hundred percent (100%) paid for by the City of Salem. This law was designed to provide you with benefits for any injury which you may suffer in connection with your employment. Under the provisions of the law, if you are injured while at work, you are eligible to apply for Workers' Compensation.

The following steps must be followed in the event of an on-the-job accident:

1. All injuries, no matter how slight, must be reported immediately to your supervisor. If the supervisor is not available, the employee must contact the City Clerk to report the injury/illness.
2. Employees are required to fill out a Report of On-the-Job Injury/Illness Form within 24 hours of injury/illness.
3. Supervisors must fill out the Supervisor's Incident/Accident Report Investigation Report.
4. Have any witnesses write statements of what they heard or saw as soon as possible.
5. If applicable, take photos of the scene of the incident.
6. Employees are required to submit a drug test within 24 hours of the incident.
7. All medical appointments (excluding emergencies) will be approved and/or scheduled by the City Clerk.
 - a. Emergency Examples
 1. Acute spine/neck injury
 2. Amputation
 3. Broken/exposed bones
 4. Chemical Exposure
 5. Chest pain
 6. Electrocution
 7. Crush injuries
 8. Severe bleeding
 9. Severe burns
 10. Severe seizure
 - b. In the event the City Clerk is unavailable at the time of injury/illness, the department supervisor has the authority to approve appropriate medical care.

8. Employees must follow chain of command to assure consideration under Worker's Compensation Insurance, should complications develop later.

All injuries, no matter how slight, must be reported immediately following the above requirements.

Unreported on-the-job injuries may result in the loss of potential workers' compensation benefits and is a violation of this policy and will subject the employee to disciplinary action. Employees should contact the City Clerk with questions about the workers' compensation insurance program.

The City of Salem and its insurance carrier shall not be responsible for the payment of workers' compensation benefits for any injury that arises out of an employee's voluntary participation in any off-duty recreational, social, or athletic activity that is not part of the employee's work-related duties.

~~While on worker's compensation, an employee shall accrue vacation time and sick time.~~

Leave Status While Receiving Workers' Compensation

Employees unable to work due to an approved workers' compensation injury shall be placed on workers' compensation medical leave.

During this period:

Health Insurance

The City will continue its normal employer contribution toward employee health insurance for a period of **up to twelve (12) weeks**, consistent with FMLA eligibility where applicable.

The employee remains responsible for their regular payroll contribution.

If payroll deductions cannot occur due to lack of wages, the employee must remit payment directly to the City to maintain coverage.

Accrual of Leave

Consistent with current policy:

Employees **continue to accrue vacation and sick leave while receiving workers' compensation benefits.**

Use of Accrued Leave

Employees may elect to use accrued sick leave or vacation leave to supplement workers' compensation wage replacement benefits, subject to state law and insurance carrier rules.

Retirement Contributions

LAGERS retirement contributions will be made **only on wages actually paid by the City**, not on workers' compensation wage replacement benefits unless otherwise permitted by the retirement system.

Return to Work

Employees released by a treating physician for **light duty or modified duty** may be assigned

temporary duties when available.

Failure to accept reasonable modified duty may impact eligibility for continued benefits under workers' compensation laws.

Unemployment Compensation

The City of Salem provides unemployment insurance protection for its employees.

Social Security & Medicare

The United States Government operates a system of contributory insurance known as Social Security. As a wage earner, you are required by law to contribute a set amount of your weekly wages to the trust fund from which benefits are paid. As your employer, the City of Salem is required to deduct this amount from each paycheck you receive. In addition, the City of Salem matches your contribution dollar for dollar, thereby paying one-half of the cost of your Social Security and Medicare benefits.

Benefits Under Alternate Work Schedules

Employees working an approved alternate work schedule remain classified as **full-time employees** provided they work at least forty (40) hours per week.

All benefits including:

- Health insurance
- Life insurance
- Retirement benefits (LAGERS)
- Workers' compensation coverage
- Vacation and sick leave accrual

shall remain unchanged and shall not be reduced based solely on participation in a compressed work schedule.

Retirement Benefits and Policies

Retirement Plan

The City of Salem is a “political subdivision” as defined in Section 70.600 through 70.760, RSMo. and elects to have all its eligible employees who work at least 1500 hours annually, covered by the Missouri Local Government Employees’ Retirement System (LAGERS). Missouri LAGERS is a statewide, non-profit retirement system for local government employees. The program was created and is regulated by the Missouri revised statutes.

Following the employees’ introductory period of six months, all full-time employees will automatically become members of the Missouri LAGERS covered under the benefit program L-6.

The City of Salem currently elects that 100 percent of prior employment be considered for prior service credit in computing benefits and contributions to the system and requires the covered employee to contribute 4 percent of their gross wage.

The appointed payroll clerk is authorized and directed to deduct from the employees’ wages and salaries the member contributions as required by the plan and to promptly remit the deductions to the retirement system together with the employer contributions.

The benefits of the Missouri LAGERS plan are available to you in the City Clerk’s office. Please contact your Department Head to obtain a copy of this document for you. The details contained within these documents are the only benefits available and any interpretation or questions will be referred to LAGERS for resolution. Information can be obtained from the Missouri LAGERS at PO Box 1665, Jefferson City, MO 65102, (573) 636-9455.

The City of Salem also provides an Employee 457b plan. This is a voluntary program allowing employees to contribute additional amounts to their retirement planning. Interested employees should reach out to the City Clerk for the contact information for this plan.

Statement of Employee Retirement Income Security Act (ERISA) Rights

As a participant in the City of Salem Employees' Retirement Plan, you are entitled to examine the plan documents and the annual report and plan description filed with the U.S. Department of Labor. This inspection may be made during normal business hours; ask your Department Head to make arrangements for you with the City Clerk.

Employee Evaluations

The city believes in providing all employees with a fair and honest evaluation of their performance. Employee evaluations help develop a common understanding between employees and their supervisors about the performance factors and goals that will be measured. These evaluations are for the purpose of measuring employees' level of knowledge, skill, and progression as it relates to their job and the City's expectations, and to help employees develop to their full potential.

Employees shall be evaluated by their Department Head each year on or near the employee's anniversary of the date of hire. The Director of Public Works or the City Administrator shall conduct the evaluations of the Department Heads and the City Administrator shall conduct the annual evaluation of the Director of Public Works. The annual evaluation shall consist of a standardized evaluation form approved by the City Administrator. Employees may be evaluated more frequently at the discretion of their supervisor.

If an employee is found to be less than proficient, the Department Head and employee will define a growth plan for the employee's future performance. At the next evaluation, if the employee is still found to be less than proficient, the Department Head will discuss with the employee either a revised growth plan or disciplinary action which may result in termination. Nothing within this Section prohibits the City from terminating employment earlier if the circumstances justify the same in accordance with this manual.

Employee advancement and/or pay increases will be based upon a merit system relying on the employee's evaluation. While all employees may receive a Cost-of-Living Adjustment (COLA) if approved by the board during the annual budgeting process, only those scoring at a "Standard" or "Above Standard" level may receive merit increases after their annual evaluation. For supervisors, the properly completed evaluations of their subordinates shall be considered as part of their evaluation.

Workplace Safety and Welfare Policies

Anti-Harassment Policy

Each individual has the right to work in a professional atmosphere that promotes equal employment opportunities and prohibits unlawful discriminatory practices, including harassment. Therefore, the City of Salem expects that all relationships among people in the office will be business-like.

The City has developed this policy to ensure that all its employees can work in an environment free from unlawful harassment, discrimination, and retaliation as defined below. We will make every reasonable effort to ensure that all concerned are familiar with these policies and are aware that any complaint in violation of such policies will be investigated and resolved appropriately.

Any employee who has questions or concerns about these policies should talk with the City Clerk.

These policies should not, and may not, be used as a basis for excluding or separating individuals of

a particular gender, or any other protected characteristic, from participating in business or work-related social activities or discussions. In other words, no one should make the mistake of engaging in discrimination or exclusion to avoid allegations of harassment. The law and the policies of the City of Salem prohibit disparate treatment on the basis of sex or any other protected characteristic, with regard to terms, conditions, privileges, and perquisites of employment. The prohibitions against harassment, discrimination, and retaliation are intended to complement and further those policies, not to form the basis of an exception to them.

Retaliation

The City of Salem encourages reporting of all perceived incidents of discrimination or harassment, as defined by law. It is the policy of the City of Salem to promptly and thoroughly investigate such reports. We prohibit retaliation against any individual who reports discrimination or harassment or participates in an investigation of such reports.

Sexual harassment

Sexual harassment constitutes discrimination and is illegal under federal, state, and local laws. For the purposes of this policy, “sexual harassment” is defined, as in the Equal Employment Opportunity Commission Guidelines, as unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when, for example: a) submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s employment, b) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual, or c) such conduct has the purpose or effect of unreasonably interfering with an individual’s work performance or creating an intimidating, hostile or offensive working environment.

Title VII of the Civil Rights Act of 1964 recognizes two types of sexual harassment: a) quid pro quo and b) hostile work environment. Sexual harassment may include a range of subtle and not-so-subtle behaviors and may involve individuals of the same or different gender. Depending on the circumstances, these behaviors may include, but are not limited to, unwanted sexual advances or requests for sexual favors; sexual jokes and innuendo; verbal abuse of a sexual nature; commentary about an individual’s body, sexual prowess or sexual deficiencies; leering, whistling or touching; insulting or obscene comments or gestures; display in the workplace of sexually suggestive objects or pictures; and other physical, verbal, or visual conduct of a sexual nature.

This definition is for guidance. Nothing within this definition or this Section or Policy is meant to, nor shall it be deemed to expand what legally constitutes sexual harassment.

Harassment

Harassment on the basis of any other protected characteristic is also strictly prohibited. Under this policy, harassment is verbal, written or physical conduct that denigrates or shows hostility or aversion toward an individual because of his or her race, color, religion, sex, sexual orientation, gender identity or expression, national origin, age, disability, marital status, citizenship, genetic information, or any other characteristic protected by law, or that of his or her relatives, friends, or associates, and that: a) has the purpose or effect of creating an intimidating, hostile or offensive work environment, b) has the purpose or effect of unreasonably interfering with an individual’s

work performance, or c) otherwise adversely affects an individual's employment opportunities.

Examples of harassing conduct includes, but are not limited to, epithets, slurs, or negative stereotyping; threatening, intimidating or hostile acts; denigrating jokes; and written or graphic material that denigrates or shows hostility or aversion toward an individual or group that is placed on walls or elsewhere on the employer's premises or circulated in the workplace, on company time or using company equipment by e-mail, phone (including voice messages), text messages, social networking sites, or other means.

Individuals and Conduct Covered

These policies apply to all applicants and employees, whether related to conduct engaged in by fellow employees or by someone not directly connected to the City of Salem (e.g., an outside vendor, consultant, or customer).

Conduct prohibited by these policies is unacceptable in the workplace and in any work-related setting outside the workplace, such as during business trips, business meetings, and business-related social events.

Reporting an Incident of Harassment, Discrimination or Retaliation

The city encourages individuals who believe they are being subjected to such conduct to promptly advise the offender that his or her behavior is unwelcome and to request that it be discontinued. Often this action alone will resolve the problem. The city recognizes, however, that an individual may prefer to pursue the matter through complaint procedures.

The individual who makes unwelcome advances, threatens, or in any way harasses another employee is personally liable for such actions and their consequences. The City of Salem will not provide legal, financial, or any other assistance to an individual accused of harassment if a legal complaint is filed.

These policies and procedures apply to all officers and employees of the City of Salem including, but not limited to full and part-time employees, elected and appointed officials, permanent and temporary employees, employees covered or exempted from personnel rules or regulations, and employees or contractors working under contract for the City.

Every individual listed in the preceding paragraph will be required to acknowledge his or her receipt of this policy in writing. A copy of that acknowledgment shall be kept on permanent file in the City. Department Heads shall also be responsible for ensuring that all employees under their direction are familiar with this policy.

It is the policy of the City that harassment, as defined herein, by any employee, commission member, board member, mayor, member of the public, or employees of outside organization will not be tolerated. This includes such situations as employment, promotion, wage and salary increase, and any other circumstances that might contribute to an intimidated, hostile, or offensive work environment.

Reporting

The following procedures apply to the filing of a harassment complaint. officers and employees of the City of Salem including, but not limited to full and part-time employees, elected and appointed officials, permanent and temporary employees, employees covered or exempted from personnel rules or regulations, and employees or contractors working under contract for the City have a right to circumvent the employee chain of command in selecting which of the following persons to whom to make a complaint of harassment.

- 1) Any employee who feels they have been subjected to harassment should immediately report the incident to their supervisor. If the supervisor is in any manner a party to the harassment, or does not respond to the employee's request, the employee may directly contact the city administrator. In the event the city administrator is the subject of the complaint, the employee may contact the Mayor. Every supervisor receiving a report that is made against an elected official, shall notify the City Administrator or Mayor.
- 2) Whenever possible, the initial report shall be in writing, setting forth the name of the individual making the complaint, the person(s) who is the subject of the complaint, the date(s) and the nature of the offending actions. The report shall be dated and signed by the employee making the complaint, and the supervisor or other person receiving the complaint. The employee making the complaint shall retain one copy and the person to whom the complaint is made shall retain one copy. If the employee is not contacted by their Supervisor, the City clerk, or the City Administrator within three business days of the filing of the complaint, the employee lodging the complaint shall make direct contact, in writing, with one of those officials.
- 3) Any employee who feels that any person or situation they are exposed to constitute harassment should immediately indicate to the individual(s) involved or their supervisor that the action, words, situation, or other circumstances are unwelcome, and the employee would like them/it to stop or be charged. However, employees are not required to confront the person they feel is harassing them.
- 4) All supervisors who have received a complaint of harassment shall immediately inform the City Clerk, or the City Administrator if the complaint is with the City Clerk, who shall conduct an investigation of the complaint and file a report with the City Administrator, or the Mayor if the complaint is with the City Administrator, (copy to the employee filing the complaint) indicating:
 - a. The findings of the investigation;
 - b. Names of involved individuals;
 - c. Date(s) of incident(s); and
 - d. Proposed action.
- 5) The City Administrator, or the mayor if the complaint is against the City Administrator, shall review the complaint and either approve the recommended action or present for implementation an alternate action.

The penalty for participating in harassment of any kind is as follows:

- 1) Any employee participating in harassment will be subject to strict disciplinary action, which may include termination of employment.
- 2) The Mayor and Board of Aldermen will address disciplinary actions concerning board

members, the Mayor, and members of the public.

Americans with Disabilities Act

It is the policy of the City of Salem that all programs and activities shall be accessible to, and usable by, qualified persons with disabilities, in accordance with the requirements of Section 504 and the ADA.

Workplace Violence

The City of Salem is concerned about the safety of its employees and is committed to maintaining a work environment that is secure and free from incidents of violence. The city will not tolerate incidents of violence; the city will give serious consideration to all reports of incidents of violence and initiate appropriate actions.

As used in this Policy, “incidents of violence” include, but are not limited to: unwelcome forceful, physical touching; intimidating, threatening or hostile actions; intimidating, threatening or hostile communication, whether verbal, non-verbal, or written, made in person, by mail, telephone, computer, facsimile or any other means; vandalism; arson; sabotage; unauthorized possession or use of a weapon on City property or any other similar acts or communication. Employees who engage in incidents of violence will be subject to disciplinary action, up to and including terminations of their employment, and possible criminal charges.

Employees who feel they have been subjected to any incident of violence should immediately report the incident to their supervisor or other management representative. All reports will be promptly investigated. Employees who act in good faith when reporting incidents of violence will not be subject to disciplinary action or retaliation. However, any employee who makes a false or misleading report relating to incidents of violence will be subject to disciplinary action, up to and including termination of employment.

Every employee of the City of Salem plays a role and has a responsibility in maintaining a work environment that is secure and free from incidents of violence.

Inspection of Packages

The City of Salem reserves the right to inspect all packages or closed containers brought into or taken out of the work area. Employees shall have no expectation of privacy in packages or closed containers brought into City facilities.

Security

Maintaining the security of the City of Salem buildings and vehicles is every employee's responsibility. Develop habits that ensure security as a matter of course. For example:

- Always keep cash properly secured. If you are aware that cash is insecurely stored, immediately inform the person responsible.
- Know the location of all alarms and fire extinguishers and familiarize yourself with the proper procedure for using them, should the need arise.
- When you are the last to leave the City's premises make sure that all entrances are

properly locked and secured.

Restricted Areas

In the interest of safety and security, certain portions of the City of Salem's facilities may be restricted to authorized personnel only. Such areas will be clearly marked.

Property & Equipment Care

It is your responsibility to understand and be able to competently operate the equipment you need to use to perform your duties. Good care of any equipment that you use during the course of your employment, as well as the conservative use of supplies, will benefit you and the City of Salem. If you find that a machine is not working properly or in any way appears unsafe, please notify your Department Head immediately so that repairs or adjustments may be made. Under no circumstances should you start or operate equipment you deem unsafe, nor should you adjust or modify the safeguards provided.

Conflicts of Interest Policies

No employee may participate in any program operated by the City of Salem, which could result in monetary or financial gain to that employee. Exceptions to this policy include programs operated by the City of Salem that have regulations that all eligible applicants are treated equally regardless of their employment status with the City.

Political Activity

City employees shall not be appointed or retained on the basis of their political activity. City employees shall not be coerced to take part in political campaigns, to solicit votes, to levy, contribute or solicit funds or support, for the purpose of supporting or opposing the appointment or election of candidates for any municipal office. No City employee shall actively advocate or oppose the candidacy of any individual for nomination or election to any municipal office, but an employee may participate in political affairs at other levels of government, provided such participation does not adversely affect their performance as a City employee. Employees are encouraged to exercise their right to vote in municipal elections.

Failure to comply with these provisions is grounds for immediate dismissal.

Relatives in the Workplace

If you and members of your immediate family are employed full-time by the City of Salem, one may not supervise the other nor may they work in the same department. If the employees are unable to develop a workable solution, the City Administrator will decide which employee may be transferred in such situations. For purposes of this section, your immediate family is defined as wife, husband, mother, father, brother, sister, son, daughter, mother-in-law, father-in-law, son-in-law, daughter-in-law, grandparents, grandchildren, stepmother, stepfather, brother-in-law, sister-in-law, uncle, and aunt. Present employees shall not be discharged because of a violation of this section.

Employees working in the Personnel department may not be related to employees working within

that department.

Fraternization

Employees may date, develop friendships, and relationships both inside and outside of the workplace as long as that relationship does not negatively impact work. Adverse workplace behavior or behavior that affects the workplace that arises because of a personal relationship will not be tolerated.

The exception to this policy relates to managers and supervisors. Anyone employed in a managerial or supervisory role needs to heed the fact that personal relationship with employees who report directly to them may be perceived as favoritism, misuse of authority, or potentially, sexual harassment. Even if no improper conduct occurs, the relationship may cause gossip, hard feelings, dissatisfaction, and distractions among other employees in the workplace. The relationship may appear to other employees as an inappropriate use of a supervisory or managerial position. Any fraternization with an employee who reports to the manager or supervisor is prohibited. The fraternization that is prohibited by this policy includes dating, romantic involvement, and physically intimate relationships. A close friendship with a subordinate or persons who report directly to the supervisor or manager in any reporting relationship is also highly discouraged and may negatively affect the moral or effectiveness of the department.

Outside Employment / Moonlighting

If you are employed by the City of Salem in a full-time position, the city will expect that your position here is your primary employment. Any outside activity must not interfere with your ability to properly perform your job duties at the city.

Full and part-time employees thinking of taking on a second job, must notify their department head immediately. He or she will thoroughly discuss this opportunity with you to make sure that it will not interfere with your job at the city nor pose a conflict of interest.

If you are a full time City employee, you must have prior written approval from the City Administrator to accept outside employment, whether part-time, temporary, or permanent. Approval shall not be granted when such outside employment conflicts or interferes, or is likely to conflict or interfere, with the employee's municipal service. Each change in outside employment shall require separate approval.

Employees may not engage in any private business or activity while on duty. No employee shall engage in or accept private employment or render any service for private interest when such employment or service is incompatible or creates a conflict of interest with his official duties.

Additional Policies

Personal Phone Calls

Employees may carry their personal cell phones at work, however the use of the phones needs to be limited to break times, lunch time, and emergency situations. Refer to the Cell Phone Policy.

City Meetings

On occasion, we may request that you attend a city or City-sponsored meeting. If scheduled during your regular working hours, your attendance is required. If you are a non-exempt employee and the meeting is during your non-working hours and you decide to attend, you will be paid for the time you spend traveling to and from the meeting as well as for time spent at the meeting. (If you are qualified for overtime pay by virtue of working more than 40 hours that work week, then you will receive your overtime rate.)

Department Meetings

From time to time, your Department Head will schedule department meetings before, during, or after work. You are required to be at these meetings. They give you and your fellow workers a chance to receive information on the City of Salem events, to review problems and possible solutions, and to make suggestions about your department or your job.

Failure to attend these meetings may involve a penalty. (If you are qualified for overtime pay by virtue of working more than 40 hours that work week, then you will receive your overtime rate.)

Travel

You will be reimbursed for authorized expenses incurred on behalf of the City and when traveling on City business. All expenses must receive approval through submission of the Travel Reimbursement Form to your Department Head. Refer to the Travel Policy.

Use of City Vehicle

If you are authorized to use a city vehicle for City business, you must adhere to the following rules:

- You must be a licensed driver with a copy of your current license on file with the city.
- You are responsible for following all the manufacturer's recommended maintenance schedules to maintain valid warranties and for following the manufacturer's recommended oil change schedule.
- You are responsible for paying any moving violation tickets. Also, please park appropriately - parking violations will not be paid or reimbursed by the city.
- You must keep the vehicle clean at all times and washed and vacuumed as often as necessary. You will be reimbursed for your reasonable expense of keeping the vehicle clean. Please retain receipt for reimbursement.
- You must not allow persons not authorized or employed by the City of Salem to operate or ride in a city vehicle.
- Prior to operation of any City vehicle, your Department Head will train you in the appropriate steps to take if you are involved in an accident - filling out the accident report, getting names of witnesses, etc.
- Under no circumstances shall family members or friends be transported in City owned vehicles, except in case of emergency or extenuating circumstances, as approved by the City Administrator.

Grievances and Problem Resolution

Whenever you have a problem or complaint, we expect you to speak up and communicate directly with us. You can take the following steps:

1. First, talk to your immediate supervisor or department head. Your department head is most familiar with you and your job and is, therefore, in the best position to assist you. Your department head works closely with you and is interested in seeing that you are treated fairly and properly.
2. If your department head cannot help you resolve the matter, you may speak to the City Administrator, who will give your problem or complaint prompt consideration.
3. If City Administrator feels that the situation warrants further review, he/she will ask the Board of Aldermen for assistance.

Remember - it is always best to resolve problems as soon as possible. Little problems tend to turn into big problems; facts become confused; resentment and anger build up and hinder teamwork and quality customer service.

Misconduct and Disciplinary Actions Policies

Occurrences of any of the following or similar violations, because of their seriousness, may result in immediate dismissal without warning:

- Willful violation of any City practice, rule, policy, or standards of conduct; any deliberate action that detrimental to the City of Salem's efforts to operate efficiently.
- Willful violation of security or safety rules or failure to observe safety rules or the City's safety practices; failure to wear required safety equipment; tampering with the City equipment or safety equipment.
- Negligence or any careless action which endangers the life or safety of another person.
- Being intoxicated or under the influence of controlled substance drugs while at work; use or possession or sale of controlled substance drugs in any quantity while on City premises except medications prescribed by a physician, which do not impair work performance.
- Unauthorized possession of dangerous or illegal firearms, weapons, or explosives on City property or while on duty.
- Engaging in criminal conduct or acts of violence, or making threats of violence toward anyone on City premises or when representing the City of Salem, fighting, or horseplay or provoking a fight on City property, or negligent damage of property.
- Insubordination or refusing to obey instructions properly issued by your Department Head pertaining to your work; refusal to help out on a special assignment.
- Threatening, intimidating, or coercing fellow employees on or off the premises - at any time, for any purpose.
- Engaging in an act of sabotage; willfully or with gross negligence causing the destruction or damage of City property, or the property of fellow employees, citizens, suppliers, or visitors in any manner.
- Theft of City property or the property of fellow employees; unauthorized possession or removal of any City property, including documents, from the premises without prior permission from management; unauthorized use of City equipment or property for personal reasons; using City equipment for profit.
- Dishonesty; willful falsification or misrepresentation on your application for employment or other work records; lying about sick or personal leave; falsifying reason for a leave of absence or other data requested by the City of Salem; alteration of City records or other City documents.
- Violating the non-disclosure agreement; giving confidential or proprietary information to competitors or other organizations or to unauthorized City employees; working for a competing business while the City of Salem employee; breach of confidentiality of personnel information.
- Malicious gossip and/or spreading rumors; engaging in behavior designed to create discord and lack of harmony; interfering with another employee on the job; willfully restricting work output or encouraging others to do the same.
- Immoral conduct or indecency on City property.
- Conducting a lottery or gambling on City premises.

Progressive Guidance Actions

The policy applies to all employees who have completed the probationary period.

This policy pertains to matters of conduct as well as the employee's competence. However, an employee who does not display satisfactory performance and accomplishment on the job may be dismissed, in certain cases, without resorting to the steps set forth in this policy.

Under normal circumstances, Department Heads are expected to follow the three-step procedure outlined below. There may be particular situations, however, in which the seriousness of the offense justifies the omission of one or more of the steps in the procedure, including as described above. Likewise, there may be times when the city may decide to repeat a disciplinary step.

To ensure that the City of Salem business is conducted properly and efficiently, you must conform to certain standards of attendance, conduct, work performance and other work rules and regulations.

When a problem in these areas does arise, your Department Head will coach and counsel you in mutually developing an effective solution. However, if you fail to respond to coaching or counseling, or an incident occurs, requiring formal discipline, the following procedures occur.

Step One: Verbal Warning

Your Department Head will meet with you to discuss the problem, making sure that you understand the nature of the violation and the expected remedy. The purpose of this conversation is to remind you of exactly what the rule or performance expectation is, and to remind you that it is your responsibility to meet that expectation.

You will be informed that the verbal warning is the first step of the discipline procedure. Your Department Head will fully document the verbal warning. Documentation of the incident will remain in the department file and will not be placed in your permanent record unless another disciplinary transaction occurs.

Step Two: Written Warning

If your performance does not improve or if you are again in violation of the City of Salem practices, rules, policies, or standards of conduct, your supervisor, after reviewing the situation with their supervisor, will discuss the problem with you, emphasizing the seriousness of the problem and the need for you to immediately remedy the problem.

Following the conversation, your supervisor will write a memo to you summarizing the discussion. The original memo will go to you and a copy will be routed to the City Clerk's office to be placed in your personnel file.

Step Three: Second Written Warning and leave without pay

If you are again in violation of the City of Salem practices, rules, policies, or standards of conduct, you will be placed on leave without pay and a second written warning will be placed in your personnel file. The second written warning and leave without pay is the third step of the City's disciplinary system.

Employees on leave without pay will spend the time away from work deciding whether to correct the immediate problem and conform to all of the City's practices, rules, policies, and standards of conduct, or to quit and terminate their employment with the City of Salem. The length of this leave will be determined by your Department Head.

If your decision following the leave without pay is to return to work and abide by the City of Salem practices, rules, policies, and standards of conduct, your Department Head will write a letter to you explaining your commitment and the consequences of failing to meet this commitment. You will be required to sign the letter to acknowledge receipt. A copy of the letter will be routed to the appropriate supervisors in the chain of command and the city clerk's office to be placed in your personnel file.

You will be allowed to return to work with the understanding that if a positive change in behavior does not occur, you will be terminated.

Return of City Property

Any City of Salem property issued to you, such as keys, credit or gas cards, equipment, tools, or uniforms, must be returned to the City of Salem at the time of your dismissal or resignation, or whenever it is requested by your Department Head or a member of management. You are responsible for paying for any lost or damaged items. The value of any property issued and not returned may be deducted from your paycheck, in compliance with the Fair Labor Standards Act. You may be required to sign a wage deduction authorization for this purpose. However, you will receive at least minimum wage for every hour worked.

Resignation & Severance Pay

The City of Salem expects that you will give at least two weeks' notice in the event you intend to leave our employment. The city does not pay severance pay. When you leave the City, you will be paid for actual time worked, plus any unused vacation, sick and comp/admin hours, as specified under the current policy.

COBRA

In the event of your termination of employment with the City of Salem or loss of eligibility to remain covered under our group health insurance program, you and your eligible dependents may have the right to continued coverage under our health insurance program (COBRA) for a limited period of time at your expense.

Former Employees

Depending on the circumstances, the City of Salem may consider a former employee for re-employment. Such applicants are subject to the City's usual pre-employment procedures. To be considered, an applicant must have been in good standing at the time of their previous termination of employment with the city and must have provided at least two weeks' advance notice of their intention to terminate their employment with the city.

