

## City of Arnold, Missouri

---

City Council  
Council Chamber

September 2, 2021  
7:00 p.m.

**Zoom Link – Internet Audio/Video:**

<https://us02web.zoom.us/j/81455031978?pwd=TXJSVUhTbW9XVDhmL1R2OTF6b1JRdz09>

**Dial-in Number: 312-626-6799 Meeting ID: 814 5503 1978 Passcode: 762725**

### Agenda

1. Pledge of Allegiance and Opening Prayer
2. Roll Call
3. Business from the Floor
4. Consent Agenda:
  - A. Regular Council Minutes **August 19, 2021**
  - B. Payroll Warrant **#1376 in the Amount of \$324,405.32**
  - C. General Warrant **#5793 in the Amount of \$263,802.54**
5. Ordinances:
  - A. **Bill #2803:** An Ordinance Deleting Various Sections of Chapter 700 (Water, Sewers and Sewage Disposal) of the Arnold Code of Ordinances.
  - B. **Bill #2804:** An Ordinance Accepting Certain Streets for City Maintenance.
6. Resolutions:
  - A. **Resolution 21-47:** A Resolution Authorizing the Mayor to Enter into a Contract with Comarco St. Louis, Inc. to Replace the Police Department Exterior Front Door.
  - B. **Resolution 21-48:** A Resolution Authorizing the Mayor to Approve Change Order #2 to the 2912 Arnold Tenbrook Electric Upgrade Project.
  - C. **Resolution 21-49:** A Resolution Authorizing the Mayor to Execute the Proposal with DocuNav Solutions.

D. **Resolution 21-50:** A Resolution Authorizing the Mayor to Execute the Proposal with Scanning America.

E. **Resolution 21-51:** A Resolution Authorizing Approving an Agreement with Midwest Pool Management.

7. Motions:

A. A Motion to Approve Liquor License Applications.

B. A Motion to Hold a Closed Session Immediately Following the City Council Meeting for the Purpose of Discussing Litigations Pursuant to RSMo Section 610.021 (1).

8. Reports from Mayor and Council:

9. Administrative Reports:

10. Adjournment:

Mayor Ron Counts called the meeting to order at 7:00 p.m.

The council meeting was a hybrid meeting with both Zoom and in person attendance due to COVID. The City provided a link as well as a dial-in number to attend via Zoom.

The pledge of allegiance was recited and councilman Jason Fulbright offered the prayer.

## **ROLL CALL**

Those present per roll call taken by City Clerk Tammi Casey: Mayor Counts, Hood (excused), Mullins, McArthur, Cooley, Seidenstricker, Plunk (via Zoom at 7:04), Fleischmann (excused), Fulbright, Richison, Bookless, Lehmann, Sweeney, Crutchley, Wagner, Kroupa and Chief Shockey.

Mayor Counts requested a motion to amend the agenda and move Resolution No. 21-44 to be read before Ordinances. **Butch Cooley made a motion and so moved to amend the agenda by moving Resolution No. 21-44 to be read before Ordinances.** Seconded by Rodney Mullins. Roll call vote: Hood, (excused); Mullins, yes; McArthur, yes; Cooley, yes; Seidenstricker, yes; Plunk, (not yet connected); Fleischmann, (excused); Fulbright, yes; 5 Yeas: **Motion carried.**

## **BUSINESS FROM THE FLOOR**

None

## **CONSENT AGENDA**

- A. REGULAR COUNCIL MINUTES AUGUST 5, 2021**
- B. PAYROLL WARRANT NO 1375 IN THE AMOUNT OF \$330,345.64**
- C. GENERAL WARRANT NO 5792 IN THE AMOUNT OF \$1,956,454.71**

**Jason Fulbright made a motion and so moved to approve the consent agenda.** Seconded by Butch Cooley. Roll call vote: Hood, (excused); Mullins, yes; McArthur, yes; Cooley, yes; Seidenstricker, yes; Plunk, yes; Fleischmann, (excused); Fulbright, yes; 6 Yeas: **Consent agenda approved.**

## **RESOLUTION NO 21-44 – A RESOLUTION AUTHORIZING THE PURCHASE OF A SIGN AND NAME PLAQUES FOR A YELLOW HEART MEMORIAL**

**Tim Seidenstricker made a motion and so moved to approve Resolution No 21-44.** Seconded by Rodney Mullins. Roll call vote: Hood, (excused); Mullins, yes; McArthur, yes; Cooley, yes; Seidenstricker, yes; Plunk, yes; Fleischmann, (excused); Fulbright, yes; 6 Yeas: **Resolution passed.**

## **ORDINANCES**

**BILL NO 2799– AN ORDINANCE AMENDING CHAPTER 535 (SWIMMING POOLS) OF THE ARNOLD CODE OF ORDINANCES BY ADDING A DEFINITION FOR CODE ENFORCEMENT OFFICER AND REPLACING ALL REFERENCES TO HEALTH OFFICER AND HEALTH DEPARTMENT WITH SAME** was read twice by City Clerk Tammi Casey. Roll call vote: Hood, (excused); Mullins, yes; McArthur, yes; Cooley, yes; Seidenstricker, yes; Plunk, yes; Fleischmann, (excused); Fulbright, yes; 6 Yeas: **Ordinance passed.**

**BILL NO 2800 – AN ORDINANCE AMENDING CHAPTER 220 (GENERAL NUISANCES) OF THE ARNOLD CODE OF ORDINANCES BY ADDING A DEFINITION FOR CODE ENFORCEMENT OFFICER AND REPLACING ALL REFERENCES TO HEALTH OFFICER WITH SAME** was read twice by City Clerk Tammi Casey. Roll call vote: Hood, (excused); Mullins, yes; McArthur, yes; Cooley, yes; Seidenstricker, yes; Plunk, yes; Fleischmann, (excused); Fulbright, yes; 6 Yeas: **Ordinance passed.**

**BILL NO 2801 – AN ORDINANCE DELETING CHAPTER 225 (HEALTH AND SANITATION) OF THE ARNOLD CODE OF ORDINANCES** was read twice by City Clerk Tammi Casey. Roll call vote: Hood, (excused); Mullins, yes; McArthur, yes; Cooley, yes; Seidenstricker, yes; Plunk, yes; Fleischmann, (excused); Fulbright, yes; 6 Yeas: **Ordinance passed.**

**BILL NO 2802 – AN ORDINANCE PROVIDING FOR THE ADOPTION OF THE FISCAL YEAR BUDGET** was read twice by City Clerk Tammi Casey. Roll call vote: Hood, (excused); Mullins, yes; McArthur, yes; Cooley, yes; Seidenstricker, yes; Plunk, yes; Fleischmann, (excused); Fulbright, yes; 6 Yeas: **Ordinance passed.**

## **RESOLUTIONS**

### **RESOLUTION NO 21-41 – A RESOLUTION APPOINTING VARIOUS INDIVIDUALS TO THE MAYORAL COMMISSION BOARDS**

**Gary Plunk made a motion and so moved to approve Resolution No 21-41.** Seconded by Butch Cooley. Roll call vote: Hood, (excused); Mullins, yes; McArthur, yes; Cooley, yes; Seidenstricker, yes; Plunk, yes; Fleischmann, (excused); Fulbright, yes; 6 Yeas: **Resolution passed.**

**RESOLUTION NO 21-42 – A RESOLUTION AUTHORIZING THE MAYOR TO ENTER INTO A CONTRACT WITH CR PAINTING AND MORE, INC. FOR THE CITY HALL EXTERIOR PAINTING PROJECT**

**Tim Seidenstricker made a motion and so moved to approve Resolution No 21-42.** Seconded by Brian McArthur. Roll call vote: Hood, (excused); Mullins, yes; McArthur, yes; Cooley, yes; Seidenstricker, yes; Plunk, yes; Fleischmann, (excused); Fulbright, yes; 6 Yeas: **Resolution passed.**

**RESOLUTION NO 21-43 – A RESOLUTION AUTHORIZING THE MAYOR TO APPROVE CHANGE ORDER #2 TO THE ASPHALT STREET REPAIR CONTRACT WITH NB WEST CONTRACTING TO PERFORM ADDITIONAL ASPHALT WORK**

**Rodney Mullins made a motion and so moved to approve Resolution No 21-43.** Seconded by Tim Seidenstricker. Roll call vote: Hood, (excused); Mullins, yes; McArthur, yes; Cooley, yes; Seidenstricker, yes; Plunk, yes; Fleischmann, (excused); Fulbright, yes; 6 Yeas: **Resolution passed.**

**RESOLUTION NO 21-45 – A RESOLUTION AUTHORIZING THE PURCHASE OF REPLACEMENT SERVICE WEAPONS AND HOLSTERS FOR THE POLICE DEPARTMENT**

**Butch Cooley made a motion and so moved to approve Resolution No 21-45.** Seconded by Brian McArthur. Roll call vote: Hood, (excused); Mullins, yes; McArthur, yes; Cooley, yes; Seidenstricker, yes; Plunk, yes; Fleischmann, (excused); Fulbright, yes; 6 Yeas: **Resolution passed.**

**RESOLUTION NO 20-46 – A RESOLUTION AUTHORIZING THE PURCHASE OF A FRONT LOADER**

**Jason Fulbright made a motion and so moved to approve Resolution No 21-46.** Seconded by Tim Seidenstricker. Roll call vote: Hood, (excused); Mullins, yes; McArthur, yes; Cooley, yes; Seidenstricker, yes; Plunk, yes; Fleischmann, (excused); Fulbright, yes; 6 Yeas: **Resolution passed.**

**MOTIONS**

**A. A MOTION TO APPROVE LIQUOR LICENSE APPLICATIONS**

Tammi Casey stated there was no business from the Liquor Committee this evening.

**B. A MOTION TO HOLD A CLOSED SESSION IMMEDIATELY FOLLOWING THE CITY COUNCIL MEETING FOR THE PURPOSE OF DISCUSSING LITIGATION PURSUANT TO RSMo SECTION 610.021 (1)**

**Jason Fulbright made a motion and so moved to hold a Closed Session immediately following the council meeting.** Seconded by Rodney Mullins. Roll call vote: Hood, (excused); Mullins, yes; McArthur, yes; Cooley, yes; Seidenstricker, yes; Plunk, yes; Fleischmann, (excused); Fulbright, yes; 6 Yeas: **Motion carried.**

**REPORTS FROM MAYOR, COUNCIL AND COMMITTEES**

Mayor Counts – Informed council that over 350 people attend the recent Job Fair this year. Mayor Counts also thanked the Beautification Committee for their work regarding the upgrades being made to City Hall.

Rodney Mullins, Ward 3 – Stated he attended the Job Fair and spoke to many of the Vendors, who informed him that they appreciated the City’s participation.

Tim Seidenstricker, Ward 2 – Thanked the Mayor for mentioning the Beautification Committee as he previously served on the Committee before becoming a councilman and he believes they do great work.

**ADMINISTRATIVE REPORTS**

Bryan Richison – Thanked council for approval of the 2022 budget. Mr. Richison also thanked the department heads for their hard work in preparing their budgets and gave special recognition to Bill Lehmann for completing the budget, as it is an arduous task. Mr. Richison informed council that while not all “wish list” items get approved in a budget year, it provides an opportunity for departments to convey their needs to the council.

Robert Sweeney – Thanked council for the approval of the Yellow Heart Memorial.

Deion Christopher – Reminded council that an upgrade to the audio/visual equipment in the council chambers was approved through Cares Act funding. A decision needs to be made regarding the microphones used in the council chambers. He can either replace the heads on the current regular microphones to improve their reach or we can begin using earpiece/hands free microphones. However, we cannot mix and match, only one type of microphone can be used. Council indicated they prefer to stay with the regular microphones.

5  
Regular Meeting  
August 19, 2021


Mayor Counts announced a ten-minute recess before going into Closed Session.

.....

Closed session ended at 8:10 p.m.

**A motion to adjourn the meeting was made by Jason Fulbright. Seconded by Butch Cooley.**  
Voice vote: All Yeas: **Motion carried.**

Meeting adjourned at 8:10 p.m.