Reinstatement of Benefits (Bridging)

In the event you return to work for the City of Salem, regardless of the length of your previous employment and length of time since you terminated your employment with the City, your benefits shall accrue as if you were a new/first-time City employee.

Violations of Policies

You are expected to abide by the policies in this Manual. Failure to do so will lead to appropriate disciplinary action. A written record of all policy violations is maintained in each individual's personnel file.

A partial list of causes for possible disciplinary action ("Unacceptable Activities") is presented under "Standards of Conduct" in the "Employment" section of this Manual. This list is not to be considered all-inclusive.

Notice

The City of Salem, at its option, may change, delete, suspend, or discontinue any part or parts of the policies in this Manual at any time without prior notice. However, all employees will be notified of such changes, deletions, suspensions, etc. Any such action shall apply to existing and future employees with continued employment being the consideration between the employer and employee. Employees may not accrue eligibility for monetary benefits that they have not earned through actual time spent at work. Employees shall not accrue eligibility for any benefits, rights, or privileges beyond the last day worked. No one other than the City Administrator or Board of Aldermen of the City may alter or modify any of the policies in this Manual. No statement or promise by a Department Head may be interpreted as a change in policy nor will it constitute an agreement with an employee.

Should any provision in this Employee Manual be found to be unenforceable and invalid, such finding does not invalidate the entire Employee Manual, but only the subject provision.

Receipt & Acknowledgement

This Employee Manual is an important document intended to help you become acquainted with the City of Salem. This Manual will serve as a guide; it is not the final word in all cases. Individual circumstances may call for individual attention.

Because the general business atmosphere of the City and economic conditions are always changing, the contents of this Manual may be changed at any time at the discretion of the City. No changes in any benefit, policy, or rule will be made without due consideration of the mutual advantages, disadvantages, benefits, and responsibilities such changes will have on you as an employee and on the City of Salem.

Please read the following statements and sign below to indicate your receipt and acknowledgement of the City of Salem's Employee Manual.

- I have received and read a copy of the City of Salem Employee Manual dated _____. I also specifically acknowledge that I have read and understand the City's Drug Free Workplace Policy and Harassment Policy and understand my responsibilities as outlined in those policies.
- I understand that the policies, rules, and benefits described in the Manual are subject to change at the sole discretion of the City at any time.
- I understand that the Manual provides general information regarding City rules, expectations, and policies and my rights and responsibilities as a city employee. I further understand that my employment is terminable at-will, by the City, regardless of the length of my employment or the granting of benefits of any kind, including but not limited to retirement benefits, which provide for vesting based upon length of employment or myself.
- I understand that no contract of employment has been expressed or implied, and that no circumstances arising out of my employment will alter my "at-will" employment relationship unless expressed in writing, with the understanding specifically set forth and signed by myself and the Mayor of the City. Nothing in the employee manual shall limit the right to terminate my "at-will" employment, so long as there is no violation of applicable federal and / or state law.
- I understand that, should the content of the Employee Manual be changed in any way, the City may require an additional signature from me to indicate that I am aware of and understand any new policies.

Employee's Printed Name

Position

Employee's Signature

Date

Department Head's Signature

Date

The signed original copy of this agreement should be given to your Department Head— it will be filed in your personnel file.

Project Discussion

MEETING DATE:	25 August 2026
AGENDA ITEM:	Bids
AGENDA TITLE:	Tuck Pointing Bid Approval

ACTION REQUESTED BY:	Steven Paine/Public Works Director
ACTION REQUESTED:	Approval request for Craig Plaza/Admin Bldg Tuck Point Bid
SUMMARY BY:	Steven Paine/Public Works Director

PROJECT DESCRIPTION / FACTS

This staff summary is a request for approval of the bid on tuck pointing Craig Plaza/Admin Bldg for the sole bidder:

One bid was received:

Dunlap Masonry Construction/Craig Plaza: \$62,300.00

Admin Bldg: \$3,000.00

Both bids total: \$65,300.00

PROCUREMENT

Bids were advertised in the paper and were due by 19 August, 2026.

FISCAL IMPACTS

We have \$70,000 budgeted for the Craig Plaza project and a separate \$3,500 budgeted for the admin bldg work.

SUPPORT DOCUMENTS:	Bid from Dunlap Masonry Construction.
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DEPARTMENT'S RECOMMENDED MOTION:	Staff recommends approval of the Dunlap Masonry Construction bid.
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City of Salem
Bid Summary

Project:

Opening Date/Time:

Location:

Tuck Pointing
3:15 P.m. 8-19-2026
Old City Hall, Council Chambers, 202 N. Washington St., Salem

Company	Total Bid Cost
Dunlap masonry Construction	Tuck Pointing 62,300.00
Dunlap masonry Construction	wall and column repair 3000.00

Thomas Kalo
City of Salem

Aug 19, 2026
Date

City of Salem

Bid Opening Sign-in Sheet

Name of Project: Tuck Pointing
Opening Date/ Time: 3:15 P.m. 8-19-2026

Location: Old City Hall, Council Chambers, 202 N. Washington St., Salem, MO

City Project Lead:

[illegible]

CITY OF SALEM
VENDOR AND BID LIST INFORMATION

Date: 8-16-2026

Company Name: Dunlap Masonry Construction

Address: 297 County Rd. 2520

City: Lenox State: MO Zip Code: 65541

CONTACT PERSON FOR BID:

Printed Name Zach Dunlap

Email zedunlap@gmail.com Phone (618) 779 3594

Signature of

Owner/Representative

Zachary C. Dunlap
(Signature)

Zachary C. Dunlap
(Print Name)

Please attach detailed manufacturer's specifications with the minimum required information listed in the bid specifications.

Dunlap Masonry Construction
297 cr2520
lenox, MO 65541 US
6187793594
zcdunlap@gmail.com



ADDRESS

City of Salem administration
building

Estimate 1146

DATE 04/06/2026

ACTIVITY	DESCRIPTION	QTY	RATE	AMOUNT
Wall Repair	Repair brick around structural beams. Clean and relay old brick and wash with a masonry detergent after completion	1	1,200.00	1,200.00
Column repair	Lay a course of 8" split face block on the columns and finish the remaining column height with the bricks that were removed previously. Wash with a masonry detergent after completion.	1	1,800.00	1,800.00

TOTAL \$3,000.00

Accepted By

Accepted Date



Brick

Block

Dunlap Masonry Construction
297 cr2520
lenox, MO 65541 US
6187793594
zcdunlap@gmail.com



ADDRESS
Craig Plaza

Estimate 1159

DATE 08/16/2026

ACTIVITY	DESCRIPTION	QTY	RATE	AMOUNT
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ACTIVITY	DESCRIPTION	QTY	RATE	AMOUNT
Masonry wall restoration	* Location: Wall attached to 103 North 4th Street (Craig Plaza), from existing grade to roof, approximately 144 lineal feet. * Project Description Full restoration of the brick masonry wall, including joint preparation and tuckpointing, wood removal and brick infill, selective brick replacement, limited two-coat stucco application on non-repairable areas, cleaning, and sealing. Work includes all necessary equipment, materials, and site controls. * Scope of Work 1. Mortar Joint Preparation Cut out all mortar joints across the entire wall using a grinder equipped with dust collection via a HEPA vacuum to minimize silica dust exposure. Prepare joints to receive new tuckpointing mortar. Pop 2. Wood Removal Remove all wood currently embedded in or attached to the wall. 3. Brick Infill Fill all wall sections that currently contain or previously contained wood with brick matching the existing color and appearance as closely as practical. 4. Selective Stucco Application If there are questionable areas of the wall determined by closer examination, that are not to be repairable by tuckpointing (as highlighted in the attached photographs), they shall receive a two-coat stucco system. 5. Brick Replacement Remove and replace all loose or heavily damaged bricks that are beyond repair with matching brick. 6. Tuckpointing Tuckpoint all mortar joints with mortar of appropriate type and compressive strength selected for compatibility with the existing masonry to promote long-term durability of the wall. 7. Cleaning Wash the entire wall with an appropriate masonry detergent following completion of repair work. 8. Sealing After cleaning and drying, apply a 10-year siloxane sealer to the entirety of the repaired wall section. * Inclusions - Lift rental - All materials, tools, and equipment - Site preparation - Pedestrian barricades and necessary traffic/pedestrian controls - All labor required for complete performance of the work	1	62,300.00	62,300.00

*** Time**

Approximate start date: October 19.

Approximate completion: prior to December 19.

Start and completion dates are approximate and subject to weather conditions and unforeseen circumstances.

* Notes

- Work shall be performed in accordance with industry best practices for historic or existing masonry restoration, including proper silica dust control.
- Final determination of areas requiring stucco versus tuckpointing and the extent of brick replacement will be confirmed in the field.
- Matching brick and mortar color/texture will be selected to blend with the existing wall as closely as practical.
- 50% deposit required before the start of the project with the remaining balance paid in 25% increments paid 30 days after start date with the remainder due upon completion

TOTAL

\$62,300.00

Accepted By

Accepted Date

1-YEAR LIMITED TUCKPOINTING WARRANTY

Project Type: Historic Soft Brick Masonry

1. Scope of Coverage

The Contractor warrants all newly installed mortar joints against defects in material and workmanship for a period of **one (1) year** from the date of project completion. This warranty covers the labor and materials required to repair or replace any newly applied mortar that experiences premature cracking, crumbling, or debonding from the brick substrate due to installation or material mixing defects.

2. Material Compliance & Breathability

To safeguard the structural integrity of the historic soft brick, the Contractor warrants that a period-appropriate, vapor-permeable lime mortar mix (non-Portland cement dominant) was utilized. This ensures the replacement mortar remains softer and more breathable than the surrounding brick units to prevent future spalling.

3. Express Exclusions

This limited warranty strictly excludes, and the Contractor is not liable for:

- **Brick Spalling & Deterioration:** Any flaking, crumbling, or failure of the original, pre-existing historic brick units themselves.
- **Structural Movement:** Cracking or shifting resulting from foundation settling, structural movement, or seismic activity.
- **Moisture Intrusion:** Internal water damage stemming from roof leaks, faulty gutters, rising damp, or lack of proper flashing.
- **External Abuse:** Damage caused by mechanical impact, aggressive pressure washing, or improper chemical cleanings post-handover.

4. Authorization & Execution

Contractor Signature:

Property Owner Signature:

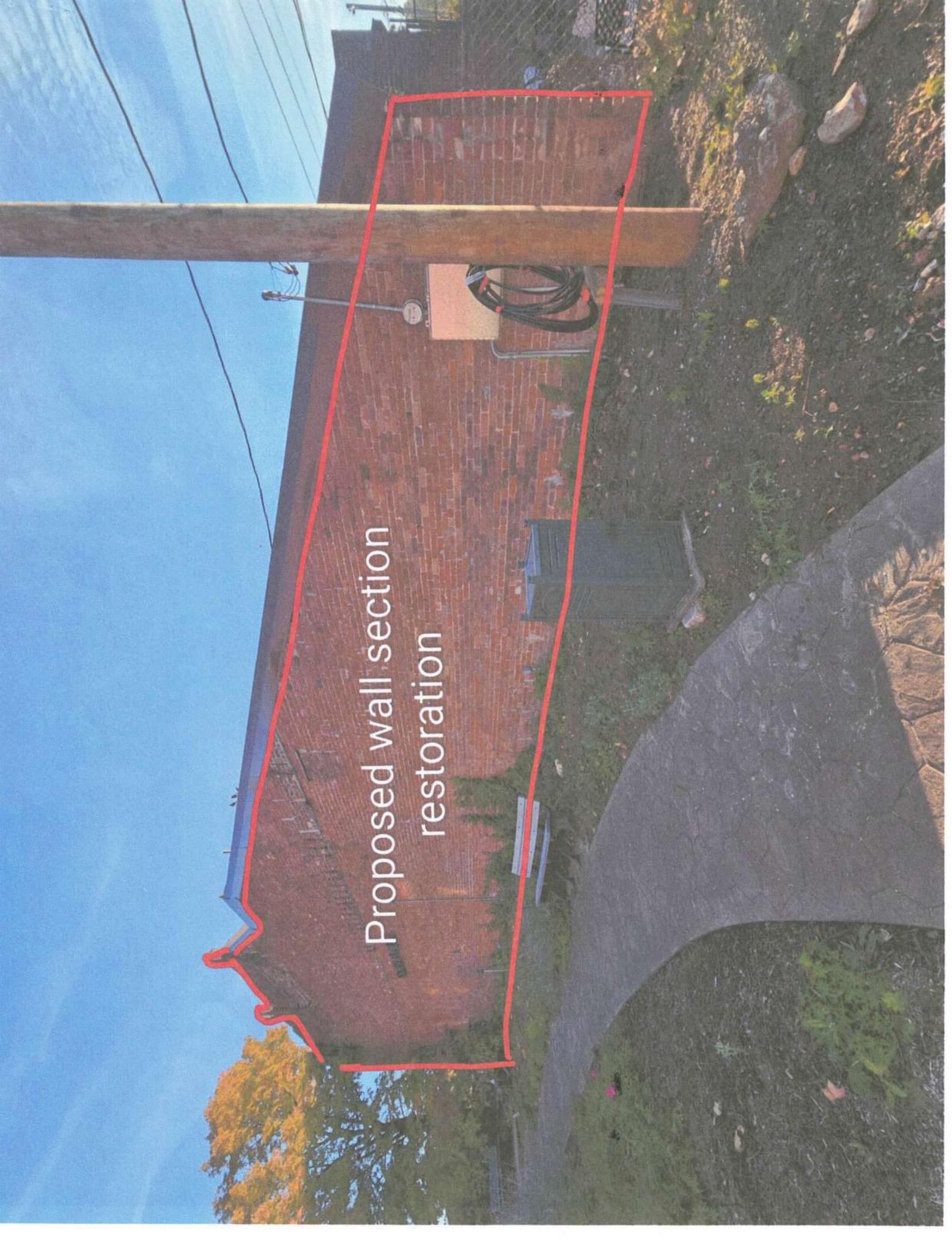
Authorized Representative

Client / Owner

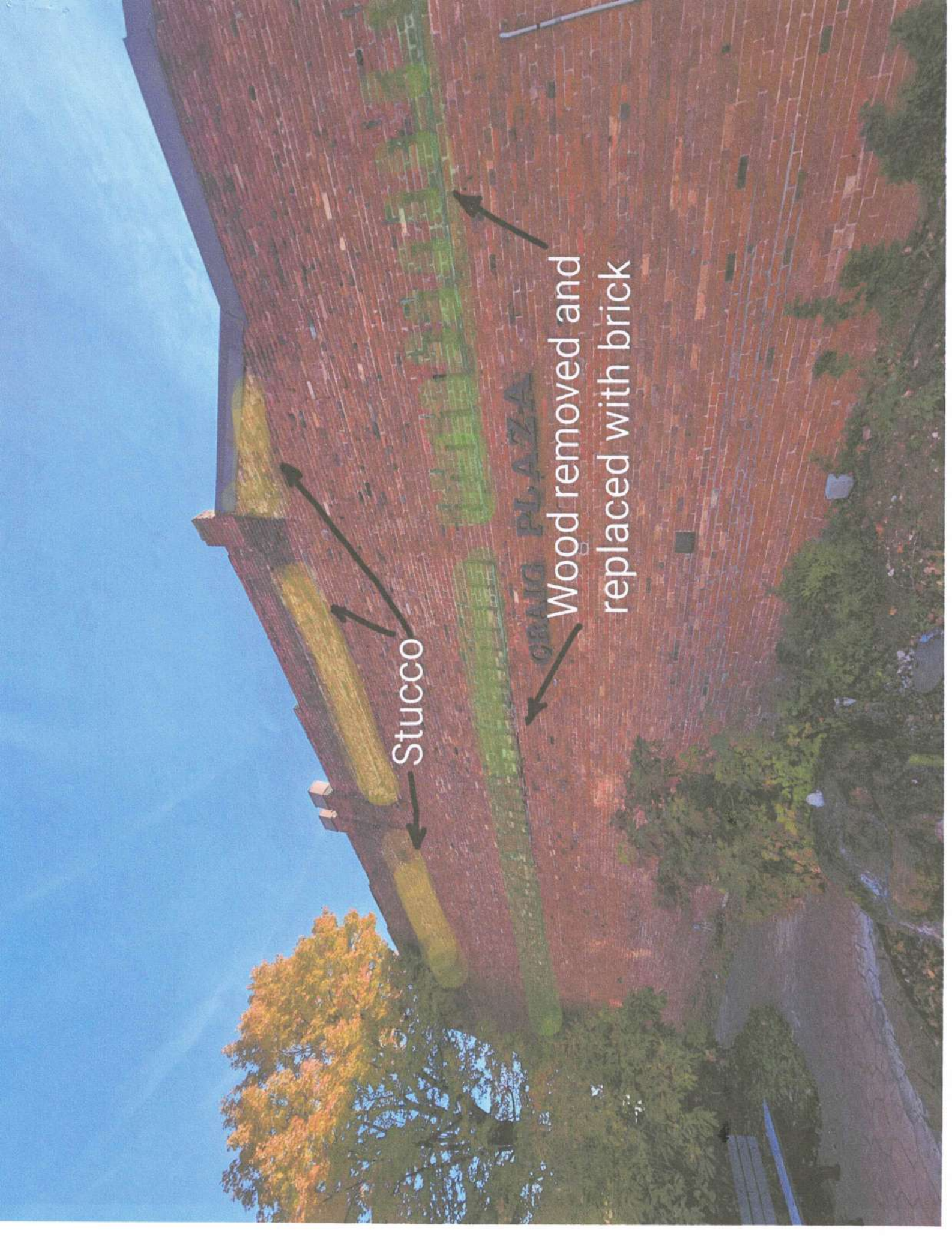
Date: _____

Date: _____

Note: This document serves as a legally binding rider to the primary construction contract. Repairs performed under this warranty do not extend the original one-year coverage window.



Proposed wall section
restoration



Stucco

Wood removed and
replaced with brick

GRAIG PLAZA

City of Salem
Bid Summary

Project:

Concrete

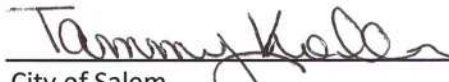
Opening Date/Time:

3:15 p.m. 8-19-2026

Location:

Old City Hall, Council Chambers, 202 N. Washington St., Salem

Company	Total Bid Cost
Kienstra 44, LLC.	36 Day Bid at 1165.50 per cubic yard
Rolla Ready mix	30 Day Bid at 1168.00 per cubic yard



City of Salem



Date

City of Salem

Bid Opening Sign-in Sheet

Name of Project: Concrete
Opening Date/ Time: 3:15 P.m. 8-19-2026

Location: Old City Hall, Council Chambers, 202 N. Washington St., Salem, MO

City Project Lead:

[illegible]



Kienstra 44, LLC.

P O Box 1188
Rolla, MO 65402
573.364.6037
Rolla, St. James & Salem Plant Locations

Project: City of Salem – General Maintenance
Attn: Estimating Department

August 18, 2026

The following are unit prices for delivered ready mixed concrete on the referenced project:

4000 PSI Stone/ Finish Sand / WR	\$168.00 per cubic yard
Micro-Fiber – MasterFiber M35 (0.5# per yard)	\$6.00 per cubic yard
Type A Water Reducer (3oz/cwt) (add to .48 w/c to get a .45 w/c at 4" slump)	\$1.25 per cubic yard
Mid-Range Water Reducer (6oz/cwt) ≤ 6" Slump (add to .48 w/c to get a .42 w/c at 4" slump)	\$2.50 per cubic yard
Mid-Range Water Reducer (7-8oz/cwt) > 6" Slump ≤ 8" Slump	\$5.00 per cubic yard
High Range Water Reducer (HRWR) figure .25 gals for ≤ 6sk-4000 psi mixes	\$6.00 per cubic yard
High Range Water Reducer (HRWR) add \$ 0.50 per ½ sack there after	
2 oz./cwt Hydration Stabilizer (up to a 6sk mix, above 6sk please add \$0.70yd per sack) add	\$4.00 per cubic yard
4 oz./cwt Hydration Stabilizer (up to a 6sk mix, above 6sk please add \$1.40yd per sack) add	\$8.00 per cubic yard
1% Non-Chloride Accelerator	\$5.00 per cubic yard
1% Calcium Chloride	\$2.50 per cubic yard
Heat (out of season / typically on high early applications)	Negotiated
Cooling with Ice	\$8.00 per 20 # bag
Winter Service (Mandatory 11/01 – 3/31)	\$6.00 per cubic yard
Minimum Load Fee (Loads Less than 3 Yards)	\$50.00 per load
Sack Differential- Sack Decrease from 6 sk (Down)	\$3.00 per cubic yard
Sack Differential- Sack Increase from 6 sk (Up)	\$12.00 per cubic yard
Price Increase Effective 1/1/2027	\$10.00 per cubic yard
Price Expires 12/31/2027	

All concrete will be produced with 1L cement.

Kienstra is not quoting Class "F" Fly Ash, only Class "C" Fly Ash.

Note: If during the performance of this project the cost of materials increases through no fault of the seller, the price of products under this sales agreement may be equitably adjusted by an amount reasonably necessary to cover any such price increases. If an agreement cannot be reached between the parties, Kienstra reserves the right to discontinue servicing this job at any time without penalty. **The prices above do not include sales tax, but the delivered prices do include a \$50.00 per cubic yard haul charge. Any applicable taxes are applied only to the material portion subject to change according to tax laws.**

****Disclaimer**** The prices are valid if accepted within 30 days of the above bid date. The prices quoted may vary due to changes that result from the interpretation of the job specifications and/or the approval of the mix designs by the project team. Laboratory testing of any kind is not included in the above pricing. The prices apply to loads delivered between 7:00 am and 3:30 pm, excluding Saturdays, Sundays and Holidays. Minimum load fees apply to loads less than 3 cubic yards. The bid is subject to credit approval and project qualification. Payment terms are net 30 days. Some concrete will weigh less than 142 pcf when wet. All testing, placement, curing, and protection of the concrete must adhere to ASTM and ACI specifications to be considered valid. All of the above terms and conditions are accepted by the purchaser when the first load of concrete is ordered for the above referenced project.

Sincerely,

Larry Smith , General Manager
Kienstra 44, LLC; Rolla, St. James and Salem
(573) 308.5310 Mobil
lsmith@kienstraconcrete.com

Project: 042025:01-01-01

Kienstra is a family owned and operated company since 1947.

Thank you,

Bill Beistel

CITY OF SALEM
VENDOR AND BID LIST INFORMATION

Date: 8-19-2026

Company Name: Rolla Ready Mix / Dent County Concrete

Address: 1351 East Scenic Rivers Blvd

City: Salem State: MO Zip Code: 65560

CONTACT PERSON FOR BID:

Printed Name Bill Beistel

Email bill.beistel@rollareadymix.com Phone (533) 467-1012

Signature of
Owner/Representative  Bill Beistel
(Signature) (Print Name)

Please attach detailed manufacturer's specifications with the minimum required information listed in the bid specifications.

Staff Summary Report

MEETING DATE: 8/25/2026

AGENDA ITEM: Solid Waste Pickup & Disposal Bids

AGENDA TITLE:

ACTION REQUESTED BY: Stacey Houston / Sally Burbridge

ACTION REQUESTED: Approval of bids for Sanitation Services

SUMMARY BY: Stacey Houston

PROJECT DESCRIPTION / FACTS

The City of Salem solicited bids for residential curbside trash collection and wastewater treatment plant biosolids disposal. Two bids were received.

Request for Bids scope of services requested

1. Weekday, curbside, pickup, transportation, and disposal of residential solid waste.
2. Hauling and disposal of six 20ft long, 39 cubic yard roll-off dumpsters annually for wastewater treatment plant sludge removal. The City already owns the dumpsters; the contractor is responsible for hauling and disposal of biosolids only

Bids received from:

Family Trash Services

- Provides residential curbside collection four weekdays per week.
- Includes two weeks of spring cleanup and one week of fall cleanup.
- Did not submit a biosolids disposal price due to specialized permitting requirements.

WCA Waste Corporation, DBA GFL Environmental, Inc.

- Provides weekly residential curbside collection.
- Includes assistance with curbside rollout for elderly or disabled customers.
- Includes two designated spring cleanup weeks and one fall cleanup week.
- Commercial containers at City facilities will be serviced at no additional charge.
- Submitted pricing for both residential trash collection and biosolids hauling/disposal.

Current Residential Trash Rates

Customer Type	Current City Rate
Within City Limits	\$19.85/month (excludes admin fees)
Senior Citizens	\$18.74/month (excludes admin fees)
Outside City Limits	\$23.15/month (excludes admin fees)

Price Comparison:

2026-2027	Family Trash Services	GFL Environmental, Inc.
2026–27 City Residential Rate	\$25.50	\$17.00
2026–27 Senior Rate	\$24.00	\$15.00
2026–27 Outside City Limits	\$28.00	\$22.00
Biosolids Hauling	Not Offered	\$505/haul
Biosolids Disposal	Not Offered	\$38.61/ton

2027-2028	Family Trash Services	GFL Environmental, Inc.
2027–28 City Residential Rate	\$26.00	\$17.25
2027–28 Senior Rate	\$24.50	\$15.25
2027–28 Outside City Limits	\$28.50	\$22.25
Biosolids Hauling	Not Offered	\$515/haul
Biosolids Disposal	Not Offered	\$39.38/ton

2028-2029	Family Trash Services	GFL Environmental, Inc.
2028–29 City Residential Rate	\$26.50	\$17.50
2028–29 Senior Rate	\$24.50	\$15.50
2028–29 Outside City Limits	\$28.50	\$22.50
Biosolids Hauling	Not Offered	\$525/haul
Biosolids Disposal	Not Offered	\$40.17/ton

2029-2030	Family Trash Services	GFL Environmental, Inc.
2029–30 City Residential Rate	\$27.00	\$17.75
2029–30 Senior Rate	\$25.00	\$15.75
2029–30 Outside City Limits	\$29.00	\$22.75
Biosolids Hauling	Not Offered	\$535/haul
Biosolids Disposal	Not Offered	\$40.97/ton

3030-3031	Family Trash Services	GFL Environmental, Inc.
2030–31 City Residential Rate	\$27.50	\$18.00
2030–31 Senior Rate	\$25.50	\$16.00
2030–31 Outside City Limits	\$29.500	\$23.00
Biosolids Hauling	Not Offered	\$545/haul
Biosolids Disposal	Not Offered	\$41.79/ton

GFL's residential rates are significantly lower than Family Trash Services, even after applying the 5% Dent County factor, and GFL is also able to provide the required biosolids hauling and disposal services.

The Utility Committee reviewed on August 12, 2026, and has made a recommendation to accept the bid from WCA/GFL.

PROCUREMENT

Request for bids (RFB) was issued on June 26, 2026, Published in The Salem News, on the City's website. RFBs were due to the City by 3 pm on July 30, 2026

FISCAL IMPACTS

The City bills and collects the trash service charges from customers and then remits the collected amounts to the contracted vendor.

Historically, the City has added a \$0.50 monthly administrative fee per account to offset the City's costs associated with billing, collecting, and remitting trash service charges on the vendor's behalf. This amount comes to approximately \$11,500 annually.

The Utility Committee has made a recommendation to continue the monthly Administrative fee of \$.50 per account.

SUPPORT DOCUMENTS:	Family Trash Service Solid Waste proposal and WCA dba GFL Environmental Solid Waste and Biosolids proposal
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DEPARTMENT'S RECOMMENDED MOTION:

#1 Recommended Motion: Move to approve the bid from WCA Waste Corporation doing business as GFL Environmental, Inc. for Solid Waste & Biosolids Services.

#2 Recommended Motion: Move to approve the continuation of \$.50 monthly Administration Fee per account.

Family Trash Service, Inc.

1805 Pines Industrial Dr. Salem MO 65560 (573)729-5464 jeris@familytrashservice.com

July 22, 2026

Board of Aldermen

City of Salem

Salem MO 65560

RE: City of Salem Solid Waste Bid

Dear Board of Aldermen,

I am writing to express my interest in the opportunity with your organization. As a member of Family Trash Service, I have honed my strengths in teamwork, customer service, and leadership, which I believe would be valuable assets to your team.

Our 25+(years) experience has equipped our team with practical skills that support a dependable, service-focused work style. We value clear communication and collaboration, and we work to build strong relationships with customers and partners so we can meet their needs and expectations effectively.

In my previous role, I embraced leadership opportunities that allowed me to guide teams toward successful outcomes. I believe that effective leadership is grounded in listening and being accountable, which fosters a supportive atmosphere where everyone can contribute their best work. My practical approach ensures that I remain focused on solutions and results, enhancing productivity and customer satisfaction.

I am excited about the possibility of bringing our experience and enthusiasm for service to the City of Salem, and I am confident that my practical mindset and commitment teamwork will align well with your goals. Thank you for considering our bid. I look forward to the opportunity to working with and supporting your team.

Sincerely,

Family Trash Service, Inc.