  
City Clerk Tammi Casey, CMC/MRCC-S

CITY OF ARNOLD, MISSOURI

ROLL CALL

MEETING: REGULAR

DATE: 8/19/2021

PAGE: 1

BILL NO - RESOLUTION - MOTION

COUNCIL MEMBERS:

		ROLL CALL	MOTION TO AMEND AGENDA	CONSENT AGENDA	RESOLUTION NO 21-44	BILL NO 2799	BILL NO 2800
MAYOR	RON COUNTS	PRESENT					
COUNCIL:	MARK HOOD	EXCUSED	EXCUSED	EXCUSED	EXCUSED	EXCUSED	EXCUSED
COUNCIL:	RODNEY MULLINS	PRESENT	YES	YES	YES	YES	YES
COUNCIL:	BRIAN MCARTHUR	PRESENT	YES	YES	YES	YES	YES
COUNCIL:	BUTCH COOLEY	PRESENT	YES	YES	YES	YES	YES
COUNCIL:	TIM SEIDENSTRICKER	PRESENT	YES	YES	YES	YES	YES
COUNCIL:	GARY PLUNK	VIA ZOOM AT 7:04	-	YES	YES	YES	YES
COUNCIL:	EJ FLEISCHMANN	EXCUSED	EXCUSED	EXCUSED	EXCUSED	EXCUSED	EXCUSED
COUNCIL:	JASON FULBRIGHT	PRESENT	YES	YES	YES	YES	YES
CITY ADMINISTRATOR	BRYAN RICHISON	PRESENT	PARKS DIR:		DAVE CRUTCHLEY		PRESENT
CITY CLERK	TAMMI CASEY	PRESENT	PUBLIC WORKS:		JUDY WAGNER		PRESENT
COM DEV	DAVID BOOKLESS	PRESENT	TREASURER:		DAN KROUPA		PRESENT
FINANCE DIRECTOR	BILL LEHMANN	PRESENT	POLICE DEPT.		CHIEF SHOCKEY		PRESENT
CITY ATTORNEY	BOB SWEENEY	PRESENT					



CITY OF ARNOLD, MISSOURI

ROLL CALL

MEETING: REGULAR

DATE: 8/19/2021

PAGE: 2

BILL NO - RESOLUTION - MOTION

COUNCIL MEMBERS:

MAYOR RON COUNTS

COUNCIL: MARK HOOD

COUNCIL: RODNEY MULLINS

COUNCIL: BRIAN MCARTHUR

COUNCIL: BUTCH COOLEY

COUNCIL: TIM SEIDENSTRICKER

COUNCIL: GARY PLUNK

COUNCIL: EJ FLEISCHMANN

COUNCIL: JASON FULBRIGHT

CITY ADMINISTRATOR BRYAN RICHISON

CITY CLERK TAMMI CASEY

COM DEV DAVID BOOKLESS

FINANCE DIRECTOR BILL LEHMANN

CITY ATTORNEY BOB SWEENEY

BILL NO 2801	BILL NO 2802	RESOLUTION NO 21-41	RESOLUTION NO 21-42	RESOLUTION NO 21-43	RESOLUTION NO 21-45
EXCUSED	EXCUSED	EXCUSED	EXCUSED	EXCUSED	EXCUSED
YES	YES	YES	YES	YES	YES
YES	YES	YES	YES	YES	YES
YES	YES	YES	YES	YES	YES
YES	YES	YES	YES	YES	YES
YES	YES	YES	YES	YES	YES
EXCUSED	EXCUSED	EXCUSED	EXCUSED	EXCUSED	EXCUSED
YES	YES	YES	YES	YES	YES
	PARKS DIR: DAVE CRUTCHLEY				
	PUBLIC WORKS: JUDY WAGNER				
	TREASURER: DAN KROUPA				
	POLICE DEPT. CHIEF SHOCKEY				

CITY OF ARNOLD, MISSOURI

ROLL CALL

MEETING: REGULAR

DATE: 8/19/2021

PAGE: 3

BILL NO - RESOLUTION - MOTION

COUNCIL MEMBERS:

MAYOR RON COUNTS

COUNCIL: MARK HOOD

COUNCIL: RODNEY MULLINS

COUNCIL: BRIAN MCARTHUR

COUNCIL: BUTCH COOLEY

COUNCIL: TIM SEIDENSTRICKER

COUNCIL: GARY PLUNK

COUNCIL: EJ FLEISCHMANN

COUNCIL: JASON FULBRIGHT

CITY ADMINISTRATOR BRYAN RICHISON

CITY CLERK TAMMI CASEY

COM DEV DAVID BOOKLESS

FINANCE DIRECTOR BILL LEHMANN

CITY ATTORNEY BOB SWEENEY

RESOLUTION NO 21-46	MOTION TO HOLD CLOSED SESSION				
EXCUSED	EXCUSED				
YES	YES				
YES	YES				
YES	YES				
YES	YES				
YES	YES				
EXCUSED	EXCUSED				
YES	YES				
		PARKS DIR:	DAVE CRUTCHLEY		
		PUBLIC WORKS:	JUDY WAGNER		
		TREASURER:	DAN KROUPA		
		POLICE DEPT.	CHIEF SHOCKEY		



## CITY COUNCIL AGENDA ITEM STAFF REPORT

---

<b>MEETING DATE:</b>	September 2, 2021
<b>TITLE:</b>	Chapter 700, Water, Sewers and Sewage Disposal - Text Amendment
<b>DEPARTMENT:</b>	Community Development
<b>PROJECT MANAGER:</b>	David B. Bookless, Community Development Director
<b>REQUESTED ACTION:</b>	Ordinance approval
<b>ATTACHMENTS:</b>	Draft Ordinance

---

**EXECUTIVE SUMMARY:**

A City-initiated request to delete various provisions of Chapter 700 Water, Sewers and Sewage Disposal, because regulations contained therein are duplicative of regulations contained in the adopted family of Building Codes.

**REVIEW & ANALYSIS:**

As part of the examination of Codes administered by the Community Development Department, it was discovered the language contained in the Chapter, which covers private disposal systems (i.e. septic systems) and building sewers (i.e. laterals) are unnecessary, because they duplicate regulations contained in the adopted family of Building Codes (i.e. ICC International Building Code, International Residential Code, International Private Sewage Disposal Code, and International Property Maintenance Code).

**RECOMMENDATION:**

Staff recommends approval of the draft ordinance attached hereto.

**BILL NO. 2803**

**ORDINANCE NO. \_\_\_\_\_**

**AN ORDINANCE DELETING VARIOUS SECTIONS OF CHAPTER 700 (WATER, SEWERS AND SEWAGE DISPOSAL) OF THE ARNOLD CODE OF ORDINANCES.**

**WHEREAS**, Chapter 700, Water, Sewers And Sewage Disposal, of the Arnold Code of Ordinances contains provisions that in some cases conflicts with and other cases duplicates regulations contained in the adopted building and property maintenance codes of the City; and

**WHEREAS**, the City Council voted to delete Article II, Division 2 (Private Disposal Systems) and Article II, Division 3 (Installation of Building Sewers) of Chapter 700 of the Arnold Code of Ordinances.

**NOW THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF ARNOLD, MISSOURI, AS FOLLOWS:**

**SECTION 1.** Article II, Division 2 (Private Disposal Systems) of Chapter 700 of the Arnold Code of Ordinances is hereby deleted in its entirety.

**SECTION 2.** Article II, Division 3 (Installation of Building Sewers) of Chapter 700 of the Arnold Code of Ordinances is hereby deleted in its entirety.

**SECTION 3.** All ordinances, resolutions or orders, or parts thereof, which conflict with the provisions of this Ordinance, are, to the extent of such conflict, hereby repealed.

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

READ TWO TIMES, PASSED AND APPROVED ON THIS \_\_\_\_\_ DAY OF \_\_\_\_\_ 2021.

\_\_\_\_\_  
Presiding Officer of the Council

ATTEST:

\_\_\_\_\_  
Mayor Ron Counts

\_\_\_\_\_  
City Clerk Tammi Casey

First Reading: \_\_\_\_\_

Second Reading: \_\_\_\_\_

APPROVED AS TO FORM:

\_\_\_\_\_  
City Attorney Robert Sweeney

**ORDINANCE ACCEPTING CERTAIN STREETS FOR CITY MAINTENANCE.**

---

WHEREAS, it is the City of Arnold, Missouri from time to time will accept the ownership of certain real property, including streets; and

WHEREAS, certain streets have been dedicated to public ownership; and

WHEREAS, pursuant to Section 410.490 of the Code of Ordinances certain streets may be accepted by the City of Arnold for purposes of maintenance and to secure the public health, safety, and welfare; and

WHEREAS, certain streets may be accepted by the City of Arnold to ensure the proper development, growth and success of the City of Arnold;

NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF ARNOLD, MISSOURI, AS FOLLOWS:

Section 1. The following streets identified in this Section 1, having been determined to be in conformity with the minimum standards of the City of Arnold, are hereby accepted for ownership and maintenance by the City of Arnold:

Fairway Circle

Bogey Boulevard

Section 2. The streets identified in Section 1 of this ordinance have previously been dedicated to the public.

Section 3. This Ordinance shall be in full force and effect from and after its passage by the City Council and its approval by the Mayor.

READ TWO TIMES, PASSED AND APPROVED THIS \_\_\_\_\_ DAY OF SEPTEMBER 2021.

\_\_\_\_\_  
Presiding Officer of the City Council

\_\_\_\_\_  
Mayor Ron Counts

ATTEST:

\_\_\_\_\_  
City Clerk Tammi Casey

1st reading: \_\_\_\_\_

2nd reading: \_\_\_\_\_

APPROVED AS TO FORM:

\_\_\_\_\_  
City Attorney Robert Sweeney

RESOLUTION NO. 21-01

**PALMER PLACE HOMEOWNERS ASSOCIATION**

**A RESOLUTION AUTHORIZING THE BOARD OF TRUSTEES TO PETITION THE LOT OWNERS TO AUTHORIZE THE CITY OF ARNOLD TO MAINTAIN THE SUBDIVISION STREETS**

---

WHEREAS, the Plat of Palmer Place subdivision, recorded at Page 111, Plat Book 13 of the records of the Recorder of Deeds of Jefferson County, Missouri ("Plat") provides that "Fairway Circle, Bogey Boulevard, together at the street intersections ... are hereby dedicated to public use forever" creating a public use of the streets; and

WHEREAS, the Plat also provides that those same streets shall be "privately maintained by the current and future lot owners of said 'Palmer Place'", thus creating the unusual circumstance whereby the lot owners have opened the streets of Palmer Place for public use, but have restricted maintenance to themselves; and

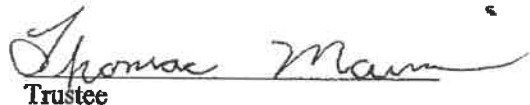
WHEREAS, the City of Arnold has indicated a willingness to accept the streets for maintenance upon the elimination of the privacy gate and the current condition of the identified streets; and

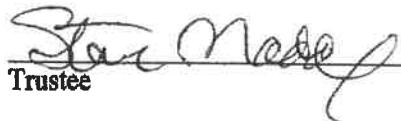
WHEREAS, the Palmer Place Directors recommend accepting public maintenance of the streets;

BE IT RESOLVED by the Trustees of Palmer Place Subdivision as follows:

1. That the Board of Trustees shall submit a petition to the lot owners of Palmer Place seeking authority to offer the streets of the subdivision, as more particularly identified on the Plat of the Subdivision, Page 111, Plat Book 13 of the records of the Recorder of Deeds of Jefferson County, Missouri, to the City of Arnold for maintenance.

  
Trustee

  
Trustee

  
Trustee


Date:

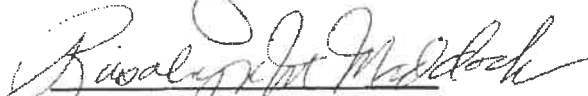


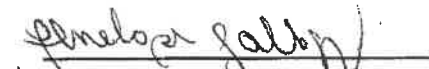
# PETITION – PALMER PLACE

By my/our signature I/we authorize the Trustees to offer the streets of Palmer Place to the City of Arnold for public maintenance.