Jeris Christwood & Team

Background:

What started as a small "Mom & Pop" business in 1999 has continued to be a staple in the area as a basic service provider. Still being operated by an actual family member holds us true to our name and objective.

It has always been our goal to offer great service at an affordable price, support the community and area, as well as supporting locals with employment opportunities. One point of pride for our company is our very low employee turnover.

We've had the opportunity to serve small communities like Bunker Missouri, as well as state and government entities such as Missouri Department of Conservation, U.S. Forest Service, Current River State Park, etc...

Our scope of work includes very small services to specialized large scale jobs with the majority of our service settling nicely in the middle. Any service is neither too small or large with the consideration of the service being within our service area. Extra services are considered on "per action" basis.

We maintain a frequently updated fleet of trucks to keep operations running smoothly. Under normal circumstances the only reason our trucks will not operate normally is severe winter storms. Safety is our first priority. When severe weather makes roadways, streets or county roads impassable, we pickup all trash at (service) locations the following week, at no extra cost.

Bid Proposal

Client Information

Client Name: City of Salem Missouri

Address: 400 N. Iron Street, Salem, Missouri 65560

Phone: (573)729-4811

Email: cityadministrator@salem-mo.com

Bidder Information

Company Name: Family Trash Service, Inc

Address: 1805 Pines Industrial Drive, Salem, Missouri 65560

Phone: (573)729-5464

Email: familytrashservice@live.com

Introduction

We are pleased to submit the following proposal for Solid Waste Pickup and Disposal, scheduled to occur from September 01, 2026 to August 31, 2031. In this proposal, we aim to outline our services, estimated timeline, and budget. We have carefully reviewed your requirements and believe that our expertise and capabilities make us the ideal choice.

Please note that this proposal is not a legally binding contract, but rather an offer to provide services on the terms and conditions outlined herein. The purpose of this proposal is to communicate our understanding of your needs and present our proposed approach and associated costs for your evaluation.

Services Provided

We propose to provide the following:

Weekday, curbside pickup, transportation and disposal of residential solid waste.

Estimated Timeline

We have developed a comprehensive timeline of events, which is as follows:

Residential Rates 2026 - 2027 Residents
within the City Limits \$25.50

Senior Citizens within City Limits \$24.00

Non-residents on City Utilities \$28.00

Residential Rates 2027 - 2028 Residents
within the City Limits \$26.00

Senior Citizens within City Limits \$24.50

Non-residents on City Utilities \$28.50

Residential Rates 2028 - 2029 Residents
within the City Limits \$26.50

Senior Citizens within City Limits \$24.50

Non-residents on City Utilities \$28.50

Residential Rates 2029 - 2030 Residents
within the City Limits \$27.00

Senior Citizens within City Limits \$25.00

Non-residents on City Utilities \$29.00

Residential Rates 2030 - 2031 Residents
within the City Limits \$27.50

Senior Citizens within City Limits \$25.50

Non-residents on City Utilities \$29.50

Services will be provided four (4) weekdays each week (we will combine 2 smaller existing routes *into one*), which will be more appealing to employees as well as allow holiday exclusion into one work week.

Extra services may include (but not be limited to) extra garbage removal, extra (unscheduled) empty of City use dumpsters. The cost for such services will be charged at a rate of our current cost per ton fees during the term of the contract (currently \$65.25 per ton *and* subject to change). All extra services must be prescheduled.

This bid includes a two week spring clean-up and one week fall clean-up at our location for items that may be too large for regular pickup, and separate from yard waste.

One 96 gallon cart per residence.

We are not interested in the bio-solids portion of the contract due to specialized permitting, hauling for our company or driver(s). It would be our recommendation that be outsourced to someone whom specializes in that field.

Costs/Budget

We have estimated the costs as the following:

- At the rates above, our cost of operation will be very close to the monthly revenues received for performing outlined services.

Please note that the proposed costs are subject to change based on any modifications or additional requirements requested by the client during the project's execution. Any changes will be communicated and agreed upon in writing before implementation.

Key Personnel

The team that will be staffing Solid Waste Pickup and Disposal consist of the following:

- Five new full-time employees, Two drivers, two shaggers and one office personnel. That is going on the assumption that our office will not handle or be responsible for communication of The City's residents about their disposal needs, exception or similar.

Client Responsibilities

In order to ensure the successful execution of the project, we require the following responsibilities from your side:

- Comply with rules and regulations
- Paying Contractor for services provided within a timely manner.
- Waiving the Waste Hauler's and Truck(s) permits.

Conclusion

We believe that our proposal aligns with your objectives and requirements, and we are confident in our ability to deliver high-quality results within the agreed-upon timeline and budget. We are committed to ensuring your satisfaction and look forward to the opportunity to work with you.

Should you have any questions or require further clarification, please feel free to contact us at (573)729-5464 or familytrashservice@live.com. We would be more than happy to discuss this proposal in detail or arrange a meeting at your convenience.

Thank you for considering our bid proposal. We appreciate the opportunity to serve you and look forward to hearing from you.



It will take us 2 weeks to
get poly carts. Any "heads up"
would be appreciated.

Thanks, -

[Signature]

CITY OF SALEM, MISSOURI
RESIDENTIAL SOLID WASTE COLLECTION
&
BIOSOLIDS HAULING AND DISPOSAL

SUBMITTED BY:
WCA WASTE CORPORATION OF MISSOURI, LLC
DOING BUSINESS AS GFL ENVIRONMENTAL, INC



Christopher Snyder
Government Contracts Manager

JULY 30, 2026



July 30, 2026

City of Salem

Attn: Mayor and Board of Aldermen

400 North Iron Street

Salem, Missouri 65560

Dear Mayor and Board of Aldermen:

On behalf of GFL Environmental Inc., I would like to thank you for choosing us as your partner for waste disposal for over twenty years. GFL is committed to our partnership with the City and continuing to provide reliable and high-quality service to the City and its residents.

Attached is our bid for residential solid waste collection and disposal service and biosolids hauling and disposal. A new contract between GFL Environmental and the City of Salem would ensure that residents do not encounter any service disruptions, keep the same service day, and continue receiving service from experienced drivers who are well acquainted with residential routes and customers. Additionally, GFL Environmental's Black Oak Landfill in Hartville, Missouri and our team of roll off drivers will allow us to safely haul and dispose of the biosolids from the City's Wastewater Treatment Plant.

We have reviewed the requirements of the City's RFP and the requested scope of services. We believe our bid meets the City's objective of securing one solid waste provider who can meet the needs of the entire community and assist in the City's efforts to safely haul and dispose of the Wastewater Treatment Plant biosolids. As an industry leader in the Missouri region, GFL possesses the experience and resources necessary to provide the City of Salem with reliable and efficient collection, hauling, processing, and disposal services to meet the requirements in the bid documents.

We look forward to continuing our business relationship with the City and appreciate our years of partnership with the City. I will be present at the bid opening as scheduled and will be available to address any questions or concerns you might have regarding our proposal.

Respectfully,

Christopher Snyder

GFL Government Contracts Manager

christop.snyder@gflenv.com

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I. Collection

A: Weekly Residential Pickup

GFL Environmental possesses the necessary resources to continue providing the City of Salem with weekly residential curbside pick up at a high value.

A continued relationship between GFL and the City ensures residents receive reliable service, no service disruptions, and continue receiving service from experienced drivers that are well acquainted with their routes and residents.

GFL will never declare service suspension because of inclement weather without first notifying City Staff. Any such suspensions or delays will be quickly announced through all available and practical methods. Company staff will inform City Staff if circumstances arise that prevent the full completion of a route day.

For residents who are elderly or disabled and need assistance bringing carts to the curb, we offer “roll out” services where our drivers will roll out the resident’s cart to the curb for collection. Then, our driver returns the cart to its original position at the front of the house to better accommodate the customer’s needs.

B: Bulk Item Collection

GFL agrees to dispose of large bulk items through curbside pick up service during the 2 designated weeks in the Spring and 1 week in the Fall. Bulk items include residentially generated household items that can be readily moved by two people, including mattresses, couches, box springs, chairs, dressers, desks, doors, windows, and other household furniture.

C: Items not accepted

GFL is not responsible for collecting any excess or debris that is located outside of the designated container at any service location.

Items that will **NOT BE ACCEPTED** during regular service or as bulk pick up items include: appliances, computers, monitors and other electronics waste, hazardous waste (paint, solvents, lawn chemicals, etc.), tires, automotive parts, construction materials, or demolition materials and debris.

Any non-compactable materials shall not be collected by GFL Environmental. Non-compactable materials are those materials that cannot be safely collected by a compactor style truck. They consist of, but are not limited to; dirt, rock, brick, railroad ties, engine motor parts, large metal items, construction debris, etc.

Materials scattered through yards and ditches due to weather or unbagged trash shall not be the responsibility of GFL to clean up.

Items discarded may include normal household rubbish or during the bulk pick up residents may leave out furniture, mattresses, box springs, etc. The only materials not included are those items which cannot be disposed of in Sanitary Landfills by State of Missouri Regulations, demolition or construction debris, or those materials which are considered to be "special or hazardous waste".

Excluded waste is all yard waste, white goods, tires, lead acid batteries, large dead animals, hazardous waste, offal waste, stable matter, vegetable waste, and special waste any hazardous materials, wastes, or substances; toxic substances, wastes or pollutants; contaminants; pollutants; infectious wastes; medical wastes; or radioactive wastes.

D: Holidays

GFL will conduct weekly refuse collection on the scheduled day(s) to be determined by the City and GFL. **GFL observes New Years Day, Thanksgiving Day, and Christmas and closes for these holidays.** In the case that one of the aforementioned holidays falls on a scheduled collection day for the City, all trash and refuse shall be picked up in a timely manner. Once service days are determined, GFL will offer a specific plan for dealing with missed pick ups.

II. Additional Services

City Facilities

Commercial containers at City Facilities are already in place and will be serviced free of charge. If the City opens additional facilities during the contract term, GFL will service commercial containers at those locations free of charge.

Wastewater Treatment Plant Hauling and Disposal

Our team has spoken with Steven Paine, Public Works Director and Josh Hunt, Wastewater Treatment Plant Lead to gather more information on the City's needs for this bid component. We are confident that we possess the experience and resources to haul the (6) 20ft long, 39 cubic yard roll-off dumpsters and dispose of the Wastewater Treatment Plant biosolids. Our landfill has the capacity to handle the material volume and our Landfill Manager, Justin Kroese, and Special Waste Representative, Scott Blanford, will ensure that the handling and disposal of the material is in compliance with State and Federal regulations. Additionally, our team is familiar with the reporting necessary for this job and will be able to provide the City with requested compliance information.

III. Complaints & Problem Resolution

Missed Pick Ups, Problem Resolution, Customer Service and Live Operators

A Customer Service Representative (CSR) answers the phone at the company's Springfield facility from the hours of 8:00 a.m. to 5:00 p.m. Monday through Friday. Each CSR is trained extensively on all

policies and procedures for the City and they work directly with the Route Supervisors to communicate all requests. Should an issue require escalation, it will be directed to Jenny King, Customer Service Manager to ensure a swift resolution. All customer concerns or requests will be addressed within 24 hours once GFL is notified.

We have local dispatchers at our Hartville facility that are in constant communication with our drivers and have access to their locations through radio contact. The dispatcher ensures timely responses to customer requests and notify GFL designee of any anticipated route delays to be passed along to the City representative. Our dispatchers and operations team ensure on-call service requests and missed collections can be resolved within a timely manner as well as having extensive knowledge of residents, geography, and maintain access to drivers and management.

Should any problems with trash service occur we ask that the City contact GFL so we may come to a mutual resolution. It is our common goal to keep customers satisfied and happy with our service. GFL shall be vigilant in identifying, eliminating and effectively managing those hazards and risks associated with the work necessary to perform services as required under the City Contract.

IV. Organizational Overview, Qualifications, and Experience

Management of Company

GFL Environmental Inc. (GFL) is a leader in solid waste management innovation and special waste disposal, offering a broad range of services and product lines across the industry. Founded in 2007, GFL Environmental is a publicly traded company with the international headquarters in Miami, Florida as of January 2026. Before GFL we were known locally as WCA Waste Corporation of Missouri and serviced the Missouri region since 2000. WCA and GFL share in our commitment to integrity and excellence has earned the trust of both our clients and the industry at large. We take pride in the essential services our safe, productive, and dedicated workforce provides daily, forming a vital part of the infrastructure in the communities we serve. Its vision of **Green For Life** is at the core of GFL's business strategy and underpins all the work and services the Company successfully provides to its customers.

With a signature fleet of bright green trucks, GFL delivers robust, integrated and cutting-edge environmental solutions to meet the evolving demands of municipal, residential, commercial and industrial customers, including the increasing demand for sustainable solutions.

GFL aims to provide reliable, efficient, and accessible solid waste, bulky item collection, and biosolid hauling and disposal systems for the City of Salem. The company shares in Salem's commitment to sustainability, the minimization of waste, waste diversion, and beneficial reuse. Our company has a substantial history of assisting customers in achieving their environmental goals.

We proudly partner with 31 municipalities in different capacities along with numerous other communities in the Southern Missouri region, including the City of Salem, where our proven service record spans over two decades. We agree to collaborate with the City as a reliable partner to ensure the satisfaction of residents and the City by providing service with a high level of integrity and accountability.

Points of Contact:

For your convenience and in the spirit of accountability and accessibility, appropriate City staff will have direct contact with our team. The following local GFL personnel will be empowered to address and resolve any collection, maintenance, operational, billing, or other issues reported by staff: **The primary GFL contacts for City staff would be Chris Snyder, Government Contracts Manager for GFL's Missouri South District and Justin Kroese, Operations Manager for Wilco Hauling.**

Destin Love

District Operations General Manager

As General Manager, Destin Love provides strategic leadership and operational oversight for all solid waste and recycling services within the Southern Missouri region. With over 28 years of industry experience, he is responsible for financial performance, regulatory compliance, safety, and overall operational performance. Destin works closely with internal teams to ensure reliable service delivery and long-term partnership success. Under his leadership, the division has strengthened operational efficiencies and enhanced sustainability initiatives.



Chris Snyder

Government Contracts Manager

Chris Snyder serves as the interim Government Contracts Manager for the Southern Missouri region. Chris possesses a strong understanding of bidding processes, regulatory compliance, and performance reporting. He works closely with City Administrations and internal leadership to support successful contract execution, renewal negotiations, and long-term relationship management. Chris's role bridges operational delivery with contractual performance to deliver exceptional service to public sector customers.



Justin Kroese

Wilco Hauling and Black Oak Landfill Operations Manager

Justin Kroese started with WCA in 2018 as a fleet mechanic until 2019 when he began managing GFL's Black Oak Landfill in Hartville, Missouri. Then, in 2020 he began managing our hauling operation known as Wico Hauling which also operates out of Black Oak Landfill. Since 2020 Justin has overseen the daily collection, transfer, and disposal operations for the landfill and our hauling operation. His experience in route logistics, landfill operations and compliance, truck maintenance and repairs, and performance optimization ensures seamless service coordination for all customers.



Scott Blanford

Special Waste and Major Markets Manager

Scott has over 40 years of waste industry experience that begins with his family owning a solid waste hauling company and to now working with GFL Environmental. Having served as a driver, dispatcher, operations general manager, and now as a special waste and major markets manager, Scott's comprehensive background aids our customers in understanding our process and the industry as a whole. For the City of Salem, Scott will oversee the review, approval, and profiling processes for all special waste streams from the City's Wastewater Treatment Plant, ensuring compliance with local, state, and EPA regulations to provide seamless service.



Angie McCowan

Sales Administrator

As a Sales Administrator, Angie works closely with our cities on audits, changes to service including adding new addresses, removing addresses, and requesting cart deliveries and removals, along with answering billing and general questions from the cities we partner with. With over 25 years of experience in the waste industry, Angie ensures timely service delivery and responses to inquiries. Angie's strong leadership and operational knowledge is an asset to our municipal customers.



The Principles of Integrity

Green For Life™ defines itself by the highest standards of business practices, client relationships, communications, environmental, and legislative accountability to be the premier waste and recycling services provider today.

The Paradigm for Sustainability

Green For Life™ is committed to financial, logistical, and environmental synergy - reviewing, renewing, and redefining its services to continually achieve uncompromising productivity and positive impact.

The Future, Now

Green For Life™ strives to be an industry leader in systems and technological advancements, anticipating the needs of its clients today, while delivering solutions of tomorrow.



OUR SOLID WASTE OPERATIONS

245+

SOLID WASTE
COLLECTION
OPERATIONS

30+

MATERIAL
RECOVERY
FACILITIES (MRFs)

90+

ACTIVE LANDFILLS
OWNED, MANAGED, OR
OPERATED

175+

TRANSFER STATIONS

7,800+

SOLID WASTE
TRUCKS

20+

ORGANICS
FACILITIES

1,300,862

TONNES OF RECYCLABLE
MATERIALS RECOVERED AT
GFL MRFS IN 2023

19.4%

OF SOLID WASTE
COLLECTION FLEET FUELED
BY CNG OR RNG



Over the years, GFL has expanded its services and market areas to include waste audits and environmental education; the collection of all construction materials (such as drywall, wood, etc.), the addition of new recyclables (including electronics, organics, tires, etc.), and the introduction of a waste to energy option (zero waste to landfill), all components of a comprehensive waste diversion program.

V. Municipal References

CITY OF HARTVILLE

Contact: Carla Spooner, City Clerk

Email: cityclerk@hartvillemo.gov

Phone: 417-741-7334

CITY OF GAINESVILLE

Contact: Lisa Goodnight, City Clerk

Email: cityofgainesvillemo@gmail.com

Phone: 417-679-4858

CITY OF HOUSTON

Contact: Barbara Rodgers, City Clerk

Email: brodgers@houstonmo.org

Phone: 417-967-3348

CITY OF LICKING

Contact: Rhonda Kirkwood, City Administrator/Clerk

Email: lickingcity@hotmail.com

Phone: 573-674-2521

CITY OF MANSFIELD

Contact: Kim Rader, City Clerk

Email: cityclerk@mansfieldcityhall.org

Phone: 417-924-3719

VILLAGE OF RAYMONDVILLE

Contact: Debbie Schweighauser, City Clerk

Email: vlgrvill@gotrain.org

Phone: 417-457-6281

CITY OF GRANBY

414 N Main Street

Granby, MO 64844

Contact: Lawna Price, City Administrator

CITY OF SALEM

Contact: Sally Burbridge, City Administrator

More references are available upon request.



VI. Billing

For the duration of the proposed contract, the City of Salem shall assume responsibility for billing and collecting payments from customers on a monthly basis for all residential services. All service changes that might affect or change a customer's billing will be coordinated and communicated between the City and GFL through weekly communication, service updates, and annual audits. We are committed to maintaining transparent records and timely reporting to support our customers in the billing process and will work collaboratively to ensure accuracy, compliance, and accountability.

VII. Contract Term Pricing Matrix

Monthly Rate Schedule	Year 1	Year 2	Year 3	Year 4	Year 5
Regular Residential Rate	\$17.00	\$17.25	\$17.50	\$17.75	\$18.00
Senior Residential Rate	\$15.00	\$15.25	\$15.50	\$15.75	\$16.00
Extra Carts Rate	\$10.00	\$10.25	\$10.50	\$10.75	\$11.00
Non-Residents On City Utilities	\$22.00	\$22.25	\$22.50	\$22.75	\$23.00

Wastewater Treatment Plant Hauling	Year 1	Year 2	Year 3	Year 4	Year 5
Roundtrip Haul	\$505/haul	\$515/haul	\$525/haul	\$535/haul	\$545/haul
Disposal	\$38.61/ton	\$39.38/ton	\$40.17/ton	\$40.97/ton	\$41.79/ton

PLEASE NOTE THAT GFL ENVIRONMENTAL WILL KEEP ONE EMPTY ROLL OFF AT OUR WILCO HAULING SITE TO BE USED AS A SWITCH BOX WHENEVER A HAUL IS REQUESTED.

Missouri Department of Natural Resources



**Solid Waste Disposal Area Operating Permit
Permit Number 0122906
Black Oak Recycling and Disposal Facility
GFL Environmental, INC
Wright County**

A handwritten signature in black ink, appearing to read "John H. Hoke".

Deputy Division Director, Waste Management Program

Date: July 20, 2026

STATE OF MISSOURI



John R. Ashcroft
Secretary of State

CORPORATION DIVISION
CERTIFICATE OF GOOD STANDING

I, JOHN R. ASHCROFT, Secretary of State of the STATE OF MISSOURI, do hereby certify that the records in my office and in my care and custody reveal that

WASTE CORPORATION OF MISSOURI, LLC

using in Missouri the name

WCA of Missouri, LLC
FL001415520

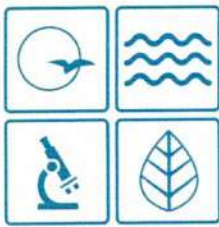
a DELAWARE entity was created under the laws of this State on the 2nd day of February, 2016, and is Active, having fully complied with all requirements of this office.

IN TESTIMONY WHEREOF, I hereunto set my hand and cause to be affixed the GREAT SEAL of the State of Missouri. Done at the City of Jefferson, this 25th day of January, 2024.


Secretary of State



Certification Number: CERT-01252024-0114



MISSOURI
DEPARTMENT OF
NATURAL RESOURCES

Mike Kehoe
Governor

Kurt U. Schaefer
Director

January 20, 2026

Justin Kroese
Operations Manager
Black Oak Recycling and Disposal Facility
7921 E Truman Rd
Kansas City, Missouri 64126

RE: New Source Review Permit - Project: 2025-08-025

Dear Justin Kroese:

Enclosed with this letter is your permit to construct. Please study it carefully and refer to Appendix A for a list of common abbreviations and acronyms used in the permit. Also, note the special conditions, if any, on the accompanying pages. The document entitled, "Review of Application for Authority to Construct," is part of the permit and should be kept with this permit in your files. Operation in accordance with these conditions, your new source review permit application and your amended operating permit is necessary for continued compliance. The reverse side of your permit certificate has important information concerning standard permit conditions and your rights and obligations under the laws and regulations of the State of Missouri.

This permit may include requirements with which you may not be familiar. If you would like the department to meet with you to discuss how to understand and satisfy the requirements contained in this permit, an appointment referred to as a Compliance Assistance Visit (CAV) can be set up with you. To request a CAV, please contact your local regional office or fill out an online request. The regional office contact information can be found at the following website: <https://dnr.mo.gov/about-us/division-environmental-quality/regional-office>. The online CAV request can be found at <https://dnr.mo.gov/compliance-assistance-enforcement/request-visit>.

If you were adversely affected by this permit decision, you may be entitled to pursue an appeal before the administrative hearing commission pursuant to §621.250 and §643.075.6 RSMo. To appeal, you must file a petition with the administrative hearing commission within 30 days after the date this decision was mailed or the date it was delivered, whichever date was earlier. If any such petition is sent by registered mail or certified mail, it will be deemed filed on the date it is mailed; if it is sent by any method other than registered mail or certified mail, it will be deemed filed on the date it is received by the administrative hearing commission, whose contact information is: Administrative Hearing Commission, United States Post Office Building, 131 West High Street, Third



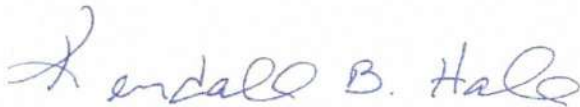
Justin Kroese
Page 2

Floor, P.O. Box 1557, Jefferson City, Missouri 65102, phone: 573-751-2422, fax: 573-751-5018, website: <https://ahc.mo.gov/>.

If you have any questions regarding this permit, please do not hesitate to contact Braiden Velletta, at the Department of Natural Resources' Air Pollution Control Program, P.O. Box 176, Jefferson City, MO 65102 or at 573-751-4817. Thank you for your attention to this matter.

Sincerely,

AIR POLLUTION CONTROL PROGRAM

A handwritten signature in blue ink that reads "Kendall B. Hale". The signature is fluid and cursive, with the first name "Kendall" being more prominent than the last name "Hale".

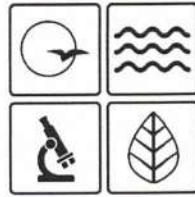
Kendall Hale
Permits Section Chief

KH:bv

Enclosures

c: Southwest Regional Office
PAMS File: 2025-08-025

Permit Number: 012026-005



MISSOURI
DEPARTMENT OF
NATURAL RESOURCES

MISSOURI AIR CONSERVATION COMMISSION

PERMIT TO CONSTRUCT

Under the authority of RSMo 643 and the Federal Clean Air Act the applicant is authorized to construct the air contaminant source(s) described below, in accordance with the laws, rules and conditions as set forth herein.

Permit Number: 012026-005 Project: 2025-08-025
Installation ID: 229-0022

Owner or Operator: Waste Corporation of Missouri, LLC

Owner or Operator Address: 7921 E Truman Rd, Kansas City, Missouri 64126

Installation Name: Black Oak Recycling and Disposal Facility

Installation Address: 5054 State Highway HH, Hartville, Missouri 65667

Location Information: Wright County, S03, T29N, R14W

Application for Authority to Construct was made for:
Horizontal and vertical expansion of the landfill which increases the permitted volume of the landfill by approximately 20.9 million cubic yards. This review was conducted in accordance with Section (5) of Missouri State Rule 10 CSR 10-6.060 *Construction Permits Required*.

-
- ☐ Standard Conditions (on reverse) are applicable to this permit.
- ☒ Standard Conditions (on reverse) and Special Conditions are applicable to this permit.

Director or Designee
Department of Natural Resources

January 20, 2026
Effective Date

STANDARD CONDITIONS:

The permit will become invalid if construction or modification work is not commenced within two years from the date of permit issuance or if work is suspended for more than 18 months and if— (I) The delay was reasonably foreseeable by the permittee at the time the permit was issued; (II) The delay was not due to an act of God or other conditions beyond the control of the permittee; or (III) Failure to consider the permit invalid would be unfair to other potential applicants. The permittee shall notify the Enforcement and Compliance Section of the Air Pollution Control Program if construction or modification has not begun in the two years since permit issuance or if construction or modification is suspended for one year or more. An installation may request an extension for starting construction related to the permit in accordance with provisions stated in 10 CSR 10-6.060(3)(I). The extension request must be submitted to the permitting authority at a minimum of 30 days prior to the date when the permit will become invalid.

You will be in violation of 10 CSR 10-6.060 if you fail to adhere to the specifications and conditions listed in your application, this permit and the project review. If there is a discrepancy between the permit application and this permit, the conditions of this permit shall take precedence. Specifically, all air contaminant control devices shall be operated and maintained as specified in the application, associated plans and specifications.

You must notify the Enforcement and Compliance Section of the Department's Air Pollution Control Program and the Department's Southwest Regional Office within 15 days after the actual startup of this (these) air contaminant source(s).

A copy of the permit application and this permit and permit review shall be kept at the installation address and shall be made available to Department's personnel upon request.

You may appeal this permit or any of the listed special conditions to the Administrative Hearing Commission (AHC), P.O. Box 1557, Jefferson City, MO 65102, as provided in RSMo 643.075.6 and 621.250.3. If you choose to appeal, you must file a petition with the AHC within 30 days after the date this decision was mailed or the date it was delivered, whichever date was earlier. If any such petition is sent by registered mail or certified mail, it will be deemed filed on the date it is mailed. If it is sent by any method other than registered mail or certified mail, it will be deemed filed on the date it is received by the AHC.

If you choose not to appeal, this certificate, the project review and your application and associated correspondence constitutes your permit to construct. The permit allows you to construct and operate your air contaminant source(s), but in no way relieves you of your obligation to comply with all applicable provisions of the Missouri Air Conservation Law, regulations of the Missouri Department of Natural Resources and other applicable federal, state and local laws and ordinances.

The Air Pollution Control Program invites your questions regarding this air pollution permit. Please contact the Construction Permit Unit using the contact information below.

Contact Information:

Missouri Department of Natural Resources
Air Pollution Control Program
P.O. Box 176
Jefferson City, MO 65102-0176
573-751-4817

The regional office information can be found at the following website:
<https://dnr.mo.gov/about-us/division-environmental-quality/regional-office>

SPECIAL CONDITIONS:

The permittee is authorized to construct and operate subject to the following special conditions:

The special conditions listed in this permit were included based on the authority granted to the Missouri Air Pollution Control Program by the Missouri Air Conservation Law (specifically §643.075) and by the Missouri Rules listed in Title 10, Division 10 of the Code of State Regulations (specifically 10 CSR 10-6.060). For specific details regarding conditions, see 10 CSR 10-6.060(3)(E) "Conditions required by permitting authority."