  
Lot 23A 3200 Fairway Circle

  
Lot 23B 3202 Fairway Circle

  
Lot 24 3206 Fairway Circle

  
+ Lot 22A 3212 Fairway Circle

+   
Lot 22B 3214 Fairway Circle

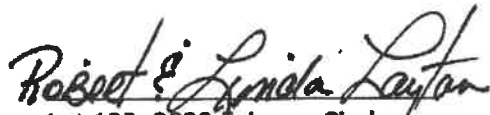
  
Lot 21A 3218 Fairway Circle

  
Lot 21B 3220 Fairway Circle

  
Lot 20A 3224 Fairway Circle

  
Lot 20B 3226 Fairway Circle

\_\_\_\_\_  
Lot 19A 3230 Fairway Circle

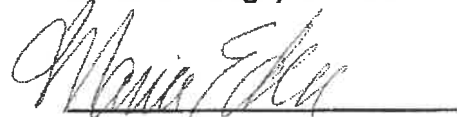
  
Lot 19B 3232 Fairway Circle

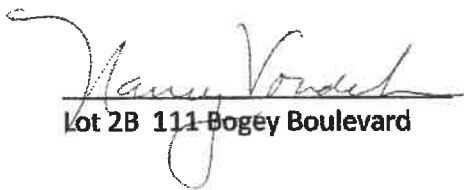
  
Lot 18A 3236 Fairway Circle

  
Lot 18B 3238 Fairway Circle

\_\_\_\_\_  
Lot 1A 103 Bogey Boulevard

  
Lot 1B 105 Bogey Boulevard

  
Lot 2A 109 Bogey Boulevard

  
Lot 2B 111 Bogey Boulevard

\_\_\_\_\_  
Lot 3A 115 Bogey Boulevard



Alois Rinne

Lot 3B 117 Bogey Boulevard

Kelly Rackover

Lot 4A 121 Bogey Boulevard

Jean Waser

Lot 4B 123 Bogey Boulevard

Lot 5A 127 Bogey Boulevard

Joan Scott

Lot 5B 129 Bogey Boulevard

Eunice Zambelli

Lot 6A 133 Bogey Boulevard

Carol Braun

Lot 6B 135 Bogey Boulevard

Franka J. Kere

Lot 7A 139 Bogey Boulevard

Pat Basse

Lot 7B 141 Bogey Boulevard

Barbara Louera

Lot 8A 145 Bogey Boulevard

John C. Cochler

Lot 8B 147 Bogey Boulevard

[Signature]

Lot 9A 157 Bogey Boulevard

Laura L. By

Lot 9B 159 Bogey Boulevard

Betty J. Farmer

Lot 10B 164 Bogey Boulevard

Margie ODD

Lot 10A 162 Bogey Boulevard

Archie S. Bleem

Lot 11B 158 Bogey Boulevard

Charles Barnes

Lot 11A 156 Bogey Boulevard

Anne Jenkins

Lot 12B 152 Bogey Boulevard

Wacy Herndon

Lot 12A 150 Bogey Boulevard

Dimit Tapscott

Lot 13B 146 Bogey Boulevard

Denise Hamilton

Lot 13A 144 Bogey Boulevard

Kelly A. Lutz

Lot 14B 140 Bogey Boulevard

Catherine Masnick  
Lot 14A 138 Bogey Boulevard

\_\_\_\_\_  
Lot 15A 132 Bogey Boulevard

Cynthia Jones  
Lot 16A 126 Bogey Boulevard

\_\_\_\_\_  
Lot 17A 120 Bogey Boulevard

Carol J. Coleman  
Lot 15B 134 Bogey Boulevard

Leo J. Jones  
Lot 16B 128 Bogey Boulevard

\_\_\_\_\_  
Lot 17B 122 Bogey Boulevard

RESOLUTION NO. 21-47

A RESOLUTION AUTHORIZING THE MAYOR TO ENTER INTO A  
CONTRACT WITH COMARCO ST. LOUIS, INC. TO REPLACE THE  
POLICE DEPARTMENT EXTERIOR FRONT DOOR.

---

BE IT RESOLVED by the Council of the City of Arnold, Missouri, that the Mayor be, and is hereby authorized to enter into a contract with Comarco St. Louis, Inc. in the amount of \$11,159.00.

A copy of said contract is attached hereto and made a part of hereof reference.

---

Presiding Officer of the City Council

---

Mayor Ron Counts

ATTEST:

---

City Clerk Tammi Casey

Date: \_\_\_\_\_



**Comarco St. Louis, Inc**  
 255 Northwest Blvd.  
 Fenton, MO 63026  
 Phone# (636)305-0520 Fax# (636)305-0522  
 www.comarcostl.com

# SALES ORDER

**Sales Order # 28365**  
**Order Date: 08/24/2021**

Page 1 of 3

Printed: 8/24/2021 11:21

**ORIGINAL PROPOSAL#:**  
 35231

**Sold To:**  
 ARNOLD CITY HALL  
 2101 JEFFCO BLVD  
 ARNOLD, MO  
 USA

**Ship To:**  
 ARNOLD CITY HALL  
 2101 JEFFCO BLVD  
 ARNOLD, MO

**Salesperson:** John Junge

**Payment Terms:** NET 30

**Job Name:** ARNOLD POLICE DEPT

**Our Job#:** 821-136

DATE REQ	CUSTOMER PO	ORDERED BY	SHIP VIA	DATE SHIPPED
		JUDY WAGNER	Install	

## Frames

Republic Builders Products - McKenzie

ORD QTY	B/O QTY	MATERIAL	SERIES	SIZE	TYPE	HAND	LABEL	GA	ELEV	HEAD	ANCHOR	PRICE	EXT PRICE
1	0	CRS	ME16	3-6 X 7-10 X 7 3/4	WELD	RH		16	ELEV A	2"			
1	Prep Codes: closer, (8)Face Weld, RPD												
<b>SUB-TOTAL</b>													

## Doors

Mesker Door, Inc.

ORD QTY	B/O QTY	MATERIAL	SERIES	SIZE	HAND	GA	LABEL	FINISH	ELEV	PRICE	EXT PRICE	
1	0	A40	CX18	3-6 X 7-10 X 1 3/4	N/A	18		Primed	FG			
Core: Polystyrene												
1	Prep Codes: LKT1 FG, Rim Panic											
2	0	Glass 1" X 13' x 90" INSULATED TEMPERED GLASS										
1	0	Glass 1" X 30" X 72" INSULATED TEMPERED GLASS										
1	0	LITE L-FRA100-SP 30"w x 72"h1-3/4" Door Thickness1" Glass Thickness DKB DKB										
<b>SUB-TOTAL</b>												

**Comarco St. Louis, Inc**  
 255 Northwest Blvd.  
 Fenton, MO 63026  
 Phone# (636)305-0520 Fax# (636)305-0522  
 www.comarcostl.com

**Sales Order**  
**Sales Order # 28365**

**Hardware**

ORD QTY	B/O QTY	UOM	MANF	TYPE	ITEM DESCRIPTION	FINISH	HAND	PRICE	EXT PRICE
4	0	EA	HHC	Hinge	BB1199 4-1/2" x 4-1/2" x NRP	US26D	N/A		
1	0	EA	STK	Cylinder - Mortise	GLS-MC-118-SC-26D-ST-KA2 1-1/8" Mortise Cylinder Schlage "C" 6 Pin	26D	N/A		
1	0	EA	VDI	Exit Device	QEL-99L x 996L(#06) x 299 x 3-0 Lever	US26D	N/A		
1	0	EA	NGP	Weatherstripping	160V x 48" x 96"	MILL	N/A		
1	0	EA	NGP	Sweep Strip	200NA x 48"	A	N/A		
1	0	EA	NGP	Threshold	425E x 42"	MILL	N/A		
1	0	EA	CSTL	Misc	Wire		N/A		
1	0	EA	SECU	Power Supply	AQD2		N/A		
1	0	EA	SCE	Key Switch	653-04 x 630		N/A		
<b>SUB-TOTAL</b>									

**Accessories (Stand-alone)**

Comarco St. Louis

ORD QTY	B/O QTY	ACCESSORY DESCRIPTION	PRICE	EXT PRICE
2	0	Misc DC 4000 RH		
1	0	Misc ppw-6rmdsm		
1	0	Service Call ; To install above listed door and hardware in existing frame; threshold to remain. Use full surface continuous hinge and standard width door.		
<b>SUB-TOTAL</b>				

**Labor**

Comarco St. Louis

ORD QTY	B/O QTY	ACCESSORY DESCRIPTION	PRICE	EXT PRICE
31	0	Installation Labor to Demo existing doors and frames and install new frame, door, operator, and hardware in opening		
<b>SUB-TOTAL</b>				

Prep Code:

closer

Face Weld

RPD

LKT1 FG

Rim Panic

Prep Description:

Face Weld Frame (SUA)

Reinf. for rim panic strike

Install in door (Per drawing)

Rim Device per template

**MATERIAL SUB-TOTAL** 8,114.00

**Sales Tax** 0.00

**Labor** 3,045.00

**GRAND TOTAL** 11,159.00

**Comarco St. Louis, Inc**  
255 Northwest Blvd.  
Fenton, MO 63026  
Phone# (636)305-0520 Fax# (636)305-0522  
www.comarcostl.com

**Sales Order**  
**Sales Order # 28365**

Page 3 of 3

**NOTES:**

Power ran by others two door operators.  
Any unforeseen issues will be an Extra charge.  
Performed during normal working hours monday-friday  
Low voltage two wire 18/2 ran by others from exterior door to above sealing tile by interior door.

Received by: \_\_\_\_\_ (Print Name) \_\_\_\_\_ (Signature) Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

# Frames: \_\_\_\_\_ Packed by: \_\_\_\_\_ # Doors: \_\_\_\_\_ Packed by: \_\_\_\_\_

# Boxes: \_\_\_\_\_ Packed by: \_\_\_\_\_ # Bundles: \_\_\_\_\_ Packed by: \_\_\_\_\_

RESOLUTION NO. 21-48

A RESOLUTION AUTHORIZING THE MAYOR TO APPROVE CHANGE  
ORDER #2 TO THE 2912 ARNOLD TENBROOK ELECTRIC UPGRADE  
PROJECT.

---

BE IT RESOLVED by the Council of the City of Arnold, Missouri, that the Mayor be, and is hereby authorized to approve change order #2 to the 2912 Arnold Tenbrook Electric Upgrade contract with Byrne Electric to upgrade the wire size for the Ameren UE power drop. The larger wire including labor is an increase of \$3520.00 to the original contract.

A copy of said change order #2 is attached hereto and made a part hereof reference.

---

Presiding Officer of the City Council

---

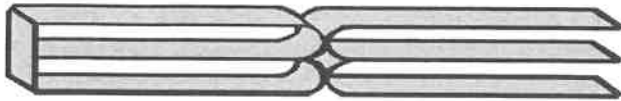
Mayor Ron Counts

ATTEST:

---

City Clerk Tammi Casey

Date: \_\_\_\_\_



**BYRNE  
ELECTRIC**

- Since 1941 -

Company Inc.

9606 SOUTH BROADWAY  
ST. LOUIS, MO 63125

314-544-4071  
314-544-4102 Fax

8/23/2021

21-0044-CPR2

City of Arnold  
Attn: Judy Wagner  
2101 Jeffco Blvd  
Arnold MO 63010

## CHANGE PRICE REQUEST – #2

**JOB DISCRIPTION:** City of Arnold – Utility and HVAC Improvements  
2900 Arnold Tenbrook Road  
Arnold, MO 63010

Byrne Electric Company, Inc. will furnish the following labor, materials, supervision, tools and equipment to complete the following electric work:

Modifications to electric scope of work as follow:

- Labor and materials to install 3 – 400MCM, copper conductors in 3” underground PVC conduit instead of 6 – 3/0, copper conductors.  
Deduct for 6 – 3/0 conductors = (\$ 5400.00)  
Add for 3 – 400MCM conductors = \$ 8920.00

If CPR#1 is accepted the Contract Amount will change by:

Adding

Three Thousand Five Hundred Twenty and no/100 dollars \$ 3520.00

Respectfully,

E. Brian Wetteroff  
Project Manager / Estimator  
Byrne Electric Co. Inc.



**Byrne Electric Company, Inc.**  
**8/23/2021**

**21-0044-CPR1**  
**page 2 of 2**

**ACCEPTANCE OF CHANGE PROPOSAL REQUEST:** The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to complete the work as specified. Payment will be made as outlined above.

By: \_\_\_\_\_

Title: \_\_\_\_\_

Company: \_\_\_\_\_

Date: \_\_\_\_\_

RESOLUTION NO. 21-49

A RESOLUTION AUTHORIZING THE MAYOR TO EXECUTE THE  
PROPOSAL WITH DOCUNAV SOLUTIONS.

---

BE IT RESOLVED by the Council of the City of Arnold, Missouri, that the Mayor be, and is hereby authorized to execute the proposal from DocuNav Solutions to link the cities Laser Fische files to GIS in the amount of \$17,320.00.

A copy of said proposal is attached hereto and made a part of hereof reference.