Black Oak Recycling and Disposal Facility
Wright County, S03, T29N, R14W

1. Control Device Requirement
 - A. The permittee shall be required to operate an active gas collection and control system (GCCS) in the 20.9 million cubic yards expansion area in accordance with §60.762(b)(2)(iii) once required under 40 CFR Part 60, Subpart XXX.
 - B. The collected gas shall comply with the operational standards for collection and control systems of §60.763.
2. LFG Sulfur Content Testing
 - A. The permittee shall test the sulfur content of the LFG collected before the LFG enters the flare or is sent to the landfill gas combustion engine to demonstrate compliance with Special Condition 2.B.
 - B. The total sulfur content in the LFG prior to combustion shall not exceed 500 ppmv once testing is required by Special Condition 2.A.
 - C. Test method ASTM D-5504, or an alternative method preapproved by the Air Pollution Control Program Compliance/Enforcement Section, shall be used.
 - D. Subsequent testing shall be performed according to the following schedule:
 - 1) Testing shall be continued once per quarter. No consecutive tests shall be performed within one month of each other.
 - 2) If four consecutive quarterly tests indicate a concentration not exceeding 75% of 500 ppmv (375 ppmv), then subsequent tests shall be performed once per calendar year. No two calendar year tests shall be performed within three months of each other.
 - 3) If two consecutive annual tests are below 75% of the 500 ppmv limit (375 ppmv), then subsequent tests shall be performed once every five years.
 - E. A completed proposed Test Plan Form shall be submitted to the Air Pollution Control Program at least 30 days prior to the proposed initial test date so that the Air Pollution Control Program may arrange a pretest meeting, if necessary, and assure that the test date is acceptable for an observer to be present. The Proposed Test Plan may serve the purpose of notification and shall be approved by the Air Pollution Control Program Compliance/Enforcement Section prior to conducting the required initial emission testing. Subsequent tests do not require prior notification.

SPECIAL CONDITIONS:

The permittee is authorized to construct and operate subject to the following special conditions:

- F. One electronic copy of a written report of the performance test results shall be submitted to StackTesting@dnr.mo.gov within 60 days of completion of any required testing. The report must include legible copies of the raw data sheets, analytical instrument laboratory data, and complete sample calculation from the required U.S. EPA Method for at least one sample run.
 - G. If results from any tests required in this Special Condition show an exceedance of the sulfur content limit in Special Condition 2.B, The permittee shall submit an Application for Authority to Construct to the Air Pollution Control Program's New Source Review Unit within 90 days of the exceedance. The application shall account for the revised project emissions and any ambient impact modeling required due to the exceedance.
3. Haul Road Control – Documented Watering
- A. The permittee shall control dust from all haul roads at this site using water or surfactant spray consistently and correctly at all times to prevent visible fugitive emissions from entering the ambient air beyond the property boundary. The following conditions apply to haul road watering:
 - 1) The water application rate shall be 100 gallons per 1000 square feet at least once per day.
 - 2) A quarter inch or more rainfall during the preceding 24 hours shall substitute for one daily water application.
 - 3) Water/surfactant application shall not be required when the ground is frozen or when there will be no traffic on the roads.
 - B. The permittee shall keep the following records on file and available for the inspection:
 - 1) A daily log initialed by the responsible facility operator of roads watered and quantity of water/chemical application used, or notation that there was a quarter inch or greater rainfall within the past 24 hours or that the facility was not in operation.
 - 2) Water tank size, total area of roads to be watered, and the resultant number of fills necessary to accomplish the required application rate.
 - 3) Records of watering equipment breakdowns and repairs.
4. Record Keeping and Reporting Requirements
- A. The permittee shall maintain all records required by this permit for not less than five years and shall make them available immediately to any Missouri Department of Natural Resources' personnel upon request.
 - B. The permittee shall report to the Air Pollution Control Program's Compliance/Enforcement Section, by mail at P.O. Box 176, Jefferson City, MO 65102 **and** by e-mail at AirComplianceReporting@dnr.mo.gov, no later than 10 days after the end of the month during which any record required by this permit shows an exceedance of a limitation imposed by this permit.

REVIEW OF APPLICATION FOR AUTHORITY TO CONSTRUCT AND OPERATE
SECTION (5) REVIEW
Project: 2025-08-025
Installation ID: 229-0022
Permit Number: 012026-005

Installation Address:

Black Oak Recycling and Disposal Facility
5054 State Highway HH
Hartville, Missouri 65667

Owner or Operator:

Waste Corporation of Missouri, LLC
7921 E Truman Rd
Kansas City, Missouri 64126

Wright County, S03, T29N, R14W

REVIEW SUMMARY

- The permittee has applied for authority to expand the existing landfill horizontally and vertically.
- The application was deemed complete on August 25, 2025.
- HAP emissions are expected from the proposed equipment. HAP of concern from this process are the HAP generated from landfill gas generation and flaring of landfill gas.
- 40 CFR Part 60, Subpart XXX – *Standards of Performance for Municipal Solid Waste Landfills That Commenced Construction, Reconstruction, or Modification After July 17, 2014*, applies to the installation.
- 40 CFR Part 61, Subpart M – *Asbestos* applies to this installation.
- 40 CFR Part 63, Subpart AAAA – *National Emission Standards for Hazardous Air Pollutants: Municipal Solid Waste Landfills* applies to this installation.
- Landfill gas capture and control system (GCCS) is being used to control the VOC and HAP emissions from the equipment in this permit. A flare is being used to control VOC and HAP emissions from the landfill gas captured by the GCCS and is a treatment system for the engines.
- This review was conducted in accordance with Section (5) of Missouri State Rule 10 CSR 10-6.060 *Construction Permits Required*. Controlled potential emissions of all pollutants are below de minimis levels.
- This installation is in Wright County, an attainment/unclassifiable area for all criteria pollutants.
- This installation is not on the List of Named Installations found in 10 CSR 10-6.020(3)(B), Table 2. The installation's major source level is 250 tpy and fugitive emissions are not counted toward major source applicability.

- Ambient air quality modeling was not performed since potential emissions of the application are below de minimis levels.
- Sampling of LFG will be required to demonstrate compliance with the sulfur content limit in Special Condition 2.B.
- An application to modify the Part 70 Operating Permit is required for this installation within one year of equipment startup.
- Approval of this permit is recommended with special conditions.

INSTALLATION DESCRIPTION

Black Oak Recycling and Disposal Facility is a municipal solid waste landfill with a combined 9.16 million m³ capacity. The Hartville Landfill portion (0.3 million m³) opened in 1988 and closed in 1996. The Black Oak Expansion portion (8.86 million m³) opened in 1995. The installation is subject to NSPS XXX and MACT AAAA. Black Oak Recycling and Disposal Facility is a major source of formaldehyde (50-00-0), HAP, and CO. Black Oak Power Producers, LLC (ID 229-0041) is a landfill gas to electrical power generating station located at the Black Oak Recycling and Disposal Facility. These facilities are considered one installation for permitting purposes; however, they are each issued separate operating permits.

The following construction permits have been issued to Black Oak Recycling and Disposal Facility from the Air Pollution Control Program.

Table 1: Construction Permit History

Permit Number	Description
042006-013	Vertical Expansion that increased the capacity by 3,670,000 cubic yards
112008-006	Construction of a 3,000 scfm flare and a 2,000 scfm blower

PROJECT DESCRIPTION

Black Oak Recycling and Disposal Facility received approval for a horizontal and vertical expansion of the landfill which increased the permitted volume of the landfill by approximately 20.9 million cubic yards from the Missouri Department of Natural Resources Solid Waste Management Program (MDNR-SWMP) on January 16, 2024. The new design capacity of the landfill is 32.5 million cubic yards. The increased waste capacity will increase the potential emissions of the landfill. The landfill gas that will be emitted from the expansion will be collected by the GCCS and routed to the existing flare or treatment system for the gas to energy plant.

EMISSIONS/CONTROLS EVALUATION

The emission factors used in this analysis were obtained from the EPA document AP-42, Compilation of Air Pollutant Emission Factors, Fifth Edition, Section 2.4 "Municipal Solid Waste Landfills" (May 2025).

The decomposition of encapsulated solid waste within a landfill is known to produce landfill gas (LFG), typically consisting of 50% methane (CH₄) and 50% carbon dioxide (CO₂). Trace amounts of non-methane organic compounds (NMOC), oxygen, hydrogen sulfide, and reactive organic gases are also present. NMOCs consist of various HAP, VOC, greenhouse gases, and compounds associated with stratospheric ozone depletion, which do not contribute significantly to the heating value of the LFG. Particulate (PM, PM₁₀, and PM_{2.5}) emissions also occur while the landfill is in operation due to vehicular travel on unpaved roads and combustion of landfill gas in the flares. The haul road emission calculations were obtained from the EPA document AP-42 Section 13.2.2 "Unpaved Roads" (November 2006).

The amount of LFG generated by the facility was estimated using the EPA software LandGEM, Version 3.1. The LFG generated is used to calculate pollutant emissions from the landfill. Because the landfill continually accepts waste, the annual LFG generated by the landfill will increase every year until the closure of the landfill. Therefore, the emission of the pollutants would increase every year as well. The potential emissions are from the year with the highest estimated LFG generation, 2068. The estimated closure year is also 2068.

To calculate the emissions from the expansion project, the potential emissions were calculated for the entire landfill (existing + expansion) and for the existing landfill. The two potential emissions calculated were then subtracted to just find the potential emissions of the expansion only. Reported waste acceptance rates were used up to 2023. For waste acceptance in the following years, a 1.2% growth factor was used. The values used in the model for the CH₄ generation potential (L₀) and CH₄ generation constant (k) were the AP-42 recommended values of 100 cubic meters per Mg and 0.04 per year, respectively. Lacking site-specific sulfur concentration, a limit on the concentration of sulfur (500 ppmv) was used for the calculations.

The flare emissions are calculated at the MHDR of the flares and the fugitive landfill emissions are back calculated from the flares MHDR assuming a collection efficiency of 75% for active gas collection systems. A destruction efficiency of 98% was used for the flare.

The following table provides an emissions summary for this project. Existing potential emissions were calculated as part of this project to determine the pre-expansion emissions. Existing actual emissions were taken from the installation's 2024 EIQ. Potential emissions of the expansion represent the total emissions of the installation minus the existing potential emissions. Potential emissions of the installation represent the landfill at its new total capacity.

Table 2: Emissions Summary (tpy)

Pollutant	Regulatory <i>De Minimis</i> Levels	Existing Potential Emissions	Existing Actual Emissions (2024 EIQ)	Potential Emissions of the Expansion	Potential Emissions of the Installation
PM	25.0	86.58	N/D	12.84	33.97
PM ₁₀	15.0	29.81	12.992	5.27	15.05
PM _{2.5}	10.0	7.72	1.879	2.8	8.87
SO _x	40.0	47.35	0.552	19.16	66.51
NO _x	40.0	19.35	2.692	7.83	27.18
VOC	40.0	10.53	31.939	5.97	16.49

Pollutant	Regulatory <i>De Minimis</i> Levels	Existing Potential Emissions	Existing Actual Emissions (2024 EIQ)	Potential Emissions of the Expansion	Potential Emissions of the Installation
CO	100.0	88.21	4.108	35.69	123.91
HAP	10.0/25.0	10.57	4.506	5.36	15.94

N/D = Not Determined

PERMIT RULE APPLICABILITY

This review was conducted in accordance with Section (5) of Missouri State Rule 10 CSR 10-6.060 *Construction Permits Required*. Potential emissions of all pollutants are below de minimis levels.

APPLICABLE REQUIREMENTS

Black Oak Recycling and Disposal Facility shall comply with the following applicable requirements. The Missouri Air Conservation Laws and Regulations should be consulted for specific record keeping, monitoring, and reporting requirements. Compliance with these emission standards, based on information submitted in the application, has been verified at the time this application was approved. For a complete list of applicable requirements for your installation, please consult your operating permit.

- 10 CSR 10-6.065 *Operating Permits*
- 10 CSR 10-6.050 *Start-Up, Shutdown, and Malfunction Conditions*
- 10 CSR 10-6.110 *Submission of Emission Data, Emission Fees, and Process Information*
- 10 CSR 10-6.220 *Restriction of Emission of Visible Air Contaminants*
- 10 CSR 10-6.165 *Restriction of Emission of Odors*
- 10 CSR 10-6.070 *New Source Performance Regulations*
 - 40 CFR Part 60, Subpart XXX - *Standards of Performance for Municipal Solid Waste Landfills That Commenced Construction, Reconstruction, or Modification After July 17, 2014*
- 10 CSR 10-6.075 *MACT Regulations*
 - 40 CFR Part 63, Subpart AAAA - *National Emission Standards for Hazardous Air Pollutants: Municipal Solid Waste Landfills*
- 10 CSR 10-6.080 *Emission Standards for Hazardous Air Pollutants*
 - 40 CFR Part 61, Subpart M - *NESHAPs for Asbestos*

STAFF RECOMMENDATION

Based on this review conducted in accordance with Section (5) of Missouri State Rule 10 CSR 10-6.060 *Construction Permits Required*, it is recommended that this permit be granted with special conditions.

PERMIT DOCUMENTS

The following documents are incorporated by reference into this permit:

- The Application for Authority to Construct form, dated August 22, 2025, received August 25, 2025, designating Waste Corporation of Missouri, LLC as the owner and operator of the installation.

APPENDIX A

Abbreviations and Acronyms

%percent	Mgal 1,000 gallons
°Fdegrees Fahrenheit	MW megawatt
acfmactual cubic feet per minute	MHDR maximum hourly design rate
BACT Best Available Control Technology	MMBtu Million British thermal units
BMPs Best Management Practices	MMCF million cubic feet
Btu British thermal unit	MSDS Material Safety Data Sheet
CAM Compliance Assurance Monitoring	NAAQS ... National Ambient Air Quality Standards
CAS Chemical Abstracts Service	NESHAPs National Emissions Standards for Hazardous Air Pollutants
CEMS Continuous Emission Monitor System	NO_x nitrogen oxides
CFR Code of Federal Regulations	NSPS New Source Performance Standards
COcarbon monoxide	NSR New Source Review
CO₂carbon dioxide	PM particulate matter
CO_{2e}carbon dioxide equivalent	PM_{2.5} particulate matter less than 2.5 microns in aerodynamic diameter
COMS Continuous Opacity Monitoring System	PM₁₀ particulate matter less than 10 microns in aerodynamic diameter
CSR Code of State Regulations	ppm parts per million
dscfdry standard cubic feet	PSD Prevention of Significant Deterioration
EIQ Emission Inventory Questionnaire	PTE potential to emit
EP Emission Point	RACT Reasonable Available Control Technology
EPA Environmental Protection Agency	RAL Risk Assessment Level
EU Emission Unit	SCC Source Classification Code
fps feet per second	scfm standard cubic feet per minute
ft feet	SDS Safety Data Sheet
GACT Generally Available Control Technology	SIC Standard Industrial Classification
GHG Greenhouse Gas	SIP State Implementation Plan
gpm gallons per minute	SMAL Screening Model Action Levels
gr grains	SO_x sulfur oxides
GWP Global Warming Potential	SO₂ sulfur dioxide
HAP Hazardous Air Pollutant	SSM Startup, Shutdown & Malfunction
hr hour	tph tons per hour
hp horsepower	tpy tons per year
lb pound	VMT vehicle miles traveled
lbs/hr pounds per hour	VOC Volatile Organic Compound
MACT Maximum Achievable Control Technology	
µg/m³ micrograms per cubic meter	
m/s meters per second	

Appendix B: Air Pollution Control Program

Table of Hazardous Air Pollutants and Screening Model Action Levels, (Rev. 19, 10/28/2024)

Chemical	CAS #	SMAL (tons/yr)	Group ID	VOC	PM	Chemical	CAS #	SMAL (tons/yr)	Group ID	VOC	PM	Chemical	CAS #	SMAL (tons/yr)	Group ID	VOC	PM
ACETALDEHYDE	75-07-0	9		Y	N	CARBON DISULFIDE	75-15-0	1		Y	N	DIETHANOLAMINE	111-42-2	5		Y	N
ACETAMIDE	60-35-5	1		Y	N	CARBON TETRACHLORIDE	56-23-5	1		Y	N	DIETHYL SULFATE	64-67-5	1		Y	N
ACETONITRILE	75-05-8	4		Y	N	CARBONYL SULFIDE	463-58-1	5		Y	N	DIETHYLENE GLYCOL MONOBUTYL ETHER	112-34-5	5	P	Y	N
ACETOPHENONE	98-86-2	1		Y	N	CATECHOL	120-80-9	5		Y	N	DIMETHOXYBENZIDINE, [3,3-]	119-90-4	0.1	V	Y	Y
ACETYLAMINOFLUORINE, [2-]	53-96-3	0.005	V	Y	N	CHLORAM BEN	133-90-4	1		Y	Y	DIMETHYL BENZIDINE, [3,3-]	119-93-7	0.008	V	Y	Y
ACROLEIN	107-02-8	0.04		Y	N	CHLORDANE	57-74-9	0.01		Y	Y	DIMETHYL CARBAMOYL CHLORIDE	79-44-7	0.02		Y	N
ACRYLAMIDE	79-06-1	0.02		Y	N	CHLORINE	7782-50-5	0.1		N	N	DIMETHYL FORMAMIDE	68-12-2	1		Y	N
ACRYLIC ACID	79-10-7	0.6		Y	N	CHLOROACETIC ACID	79-11-8	0.1		Y	N	DIMETHYL HYDRAZINE, [1,1-]	57-14-7	0.008		Y	N
ACRYLONITRILE	107-13-1	0.3		Y	N	CHLOROACETOPHENONE, [2-]	532-27-4	0.06		Y	N	DIMETHYL PHTHALATE	131-11-3	10		Y	N
ALLYL CHLORIDE	107-05-1	1	V	Y	N	CHLOROBENZENE	108-90-7	10		Y	N	DIMETHYL SULFATE	77-78-1	0.1		Y	N
AMINOBIPHENYL, [4-]	92-67-1	1		Y	N	CHLOROBENZILATE	510-15-6	0.4	V	Y	Y	DIMETHYLAMINOAZOBENZENE, [4-]	60-11-7	1		Y	N
ANILINE	62-53-3	1		Y	N	CHLOROFORM	67-66-3	0.9		Y	N	DIMETHYLANILINE, [N-N-]	121-89-7	1		Y	N
ANISIDINE, [ORTHO-]	90-04-0	1		Y	N	CHLOROMETHYL METHYL ETHER	107-30-2	0.1		Y	N	DINITRO-O-CRESOL, [4,6-] (Note 6)	534-52-1	0.1	E	Y	Y
ANTHRACENE	120-12-7	0.01	V	Y	N	CHLOROPRENE	126-99-8	1		Y	N	DINITROPHENOL, [2,4-]	51-28-5	1		Y	N
ANTIMONY COMPOUNDS		5	H	N	Y	CHROMIUM (VI) COMPOUNDS		0.002	L	N	Y	DINITROTOLUENE, [2,4-]	121-14-2	0.02		Y	N
ANTIMONY PENTAFLUORIDE	7783-70-2	0.1	H	N	Y	CHROMIUM COMPOUNDS		5	L	N	Y	DIOXANE, [1,4-]	123-91-1	6		Y	N
ANTIMONY POTASSIUM TARTRATE	28300-74-5	1	H	N	Y	CHRYSENE	218-01-9	0.01	V	Y	N	DIPHENYLHYDRAZINE, [1,2-]	122-66-7	0.09	V	Y	Y
ANTIMONY TRIOXIDE	1309-64-4	1	H	N	Y	COBALT COMPOUNDS		0.1	M	N	Y	DIPHENYLMETHANE DIISOCYANATE, [4,4-]	101-68-8	0.1	V	Y	N
ANTIMONY TRISULFIDE	1345-04-6	0.1	H	N	Y	COKE OVEN EMISSIONS	8007-45-2	0.03	N	Y	N	EPICHLOROHYDRIN	106-89-8	2		Y	N
ARSENIC COMPOUNDS		0.005	I	N	Y	CRESOL, [META-]	108-39-4	1	B	Y	N	ETHOXYETHANOL, [2-]	110-80-5	10	P	Y	N
ASBESTOS	1332-21-4	0	A	N	Y	CRESOL, [ORTHO-]	95-48-7	1	B	Y	N	ETHOXYETHYL ACETATE, [2-]	111-15-9	5	P	Y	N
BENZ(A)ANTHRACENE	56-55-3	0.01	V	Y	N	CRESOL, [PARA-]	106-44-5	1	B	Y	N	ETHYL ACRYLATE	140-88-5	1		Y	N
BENZENE	71-43-2	2		Y	N	CRESOLS (MIXED ISOMERS)	1319-77-3	1	B	Y	N	ETHYL BENZENE	100-41-4	10		Y	N
BENZIDINE	92-87-5	0.0003	V	Y	N	CUMENE	98-82-8	10		Y	N	ETHYL CHLORIDE	75-00-3	10		Y	N
BENZO(A)PYRENE	50-32-8	0.01	V	Y	N	CYANIDE COMPOUNDS		0.1	O	Y	N	ETHYLENE GLYCOL	107-21-1	10		Y	N
BENZO(B)FLUORANTHENE	205-99-2	0.01	V	Y	N	DDE	72-55-9	0.01	V	Y	Y	ETHYLENE GLYCOL MONOBUTYL ETHER (Delisted)	111-76-2				
BENZO(K)FLUORANTHENE	207-08-9	0.01	V	Y	N	DI(2-ETHYLHEXYL) PHTHALATE, (DEHP)	117-81-7	5		Y	N	ETHYLENE GLYCOL MONOHEXYL ETHER	112-25-4	5	P	Y	N
BENZOTRICHLORIDE	98-07-7	0.006		Y	N	DIAMINOTOLUENE, [2,4-]	95-80-7	0.02		Y	N	ETHYLENE IMINE [AZIRIDINE]	151-56-4	0.003		Y	N
BENZYL CHLORIDE	100-44-7	0.1		Y	N	DIAZOMETHANE	334-88-3	1		Y	N	ETHYLENE OXIDE	75-21-8	0.1		Y	N
BERYLLIUM COMPOUNDS		0.008	J	N	Y	DIBENZ(A,H)ANTHRACENE	53-70-3	0.01	V	Y	N	ETHYLENE THIOUREA	96-45-7	0.6		Y	Y
BERYLLIUM SALTS		2E-05	J	N	Y	DIOXINS/FURANS		6E-07	D,V	Y	N	FORMALDEHYDE	50-00-0	2		Y	N
BIPHENYL, [1,1-]	92-52-4	10	V	Y	N	DIBENZOFURAN	132-64-9	5	V	Y	N	GLYCOL ETHER (ETHYLENE GLYCOL ETHERS)		5	P	Y	N
BIS(CHLOROETHYL)ETHER	111-44-4	0.06		Y	N	DIBROMO-3-CHLOROPROPANE, [1,2-]	96-12-8	0.01		Y	N	GLYCOL ETHER (DIETHYLENE GLYCOL ETHERS)		5	P	Y	N
BIS(CHLOROMETHYL)ETHER	542-88-1	0.0003		Y	N	DIBROMOETHANE, [1,2-]	106-93-4	0.1		Y	N	HEPTACHLOR	76-44-8	0.02		Y	N
BROMOFORM	75-25-2	10		Y	N	DIBUTYL PHTHALATE	84-74-2	10		Y	Y	HEXACHLOROBENZENE	118-74-1	0.01		Y	N
BROMOMETHANE	74-83-9	10		Y	N	DICHLOROBENZENE, [1,4-]	106-46-7	3		Y	N	HEXACHLOROBUTADIENE	87-68-3	0.9		Y	N
BROMOPROPANE [1-]	106-94-5	10		Y	N	DICHLOROBENZIDENE, [3,3-]	91-94-1	0.2	V	Y	Y	HEXACHLOROCYCLOHEXANE, [ALPHA-]	319-84-6	0.01	F	Y	N
BUTADIENE, [1,3-]	106-99-0	0.07		Y	N	DICHLOROBENZIDENE, [1,1-]	75-34-3	1		Y	N	HEXACHLOROCYCLOHEXANE, [BETA-]	319-85-7	0.01	F	Y	N
BUTOXYETHANOL ACETATE, [2-]	112-07-2	5	P	Y	N	DICHLOROETHANE, [1,2-]	107-06-2	0.8		Y	N	HEXACHLOROCYCLOHEXANE, [DELTA-]	319-86-8	0.01	F	Y	N
BUTYLENE OXIDE, [1,2-]	106-88-7	1		Y	N	DICHLOROETHYLENE, [1,1-]	75-35-4	0.4		Y	N	HEXACHLOROCYCLOHEXANE, [TECHNICAL]	608-73-1	0.01	F	Y	N
CADMIUM COMPOUNDS		0.01	K	N	Y	DICHLOROMETHANE	75-09-2	10		N	N	HEXACHLOROCYCLOPENTADIENE	77-47-4	0.1		Y	N
CALCIUM CYANAMIDE	156-62-7	10		Y	Y	DICHLOROPHENOXY ACETIC ACID, [2,4-]	94-75-7	10	C	Y	Y	HEXACHLOROETHANE	67-72-1	5		Y	N
CAPROLACTAM (Delisted)	105-60-2					DICHLOROPROPANE, [1,2-]	78-87-5	1		Y	N	HEXAMETHYLENE, -1,6-DIISOCYANATE	822-06-0	0.02		Y	N
CAPTAN	133-06-2	10		Y	Y	DICHLOROPROPENE, [1,3-]	542-75-6	1		Y	N	HEXAMETHYLPHOSPHORAMIDE	680-31-9	0.01		Y	N
CARBARYL	63-25-2	10	V	Y	Y	DICHLORVOS	62-73-7	0.2		Y	N	HEXANE, [N-]	110-54-3	10		Y	N

Table of Hazardous Air Pollutants and Screening Model Action Levels, (Rev. 19, 10/28/2024)

Chemical	CAS #	SMAL (tons/yr)	Group ID	VOC	PM	Chemical	CAS #	SMAL (tons/yr)	Group ID	VOC	PM	Chemical	CAS #	SMAL (tons/yr)	Group ID	VOC	PM
HYDRAZINE	302-01-2	0.004		N	N	NICKEL COMPOUNDS			1	U	N	Y	SELENIUM COMPOUNDS				Y
HYDROGEN CHLORIDE	7647-01-0	10		N	N	NICKEL REFINERY DUST			0.08	U	N	Y	STYRENE				N
HYDROGEN FLUORIDE	7664-39-3	0.1		N	N	NICKEL SUBSULFIDE	12035-72-2	0.04	U	N	Y	N	STYRENE OXIDE				N
HYDROQUINONE	123-31-9	1		Y	N	NITROBENZENE	98-95-3	1		Y	N	N	TETRACHLORODIBENZO-P-DIOXIN [2,3,7,8]	1746-01-6	6E-07	D,V	Y
INDENO[1,2,3-CD]PYRENE	193-39-5	0.01	V	Y	N	NITROBIPHENYL, [4-]	92-93-3	1	V	Y	N	N	TETRACHLOROETHANE, [1,1,2,2-]	79-34-5	0.3		Y
ISOPHORONE	78-59-1	10	Y	Y	N	NITROPHENOL, [4-]	100-02-7	5		Y	N	N	TETRACHLOROETHYLENE	127-18-4	10		N
LEAD COMPOUNDS		0.01	Q	N	Y	NITROPROPANE, [2-]	79-46-9	1		Y	N	N	TITANIUM TETRACHLORIDE	7550-45-0	0.1		N
LINDANE [GAMMA-HEXACHLOROCYCLOHEXANE]	58-89-9	0.01	F	Y	N	NITROSODIMETHYLAMINE, [N-]	62-75-9	0.001		Y	N	N	TOLUENE	108-88-3	10		N
MALEIC ANHYDRIDE	108-31-6	1		Y	N	NITROSOMORPHOLINE, [N-]	59-89-2	1		Y	N	N	TOLUENE DIISOCYANATE, [2,4-]	584-84-9	0.1		N
MANGANESE COMPOUNDS		0.8	R	N	Y	NITROSO-N-METHYLUREA, [N-]	684-93-5	0.0002		Y	N	N	TOLUIDINE, [ORTHO-]	95-53-4	4		N
MERCURY COMPOUNDS		0.01	S	N	N	OCTACHLORONAPHTHALENE	2234-13-1	0.01	V	Y	N	N	TOXAPHENE	8001-35-2	0.01		N
METHANOL	67-56-1	10		Y	N	PARATHION	56-38-2	0.1		Y	Y	Y	TRICHLOROBENZENE, [1,2,4-]	120-82-1	10		N
METHOXYCHLOR	72-43-5	10	V	Y	Y	PCB [POLYCHLORINATED BIPHENYLS]	1336-36-3	0.009	X	Y	Y	Y	TRICHLOROETHANE, [1,1,1-]	71-55-6	10		N
METHOXYETHANOL, [2-]	109-86-4	10	P	Y	N	PENTACHLORONITROBENZENE	82-68-8	0.3		Y	N	Y	TRICHLOROETHANE, [1,1,2,]	79-00-5	1		N
METHYL CHLORIDE	74-87-3	10		Y	N	PENTACHLOROPHENOL	87-86-5	0.7		Y	N	Y	TRICHLOROETHYLENE	79-01-6	10		N
METHYL ETHYL KETONE (Delisted)	78-93-3					PHENOL	108-95-2	0.1		Y	N	Y	TRICHLOROPHENOL, [2,4,5-]	95-95-4	1		N
METHYL HYDRAZINE	60-34-4	0.06		Y	N	PHENYLENEDIAMINE, [PARA-]	106-50-3	10		Y	N	Y	TRICHLOROPHENOL, [2,4,6-]	88-06-2	6		N
METHYL IODIDE	74-88-4	1		Y	N	PHOSGENE	75-44-5	0.1		Y	N	Y	TRIETHYLAMINE	121-44-8	10		N
METHYL ISOBUTYL KETONE	108-10-1	10		Y	N	PHOSPHINE	7803-51-2	5		N	N	N	TRIFLURALIN	1582-09-8	9		Y
METHYL ISOCYANATE	624-83-9	0.1		Y	N	PHOSPHOROUS (YELLOW OR WHITE)	7723-14-0	0.1		N	N	N	TRIMETHYLPENTANE, [2,2,4-]	540-84-1	5		N
METHYL METHACRYLATE	80-52-6	10		Y	N	PTHALIC ANHYDRIDE	85-44-9	5		Y	N	Y	URETHANE [ETHYL CARBAMATE]	51-79-6	0.8		N
METHYL TERT-BUTYL ETHER	1634-04-4	10		Y	N	POLYCYCLIC ORGANIC MATTER		0.01	V	Y	Y	Y	VINYL ACETATE	108-05-4	1		N
METHYLCYCLOPENTADIENYL MANGANESE	12108-13-3	0.1	R	N	Y	PROPANE SULFONE, [1,3-]	1120-71-4	0.03		Y	Y	Y	VINYL BROMIDE	593-60-2	0.6		N
METHYLENE BIS(2-CHLOROANILINE), [4,4-]	101-14-4	0.2	V	Y	Y	PROPIOLACTONE, [BETA-]	57-57-8	0.1		Y	N	Y	VINYL CHLORIDE	75-01-4	0.2		N
METHYLENEDIANILINE, [4,4-]	101-77-9	1	V	Y	N	PROPIONALDEHYDE	123-38-6	5		Y	N	Y	XYLENE, [META-]	108-38-3	10	G	N
METHYLNAPHTHALENE, [2-]	91-57-6	10	V	Y	N	PROPOXUR [BAYGON]	114-26-1	10		Y	Y	Y	XYLENE, [ORTHO-]	95-47-6	10	G	N
MINERAL FIBERS		0	T	N	Y	PROPYLENE OXIDE	75-56-9	5		Y	N	Y	XYLENE, [PARA-]	106-42-3	10	G	N
NAPHTHALENE	91-20-3	10	V	Y	N	PROPYLENEIMINE, [1,2-]	75-55-8	0.003		Y	N	Y	XYLENES (MIXED ISOMERS)	1330-20-7	10	G	N
NAPHTHYLAMINE, [ALPHA-]	134-32-7	0.01	V	Y	N	QUINOLINE	91-22-5	0.006		Y	N	Y					
NAPHTHYLAMINE, [BETA-]	91-59-8	0.01	V	Y	N	QUINONE	106-51-4	5		Y	N	Y					
NICKEL CARBONYL	13463-39-3	0.1	U	N	Y	RADIONUCLIDES		Note 1	Y	N	Y						