\_\_\_\_\_  
Presiding Officer of the City Council

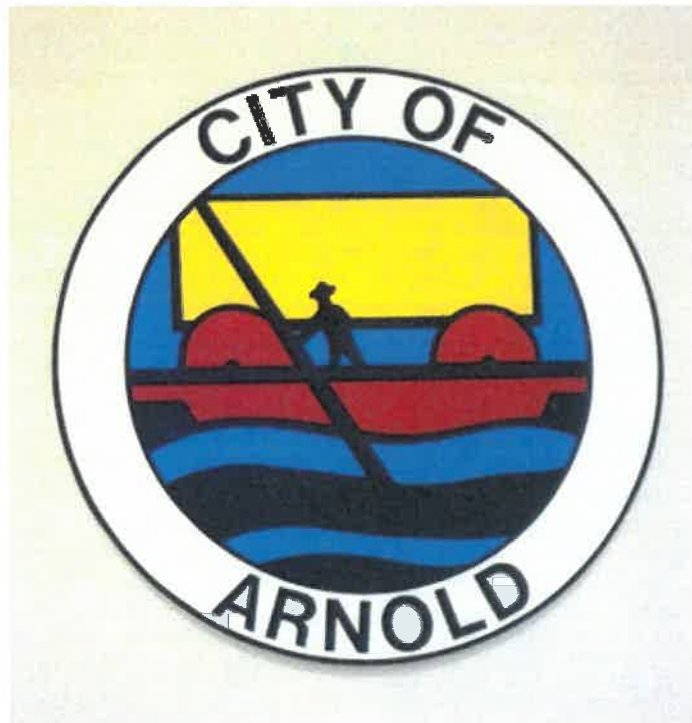
\_\_\_\_\_  
Mayor Ron Counts

ATTEST:

\_\_\_\_\_  
City Clerk Tammi Casey

Date: \_\_\_\_\_

## DOCUNAV SOLUTIONS PROPOSAL FOR



---

### DocuNav Contacts:

**Michelle Williams**

Sales Engineer  
(800) 353-2320 x109  
mwilliams@docunav.com

**Ashley Schooner**

Business Development Manager  
(469) 983-8686  
aschooner@docunav.com



VP Imaging, Inc. dba DocuNav Solutions  
8501 Wade Blvd., Suite 1440  
Frisco, TX 75034  
800-353-2320

City of Arnold MO



**DocuNav Contact:**  
Ashley Schooner

**Date:** 8/17/2021  
**Quote:** 25719

**SOFTWARE LICENSING (One-Time Cost)**

1	DN GEO T2- ENT	DocuNav GeoDocs - Tier 2 Enterprise License Service Community Between 10,000 - 50,000 *Includes full search/import features of GeoDocs, unlimited GeoDocs users, unlimited GeoDocs instances/sites (public and/or internal facing), and access to DocuNav AutoTag	\$10,000.00	\$10,000.00
---	-------------------------	---	-------------	-------------

**ANNUAL SUPPORT AGREEMENT (Recurring Cost)**

1	DSA PR	Priority Annual (DSA) DocuNav Solutions Priority Support Agreement: See attached agreement for details.	\$3,000.00	\$3,000.00
---	-----------	---	------------	------------

**PROFESSIONAL SERVICES**

24	DN- PST- PP	(Hourly) Pre-Purchased Professional Services Time: DocuNav Solutions Installation, Configuration, Project Management, Stakeholder Meetings or Training Time. *Professional Services time estimate is based upon Appendix A: Project Notes *Pre-purchased block of hours billed at time of order and can be used as needed at any time during the project.	\$180.00	\$4,320.00
----	-------------------	---	----------	------------

*\*Note: All quotes expire 30 days from above date. Please call your DocuNav contact for any changes.*

<b>Subtotal</b>	\$17,320.00
<b>Tax</b>	\$.00
<b>Total</b>	<b>\$17,320.00</b>

\_\_\_\_\_  
Sign Here

\_\_\_\_\_  
Date

**Payment Terms:** All payments are Net 30 from date of invoice issued. Preferred payment method: check or ACH payment. Subscription terms will renew on the anniversary of the date of your DocuNav Annual Support Agreement unless you provide cancellation notice 45 days before the end of the agreement. On-site Professional Services Time: billing rate quoted does not include travel expenses for out of market professional services time. Pre-purchased hours or daily units expire after 3 years from invoice date.



## DOCUNAV SOLUTIONS PRIORITY SUPPORT AGREEMENT

The cornerstone of the DocuNav Customer Support program is Priority Support Service. Priority Support Service provides expert troubleshooting. Priority Support Service additionally provides you with answers to ensure smooth, productive operation of your system. DocuNav Solutions technical support team consists of expert problem-solvers trained to support customers across their complete Laserfiche / DocuNav solution. They troubleshoot, identify problems, and provide issue resolution—even when the issue is beyond Laserfiche. Support extends to troubleshooting with scanners, security, firewalls, networks, databases, operating systems, virtual machines and interfaces with 3<sup>rd</sup> party applications. With a Priority Annual DocuNav Support Agreement (PR DSA), you're entitled to the services listed below.

### **Priority Support Services**

You can expect a response from our support team within 4 hours of reporting any issue to start the resolution process. Our PR DSA customers also receive expedited escalation of any issues that are mission critical to minimize system downtime.

All support services start with an e-mail or phone call to the DocuNav support team. Customers should identify valid technical support contacts for their organization and inform DocuNav of their authorized contacts. Authorized contacts should first e-mail or call to report service issues/questions. Emails should be directed to [support@docunav.com](mailto:support@docunav.com). The e-mail should include information regarding the issues and/or questions. To speak with the support team, call 800-353-2320, option 3. As our support staff works on your cases, they may bring in additional staff expertise as needed to resolve your issues or answer your questions. We will prioritize incoming email support issues and phone calls for our PR DSA customers (within the 4-hour response time); for example, a system failure will receive a response before a scanning issue.

#### ***Priority Support includes:***

- 4 Hour Response Time
- Remote Log-in Capabilities
- Support issues are logged into our system and tracked through completion
- Issue escalation to software developers when appropriate
- Access to certain DocuNav specialized products at no additional charge—to enhance solution

#### ***Priority Support Services offers assistance with:***

- Installation and operation support services—to verify the software is operational
- Information services—to interpret error messages and suggest corrective actions
- Troubleshooting services across complete solution—to verify issues being addressed (even when issue extends beyond Laserfiche), to suggest problem-solving techniques, to determine work around solutions, to identify and resolve issues with supported peripherals and hardware

#### ***Scheduled After Hours Support:***

- After Hours: After 5pm CST/ Before 8am CST Monday-Friday, and Weekend Hours: Saturday- Sunday
- Multiplier is x1.5 regular professional services rate
- Tasks must be scheduled, minimum ½ day when scheduling on-site services

#### ***Optional 24/7 365 Days Support:***

- DocuNav Priority Support Customers will be provided with support contact information to use for emergency support issues that may arise after normal support hours.
- Emergency Technical Support Access Fee is 10% of Priority DSA
- Multiplier is x3 regular professional services rate
- Support applies **24 Hours/Day, 7 Days/Week, and 365 Days/Year** – No Exclusion

Support hours are Monday - Friday 7:00 a.m. - 5:00 p.m., Central Standard Time, excluding holidays.