Legend

Group ID	Aggregate Group Name	Notes	Group ID	Aggregate Group Name	Notes
A	Asbestos	2,5	N	Coke Oven Emissions	2,5
B	Cresols/Cresylic Acid (isomers and mixtures)	2,5	O	Cyanide Compounds	7,16
C	2,4 - D, Salts and Esters	6	P	Glycol Ethers	3,5
D	Dibenzofurans, Dibenzodioxins	10	Q	Lead Compounds (except elemental Lead)	2,4,8
E	4, 6 Dinitro-o-cresol, and Salts	6	R	Manganese Compounds	2,4
F	Lindane (all isomers)	3,5	S	Mercury Compounds	2,4
G	Xylenes (all isomers and mixtures)	5,12	T	Fine Mineral Fibers	1,2,5,22
H	Antimony Compounds	2,4	U	Nickel Compounds	2,4
I	Arsenic Compounds	2,4,18	V	Polycyclic Organic Matter	3,5
J	Beryllium Compounds	2,4	W	Selenium Compounds	2,4
K	Cadmium Compounds	2,4	X	Polychlorinated Biphenyls (Aroclors)	10
L	Chromium Compounds	4,11	Y	Radionuclides	2,9,24
M	Cobalt Compounds	2,4			

Table of Hazardous Air Pollutants and Screening Model Action Levels, (Rev. 19, 10/28/2024)

Column Identifiers	
Chemical	As identified in §112(b)(1) of the Clean Air Act Amendments of 1990, the name used in the Air Pollution Control Program's Chemical Database to identify a HAP or an aggregate group of HAP. The table lists HAPs in alphabetical order.
CAS #	The Chemical Abstracts Service (CAS) registry number for the HAP. In most instances, an aggregate group of HAP does not have a CAS number because the purpose of a CAS number is to identify a specific chemical or compound
SMAL	Screening Model Action Level (SMAL) is the emission threshold level for modeling HAP, as referenced in the Missouri Code of State Regulations 10 CSR 10-6.060(12)(J) Air Quality Analysis for Hazardous Air Pollutants. The SMAL is also the emission threshold level for construction permit exemptions as referenced in 10 CSR 10-6.061(3)(A)3.B Units are in tpy except where noted
Group ID	A value in this column indicates that the compound is classified as an aggregate group HAP. Emissions of compounds that are in the same aggregate group must be counted together.
VOC	If the value is Y, the HAP is classified as a Volatile Organic Compound (VOC) as defined in 10 CSR 10-6.020(2)(V) VOC. If the value is N, the HAP is not classified as a VOC. Emissions of HAP that are also VOC are counted in the emissions potential for both HAP and VOC. VOC classification was determined based on guidance in a memo from the chief of the Air Permits and Compliance Branch of EPA Region VII to the director of the Air Pollution Control Program dated, April 18, 1996, and received, April 22, 1996.
PM	If the value is Y, the HAP is classified as PM ₁₀ as defined in 10 CSR 10-6.020(2)(P)4.B PM ₁₀ . If the value is N, the HAP is not classified as a PM ₁₀ . Emissions of HAP that are also PM ₁₀ are counted in the emissions potential for both HAP and PM ₁₀ . PM ₁₀ classification was determined based on guidance in a memo from the chief of the Air Permits and Compliance Branch of EPA Region VII to the director of the Air Pollution Control Program dated, April 18, 1996, and received, April 22, 1996.

Notes

Note 1	Includes mineral fiber emissions from facilities manufacturing or processing glass, rock, or slag fibers (or other mineral derived fibers) of average diameter 1 micrometer or less.
Note 2	Emissions of compounds in this aggregate group are combined for comparison to the Major Source Thresholds. Except for those compounds specifically listed, emissions of compounds in this aggregate group are also combined for comparison to the SMALs and RALs.
Note 3	Emissions of compounds in this aggregate group are combined for comparison to the Major Source Thresholds but are not combined for comparison to the SMALs and RALs.
Note 4	The total mass of the compound is used to determine emissions for comparison to the Major Source Thresholds. The mass of the metal portion of the compound is used to determine emissions for comparison to the SMALs and RALs.
Note 5	The total mass of the compound is used to determine emissions for comparison to the SMALs, RALs, and Major Source Thresholds.
Note 6	The total mass of the compound is used to determine emissions for comparison to the Major Source Thresholds. For these compounds, emissions within the same aggregate group are combined for comparison to the SMALs and RALs, and the 2,4-D portion of 2,4-D Salts and Esters and the Dinitro-ortho-cresol (DNOC) portion of 4,6 Dinitro-o-cresol Salts are used to determine emissions for comparison to the SMALs and RALs.
Note 7	The total mass of the compound is used to determine emissions for comparison to the Major Source Thresholds. Except for those compounds specifically listed, emissions of cyanide compounds are combined and the mass of the cyanide portion (-C≡N) of the compound is used to determine emissions for comparison to the SMALs and RALs. For those compounds specifically listed in the table, emissions are not combined, and the total mass of the compound is used for comparison to the SMALs and RALs.
Note 8	Elemental lead is not considered a hazardous air pollutant. However, the lead portion of lead compounds (in addition to elemental lead) is considered a criteria pollutant and should be included in the lead criteria pollutant potential emissions calculations.
Note 9	The SMAL for radionuclides is defined as the effective dose equivalent to 0.3 millirems per year for 7 years exposure associated with a cancer risk of 1 in 1 million. The RAL units for Dibenzodioxins/Dibenzofurans (Dioxins/Furans) and Polychlorinated biphenyls (PCBs) are picograms per cubic meter (pg/m ³). For comparison to the Major Source Threshold combine emissions within each aggregate group and use the total mass of each compound.
Note 10	For comparison to the SMAL and RAL, emissions of polychlorinated dibenzodioxins & polychlorinated dibenzofurans (PCDD/PCDF) and polychlorinated biphenyls (PCB) are scaled according to the toxic equivalency factor method and then combined for comparison to the SMAL and RAL: For comparison to the SMAL: 1) scale the annual emissions of each PCDD/PCDF and PCB by its respective toxic equivalency factor (TEF) 2) after the emissions are scaled, combine them into a single potential annual emissions (tons/year) for comparison to the SMAL For comparison to the RAL: 1) scale the annual emissions of each PCDD/PCDF and PCB by its respective toxic equivalency factor (TEF) 2) after the emissions are scaled, combine them into a single emission rate (lb/hr) or (grams/second) for modeling 3) the resulting ambient concentration is compared to the RALs for Dioxins/Furans

Toxic Equivalency Factors for PCDD, PCDF, and PCB compounds

	PCDDs	TEF	PCDFs	TEF	PCBs	TEF
Note 11	2,3,7,8-TCDD	1.0	2,3,7,8-TCDF	0.1	3,3',4,4'-TCB (77)	0.0001
	1,2,3,7,8-PeCDD	1.0	1,2,3,7,8-PeCDF	0.03	3,4,4',5-TCB (81)	0.0003
	1,2,3,4,7,8-HxCDD	0.1	2,3,4,7,8-PeCDF	0.3	3,3',4,4',5-PeCB (126)	0.1
	1,2,3,7,8,9-HxCDD	0.1	1,2,3,4,7,8-HxCDF	0.1	3,3',4,4',5,5'-HxCB (169)	0.03
	1,2,3,6,7,8-HxCDD	0.1	1,2,3,7,8,9-HxCDF	0.1	2,3,3',4,4' PeCB (105)	0.00003
	1,2,3,4,6,7,8-HpCDD	0.01	1,2,3,6,7,8-HxCDF	0.1	2,3,4,4',5 PeCB (114)	0.00003
	1,2,3,4,6,7,8,9-OCDD	0.0003	2,3,4,6,7,8-HxCDF	0.1	2,3',4,4',5 PeCB (118)	0.00003
			1,2,3,4,6,7,8-HpCDF	0.01	2',3,4,4',5 PeCB (123)	0.00003
			1,2,3,4,7,8,9-HpCDF	0.01	2,3,3',4,4',5-HxCB (156)	0.00003
			1,2,3,4,6,7,8,9-OCDF	0.0003	2,3,3',4,4',5-HxCB (157)	0.00003
					2,3',4,4',5,5'-HxCB (167)	0.00003
					2,3,3',4,4',5,5'-HpCB (189)	0.00003
Note 12	Emissions of compounds in this aggregate group are combined for comparison to the Major Source Thresholds. Although each isomer is specifically listed, they are not evaluated separately. Emissions of all combined for comparison to the SMAL and RALs for Chromium (VI) compounds. Chromium (VI) compounds, also known as hexavalent chromium compounds, are combined for comparison to the SMALs and RALs for Chromium Compounds.					
Note 13	Emission of all isomers of Xylenes are combined for comparison to the SMAL and RALs for any of the listed isomers as they are all the same					
Note 14	The RAL units for asbestos are fibers/mL (or fibers per cm ³).					
Note 15	The RAL units for Nitroso-N-Methylurea, [N-] (CAS # 684-93-5) are nanograms per cubic meter (ng/m ³).					
Note 16	The 1-hour RAL for Dichloroethylether (CAS # 111-44-4) is 0.287 milligrams per cubic meter (mg/m ³).					
Note 17	The acute RAL for Cyanide Compounds is 11 milligrams per cubic meter (mg/m ³).					
Note 18	The 4-hour RAL for Arsenic Compounds is 0.19 micrograms per cubic meter (μg/m ³).					
Note 19	The 1-hour RAL for hydrogen chloride is 2,100 micrograms per cubic meter (μg/m ³).					
Note 20	X'CN where X = H' or any other group where a formal dissociation may occur. (For example KCN or Ca(CN) ₂)					
Note 21	Glycol ethers include mono- and di-ethers of ethylene glycol, diethylene glycol, and triethylene glycol R-(OCH ₂ CH ₂) _n -OR'. Where: n = 1, 2, or 3; R = alkyl C7 or less; or R = phenyl or alkyl substituted phenyl; R' = H or alkyl C7 or less; or OR' consisting of carboxylic acid ester, sulfate, phosphate, nitrate, or sulfonate.					
Note 22	Fine mineral fibers include mineral fiber emissions from facilities manufacturing or processing glass, rock, or slag fibers (or other mineral derived fibers) of average diameter 1 micrometer or less.					
Note 23	POM includes organic compounds with more than one benzene ring, and which have a boiling point greater than or equal to 100°C.					
Note 24	Radionuclides are a type of atom which spontaneously undergoes radioactive decay.					

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Aon Risk Services Northeast, Inc. Cleveland OH Office 950 Main Avenue Suite 1600 Cleveland OH 44113 USA	CONTACT NAME:	
	PHONE (A/C. No. Ext): (866) 283-7122	FAX (A/C. No.): (800) 363-0105
	E-MAIL ADDRESS:	
	INSURER(S) AFFORDING COVERAGE	
INSURED GFL Environmental Holdings (US), Inc and its subsidiaries 26999 Central Park Blvd Southfield MI 48076 USA	INSURER A: National Union Fire Ins Co of Pittsburgh	19445
	INSURER B: AIU Insurance Company	19399
	INSURER C:	
	INSURER D:	
	INSURER E:	
	INSURER F:	

COVERAGES

CERTIFICATE NUMBER: 570120580625

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

Limits shown are as requested

INSR LTR	TYPE OF INSURANCE						ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS			
A	X	COMMERCIAL GENERAL LIABILITY							022834051	06/01/2026	06/01/2027	EACH OCCURRENCE	\$5,000,000		
		CLAIMS-MADE	X	OCCUR											
		GEN'L AGGREGATE LIMIT APPLIES PER:													
		POLICY	X	PRO-JECT	X	LOC									
		OTHER:													
A		AUTOMOBILE LIABILITY							022834050	06/01/2026	06/01/2027	COMBINED SINGLE LIMIT (Ea accident)	\$5,000,000		
	X	ANY AUTO													
		OWNED AUTOS ONLY		SCHEDULED AUTOS											
		HIRE AUTOS ONLY		NON-OWNED AUTOS ONLY											
		UMBRELLA LIAB				OCCUR						EACH OCCURRENCE			
		EXCESS LIAB				CLAIMS-MADE						AGGREGATE			
		DED		RETENTION											
B B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY					Y / N		022834057	06/01/2026	06/01/2027	X	PER STATUTE		OTH-ER	
	ANY PROPRIETOR / PARTNER / EXECUTIVE OFFICER/MEMBER EXCLUDED?					N	N/A	022834056	06/01/2026	06/01/2027					
	(Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below														

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Evidence of Insurance.

CERTIFICATE HOLDER

CANCELLATION

GFL Environmental Holdings (US), Inc. and Its Subsidiaries 26999 Central Park Blvd. Southfield MI 48076 USA	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE <i>Aon Risk Services Northeast, Inc.</i>

Holder Identifier :

570120580625

Certificate No :





ADDITIONAL REMARKS SCHEDULE

Page _ of _

AGENCY Aon Risk Services Northeast, Inc.		NAMED INSURED GFL Environmental Holdings (US), Inc	
POLICY NUMBER See Certificate Number: 570120580625			
CARRIER See Certificate Number: 570120580625	NAIC CODE	EFFECTIVE DATE	

ADDITIONAL REMARKS

THIS ADDITIONAL REMARKS FORM IS A SCHEDULE TO ACORD FORM,

FORM NUMBER: ACORD 25 FORM TITLE: Certificate of Liability Insurance

GFL Named Insureds

GFL ENVIRONMENTAL HOLDINGS (US), INC.

1877984 Delaware, LLC
 American Waste, Inc.
 Baldwin Pontiac LLC
 Brent Run Landfill, Inc.
 Dafter Sanitary Landfill, Inc.
 GFL (CW) Holdco, LLC (fka County Waste of Virginia, LLC)
 GFL Environmental Real Property, Inc.
 GFL Environmental USA Inc.
 GFL Environmental USA Roll-off Inc.
 GFL Holdco (US), LLC
 GFL North Michigan Landfill, LLC
 GFL of Virginia, LLC (fka County Waste, LLC)
 GFL Recycling of Virginia, LLC (fka County Recycling, LLC)
 GFL Slim Jim 2, LLC
 GFL Slim Jim 3, LLC
 GFL Southwest Virginia, LLC (fka County Waste Southwest Virginia, LLC)
 GFL US 13, LLC
 GFL US 14, LLC
 GFL US 15, LLC
 GFL Wrangler US 5, LLC
 Green Ridge Recycling and Disposal Facility, LLC
 J&E Recycling, LLC
 Primary American Casualty & Environmental, Inc.
 WCA Waste Corporation
 Wexford County Landfill, LLC
 Wexford Water Technologies, LLC
 Wood Island Waste Management, Inc.
 Wrangler Holdco Corp.

WASTE INDUSTRIES USA, LLC.

Black Creek Renewable Energy, LLC
 ETC of Georgia, LLC
 GFL Renewables LLC
 GFL Wrangler Holdco US 2, Inc.
 GFL Wrangler US 1, LLC
 GFL Wrangler US 3, LLC
 GFL Wrangler US 4, LLC
 GFL Wrangler US 6, LLC
 Haw River LandCo, LLC
 L&L Disposal, LLC
 Lakeway LandCo, LLC
 Lakeway Sanitation & Recycling C&D, LLC
 Lakeway Sanitation & Recycling MSW, LLC
 Laurens County Landfill, LLC
 Red Rock Disposal, LLC
 S&S Enterprises of Mississippi, LLC
 Safeguard Landfill Management, LLC
 Sampson County Disposal, LLC
 Southeastern Disposal, LLC
 Transwaste Services, LLC
 Wake County Disposal, LLC
 Wake Reclamation, LLC
 Waste Industries Atlanta, LLC
 Waste Industries of Tennessee, LLC
 Waste Industries, LLC
 Waste Services of Decatur, LLC
 WI Burnt Poplar Transfer, LLC
 WI High Point Landfill, LLC
 WI Shiloh Landfill, LLC
 Wilmington LandCo, LLC
 Wimberly Hill, LLC



ADDITIONAL REMARKS SCHEDULE

AGENCY Aon Risk Services Northeast, Inc.		NAMED INSURED GFL Environmental Holdings (US), Inc	
POLICY NUMBER See Certificate Number: 570120580625			
CARRIER See Certificate Number: 570120580625	NAIC CODE	EFFECTIVE DATE:	

ADDITIONAL REMARKS

THIS ADDITIONAL REMARKS FORM IS A SCHEDULE TO ACORD FORM,

FORM NUMBER: ACORD 25 FORM TITLE: Certificate of Liability Insurance

GFL Named Insureds

WCA WASTE SYSTEMS, INC.

WCA GP LLC

GFL (Texas) Solids LLC

Waste Corporation of Arkansas, LLC

Waste Corporation of Kansas, LLC

WCA of Alabama, L.L.C.

WCA of Oklahoma, LLC

Pauls Valley Landfill, LLC

N.E. Land Fill, LLC

Sooner Waste, LLC

Waste Corporation of Tennessee, LLC

Jones Sanitation, L.L.C.

WCA of Central Florida, Inc.

GFL Florida Holding Company LLC

Sugar Landfill, LP (formerly Fort Bend County Landfill, L.P.)

GFL Recycling Center - Northeast, LLC (formerly Sprint Recycling Center - Northeast, LLC)

WCA Texas Management General, Inc.

Fort Bend Regional Landfill, L.P.

Conroe Landfill, LP (formerly Sprint Montgomery County Landfill, LP)

GFL Triple-S Compost, LLC (formerly Triple-S Compost LLC)

WCA Management Limited, Inc.

WCA Texas Management General, Inc.

WCA Management Company, LP

GFL of Texas, LP (formerly Waste Corporation of Texas, L.P.) (merged with V.F. Waste Services, LLC and 6ish Holdings, Inc.)

Waste Corporation of Missouri, LLC (WCA of Missouri, LLC) (merged with Town & Country Disposal

Solid Waste Transfer Station, LLC, Town & Country Recycling, LLC and Town and Country Disposal of Western Missouri, LLC)

WCA - Kansas City Transfer, LLC

LRS South, LLC

Inland Waste Solutions, LLC

Alternative Waste Management, LLC

WCA Cares, Inc.

Superior Waste Industries, LLC

CenterPoint Holdings, LLC

Central Disposal, LLC

Center Point Disposal, Inc.

Ruffino Hills Transfer Station, L.P.

GFL EVERGLADES HOLDINGS LLC

Alabama Dumpster Service, L.L.C.

Angelo's Aggregate Materials, Ltd.

Arbor Hills Landfill, Inc.

Area Disposal Service, Inc.

Bunn Box, LLC (formerly Bunn Box, Inc.)

Bunn Excavating, Inc.

Clinton Landfill, Inc.

Cobb County Transfer Station, LLC

Coulter Companies, Inc.

Eagle Bluff Landfill, Inc.

Eagle Point Landfill, LLC

Emerald Park Landfill, LLC

GFL Birmingham, LLC

GFL Muskego LLC

GFL Solid Waste Midwest LLC

GFL Solid Waste Southeast LLC

Glacier Ridge Landfill, LLC

Gwinnett Transfer Station, LLC



ADDITIONAL REMARKS SCHEDULE

AGENCY Aon Risk Services Northeast, Inc.		NAMED INSURED GFL Environmental Holdings (US), Inc	
POLICY NUMBER See Certificate Number: 570120580625			
CARRIER See Certificate Number: 570120580625	NAIC CODE	EFFECTIVE DATE:	

ADDITIONAL REMARKS

THIS ADDITIONAL REMARKS FORM IS A SCHEDULE TO ACORD FORM,

FORM NUMBER: ACORD 25 FORM TITLE: Certificate of Liability Insurance

GFL Named Insureds

Henson Disposal, LLC
Henson Parent, LLC
Hickory Meadows Landfill, LLC
Hickory Ridge Landfill, Inc.
Hoosier Landfill, Inc.
Land & Gas Reclamation, Inc.
Mallard Ridge Landfill, Inc.
Montgomery Transfer Station, LLC
Opelika Transfer Station, LLC
Otis Road Landfill, LLC
PDC Services, Inc.
Peoria City/County Landfill, Inc.
Peoria Disposal Company
PH Land, LLC
Seven Mile Creek Landfill, LLC
Smyrna Transfer Station, LLC
Stone's Throw Landfill, LLC
Tallassee Waste Disposal Center, Inc.
Tazewell County Landfill, Inc.
Welcome All Transfer Station, LLC
Zion Landfill, Inc.

VARIOUS

Desoto Landfill, LLC
Desoto Recycling & Disposal, L.L.C.
EcoSouth Desoto Holdings, LLC
EcoSouth Florida Intermediate Equity Aggregator, LLC
EcoSouth Florida Intermediate Equity, LP
EcoSouth Florida Intermediate, LLC
EcoSouth Florida JV, LLC
EcoSouth Florida Subsidiary OpCo, LLC (fka GFL Florida, LLC)
EcoSouth Florida, LLC
EcoSouth Intermediate II, LLC
Ft. Meade Landfill, LLC
Gabbert LLC
GFL US 11, LLC
GFL US 12, LLC
GFL US 7, L.P.
GFL US 8, LLC
GFL US 9, L.P.
GFL Wrangler US 2, LLC
GFL Wrangler US, L.P.
GWS Transfer LLC
M & G CD Disposal Facility, L.L.C.
TST Ventures, LLC

THE E-VERIFY MEMORANDUM OF UNDERSTANDING FOR WEB SERVICES EMPLOYERS

ARTICLE I PURPOSE AND AUTHORITY

The parties to this Agreement are the Department of Homeland Security (DHS) and Waste Industries LLC (Web Services Employer). The purpose of this agreement is to set forth terms and conditions which the Web Services Employer will follow while participating in E-Verify.

A Web Services Employer is an Employer who verifies employment authorization for its newly hired employees using a Web Services interface.

E-Verify is a program that electronically confirms a newly hired employee's authorization to work in the United States after completion of the Form I-9, Employment Eligibility Verification (Form I-9). This MOU explains certain features of the E-Verify program and describes specific responsibilities of the Web Services Employer, DHS, and the Social Security Administration (SSA).

For purposes of this MOU, the "E-Verify browser" refers to the website that provides direct access to the E-Verify system: <https://E-Verify.uscis.gov/emp/>. You may access E-Verify directly free of charge via the E-Verify browser.

Authority for the E-Verify program is found in Title IV, Subtitle A, of the Illegal Immigration Reform and Immigrant Responsibility Act of 1996 (IIRIRA), Pub. L. 104-208, 110 Stat. 3009, as amended (8 U.S.C. § 1324a note). The Federal Acquisition Regulation (FAR) Subpart 22.18, "Employment Eligibility Verification" and Executive Order 12989, as amended, provide authority for Federal contractors and subcontractors (Federal contractor) to use E-Verify to verify the employment eligibility of certain employees working on Federal contracts.

Before accessing E-Verify using Web Services access, the Web Services Employer must meet certain technical requirements. This will require the investment of significant amounts of resources and time. If the Web Services Employer is required to use E-Verify prior to completion and acceptance of its Web Services interface, then it must use the E-Verify browser until it is able to use its Web Services interface. The Web Services Employer must also maintain ongoing technical compatibility with E-Verify.

DHS accepts no liability relating to the Web Services Employer's development or maintenance of any Web Services access system.

Company ID Number: 1513929

its subcontractors, its employees, or its representatives to: (1) prosecution for false statements pursuant to 18 U.S.C. 1001 and/or; (2) immediate termination of its MOU and/or; (3) possible debarment or suspension.

G. The foregoing constitutes the full agreement on this subject between DHS and the Web Services Employer.

Approved by:

Web Services Employer	
Waste Industries LLC	
Name (Please Type or Print) Patti Dale	Title
Signature Electronically Signed	Date 03/03/2020
Department of Homeland Security – Verification Division	
Name (Please Type or Print) USCIS Verification Division	Title
Signature Electronically Signed	Date 03/03/2020



Company ID Number: 1513929

Information Required for the E-Verify Program

Information relating to your Company:

Company Name	Waste Industries LLC
Company Facility Address	3301 Benson Drive Suite 601 Raleigh, NC 27609
Company Alternate Address	
County or Parish	WAKE
Employer Identification Number	560954929
North American Industry Classification Systems Code	562
Parent Company	
Number of Employees	10,000 and over
Number of Sites Verified for	231 site(s)



Company ID Number: 1513929

Are you verifying for more than 1 site? If yes, please provide the number of sites verified for in each State:

AL	13
AR	5
FL	12
GA	16
IL	19
IN	7
KS	2
KY	4
LA	2
MI	19
MO	12
NC	25
NY	2
OK	7
PA	2
SC	7
TN	6
TX	21
VA	15
WI	35



Company ID Number: 1513929

Information relating to the Program Administrator(s) for your Company on policy questions or operational problems:

Name Lynette Snider
Phone Number 9193254000
Fax
Email lynette.snider@gflenv.com

Name Ericka Carmona
Phone Number 9193257300
Fax
Email ericka.carmona@gflenv.com

Name LaToya Clegg
Phone Number 9193254000
Fax
Email latoya.clegg@gflenv.com

Name Patti Dale
Phone Number 9198777580
Fax 9193253014
Email patti.dale@gflenv.com



Company ID Number: 1513929

This list represents the first 20 Program Administrators listed for this company.

Staff Summary Report

MEETING DATE: 8/25/2026

AGENDA ITEM:

AGENDA TITLE:

ACTION REQUESTED BY: Stacey Houston / Sally Burbridge

ACTION REQUESTED: Approval of Sanitation Services Contract with WCA

SUMMARY BY: Stacey Houston

PROJECT DESCRIPTION / FACTS

The proposed agreement is a five-year contract between the City of Salem and WCA Waste Corporation of Missouri, LLC, d/b/a GFL Environmental, beginning September 1, 2026, and ending August 31, 2031. GFL will be responsible for residential solid waste collection, hauling, and disposal, with once-per-week curbside collection. The agreement also includes City facility container service at no charge, 96-gallon trash carts for residents, special assistance for senior and handicapped residents, a two-week spring clean-up and one-week fall clean-up, and requirements for proper disposal, insurance, regulatory compliance, and response to missed collections and service complaints.

PROCUREMENT

Request for bids (RFB) was issued on June 26, 2026, Published in The Salem News, on the City's website. RFBs were due to the City by 3 pm on July 30, 2026

FISCAL IMPACTS

The City bills and collects the trash service charges from customers and then remits the collected amounts to the contracted vendor.

Please note – the listed rates in the contract are what WCA would charge the city. Historically, the City has added a \$0.50 monthly administrative fee per account to offset the City's costs associated with billing, collecting, and remitting trash service charges on the vendor's behalf.

SUPPORT DOCUMENTS: Contract between WCA and City of Salem for Sanitation Services

DEPARTMENT'S RECOMMENDED MOTION: Move to approve the 5-year contract with WCA for Sanitation Services and removal of Biosolids.

AN ORDINANCE AUTHORIZING AN AUTHORIZED REPRESENTATIVE OF THE CITY OF SALEM, MISSOURI, TO EXECUTE A CONTRACT BETWEEN THE CITY OF SALEM, MISSOURI, AND WCA WASTE CORPORATION OF MISSOURI, LLC D/B/A GFL ENVIRONMENTAL FOR EXCLUSIVE RESIDENTIAL SOLID WASTE COLLECTION, HAULING, DISPOSAL, AND RELATED SERVICES.

WHEREAS, the City of Salem has solicited and reviewed a contract for the exclusive collection, hauling, and disposal of residential solid waste within the City; and

WHEREAS, the proposed contract establishes the terms, conditions, rates, and responsibilities for residential solid waste collection and related services for a five-year term beginning September 1, 2026, and ending August 31, 2031; and

WHEREAS, the Board of Aldermen finds that entering into the proposed contract is in the best interest of the citizens of the City of Salem.

BE IT ORDAINED BY THE BOARD OF ALDERMEN OF THE CITY OF SALEM, MISSOURI, AS FOLLOWS:

Section 1.

The Board of Aldermen hereby approves the Contract between the City of Salem, Missouri, and WCA Waste Corporation of Missouri, LLC d/b/a GFL Environmental for the exclusive residential collection, hauling, and disposal of solid waste and related services, substantially in the form presented to the Board.

Section 2.

The Mayor or authorized representative of the City, is hereby authorized to execute the Contract and any ancillary documents necessary to carry out the intent of this Ordinance, provided such documents do not materially alter the terms approved by the Board.

Section 3.

The Contract shall commence on September 1, 2026, and continue through August 31, 2031, unless extended or otherwise terminated in accordance with its terms.

Section 4.

All ordinances or parts of ordinances in conflict herewith are, to the extent of such conflict, hereby repealed.

Section 5.

This Ordinance shall be in full force and effect from and after the date of its passage and approval.

**PASSED BY THE BOARD OF ALDERMEN OF THE CITY OF SALEM, MISSOURI, AND
APPROVED BY THE MAYOR THIS 24th DAY OF AUGUST 2026.**

APPROVED:

Greg Parker, Mayor

APPROVED AS TO FORM:

James Weber, City Attorney

ATTEST:

Tammy Koller City Clerk

“Exhibit A”

CONTRACT AGREEMENT

THIS CONTRACT, made and entered this ____ day of August 2026, between the City of Salem, Missouri, hereinafter called “Owner” and WCA Waste Corporation of Missouri, LLC d/b/a GFL Environmental hereinafter called “Contractor,” witnesseth as follows:

ARTICLE 1. CONTRACTOR shall have the exclusive responsibility to collect, haul and dispose of all refuse, rubbish and other waste generated from residences in the City at such collection points and in such frequencies as designated by the Owner in this contract.

ARTICLE 2. DEFINITIONS:

The following terms used in this contract are defined as follows:

OWNER - City of Salem, Missouri.

CONTRACTOR - The person, firm or corporation with whom this contract is made by the Owner.

WORK - This term shall include the furnishing of all materials, services, articles, tools, equipment, transportation, labor and superintendence, as is herein otherwise expressly stipulated, necessary fully to perform this Contract.

ARTICLE 3. CONTRACTOR shall provide the exclusive residential collection of solid waste one time per week per customer from the curbside starting no earlier than 6:00 a.m.. (EXCEPTION: The months of July and August no earlier than 5:00 a.m.). If a holiday falls during the workweek, all routes will be run one day behind the holiday. (Holidays include Thanksgiving Day, Christmas Day, and New Years Day).

ARTICLE 4. CONTRACTOR shall perform their duties in a quiet, orderly and sanitary manner. In case of spillage during collection, the contractor shall restore the site to a clean and satisfactory condition.

ARTICLE 5. CONTRACTOR shall provide free pick-up of all City containers. The contractor shall also furnish all containers as necessary for municipal facilities.

ARTICLE 6. CONTRACTOR shall make available special services to the residents of the City of Salem. These services should include but not be limited to rental containers for storage of trash and assistance to senior and/or handicapped individuals.

ARTICLE 7. CONTRACTOR shall not be allowed to sublet or assign this contract or any portion thereof without the written consent and approval of the City of Salem.

ARTICLE 8. CONTRACTOR shall use an appropriate State approved transfer station or landfill as the primary disposal site.

ARTICLE 9. CONTRACTOR shall file with the City a Certificate of insurance from an insurance company with Best's rate of at least B+N II. The contractor's policy shall have endorsed a requirement that at least 30 days written notice must be mailed to the City indicating any cancellation or material change in coverage.

ARTICLE 10. CONTRACTOR shall indemnify and hold harmless the City of Salem and its elected and appointed officials and employees from and against all claims, damages, losses, and expenses, including attorney fees arising out or resulting from the performance of the work connected with this contract but excluding any punitive damages.

ARTICLE 11. In the event of CONTRACTOR'S default or breach of any material term of this contract, which default or breach is not cured within five (5) days of written notice therefore from OWNER, OWNER shall have the right with forty-five days written notice to cancel this contract. If any such default or breach cannot be cured by the CONTRACTOR using its commercially reasonable best efforts within five days, OWNER agrees to provide CONTRACTOR with up to ten (10) additional days to cure the default or breach before CONTRACTOR is deemed to be in violation of this Agreement.

ARTICLE 12. CONTRACTOR shall at all times comply with all City Ordinances, health and sanitation regulations of the City of Salem, Solid Waste Standards of the State of Missouri and all Federal laws and regulations.

ARTICLE 13. OWNER shall notify the contractor of any complaints to do with their service. The contractor shall promptly investigate all complaints and shall arrange for collection of any missed collections within a reasonable time frame.

ARTICLE 14. CONTRACTOR shall provide a two-week Spring Clean-up and one-week Fall Clean-up for all residential customers.

ARTICLE 15. Contractor to provide 96 gallon cart for trash.

ARTICLE 16. This contract shall commence on September 1, 2026 and shall continue until August 31, 2031. At any time during the term of this Contract, and upon approval of both the City and WCA Waste Corporation of Missouri, the contract may be extended for additional terms.

ARTICLE 17. FEES charged to the OWNER:

Residential Rates 2026 - 2027	
Residents within the City Limits	\$17.00
Senior Citizens within City Limits	\$15.00
Non-Residents on City Utilities	\$22.00
Extra Carts Provided to Residents	\$10.00

Residential Rates 2027 - 2028	
Residents within the City Limits	\$17.25
Senior Citizens within City Limits	\$15.25
Non-Residents on City Utilities	\$22.25
Extra Carts Provided to Residents	\$10.25

Residential Rates 2028 - 2029	
Residents within the City Limits	\$17.50
Senior Citizens within City Limits	\$15.50
Non-Residents on City Utilities	\$22.50
Extra Carts Provided to Residents	\$10.50

Residential Rates 2029 - 2030	
Residents within the City Limits	\$17.75
Senior Citizens within City Limits	\$15.75
Non-Residents on City Utilities	\$22.75
Extra Carts Provided to Residents	\$10.75

Residential Rates 2030 - 2031	
Residents within the City Limits	\$18.00
Senior Citizens within City Limits	\$16.00
Non-Residents on City Utilities	\$23.00
Extra Carts Provided to Residents	\$11.00

City Of Salem Wastewater Treatment Plant Hauling Rates	Year 1	Year 2	Year 3	Year 4	Year 5
Roundtrip Haul	\$505/haul	\$515/haul	\$525/haul	\$535/haul	\$545/haul
Disposal	\$38.61/ton	\$39.38/ton	\$40.17/ton	\$40.97/ton	\$41.79/ton

**PLEASE NOTE THAT GFL ENVIRONMENTAL WILL KEEP ONE EMPTY ROLL
OFF AT OUR WILCO HAULING SITE TO BE USED AS A SWITCH BOX
WHENEVER A HAUL IS REQUESTED.**

IN WITNESS WHEREOF, THE OWNER AND CONTRACTOR, RESPECTIVELY HAVE CAUSED THIS CONTRACT TO BE DULY EXECUTED, IN DUPLICATE, AS OF THIS DAY AND YEAR FIRST ABOVE WRITTEN.

OWNER:

City of Salem, Missouri

By: _____

Title: _____

CONTRACTOR:

**Waste Corporation of Missouri, LLC
d/b/a GFL Environmental**

By: _____

Title: _____

Staff Summary Report

MEETING DATE:	August 25, 2026
AGENDA ITEM:	Reading of Bills (First and Second Reading)
AGENDA TITLE:	Bill No. 3734

ACTION REQUESTED BY:	City Administrator/Public Works
ACTION REQUESTED:	Approve Lead Service Line Inventory Contract with Archer-Elgin- TO #18, Amendment # 1
SUMMARY BY:	Sally Burbridge

PROJECT DESCRIPTION / FACTS

The Lead Service Line Inventory project is to meet EPA's mandate for an "initial inventory" of lead service lines in the city. The City is expected to perform this initial inventory and submit a database to MDNR by October 16, 2024. The scope of this project will consist of:

- Review available records to determine likelihood of lead presence for all connections.
- Physical Inspection may include observing the meter pit, customer service line entry point, excavate and expose the service line for inspection.
- Service line material information will be compiled and entered into the City's Diamond Maps GIS database.
- Submission of the Lead Service line Inventory spreadsheet to MDNR by October 16, 2024, or sooner.

While the above deadline was met, we have remaining funds and tasks to perform to close out this project and funding. Amendment #1 changes the scope of services to include, "Providing door hangers and pamphlet handouts, along with City-developed agreements to be handed directly to property owners or left at the door if no one is available. While going door-to-door, the crew would also help educate residents on the investigation process and answer general questions about the purpose of the work" within the Physical Inspection services."

PROCUREMENT

NA – this is an amendment to an existing Contract/Task Order.

FISCAL IMPACTS

No fiscal impacts - the daily costs for the door-to- door notifications will reduce the amount available for the actual investigations. No change to the total amount.

SUPPORT DOCUMENTS:	Bill # 3734 Task Order # 18 Amendment #1 to TO # 18
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DEPARTMENT'S RECOMMENDED MOTION: Move approval of Amendment #1 to Task Order #18 to the original contract between Archer-Elgin and the City of Salem, for performing a Lead Service Line Inventory for the amount of \$180,000.

AMENDMENT NO. 01

TASK ORDER NO. 18

Lead Service Line Inventory

THE FOLLOWING DOCUMENT SHALL SERVE AS AMENDMENT NUMBER 01 TO TASK ORDER NUMBER 18, TO THE AGREEMENT BETWEEN THE CITY OF SALEM (OWNER) AND CM ARCHER GROUP, P.C. (ENGINEER) FOR PROFESSIONAL ENGINEERING SERVICES.

In accordance with the executed Agreement between the City of Salem and CM Archer Group, P.C., Task Order Number 18 (TO #18) is hereby amended as follows:

1. The period of services for all tasks listed in the original agreement is hereby amended to state: "All tasks shall be completed by December 31, 2026."
2. The scope of services to be performed by the engineer on the project is hereby amended to include "Providing door hangers and pamphlet handouts, along with City-developed agreements to be handed directly to property owners or left at the door if no one is available. While going door-to-door, the crew would also help educate residents on the investigation process and answer general questions about the purpose of the work" within the Physical Inspection services.
3. Part 5.0 payment for Scope Item B shall be amended to include services as described in item 2 above, provided at a daily rate of \$2,100 per day based on two team members for up to ten hours per day including travel time. Combined Scope Item B services shall not exceed the current contract amount of \$106,250.

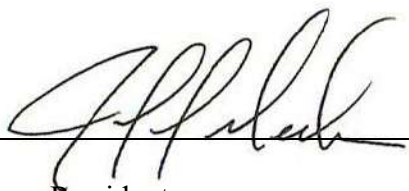
IN WITNESS WHEREOF, the parties hereto have made and executed this AMENDMENT as of this date indicated below.

"OWNER"

By _____

Title _____

Date _____

By  _____

Title President

Date _____

City of Salem Missouri
LEAD SERVICE LINE INVENTORY
TASK ORDER NO. 18

This Task Order pertains to an Agreement by and between the City of Salem, Missouri, (“OWNER”), and CM Archer Group, P.C., dba Archer-Elgin (“ENGINEER”), dated February 3, 2020, (“the Agreement”). Engineer shall perform services on the project described below as provided herein and in the Agreement. Upon execution, this Agreement as it pertains to the project described below.

PROJECT NAME: Lead Service Line Inventory

PART 1.0 PROJECT DESCRIPTION:

The project scope shall include an initial inventory of lead service lines in the water distribution system. It is understood that this initial inventory will not be exhaustive and will result in unknown service line materials to be investigated in an ongoing effort.

PART 2.0 SCOPE OF SERVICES TO BE PERFORMED BY ENGINEER ON THE PROJECT:

A. HISTORICAL RESEARCH

ENGINEER shall review available records to determine likelihood of lead service line presence for all service connections. This will consist of building permits, construction record drawings, maintenance records, County Assessor’s data and historical satellite imagery.

B. PHYSICAL INSPECTION

Based upon the historical research, ENGINEER shall select a statistical sample of service lines to physically inspect and identify service line material. Physical inspections may include observing the meter pit, customer service line entry point, or utilization of hydro-vac equipment to excavate and expose the service line for inspection. The number of physical inspections will be partially based upon the records research and will likely be limited by available budget. We anticipate our field crews will physically inspect approximately 15% of the service lines. Excavation will be backfilled with sand and topped with topsoil, seed and straw. Pavement (if encountered) will be patched with non-shrink grout.

B. GIS MAP/DATABASE

ENGINEER shall compile the service line material information into the City's Diamond Maps database. It is understood that the database is set up to meet the MDNR inventory spreadsheet requirements.

C. MDNR SUBMITTAL

The GIS database will be exported to populate the MDNR inventory spreadsheet. ENGINEER shall assist the City with submittal to MDNR to meet the October 16, 2024 deadline.

The ENGINEER agrees to take steps to ensure that disadvantaged business enterprises (DBE's) are utilized when possible as sources of supplies, equipment, construction, and services as required by 2 CFR 200.321.

PART 3.0 OWNER'S RESPONSIBILITIES:

OWNER shall do the following in a timely manner so as not to delay the services of the ENGINEER:

- A. Designate in writing a person to act as OWNER's representative with respect to the services to be rendered under this agreement.
- B. Provide all criteria and full information as to OWNER's requirements for the Project, including maps, record drawings, building permit records, GIS database, and Dent County Assessor's database.
- C. Provide location to dispose of excavation spoils.
- D. Arrange for access for ENGINEER to enter upon public and private property as required for ENGINEER to perform services under this Agreement.
- E. OWNER agrees to indemnify, defend, and hold harmless ENGINEER and employees from and against all claims, losses, damages, cause of action, suits, liability, or every kind including all expenses of litigation, cost to cure, court costs, and attorney fees resulting from inaccurate or insufficient information, data, or instructions provided by the OWNER, employees, ENGINEER, or agents.

PART 4.0 PERIODS OF SERVICE:

Work to be complete and submitted to permitting authorities within 10 calendar months, subject to delays beyond the ENGINEER's control.

PART 5.0 PAYMENTS TO ENGINEER:

A. BASIC SERVICES

The OWNER shall compensate the ENGINEER for the tasks specified on a lump sum basis plus reimbursable expenses in the amounts and in the manner stated below:

A, C & D Historical Research, GIS & MDNR Submittal	\$ 73,750.00
B – Physical Investigation (Allowance)	<u>\$ 106,250.00</u>
Total =	\$ 180,000.00

Payment for Scope Item B shall be based upon a daily rate of \$4,250 per day for field investigation crew. The number of service line inspections will be based upon the actual number of services that can be inspected in a day.

The above fees shall not be exceeded except by contract amendment.

C. PAYMENTS TO ENGINEER

Invoices will be submitted to OWNER by ENGINEER monthly based on a percent completion as determined by ENGINEER. Invoice will be due and payable upon receipt; the OWNER agrees to render all payments within thirty days of receipt of invoices. The OWNER shall make payment in accordance with section 8.960, RSMo.

PART 6.0 ADDITIONAL CONDITIONS:

The following conditions shall be part of the agreement:

A. All work performed within the scope of this Contract shall be subject to the requirements of the Revised Statutes of Missouri, Title XVIII – Labor and Industrial Relations, Chapter 290 – Wages, Hours and Dismissal Rights. Annual Wage Order is attached.

B. Provisions to Terminate:

Upon seven days' written notice to Engineer, Owner may, with or without cause and without prejudice to any other right or remedy, elect to abandon the Work and terminate the Agreement. In such case, Engineer shall be paid for all Work executed and any expense sustained plus reasonable termination expenses, which will include, but not be limited to, direct, indirect and consequential costs (including, but not limited to, fees and charges of engineers, architects, attorneys and other professionals and court and arbitration costs).

If, through no act or fault of Engineer, other public authority or Engineer fails to act on any Application for Payment within thirty days after it is submitted, or Owner fails for thirty days to pay Engineer any sum finally determined to be due, then Engineer may, upon seven days' written notice to Owner and Engineer, terminate the Agreement and recover from Owner payment for all Work executed and any expense sustained plus reasonable termination expenses. In addition and in lieu of terminating the Agreement, if Engineer has failed to act on an Application for Payment or Owner has failed to make any payment as aforesaid, Engineer may upon seven days' written notice to Owner and Engineer stop the

Work until payment of all amounts then due. The provisions of this paragraph shall not relieve Engineer of the obligations under paragraph 6.29 to carry on the Work in accordance with the progress schedule and without delay during disputes and disagreements with Owner.

- C. All work shall comply with Clean Water Act (CWA) 404 Permitting and 401 Water Quality Certification (WQC).
- D. The ARPA LSLI Drop-in Document is attached and shall be made part of this agreement.
- E. Since this contract includes investigation and inspection activities only and does not include any repair or replacement work, this agreement does not require Performance or Payment Bonds.

IN WITNESS WHEREOF, the parties hereto have made and executed this AUTHORIZATION as of this date indicated below.

This Agreement is executed this _____ day of _____, 2023

<u>City of Salem, Missouri</u>	<u>CM Archer Group, P.C.</u>
<u>“OWNER”</u>	<u>“ENGINEER”</u>
BY: _____	BY: _____
NAME: <u>Greg Parker</u>	NAME: <u>Jeff Medows, P.E.</u>
TITLE: <u>Mayor</u>	TITLE: <u>President</u>
ADDRESS: <u>400 N. Iron St.</u> <u>Salem, MO 65560</u>	ADDRESS: <u>310 E. 6th Street</u> <u>Rolla, MO 65401</u>

Staff Summary Report

MEETING DATE:	August 25, 2026
AGENDA ITEM:	Reading of Bills (First and Second Reading)
AGENDA TITLE:	Bill No. 3735

ACTION REQUESTED BY:	Tammy Koller, City Clerk
ACTION REQUESTED:	Approval of Bill No. 3735 approving levying for the year 2026 a tax of 67.95 cents upon each and every one hundred dollars assessed valuation of real estate and personal property within the corporate limits of the City of Salem, Missouri.
SUMMARY BY:	Tammy Koller

PROJECT DESCRIPTION / FACTS

- Section 137.073, RSMo is designed to make sure that local governments do not receive a large increase in property tax revenue simply because property values have gone up. When property values increase, the tax rate is usually lowered. The purpose is to keep the local government's property tax revenue about the same as the previous year, except for revenue from new construction and the small increase allowed by state law. This law is intended to protect taxpayers from automatic tax increases caused solely by higher property values and allow local governments to continue providing essential services without receiving an unintended windfall from reassessments.

PROCUREMENT

FISCAL IMPACTS

SUPPORT DOCUMENTS:	• Bill No. 3735 • Public Notice 2026 • Notice of Aggregate Assessed Valuation 2026 • Pro Forma-State Auditors Review of Data Submitted
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Recommended Motion: Move approve Bill No. 3735 approving levying for the year 2026 a tax of 67.95 cents upon each and every one hundred dollars assessed valuation of real estate and personal property within the corporate limits of the City of Salem, Missouri.

BILL NO. 3735

ORDINANCE NO. 3735

AN ORDINANCE LEVYING FOR THE YEAR 2026 A TAX OF 67.95 CENTS UPON EACH AND EVERY ONE HUNDRED DOLLARS ASSESSED VALUATION OF REAL ESTATE AND PERSONAL PROPERTY WITHIN THE CORPORATE LIMITS OF THE CITY OF SALEM, MISSOURI FOR GENERAL REVENUE PURPOSES.

WHEREAS, the Missouri State Auditor's Office has reviewed the 2026 Assessed Valuation for the City of Salem, Missouri; and

BE IT ORDAINED BY THE BOARD OF ALDERMEN OF THE CITY OF SALEM, MISSOURI, AS FOLLOWS:

Section 1.

There be and there is hereby levied for the year 2026 a tax of 67.95 cents upon each and every One Hundred Dollars assessed valuation of real estate and personal property subject to taxation within the corporate limits of the City of Salem, Missouri, for General Revenue purposes.

Section 2.

That the rate of taxation upon all real estate and personal property subject to taxation within the corporate limits of the City of Salem, Missouri, for the year 2026 for General Revenue purposes shall be 67.95 cents upon each and every One Hundred Dollars assessed valuation.

Section 3.

This Ordinance shall be in full force and effect from and after the date of its passage and approval.

Section 4.

All ordinances or parts of ordinances in conflict herewith are hereby repealed to the extent of such conflict.

PASSED BY THE BOARD OF ALDERMEN OF THE CITY OF SALEM, MISSOURI, AND APPROVED BY THE MAYOR, THIS 25th DAY OF AUGUST 2026.

APPROVED:

ATTEST:

Greg Parker
Mayor

Tammy Koller
City Clerk

APPROVED AS TO FORM:

James K. Weber, City Attorney



400 N. Iron Street, Salem, Missouri 65560
(573) 729-4811 Fax (573) 729-5371
www.salemmo.com

NOTICE OF PUBLIC TAX RATE HEARING

The Board of the Aldermen of the City of Salem, Missouri will conduct a Tax Levy Hearing to set the rate on Real Estate and Personal Property for the year 2026. The Hearing will be held during the Aldermen Meeting Tuesday, August 25, 2025, 6:00 P.M. in the City Hall Auditorium, 202 N. Washington, Salem, MO, at which time citizens may be heard on the property tax rate proposed to be set by the City of Salem, Missouri, a political subdivision. The public is welcome to attend.

<u>Assessed Valuation</u>	<u>Tax Year 2025</u>	<u>Tax Year 2026</u>
Real Estate	40,248,288	40,237,895
Personal Property	<u>14,852,252</u>	<u>16,111,901</u>
Total	55,100,540	56,349,796
 <u>New Construction & Improvements</u>		
Real Estate	457,550	112,800
Increase in Personal Property	<u>1,018,578</u>	<u>1,259,649</u>
Total	1,476,128	1,372,649
Assessed Valuation	55,100,540	53,624,412
State Auditor Calculation of Revenue		
Permitted		\$ 382,896

Board of Aldermen of the City of Salem, Missouri

Tammy Koller
City Clerk
City of Salem, MO

MAYOR
Greg Parker
ALDERMEN
East Ward
Shawn Bolerjack
Kala Sisco
West Ward
John Whelan
Catherine Dent
PARKS AND RECREATION: Melissa DuBois
POLICE DEPARTMENT: Joe Chase

*#Catch
the Current*
Salem, MO
PUBLIC WORKS: Steve Paine
UTILITIES: Shannon Letchworth

CITY ADMINISTRATOR
Sally Burbidge
CITY CLERK
Tammy Koller
CITY ATTORNEY
James Weber
BUILDING INSPECTION: Jarred Brown
FINANCE: Stacey Houston

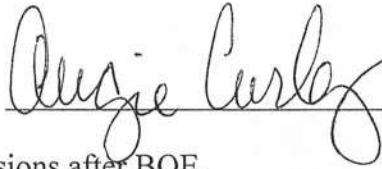
NOTICE OF 2026
AGGREGATE ASSESSED VALUATION

As required by Section 137.245.3, I Angie Curley, County Clerk of Dent County, State of Missouri, do hereby certify that the following is the aggregate assessed valuation of City of Salem, a political subdivision in Dent County, for the year 2026 as shown on the assessment lists on June 30th, 2026. I have included railroad and utility valuations as reported by the State Tax Commission for all political subdivisions other than school districts.

Real Estate	<u>40,237,895</u>
Personal Property	<u>16,111,901.</u>
Total	<u>56,349,796.</u>

This information is transmitted to assist you in complying with Section 67.110, RSMo, which requires that notice be given, and public hearings held before tax rates are set.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the seal of the County Commission of Dent County at my office in Salem, Missouri, this 22nd day of July, 2026.

 , Clerk

This abstract must be forwarded to political subdivisions after BOE.

The following data has been provided by the county assessor's office:

New construction and improvements:

Related to real estate	<u>112,800.</u>
Increase in personal property	<u>1,259,649.</u>
TOTAL	<u>1,372,449.</u>

Annexed territory

De-annexed territory

Locally assessed now state assessed

Enterprise Zone amount not included in totals: 0.



**PRO FORMA - STATE AUDITOR'S REVIEW OF DATA SUBMITTED**

7/31/2026

Summary Page

(2026)

For Political Subdivisions Other Than School Districts Levying a Single Rate on All Property

City of Salem

09-033-0001

General Revenue

Name of Political Subdivision

Political Subdivision Code

Purpose of Levy

The final version of this form MUST be sent to the county clerk.For Political
Subdivision Use
in Calculating
its Tax Rate

The information to complete the Summary Page is available from prior year forms, computed on the attached forms, or computed on this page. Information on this page takes into consideration any voluntary reduction(s) taken in previous even numbered year(s). If in an even numbered year, the political subdivision wishes to no longer use the lowered tax rate ceiling to calculate its tax rate, it can hold a public hearing and pass a resolution, a policy statement, or an ordinance justifying its action prior to setting and certifying its tax rate. The information in the Informational Data, at the end of these forms, provides the rate that would be allowed had there been no previous voluntary reduction(s) taken in an even numbered year(s).

A. **Prior year tax rate ceiling** as defined in Chapter 137, RSMo, revised if the prior year data changed or a voluntary reduction was taken in a non-reassessment year (Prior year Summary Page, Line F minus Line H in odd numbered year or prior year Summary Page, Line F in even numbered year)

0.6780

B. **Current year rate computed** pursuant to Article X, Section 22, of the Missouri Constitution and Section 137.073, RSMo, if no voter approved increase (Form A, Line 18)

0.6795

C. **Amount of rate increase authorized by voters for current year** if same purpose. (Form B, Line 7)

D. **Rate to compare to maximum authorized levy to determine tax rate ceiling** (Line B if no election, otherwise Line C)

0.6795

E. **Maximum authorized levy** the most recent voter approved rate

1.0000

F. **Current year tax rate ceiling** maximum legal rate to comply with Missouri laws Political subdivisions tax rate (Lower of Line D or E)

0.6795

G1. **Less required sales tax reduction** taken from tax rate ceiling (Line F), if applicable

G2. **Less 20% required reduction 1st class charter county political subdivision NOT submitting an estimated non-binding tax rate to the county(ies)** taken from tax rate ceiling (Line F)

H. **Less voluntary reduction by political subdivision** taken from the tax rate ceiling (Line F)
WARNING: A voluntary reduction taken in an even numbered year will lower the tax rate ceiling for the following year.

I. **Plus allowable recoupment rate** added to tax rate ceiling (Line F) If applicable, attach Form G or H.

J. **Tax rate to be levied** (Line F - Line G1 - Line G2 - Line H + Line I)

AA. **Rate to be levied for debt service**, if applicable (Form C, Line 10)

BB. **Additional special purpose rate authorized by voters** after the prior year tax rates were set. (Form B, Line 7 if a different purpose)

Certification

I, the undersigned, _____ (Office) of _____ (Political Subdivision)
levying a rate in _____ (County(ies)) do hereby certify that the data set forth above and on the
accompanying forms is true and accurate to the best of my knowledge and belief.

Please complete Line G through BB, sign this form, and return to the county clerk(s) for final certification.

(Date)	(Signature)	(Print Name)	(Telephone)

Proposed rate to be entered on tax books by county clerk

based on certification from the political subdivision: Lines

J _____ **AA** _____ **BB** _____

Section 137.073.7 RSMo, states that no tax rate shall be extended on the tax rolls by the county clerk unless the political subdivision has complied with the foregoing provisions of this section.

(Date)	(County Clerk's Signature)	(County)	(Telephone)

**PRO FORMA - STATE AUDITOR'S REVIEW OF DATA SUBMITTED****7/31/2026****Form A****(2026)****For Political Subdivisions Other Than School Districts Levying a Single Rate on All Property**

City of Salem

09-033-0001

General Revenue

Name of Political Subdivision

Political Subdivision Code

Purpose of Levy

The final version of this form MUST be sent to the county clerk.

Computation of reassessment growth and rate for compliance with Article X, Section 22, and Section 137.073, RSMo.

1. (2026) Current year assessed valuation

Include the current state and locally assessed valuation obtained from the county clerk, county assessor, or comparable office finalized by the local board of equalization.

(a)	40,237,895	+	(b)	16,111,901	=	56,349,796
	(Real Estate)			(Personal Property)		(Total)

2. Assessed valuation of new construction & improvements

2(a) - Obtained from the county clerk or county assessor

2(b) - increase in personal property, use the formula listed under Line 2(b)

(a)	112,800	+	(b)	1,259,649	=	1,372,449
	(Real Estate)			Line 1(b) - 3(b) - 5(b) + 6(b) + 7(b)		(Total)
				If Line 2b is negative, enter zero		

3. Assessed value of newly added territory

obtained from the county clerk or county assessor

(a)	0	+	(b)	0	=	0
	(Real Estate)			(Personal Property)		(Total)

4. Adjusted current year assessed valuation

(Line 1 total - Line 2 total - Line 3 total)

54,977,347

5. (2025) Prior year assessed valuation

Include prior year state and locally assessed valuation obtained from the county clerk, county assessor, or comparable office finalized by the local board of equalization.

NOTE: If this is different than the amount on the prior year Form A, Line 1, then revise the prior year tax rate form to recalculate the prior year tax rate ceiling. Enter the revised prior year tax rate ceiling on this year's Summary Page, Line A.

(a)	40,248,288	+	(b)	14,852,252	=	55,100,540
	(Real Estate)			(Personal Property)		(Total)

6. Assessed value of newly separated territory

obtained from the county clerk or county assessor

(a)	0	+	(b)	0	=	0
	(Real Estate)			(Personal Property)		(Total)

7. Assessed value of property locally assessed in prior year, but state assessed in current year

obtained from the county clerk or county assessor

(a)	0	+	(b)	0	=	0
	(Real Estate)			(Personal Property)		(Total)

8. Adjusted prior year assessed valuation

(Line 5 total - Line 6 total - Line 7 total)

55,100,540

**PRO FORMA - STATE AUDITOR'S REVIEW OF DATA SUBMITTED**

7/31/2026

(2026)

Informational Data**For Political Subdivisions Other Than School Districts Levying a Single Rate on All Property**

City of Salem	09-033-0001	General Revenue
Name of Political Subdivision	Political Subdivision Code	Purpose of Levy

This page shows the information that would have been on the line items for the Summary Page, Form A, and/or Form B had no voluntary reduction(s) been taken in prior even numbered year(s). The information on this page should not be used in the current year unless the taxing authority wishes to reverse any voluntary reduction(s) taken in prior even numbered year(s) and follows the following steps in an even numbered year.

- Step 1 The governing body should hold a public hearing and adopt a resolution, a policy statement, or an ordinance justifying its action prior to setting and certifying its tax rate.
- Step 2 Submit a copy of the resolution, policy statement, or ordinance to the State Auditor's Office for review.

Based on Prior
Year Tax Rate
Ceiling as if No
Voluntary
Reductions
were Taken

Informational Summary Page

- A. **Prior year tax rate ceiling** (Prior year Informational Summary Page, Line F)
- B. **Current year rate computed** (Informational Form A, Line 18 below)
- C. **Amount of increase authorized by voters for current year** (Informational Form B, Line 7 below)
- D. **Rate to compare to maximum authorized levy**
(Line B if no election, otherwise Line C)
- E. **Maximum authorized levy** most recent voter approved rate
- F. **Tax rate ceiling if no voluntary reductions were taken in a prior even numbered year**
(Lower of Line D or E)

0.6966

0.6982

0.6982

1.0000

0.6982

Informational Form A

9. **Percentage increase in adjusted valuation** (Form A, Line 4 - Line 8 / Line 8 x 100)
10. **Increase in Consumer Price Index (CPI)** certified by the State Tax Commission
11. **Adjusted prior year assessed valuation** (Form A, Line 8)
12. **(2025) Tax rate ceiling from prior year** (Informational Summary Page, Line A from above)
13. **Maximum prior year adjusted revenue** from property that existed in both years (Line 11 x Line 12 / 100)
14. **Permitted reassessment revenue growth**
The percentage entered on Line 14 should be the lower of the actual growth (Line 9), the CPI (Line 10), or 5%.
A negative figure on Line 9 is treated as a 0 for Line 14 purposes. Do not enter less than 0, nor more than 5%.
15. **Additional reassessment revenue permitted** (Line 13 x Line 14)
16. **Total revenue permitted in current year** from property that existed in both years (Line 13 + Line 15)
17. **Adjusted current year assessed valuation** (Form A, Line 4)
18. **Maximum tax rate permitted by Article X, Section 22, and Section 137.073, RSMo**, if no voluntary reduction was taken (Line 16 / Line 17 x 100)

-0.2236%

2.7000%

55,100,540

0.6966

383,830

0.0000%

0

383,830

54,977,347

0.6982

Informational Form B

6. **Prior year tax rate ceiling to apply voter approved increase to**
(Informational Summary Page, Line A if increase to an existing rate, otherwise 0)
7. **Voter approved increased tax rate to adjust**
(If an "increase of/by" ballot, Form B, Line 5a + Line 6, if an "increase to" ballot, Form B, Line 5b)

AN ORDINANCE ESTABLISHING AN ADMINISTRATIVE BILLING FEE FOR RESIDENTIAL SOLID WASTE COLLECTION SERVICES PROVIDED THROUGH THE CITY OF SALEM, MISSOURI.

WHEREAS, the City of Salem contracts for residential solid waste collection services on behalf of its utility customers; and

WHEREAS, the City incurs administrative expenses associated with billing, collecting, accounting for, and remitting residential solid waste collection charges to the City's contracted waste collection provider; and

WHEREAS, the Board of Aldermen finds it necessary and appropriate to establish an administrative billing fee to recover a portion of the costs incurred by the City in administering residential solid waste billing services.

BE IT ORDAINED BY THE BOARD OF ALDERMEN OF THE CITY OF SALEM, MISSOURI, AS FOLLOWS:

Section 1.

There is hereby established an Administrative Billing Fee in the amount of Fifty Cents (\$0.50) per account per monthly billing cycle for each utility account receiving residential solid waste collection services through the City of Salem.

Section 2.

The Administrative Billing Fee is imposed for the purpose of recovering a portion of the City's costs associated with:

1. Billing residential solid waste collection services;
2. Collecting payments for such services;
3. Accounting for and administering customer accounts;
4. Remitting payments to the City's contracted solid waste collection provider; and
5. Other reasonable administrative expenses directly related to the administration of residential solid waste billing.

Section 3.

The Administrative Billing Fee shall be included with the solid residential waste charge on the City's monthly utility bill and shall be collected in the same manner as other municipal utility charges.

Section 4.

The Board of Aldermen may amend the amount of the Administrative Billing Fee by ordinance whenever it determines such adjustment is necessary to recover the City's administrative costs.

Section 6.

All ordinances or parts of ordinances in conflict herewith are hereby repealed to the extent of such conflict.

Section 7.

This Ordinance shall take effect and be in full force and effect from and after the date of its passage and approval.

**PASSED BY THE BOARD OF ALDERMEN OF THE CITY OF SALEM, MISSOURI,
AND APPROVED BY THE MAYOR THIS 24th DAY OF AUGUST 2026.**

APPROVED:

Greg Parker, Mayor

APPROVED AS TO FORM:

James Weber, City Attorney

ATTEST:

Tammy Koller City Clerk

Staff Summary Report

MEETING DATE:	August 25, 2026
AGENDA ITEM:	Reading of Bills (First and Second Reading)
AGENDA TITLE:	Bill No. 3737

ACTION REQUESTED BY:	Sally Burbridge
ACTION REQUESTED:	Approve Change Order #2 to Salem Water System Improvements, Contract A with BuildTec Construction LLC for Well House, Tank and Well Site, and Waterline

SUMMARY BY:	Sally Burbridge
--------------------	-----------------

PROJECT DESCRIPTION / FACTS

The base Bid/Notice of Award for this contract was approved at the last Alderman Meeting on 10/22/24. This is one contract arising from the 3 part bid package.

- Contract A- Well House, Tank and Well Site, and Waterline, Base Bid.
 - BuildTec Construction was the only bid at \$785,331

* Includes standby generator and automatic transfer switch and associated appurtenances

Change Order #1 – installation of 5 fire hydrants to use up remaining grant funding.

Change Order #2 – Change out the Chlorine Analyzer to the same type as we have on existing wells. Staff could not determine a benefit to the propose system and staying with the type we have on all other city wells, keeps things the same and avoids approximately \$5,000 additional cost in chemicals annually.

PROCUREMENT

NA

FISCAL IMPACTS

Original Contract Amount	-	\$785,331.00	
Change Order #1 – Fire Hydrants	-	\$34,736.00	- Uses up all Grant funding
Change Order #2	-	\$2,978.59	- To be paid from Water Fund

SUPPORT DOCUMENTS:	Bill # 3737
	Change Order #2

DEPARTMENT'S RECOMMENDED MOTION: Move to approval of Change Order #2 for the CL17sc Colorimetric Chlorine Analyzer w/ Standpipe Installation Kit, without Reagents.

AN ORDINANCE AUTHORIZING AN AUTHORIZED REPRESENTATIVE OF THE CITY OF SALEM, MISSOURI, TO EXECUTE CHANGE ORDER NO. 2 TO THE CONTRACT WITH BUILDTEC CONSTRUCTION, LLC FOR THE WATER SYSTEM IMPROVEMENTS – CONTRACT A PROJECT.

WHEREAS, the City previously entered into a contract with BuildTec Construction, LLC for the Water System Improvements – Contract A Project; and

WHEREAS, Change Order No. 2 substitutes specified chlorine analyzer equipment and increases the contract by \$2,978.59, for a revised contract amount of \$823,045.59.

BE IT ORDAINED BY THE BOARD OF ALDERMEN OF THE CITY OF SALEM, MISSOURI, AS FOLLOWS:

Section 1.

The Board approves Change Order No. 2.

Section 2.

The mayor or other authorized representative are authorized to execute Change Order No. 2 and related documents.

Section 3.

The revised contract amount is \$823,045.59.

Section 4.

Conflicting ordinances are repealed to the extent of conflict.

Section 5.

This Ordinance is in effect upon its passage and approval.

PASSED AND APPROVED BY THE BOARD OF ALDERMEN OF THE CITY OF SALEM, MISSOURI, THIS 24TH DAY OF AUGUST 2026.

APPROVED:

Greg Parker, Mayor

ATTEST:

Tammy Koller, City Clerk

APPROVED AS TO FORM:

James Weber, City Attorney

Project Change Order No. 2

City of Salem

(Owner)

of

Dent

County,

State of Missouri

To BuildTec Construction LLC.

(Contractor)

Water System Improvements - Contract A

(Section of Project)

I. Description, location and reason for change of each item and effect on completion time.

Per City request, the Contractor shall provide a Hach CLF10sc Free Chlorine Analyzer in lieu of the CL17sc Colorimetric Chlorine Analyzer as indicated in the project documents and per the attached Contractor Quote Number 101349409v1. Contractor will provide all labor and materials to install the alternative equipment per the project documents.

1. Pricing for procurement and installation of CLF10sc Free Chlorine Analyzer (Panel Only) with pH/Differential Sensor.
2. Pricing for procurement and installation of Free Chlorine Electrolyte for CLF10sc.
3. Deductive pricing for CL17sc Colorimetric Chlorine Analyzer with Standpipe Installation Kit, w/o Reagents.
4. Deductive pricing for Free Chlorine Reagent Set for chlorine analyzer CL17/CL17sc.

II. Cost of work affected by Change Order. (Modify for Lump-Sum Contract.)

(A) Units Item No.	(B) Unit Description	(C) Units Provided For		(D) Units To Be Built		(E) Units Add Or Deduct	(F) Contract Or Unit Price	(G) Amount Added	(H) Amount Deducted
1	CLF10sc Free Chlorine Analyzer (Panel Only) w/ pHLD Differential Sensor	0	EA	1	EA	1	\$6,016.90	\$6,016.90	\$0.00
2	Free Chlorine Electrolyte for CLF10sc	0	EA	1	EA	1	\$127.30		
3	CL17sc Colorimetric Chlorine Analyzer w/ Standpipe Installation Kit, w/o Reagents	1	EA	0	EA	-1	\$2,960.80	\$0.00	(\$2,960.80)
4	Free Chlorine Reagent Set for CL17sc Chlorine Analyzer	1	EA	0	EA	-1	\$77.51	\$0.00	(\$77.51)
					0	0		\$0.00	\$0.00
					0	0		\$0.00	\$0.00
					0	0		\$0.00	\$0.00
					0	0		\$0.00	\$0.00
				TOTALS				\$6,016.90	(\$3,038.31)

- | | | | |
|----|--|--------------------|---------------------|
| 1. | Original Contract Amount | | \$785,331.00 |
| 2. | Add or Deduct This Order
(G-H of Totals) | <u>\$2,978.59</u> | |
| 3. | Add or Deduct Previous
(Line 4 on Previous Order) | <u>\$34,736.00</u> | |
| 4. | Total Add or Deduct To
Date | | <u>\$37,714.59</u> |
| 5. | Revised Contract Amount (1+4) | | \$823,045.59 |

III.

III. 

8/18/2026

Engineer (Recommended)

Date _____

Contractor (Accepted)

Date _____

Owner (Ordered)

Date _____

Change Order is subject to all provisions of the contract documents and is not in effect unless signed by all parties indicated.



Quotation

Quote Number: 101349409v1
Use quote number at time of order to ensure that you receive prices quoted

Hach
PO Box 608
Loveland, CO 80539-0608
Phone: (800) 227-4224
Email: quotes@hach.com
Website: www.hach.com

Quote Date: 12-Aug-2026 Quote Expiration: 11-Sep-2026

BUILTEC CONSTRUCTION
PO BOX 355
SAINT JAMES, MO 65559

Name: Tony Roderman
Phone: 573.247.6698
Email: troderman@buildteccon.com

Customer Account Number : 40509036

Sales Contact: John Rigdon Email: john.rigdon@hach.com Phone: 463-710-5546

PRICING QUOTATION

Line	Part Number	Description	Qty	Unit Price	% Disc	Net Unit Price	Extended Price
1	8572300	CL17sc Colorimetric Chlorine Analyzer with Standpipe Installation Kit, w/o Reagents. Standard lead time 3 days.	1	3,701.00	20%	2,960.80	2,960.80
2	LXV525.99A11552	SC4500 w/o plug Prognosys mAOutput 2DigSensors. Standard lead time 7 days.	1	3,460.00	20%	2,768.00	2,768.00
3	2556900	Free Chlorine Reagent Set for chlorine analyzer CL17/CL17sc. Standard lead time 3 days.	1	81.59	5%	77.51	77.51
						Shipping	\$ 59.15
						Grand Total	\$ 5,865.46

TERMS OF SALE

Freight: Ground Prepay and Add

FCA: Hach's facility

TOTAL=3038.31

ALL LEAD TIMES ARE ESTIMATED AND NOT GUARANTEED.

All purchases of Hach Company products and/or services are expressly and without limitation subject to Hach Company's Terms & Conditions of Sale ("Hach TCS"), incorporated herein by reference and published on Hach Company's website at www.hach.com/terms. Hach TCS are contained directly and/or by reference in Hach's offer, order acknowledgment,

Customer Account Number : 40509036

Sales Contact: John Rigdon Email: john.rigdon@hach.com Phone: 463-710-5546

PRICING QUOTATION

Line	Part Number	Description	Qty	Unit Price	% Disc	Net Unit Price	Extended Price
1	LXV525.99A11552	SC4500 w/o plug Prognosys mAOutput 2DigSensors. Standard lead time 7 days.	1	3,460.00	20%	2,768.00	2,768.00
2	LXV45A.99.13022	CLF10sc Free Chlorine Analyzer (Panel Only) with pH Differential Sensor	1	7,362.00	20%	5,889.60	5,889.60
3	9160600	Free Chlorine Electrolyte for CLF10sc. Standard lead time 3 days.	1	134.00	5%	127.30	127.30
Shipping							\$ 106.45
Grand Total							\$ 8,891.35

TERMS OF SALE

Freight: Ground Prepay and Add

FCA: Hach's facility

TOTAL= 6016.90

ALL LEAD TIMES ARE ESTIMATED AND NOT GUARANTEED.

All purchases of Hach Company products and/or services are expressly and without limitation subject to Hach Company's Terms & Conditions of Sale ("Hach TCS"), incorporated herein by reference and published on Hach Company's website at www.hach.com/terms. Hach TCS are contained directly and/or by reference in Hach's offer, order acknowledgment, and invoice documents. The first of the following acts constitutes an acceptance of Hach's offer and not a counteroffer and creates a contract of sale "Contract" in accordance with the

Name: John Rigdon
Title: Inside Sales Account Manager
Phone: 463-710-5546
Email: john.rigdon@hach.com

DELTA= 2978.59



HACH COMPANY

Headquarters

5600 Lindbergh Drive
Loveland, CO 80539-0389

Purchase Orders

PO Box 608
Loveland, CO 80539-0608

WebSite: www.hach.com

U.S.A.

Phone: 800-227-4224
Fax: 970-669-2932
E-Mail: orders@hach.com
quotes@hach.com
techhelp@hach.com

Export

Phone: 970-669-3050
Fax: 970-461-3939
Email: intl@hach.com

Remittance

E-mail: ach@hach.com
2207 Collections Center Drive
Chicago, IL 60693

Wire Transfers

Bank of America
231 S. LaSalle St.
Chicago, IL 60604
Account: 8765602385
Routing (ACH/EFT): 071923284
Routing (DOM Wires): 026009593
Swift Code Intl Wires: BOFAUS3N

Quotation Addendum

ADVANTAGES OF WORKING WITH HACH

 <u>Hach Service</u>	<u>Pick&Ship™</u>	<u>Technical Support</u>
<i>Protect your investment & peace of mind</i> ✓ A global partner who understands your needs ✓ Delivers timely, high-quality service you can trust ✓ Provides team of unique experts to help you maximize instrument uptime ✓ Ensure data integrity ✓ Maintain operational stability ✓ Reduce compliance risk www.hach.com/service-contracts	<i>Pick&Ship™ Program offers a better way to keep your supplies in stock</i> ✓ Convenience of one purchase order for the entire year ✓ Flexibility to change, cancel or create new orders ✓ Savings from locking in prices & thus avoiding price surges and rush charges ✓ Peace of mind with automatic, reliable shipments just as you need them www.Hach.com/pickandship	<i>Provides post-sale instrumentation and application support</i> ✓ Hach's highly skilled Technical Support staff is dedicated to helping you resolve technical issues before, during and after the sale. ✓ Available via phone, e-mail, or live online chat at Hach.com! ✓ Fast access to answers at https://support.hach.com ✓ Toll-free phone: 800-227-4224 ✓ E-mail: techhelp@hach.com www.Hach.com

ADVANTAGES OF SIMPLIFIED SHIPPING AND HANDLING

<u>Safe & Fast Delivery</u>	<u>Save Time – Less Hassle</u>	<u>Save Money</u>
✓ Receive tracking numbers on your order acknowledgement ✓ Hach will assist with claims if an order is lost or damaged in shipment	✓ No need to set up deliveries for orders or to schedule pickup ✓ Hach ships order as product is available, at no additional charge, when simplified shipping and handling is used.	✓ No additional invoice to process – saves time and administrative costs ✓ Only pay shipping once, even if multiple shipments are required

STANDARD SHIPPING & HANDLING CHARGES ^{1, 2, 3} EFFECTIVE JUNE 29, 2026

Total Price of Merchandise Ordered	Standard Surface (Mainland USA)	Second Day Delivery (Mainland USA)	Next Day Delivery (Mainland USA)	Second Day Delivery (Alaska & Hawaii)	Next Day Delivery (Alaska & Hawaii)
\$0.00 - \$49.99	\$11.85	\$29.58	\$55.15	\$47.47	\$90.22
\$50.00 - \$149.99	\$14.20	\$41.82	\$78.93	\$59.97	\$114.02
\$150.00 - \$349.99	\$16.60	\$44.17	\$89.97	\$60.91	\$116.89
\$350.00 - \$649.99	\$18.95	\$49.48	\$98.38	\$61.84	\$119.76
\$650.00 - \$949.99	\$18.95	\$59.94	\$123.63	\$72.82	\$140.94
\$950.00 - \$1,999.99	\$33.15	\$70.41	\$148.87	\$83.79	\$162.12
\$2,000.00 - \$3,999.99	\$33.15	\$87.05	\$181.63	\$100.23	\$194.69
\$4,000.00 - \$5,999.99	\$59.15	\$103.70	\$214.39	\$116.67	\$227.25
\$6,000.00 - \$7,999.99	\$70.95	\$119.89	\$247.90	\$130.68	\$251.94
\$8,000.00 - \$9,999.99	\$106.45	\$179.10	\$349.98	\$191.63	\$363.44
Over \$10,000	1% of Net Order Value	1.8% of Net Order Value	2.8% of Net Order Value	1.8% of Net Order Value	2.8% of Net Order Value

- Charges shown are only applicable to orders billing and shipping to U.S. destinations. Shipping and handling charges will be prepaid and added to invoice. Shipping and handling for the Pick&Ship Program is charged on each shipment release and is based on the total price of each shipment release. Shipping and Handling charges are subject to change without notice.
- Additional shipping and handling charges will be applied to orders containing bulky and/or heavy items.
- Orders shipping to Alaska or Hawaii: Additional shipping and handling charges may be applied at time of order processing. Second Day and Next Day delivery is not available to all destinations.

Due to variations in component characteristics, regulatory transportation requirements and/or associated shipping and handling costs, individual kit components may or may not be packaged together in a single carton at time of final packaging and shipping.

SALES TAX

Sales Tax is not included in the attached quotation. Applicable sales and usage taxes will be added to your invoice, at the time of order, based on U.S. destination of goods, unless a valid resale/exemption certificate for destination state is provided to the above address or fax number, attention of the Tax Dept.

TERMS & CONDITIONS OF SALE FOR HACH COMPANY PRODUCTS AND SERVICES

This document sets forth the Terms & Conditions of Sale for goods manufactured and/or supplied, and services provided, by Hach Company of Loveland, Colorado ("Hach") and sold to the original purchaser thereof ("Buyer"). Unless otherwise specifically stated herein, the term "Hach" includes only Hach Company and none of its affiliates. Unless otherwise specifically stated in a previously-executed written purchase agreement signed by authorized representatives of Hach and Buyer, these Terms & Conditions of Sale establish the rights, obligations and remedies of Hach and Buyer which apply to this offer and any resulting order or contract for the sale of Hach's goods and/or services ("Products").

1. **APPLICABLE TERMS & CONDITIONS:** These Terms & Conditions of Sale are contained directly and/or by reference in Hach's offer, order acknowledgment, and invoice documents. The first of the following acts constitutes an acceptance of Hach's offer and not a counteroffer and creates a contract of sale ("Contract") in accordance with these Terms & Conditions: (i) Buyer's issuance of a purchase order document against Hach's offer; (ii) acknowledgement of Buyer's order by Hach; or (iii) commencement of any performance by Hach pursuant to Buyer's order. Provisions contained in Buyer's purchase documents (including electronic commerce interfaces) that materially alter, add to or subtract from the provisions of these Terms & Conditions of Sale are not a part of the Contract.

2. **CANCELLATION:** Buyer may cancel goods orders subject to fair charges for Hach's expenses including handling, inspection, restocking, freight and invoicing charges as applicable, provided that Buyer returns such goods to Hach at Buyer's expense within thirty (30) days of delivery and in the same condition as received. Buyer may cancel service orders on ninety (90) day's prior written notice and refunds will be prorated based on the duration of the service plan. Inspections and re-instatement fees may apply upon cancellation or expiration of service programs. Seller may cancel all or part of any order prior to delivery without liability if the order includes any Products that Seller determines may not comply with export, safety, local certification, or other applicable compliance requirements.

3. **DELIVERY:** Delivery will be accomplished FCA Hach's facility located in Ames, Iowa or Loveland, Colorado, or Romeoville, Illinois United States (Incoterms 2020). Legal title and risk of loss or damage pass to Buyer upon transfer to the first carrier. Hach will use commercially reasonable efforts to deliver the Products ordered herein within the time specified on the face of this Contract or, if no time is specified, within Hach's normal lead-time necessary for Hach to deliver the Products sold hereunder. Upon prior agreement with Buyer and for an additional charge, Hach will deliver the Products on an expedited basis. Standard service delivery hours are 8 am – 5 pm Monday through Friday, excluding holidays.

4. **INSPECTION:** Buyer will promptly inspect and accept any Products delivered pursuant to this Contract after receipt of such Products. In the event the Products do not conform to any applicable specifications, Buyer will promptly notify Hach of such nonconformance in writing. Hach will have a reasonable opportunity to repair or replace the nonconforming product at its option. Buyer will be deemed to have accepted any Products delivered hereunder and to have waived any such nonconformance in the event such a written notification is not received by Hach within thirty (30) days of delivery.

5. **PRICES & ORDER SIZES:** All prices are in U.S. dollars and are based on delivery as stated above. Prices do not include any charges for services such as insurance; brokerage fees; sales, use, inventory or excise taxes; import or export duties; special financing fees; VAT, income or royalty taxes imposed outside the U.S.; consular fees; special permits or licenses; or other charges imposed upon the production, sale, distribution, or delivery of Products. Buyer will either pay any and all such charges or provide Hach with acceptable exemption certificates, which obligation survives performance under this Contract. Hach reserves the right to establish minimum order sizes and will advise Buyer accordingly.

6. **PAYMENTS:** All payments must be made in U.S. dollars. For Internet orders, the purchase price is due at the time and manner set forth at www.hach.com. Invoices for all other orders are due and payable NET 30 DAYS from date of the invoice without regard to delays for inspection or transportation, with payments to be made by check to Hach at the above address or by wire transfer to the account stated on the front of Hach's invoice, or for customers with no established credit, Hach may require cash or credit card payment in advance of delivery. In the event payments are not made or not made in a timely manner, Hach may, in addition to all other remedies provided at law, either: (a) declare Buyer's performance in breach and terminate this Contract for default; (b) withhold future shipments until delinquent payments are made; (c) deliver future

shipments on a cash-with- order or cash-in-advance basis even after the delinquency is cured; (d) charge interest on the delinquency at a rate of 1-1/2% (one and one half percent) per month or the maximum rate permitted by law, if lower, for each month or part thereof of delinquency in payment plus applicable storage charges and/or inventory carrying charges; (e) repossess the Products for which payment has not been made; (f) recover all costs of collection including reasonable attorney's fees; or (g) combine any of the above rights and remedies as is practicable and permitted by law. Buyer is prohibited from setting off any and all monies owed under this from any other sums, whether liquidated or not, that are or may be due Buyer, which arise out of a different transaction with Hach or any of its affiliates. Should Buyer's financial responsibility become unsatisfactory to Hach in its reasonable discretion, Hach may require cash payment or other security. If Buyer fails to meet these requirements, Hach may treat such failure as reasonable grounds for repudiation of this Contract, in which case reasonable cancellation charges shall be due Hach. Buyer grants Hach a security interest in the Products to secure payment in full, which payment releases the security interest but only if such payments could not be considered an avoidable transfer under the U.S. Bankruptcy Code or other applicable laws. Buyer's insolvency, bankruptcy, assignment for the benefit of creditors, or dissolution or termination of the existence of Buyer, constitutes a default under this Contract and affords Hach all the remedies of a secured party under the U.C.C., as well as the remedies stated above for late payment or non-payment. See ¶120 for further wire transfer requirements.

7. **CUSTOM OR CONFIGURED PRODUCTS:** Products that are manufactured, modified, configured, or assembled to Buyer's specifications or requirements, or are otherwise not standard, off the shelf items ("Custom Products"), may be cancelled only within two (2) business days following Hach's written order acceptance or order booking, whichever occurs first, consistent with the Contract formation provisions of these Terms. After expiration of this period, all orders for Custom Products are final, non-cancellable, and non-refundable. Custom Products are not eligible for return, credit, exchange, or refund, and Buyer waives any right of withdrawal or cancellation to the maximum extent permitted in business-to-business transactions, except to the extent such rights cannot be waived under applicable mandatory law. Nothing in this Section limits Buyer's rights, if any, with respect to Products that fail to conform in all material respects to agreed written specifications or to the Limited Warranty set forth herein. Any such non-conforming Products shall be subject exclusively to the remedies and limitations of liability set forth in the Limited Warranty and Limitation of Liability sections of these Terms. For the avoidance of doubt, cancellation of a Custom Product order is distinct from and does not include rejection of Products for non-conformance in accordance with these Terms.

8. **LIMITED WARRANTY:** Hach warrants that Products sold hereunder will be free from defects in material and workmanship and will, when used in accordance with the manufacturer's operating and maintenance instructions, conform to any express written warranty pertaining to the specific goods purchased, which for most Hach instruments is for a period of twelve (12) months from delivery. Hach warrants that services furnished hereunder will be free from defects in workmanship for a period of ninety (90) days from the completion of the services. Parts provided by Hach in the performance of services may be new or refurbished parts functioning equivalent to new parts. Any non-functioning parts that are repaired by Hach shall become the property of Hach. No warranties are extended to consumable items such as, without limitation, reagents, batteries, mercury cells, and light bulbs. **All other guarantees, warranties, conditions and representations, either express or implied, whether arising under any statute, law, commercial usage or otherwise, including implied warranties of merchantability and fitness for a particular purpose, are hereby excluded.** The sole remedy for Products not meeting this Limited Warranty is replacement, credit or refund of the purchase price. This remedy will not be deemed to have failed of its essential purpose so long as Hach is willing to provide such replacement, credit or refund.

TERMS AND CONDITIONS OF SALE FOR HACH® PRODUCTS

9. **INDEMNIFICATION:** Indemnification applies to a party and to such party's successors-in-interest, assignees, affiliates, directors, officers, and employees ("Indemnified Parties"). Hach is responsible for and will defend, indemnify and hold harmless the Buyer Indemnified Parties against all losses, claims, expenses or damages which may result from accident, injury, damage, or death due to Hach's breach of the Limited Warranty. Buyer is responsible for and will defend, indemnify and hold harmless the Hach Indemnified Parties against all losses, claims, expenses or damages which may result from accident, injury, damage, or death due to negligence, misuse or misapplication of any goods or services, violations of law, or the breach of any provision of this Contract by the Buyer, its affliator those employed by, controlled by or in privity with them. Buyer's workers' compensation immunity, if any, does not preclude or limit its indemnification obligations.

10. **PATENT PROTECTION:** Subject to all limitations of liability provided herein, Hach will, with respect to any Products of Hach's design or manufacture, indemnify Buyer from any and all damages and costs as finally determined by a court of competent jurisdiction in any suit for infringement of any U.S. patent (or European patent for Products that Hach sells to Buyer for end use in a member state of the E.U.) that has issued as of the delivery date, solely by reason of the sale or normal use of any Products sold to Buyer hereunder and from reasonable expenses incurred by Buyer in defense of such suit if Hach does not undertake the defense thereof, provided that Buyer promptly notifies Hach of such suit and offers Hach either (i) full and exclusive control of the defense of such suit when Products of Hach only are involved, or (ii) the right to participate in the defense of such suit when products other than those of Hach are also involved. Hach's warranty as to use patents only applies to infringement arising solely out of the inherent operation of the Products according to their applications as envisioned by Hach's specifications. In case the Products are in such suit held to constitute infringement and the use of the Products is enjoined, Hach will, at its own expense and at its option, either procure for Buyer the right to continue using such Products or replace them with non-infringing products, or modify them so they become non-infringing, or remove the Products and refund the purchase price (prorated for depreciation) and the transportation costs thereof. The foregoing states the entire liability of Hach for patent infringement by the Products. Further, to the same extent as set forth in Hach's above obligation to Buyer, Buyer agrees to defend, indemnify and hold harmless Hach for patent infringement related to (x) any goods manufactured to the Buyer's design, (y) services provided in accordance with the Buyer's instructions, or (z) Hach's Products when used in combination with any other devices, parts or software not provided by Hach hereunder.

11. **TRADEMARKS AND OTHER LABELS:** Buyer agrees not to remove or alter any indicia of manufacturing origin or patent numbers contained on or within the Products, including without limitation the serial numbers or trademarks on nameplates or cast, molded or machined components.

12. **SOFTWARE AND DATA.** All licenses to Hach's separately-provided software products are subject to the separate software license agreement(s) accompanying the software media and/or included as an Appendix to these Terms & Conditions of Sale. Except to the extent such express licenses conflict with the remainder of this paragraph, the following also applies relative to Hach's software: Hach grants Buyer only a personal, non-exclusive license to access and use the software provided by Hach with Products purchased hereunder solely as necessary for Buyer to enjoy the benefit of the Products. A portion of the software may contain or consist of open source software, which Buyer may use under the terms and conditions of the specific license under which the open source software is distributed. Buyer agrees that it will be bound by all such license agreements. Title to software remains with the applicable licensor(s). In connection with Buyer's use of Products, Hach may obtain, receive, or collect data or information, including data produced by the Products. In such cases, Buyer grants Hach a non-exclusive, worldwide, royalty-free, perpetual, non-revocable license to use, compile, distribute, display, store, process, reproduce, or create derivative works of such data, or to aggregate such data for use in an anonymous manner, solely to facilitate marketing, sales and R&D activities of Hach and its affiliates.

13. **PROPRIETARY INFORMATION; PRIVACY:** "Proprietary Information" means any information, technical data or know-how in whatever form, whether documented, contained in machine readable or physical components, mask works or artwork, or otherwise, which Hach considers proprietary, including but not limited to service and maintenance manuals. Buyer and its customers, employees and agents will keep confidential all such Proprietary Information obtained directly or indirectly from Hach and will not transfer or disclose it without Hach's prior written consent, or use it for the manufacture, procurement, servicing or calibration of Products or any similar products, or cause such products to be manufactured, serviced or calibrated by or procured from any other

source, or reproduce or otherwise appropriate it. All such Proprietary Information remains Hach's property. No right or license is granted to Buyer or its customers, employees or agents, expressly or by implication, with respect to the Proprietary Information or any patent right or other proprietary right of Hach, except for the limited use licenses implied by law. Hach will manage Customer's information and personal data in accordance with its Privacy Policy, located at <http://www.hach.com/privacypolicy>.

14. **CHANGES AND ADDITIONAL CHARGES:** Hach reserves the right to make design changes or improvements to any products of the same general class as Products being delivered hereunder without liability or obligation to incorporate such changes or improvements to Products ordered by Buyer unless agreed upon in writing before the Products' delivery date. Services which must be performed as a result of any of the following conditions are subject to additional charges for labor, travel and parts: (a) equipment alterations not authorized in writing by Hach; (b) damage resulting from improper use or handling, accident, neglect, power surge, or operation in an environment or manner in which the instrument is not designed to operate or is not in accordance with Hach's operating manuals; (c) the use of parts or accessories not provided by Hach; (d) damage resulting from acts of war, terrorism or nature; (e) services outside standard business hours; (f) site

15. **SITE ACCESS / PREPARATION / WORKER SAFETY / ENVIRONMENTAL COMPLIANCE:** In connection with services provided by Hach, Buyer agrees to permit prompt access to equipment. Buyer assumes full responsibility to back-up or otherwise protect its data against loss, damage or destruction before services are performed. Buyer is the operator and in full control of its premises, including those areas where Hach employees or contractors are performing service, repair and maintenance activities. Buyer will ensure that all necessary measures are taken for safety and security of working conditions, sites and installations during the performance of services. Buyer is the generator of any resulting wastes, including without limitation hazardous wastes. Buyer is solely responsible to arrange for the disposal of any wastes at its own expense. Buyer will, at its own expense, provide Hach employees and contractors working on Buyer's premises with all information and training required under applicable safety compliance regulations and Buyer's policies. If the instrument to be serviced is in a Confined Space, as that term is defined under OSHA regulations, Buyer is solely responsible to make it available to be serviced in an unconfined space. Hach service technicians will not work in Confined Spaces. In the event that a Buyer requires Hach employees or contractors to attend safety or compliance training programs provided by Buyer, Buyer will pay Hach the standard hourly rate and expense reimbursement for such training attended. The attendance at or completion of such training does not create or expand any warranty or obligation of Hach and does not serve to alter, amend, limit or supersede any part of this Contract.

16. **LIMITATIONS ON USE:** Buyer will not use any Products for any purpose other than those identified in Hach's catalogs and literature as intended uses. Unless Hach has advised the Buyer in writing, in no event will Buyer use any Products in drugs, food additives, food or cosmetics, or medical applications for humans or animals. In no event will Buyer use in any application any Product that requires FDA 510(k) clearance unless and only to the extent the Product has such clearance. Buyer will not sell, transfer, export or re-export any Hach Products or technology for use in activities which involve the design, development, production, use or stockpiling of nuclear, chemical or biological weapons or missiles, nor use Hach Products or technology in any facility which engages in activities relating to such weapons. Unless the "ship-to" address is in California, U.S.A., the Products are not intended for sale in California and may lack markings required by California Proposition 65; accordingly, unless Buyer has ordered Products specifying a California ship-to address, Buyer will not sell or deliver any Hach Products for use in California. Any warranty granted by Hach is void if any goods covered by such warranty are used for any purpose not permitted hereunder.

17. **EXPORT AND IMPORT LICENSES AND COMPLIANCE WITH LAWS:** Unless otherwise specified in this Contract, Buyer is responsible for obtaining any required export or import licenses. Buyer will comply with all laws and regulations applicable to the installation or use of all Products, including applicable import and export control laws and regulations of the U.S., E.U. and any other country having proper jurisdiction, and will obtain all necessary export licenses in connection with any subsequent export, re-export, transfer and use of all Products and technology delivered hereunder. Buyer will comply with all local, national, and other laws of all jurisdictions globally relating to anti-corruption, bribery, extortion, kickbacks, or similar matters which are applicable to Buyer's business activities in connection with this Contract, including but not limited to the U.S. Foreign Corrupt Practices Act of 1977, as amended (the "FCPA"). Buyer agrees that no payment of money or provision of anything of value will be offered, promised, paid or transferred, directly or indirectly, by any person or entity, to any

TERMS AND CONDITIONS OF SALE FOR HACH® PRODUCTS

government official, government employee, or employee of any company owned in part by a government, political party, political party official, or candidate for any government office or political party office to induce such organizations or persons to use their authority or influence to obtain or retain an improper business advantage for Buyer or for Hach, or which otherwise constitute or have the purpose or effect of public or commercial bribery, acceptance of or acquiescence in extortion, kickbacks or other unlawful or improper means of obtaining business or any improper advantage, with respect to any of Buyer's activities related to this Contract. Hach asks Buyer to "Speak Up!" if aware of any violation of law, regulation or our Standards of Conduct ("SOC") in relation to this Contract. See www.ethicspoint.veralto.com and [Integrity and compliance –Veralto](#) for a copy of the SOC and for access to our Helpline portal.

18. RELATIONSHIP OF PARTIES: Buyer is not an agent or representative of Hach and will not present itself as such under any circumstances unless and to the extent it has been formally screened by Hach's compliance department and received a separate duly authorized letter from Hach setting forth the scope and limitations of such authorization.

19. FORCE MAJEURE: Hach is excused from performance of its obligations under this Contract to the extent caused by acts or omissions that are beyond its control of, including but not limited to Government embargoes, blockages, seizures or freeze of assets, delays or refusals to grant an export or import license or the suspension or revocation thereof, or any other acts of any Government; fires, floods, severe weather conditions, or any other acts of God; quarantines; labor strikes or lockouts; riots; strife; insurrections; civil disobedience or acts of criminals or terrorists; war; material shortages or delays in deliveries to Hach by third parties. In the event of the existence of any force majeure circumstances, the period of time for delivery, payment terms and payments under any letters of credit will be extended for a period of time equal to the period of delay. If the force majeure circumstances extend for six months, Hach may, at its option, terminate this Contract without penalty and without being deemed in default or in breach thereof.

20. NON ASSIGNMENT AND WAIVER: Buyer will not transfer or assign this Contract or any rights or interests hereunder without Hach's prior written consent. Failure of either party to insist upon strict performance of any provision of this Contract, or to exercise any right or privilege contained herein, or the waiver of any breach of the terms or conditions of this Contract will not be construed as thereafter waiving any such terms, conditions, rights, or privileges, and the same will continue and remain in force and effect as if no waiver had occurred.

21. FUNDS TRANSFERS (PAYMENTS): Buyer and Hach both recognize that there is a risk of banking fraud when individuals impersonating a business demand payment under new banking or mailing instructions. To avoid this risk, Buyer must verbally confirm any new or changed bank transfer or mailing instructions by calling Hach at +1-970-663-1377 and speaking with Hach's Credit Manager before mailing or transferring any monies using the new instructions. Both parties agree that they will not institute mailing or bank transfer instruction changes and require immediate payment under the new instructions but will instead provide a ten (10) day grace period to verify any payment instruction changes before any new or outstanding payments are due using the new instructions.

22. LIMITATION OF LIABILITY: None of the Hach Indemnified Parties will be liable to any Buyer Indemnified Parties under any circumstances for any special, treble, incidental or consequential damages, including without limitation, damage to or loss of property other than for the Products purchased hereunder; damages incurred in installation, repair or replacement; lost profits, revenue or opportunity; loss of use; losses resulting from or related to downtime of the products or inaccurate measurements or reporting; the cost of substitute products; or claims of any Buyer Indemnified Parties' customers for such damages, howsoever caused, and whether based on warranty, contract, and/or tort (including negligence, strict liability or otherwise). The total liability of the Hach Indemnified Parties arising out of the performance or nonperformance hereunder or Hach's obligations in connection with the design, manufacture, sale, delivery, and/or use of Products will in no circumstance exceed in the aggregate a sum equal to twice the amount actually paid to Hach for products delivered hereunder.

23. APPLICABLE LAW AND DISPUTE RESOLUTION: The construction, interpretation and performance hereof and all transactions hereunder shall be governed by the laws of the State of Colorado, without regard to its principles or laws regarding conflicts of laws. If any provision of this Contract violates any Federal, State or local statutes or regulations of any countries having jurisdiction of this transaction, or is illegal for any reason, said provision shall be self-deleting without affecting the validity of the remaining provisions. Unless otherwise specifically agreed upon in writing between Hach and Buyer, any dispute relating to this Contract which is not resolved by the parties shall be adjudicated in order of preference by a court of competent jurisdiction (i) in the State of Colorado, U.S.A. if Buyer has minimum contacts with Colorado and the U.S., (ii) elsewhere in the U.S. if Buyer has minimum contacts with the U.S. but not Colorado, or (iii) in a neutral location if Buyer does not have minimum contacts with the United States.

24. ENTIRE AGREEMENT, TERM & MODIFICATION: These Terms & Conditions of Sale constitute the entire agreement between the parties and supersede any prior agreements or representations, whether oral or written. Upon thirty (30) days prior written notice, Hach may, in its sole discretion, elect to terminate any order for the sale of Products and provide a pro-rated refund for any pre-payment of undelivered Products. No change to or modification of these Terms & Conditions shall be binding upon Hach unless in a written instrument specifically referencing that it is amending these Terms & Conditions of Sale and signed by an authorized representative of Hach. Hach rejects any additional or inconsistent Terms & Conditions of Sale offered by Buyer at any time, whether or not such terms or conditions materially alter the Terms & Conditions herein and irrespective of Hach's acceptance of Buyer's order for the described goods and services.

25. APPENDICES: If checked, the following Appendices are attached hereto and incorporated by reference into these Terms & Conditions of Sale:

☐ CLAROS SOFTWARE AS A SERVICE SUBSCRIPTION AGREEMENT

* * *

Monthly Report *-AUGUST 2026*

NOTE – Each item in this report, numbered, corresponds to the appropriate Action Item in the [Economic Development Strategic Plan](#). Priority numbers are per the 2020 updated list.

ECONOMIC PROSPECTS

New-

- Waltz (State Led) – No specific criteria. Brochure was requested. Sent Brochure: Did not make the 2nd round as criteria was outlined-DNR to 2nd request
- Rodri (State Led)-45-60 acres near interstate-DNR
- Simmer (State Led)- 35 acres expansion potential avail/200 plus parking-DNR
- Fallback (State Led)-400 acres plus another 8 for outdoor storage-DNR
- Auto (state lead) –Preference for existing building, with prior automotive business-Sent brochure
- Ithaca (state lead) – **Minimum of 200 acres with preference given for buildings and interstate proximity**-Did Not Respond
- Mundial (state lead) – 400 minimum acres-Did Not Respond

Ongoing-

- Project Spring-Manufacturing

MARKETING ACTIVITIES –

1. **Industrial Park** – City Crews mowed and cleaned up Certified Site
2. **LocationOne listings** of available properties: 21 Buildings and 21 Sites
 - a. https://www.salem-mo.com/city/government/departments/economic_development/buildings_and_land.php
3. **Website** – Updating Business Directory as new Business/Merchant's licenses are granted
https://www.salem-mo.com/city/business/business_directory.php
4. **City Facebook Performance:** *The top 16 posts I reviewed during the last month generated a combined 43,147 views, 23,387 impressions and 2,627 engagements, including reactions, comments, and shares. Several posts performed especially well, with four posts receiving more than 5,000 views. The highest-performing post generated 7,192 views, reached 3,343 viewers, and received 771 engagements. A second high-performing post generated 7,107 views and 614 engagements. Those posts specifically were the Tiger and Trout Info-slides and the SCAM alert regarding the phishing email. Overall, the results demonstrate that the City's Facebook page remains an effective way to communicate with residents.*
5. **PARTNERSHIPS(#29)**
 - Distributed email updates to regional partners regarding key community developments, funding opportunities, and related updates.
 - Construction Trades-Salem R-80 supporting instructor recruitment and expand class and program offerings
 - Provide monthly reports to the IDA, Chamber, and EEZ
6. **GENERAL MEETINGS & TRAININGS:**

Definitions:

Leads – Identification of an entity or person who has the interest and authority to locate a business in Dent Co.

Opportunities – an entity or person that has moved beyond a lead by asking for general information about the area and possibly a specific location. May include multiple information exchanges.

Project – at least verbal confirmation that a business entity is moving to or opening in Dent Co.

Retention & Expansion – existing business who is seeking assistance to either stay in business, expand, or relocate within the community.



- Business at the Table-Breakfast Edition: Featuring local business owners serving as panelists to answer questions and offer guidance and tips -
- Participated in weekly and as-needed leadership briefings with the City Administrator and department heads to maintain alignment on city priorities and projects.
- NADO: Building Partnerships to support Economic Growth Webinar
- Attended Salem Area Chamber of Commerce Board meetings and SACBA meetings in an ex officio role to support business community engagement.
- Chamber of Commerce Luncheon
- Return of the Moonlight-Moonlight Madness Panel Meeting

- **Business Licenses to Date – 360** https://www.salem-mo.com/city/business/business_directory.php

Business Buzz and Spotlight

Category	Number	Businesses / License Holders
Active Business Licenses Issued	13	PMU by Mariah Newton; Jump Start Athletics; Honey Pop Shop; Puppy Play Pen; CLM Consulting Services; Top Shelf Mechanical LLC; Double B Mercantile; Hey Honey Brunch; Foundation Printworks, Anchor Point Arms, Current River Custom Lures, Last Stand Farm and Equipment Rentals, White River Driven, LLC
Active Contractor Licenses Issued	7	Jimmy Robbers; 5G Services LLC; Missouri Solar Solutions; Gold Star Electric; Home Services of the Ozarks; Summit Locations LLC; F2 Concrete
Food and Drink Vendors	4	O'Doggy's Food Truck; MaryAnn's Roadside Treats; Dubs Food Shack; Ozark Holler BBQ; Ruach Roasting
Property Management	1	Unrealstorm LLC
Total Businesses, Contractors, and Vendors	25	

AUGUST 2026

The more you know: Statewide Workforce and Economic Research

- Job Postings Comparison - June 2026

Total job postings in Missouri decreased 4.7 percent from June 2025 to June 2026. In June 2026, there were 71,490 online postings compared to 75,000 in June 2025. Heavy and Tractor-Trailer Truck Drivers had the largest increase in job postings (104%), while First-Line Supervisors of Retail Sales Workers had the largest decrease (-31%). Postings for Heavy and Tractor-Trailer Truck Drivers have been increasing over the last four months.

- Back to School Fun Facts 2026

The back-to-school/college season is among the most significant shopping events for consumers and retailers in the U.S., according to the National Retail Federation. Nationally, consumers plan to spend \$43.3 billion on back-to-school shopping and \$103.5

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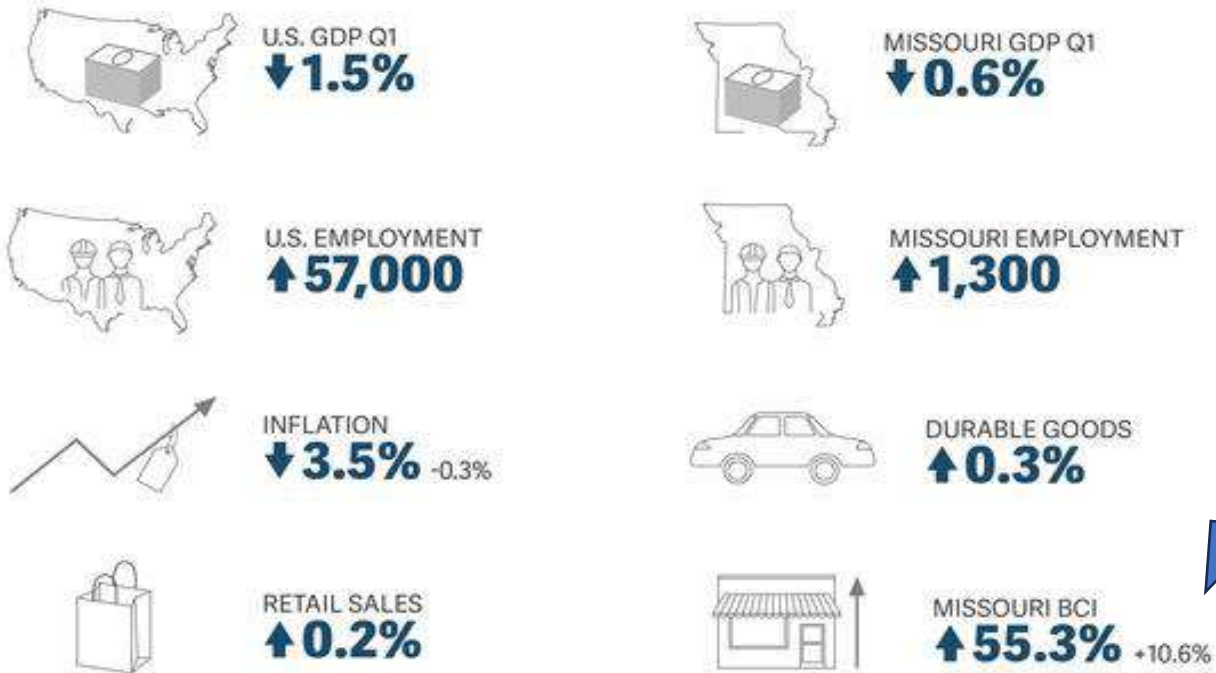
Retention & Expansion – existing business who is seeking assistance to either stay in business, expand, or relocate within the community.



billion

on college purchases in 2026. From August 7-9, 2026, Missouri hosts a sales tax holiday to help families with certain back-to-school purchases.

Economic Check-Up -Sources: Bureau of Economic Analysis, Bureau of Labor Statistics, U.S. Census Bureau, Creighton University



What is this chart saying? The chart shows an economic picture for the first quarter. Inflation eased slightly, and Missouri's Business Confidence Index rose, suggesting businesses are becoming more optimistic despite slower overall growth. Businesses were still hiring, and consumers continued spending.

This next page with the visitor snapshot shows that even though the number of visitors is small, they are looking at several Salem property listings. It's obvious that people were clicking through multiple listings instead of just glancing and leaving. Eight visitors viewed more than 200 pages, and visitors came from several states. Strongest traffic did come from Missouri, but there are other states represented. The most interest was in industrial sites and properties that are ready for development. This tells us people are finding Salem's available properties and looking at them closely.

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VISITOR DATA SNAPSHOT

A look at who's exploring Salem and what interests them most.

Investing in people, places, and potential.



8

TOTAL VISITORS



206

TOTAL PAGEVIEWS



21

BUILDINGS LISTED



21

SITES LISTED



FEATURED STORY

Salem's online property traffic is limited in number but highly focused. Visitors are coming from several states, using both mobile and desktop devices, and showing their strongest interest in industrial sites and development-ready properties.



SESSION BY DEVICE TYPE



Mobile

6



Desktop

5



Tablet

0



SESSIONS BY STATE

1	Missouri	4
2	Illinois	2
3	Minnesota	2
4	Iowa	1
5	Michigan	1
6	Oklahoma	1
7	Texas	1



SESSIONS BY CITY

Salem, Missouri	4
Chicago, Illinois	2
Saint Paul, Minnesota	2
Austin, Texas	1
Clarinda, Iowa	1
Mount Clemens, Michigan	1
Wagoner, Oklahoma	1



TOP PROPERTY PAGE VIEWS

1	1900 Pines Industrial Dr. - Certified Site	22 views
2	Masters Industrial Park	13 views
3	402 N. Grand (SEMO Quonset)	8 views
4	North Main	4 views
5	Commercial Ave.	3 views



INDUSTRIAL AND DEVELOPMENT-READY PROPERTIES DREW THE MOST ATTENTION.

6	1800 Pines Industrial Dr. - Masters Industrial Park	2 views
7	201 E Roosevelt Street	2 views
8	900, 905, 907, 909 W Scenic Rivers Boulevard	2 views
9	Inman West Hwy 32 Parcel #1	2 views
10	Regine's Common Ground	2 views



Additional Salem listings also received individual views, reinforcing broad interest across the inventory.



STRONGEST INTEREST CENTERED ON INDUSTRIAL SITES, DEVELOPMENT-READY PROPERTIES, AND KEY COMMERCIAL OPPORTUNITIES IN SALEM.





ANNUAL ENHANCED ENTERPRISE ZONE ACTIVITY AND STATUS REPORT

FOR REPORTING PERIOD JULY 1, 2024 TO JUNE 30, 2025

NAME OF ENHANCED ENTERPRISE ZONE		ZONE #			
Dent County and Salem Missouri					
NAME OF PERSON COMPLETING FORM	PHONE NUMBER	EMAIL			
Carrie Sutterfield	573-729-2428	economic@salemмо.com			
Please Ensure The Contact Information is Completed – It Will Be Added To Our Website For Your Zone					
PRIMARY EEZ ADMINISTRATOR (CONTACT PERSON)		TITLE OF ADMINISTRATOR			
Carrie Sutterfield		Economic Development Director			
PHONE NUMBER	EMAIL	WEBSITE			
573-729-2428	economic@salemмо.com	www.salemмо.com			
ADDRESS (STREET, PO BOX, CITY, STATE, ZIP CODE)					
400 N Iron Street Salem MO 65560					
PLEASE PROVIDE THE GOVERNING AUTHORITY CONTACT INFORMATION WITHIN THE ZONE (e.g. Commissioners / Mayors)					
NAME OF CONTACT	TITLE	EMAIL	PHONE NUMBER		
Gary Larson	Presiding Co Commissioner	garymlarson@hotmail.com	573-368-9099		
Greg Parker	Mayor	mayor@salemмо.com	573-729-4811		
PLEASE PROVIDE THE FOLLOWING INFORMATION FOR THE EEZ BOARD MEMBERS:					
NAME	TITLE	EMAIL	PHONE	TERM EXPIRATION	
Nathan Wills	School Board Member	nathan.wills@salemмо80.org	573-729-6642	12/2029	
Jeff Dodson	Other Taxing Districts	dodson@northwoodк12.mo.us	573-729-4607	12/2029	
Dean Jones	Chairman	djonesasc@hotmail.com	573-247-1115	12/2030	
Willie Strader		wstrader@mofb.com		12/2028	
Dustin Howard		dhoward@thebankofsalem.bank		12/2028	
Daniel Salyer		dansalyer@gmail.com		12/2028	
Jamie Homeyer		jamie@vipsalemмо.com		12/2028	
HAS THE EEZ TAX ABATEMENT ORDINANCE BEEN CHANGED? (If YES, please send a copy with this form)					
☐ YES ☒ NO					
ATTACH ADDITIONAL SHEETS IF NECESSARY					
I. BUSINESSES LOCATED WITHIN THE ENHANCED ENTERPRISE ZONE WHICH EXPANDED DURING THE REPORTING PERIOD					
# EXISTING BUSINESSES	# NEW BUSINESSES	# RECEIVING TAX CREDITS	# RECEIVING ABATEMENT	# NEW JOBS	\$ REAL INVESTMENT
0	0	0	0	0	0
DATE					
8/6/2026					
SIGNATURE					