### **DocuNav Service Level Agreement with Respect to 4 Hour Response Time Commitment**

In the event DocuNav does not meet the guaranteed four-hour response time commitment for troubleshooting technical support issues, then DocuNav will owe customer a credit back based upon the following:

- Credit owed will be calculated as follows:
  - One full day of support cost per instance (Customer's Annual DSA Cost / 365 days)
  - Credit is limited to one day per instance
  - Credit to be applied to professional services hours on the next billing period
- Customer's responsibilities in order for credit to be received include:
  - Customer must notify DocuNav through the above notification channels
    - Email [support@docunav.com](mailto:support@docunav.com) or call the 800 number and leave a detailed message with direct contact information
    - Customer may not call or email individuals directly for credit to apply

### **Technical Support Team**

DocuNav's technical support team is comprised of implementation experts, technicians, trainers, and software developers. DocuNav's technical support team is recognized by Laserfiche, as Gold/Platinum-Level Certified for their support services. Every one of DocuNav's multiple support staff members is tested and mandated to retain current certifications across the Laserfiche product suite.

### **DocuNav Integration Support**

DocuNav PR DSA also includes support across all DocuNav integration tools. Your current support contract will allow you direct access to the developers of the integration tools ensuring a knowledgeable response.

### **Software Updates and Feature Enhancements**

Your PR DSA includes comprehensive software assurance plans to help preserve your investment by delivering periodic updates that extend the benefits of the original purchase. These plans include crucial point updates, patches and service packs as released by Laserfiche throughout the year.

All DocuNav software will also follow along the same update schedule. As Laserfiche updates become available, DocuNav will release any necessary updates to DocuNav software ensuring customers maintain seamless compatibility across their solutions.

DocuNav tests all manufacturers' updates and consults with customers on an individual basis. After consultation, DocuNav will make recommendations for each customer's unique system on the optimal timing in the release cycle to consider updating. DocuNav's knowledgeable staff protects and guides customers to the most successful deployment of future updates and enhancements of their solutions.

### **Internet services and remote access**

This service provides our PR DSA clients with remote access to the same quality assistance and advice that they would receive from an on-site visit by one of our technicians. Using remote connectivity, a DocuNav technical staff member can connect to your system and control your screen as you watch and speak with us over the phone. This powerful, interactive technique allows us to assist you in various tasks

RESOLUTION NO. 21-50

A RESOLUTION AUTHORIZING THE MAYOR TO EXECUTE THE  
PROPOSAL WITH SCANNING AMERICA.

---

BE IT RESOLVED by the Council of the City of Arnold, Missouri, that the Mayor be, and is hereby authorized to execute the proposal from Scanning America to scan Public Works plans and files into Laser Fiche in the amount of \$66,556.32.

A copy of said proposal is attached hereto and made a part of hereof reference.

\_\_\_\_\_  
Presiding Officer of the City Council

\_\_\_\_\_  
Mayor Ron Counts

ATTEST:

\_\_\_\_\_  
City Clerk Tammi Casey

Date: \_\_\_\_\_



April 12, 2021

Judy Wagner, P.E.  
Director of Public Works  
2900 Arnold Tenbrook Rd.  
Arnold, Mo. 63010

Thank you for this opportunity to provide you with information about our scanning services. I've put together a preliminary quote based on the information that you shared with me about your project. I understand that you will be going through your Public Works files to narrow the scope of your project and I'll be happy to revise this quote based on your findings. A final quote with revised estimates and pricing will be submitted prior to the start of your project.

#### **Scanning America Overview**

Scanning America, Inc. was founded in 1989 as a national document scanning company. Since that time, we have converted billions of images for clients in the US and abroad. Throughout our course, we have maintained our focus on only providing scanning and indexing services. By doing so, we believe can provide our clients with the greatest value.

We have the ability to scan and index most every type of document that can be found within an organization, including: paper, maps/drawings, microfilm, microfiche, aperture cards, slides/photos, x-rays and more. We are constantly seeking to upgrade our capabilities and equipment to ensure that we remain on the cutting edge of technology and also remain as competitive as possible.

#### **Physical and Technological Security / SSAE 18, SOC II, Type II Compliance**

Scanning America recognizes that security is of utmost importance in dealing with our customers' records and information. We have many levels of both physical and technological security to ensure that all of our customers' information is strictly secured and protected. The policies and procedures that we have in place allow us to remain HIPAA and FERPA compliant. Scanning America is also an SOC 2, SSAE 18 Type II Certified Vendor. Dealing with vendors that have this certification is needed to assure companies of the safety and integrity of their data while in the hands of a third party service bureau. SOC 2, SSAE 18 audits are conducted over a 6 month time period and provide this assurance by examining, documenting and testing, an array of internal controls within third-party service organizations. All of our employees have undergone pre-hire criminal background checks and all must sign confidentiality/non-disclosure agreements. Physical security includes but is not limited to:

- All exterior doors require electronic card keys for access
- Professionally monitored alarm system
- 20+ security cameras in-side and out-side of building (video generated from these cameras is saved for a minimum of 6-months)
- Routine evening and night/weekend patrols from private security firm (driving through parking lot/checking doors to be sure they are locked)
- Non-escorted guests are never allowed in the building
- The production center is staffed 24 hours per day, five days per week

1440 N 3<sup>rd</sup> Street  
800.732.7226

Lawrence, Kansas 66044  
[www.scanningamerica.com](http://www.scanningamerica.com)





At a customer's request, we will submit for inspection a copy of our Corporate Security Policies, which is a comprehensive document explaining in detail all of the procedures that we have in place to ensure the confidentiality and safety of our customers' information. We would also be pleased to submit a copy of our SOC 2, SSAE 18 Audit Results from The Moore Group.

### **Cyber Liability Coverage**

Scanning America carries Cyber Liability insurance. This coverage, through Philadelphia Insurance Companies, provides First Party and Third-Party protection, including all of the following:

- Loss of Digital Assets Coverage
- Non-Physical Business Interruption and Extra Expense
- Cyber Extortion
- Cyber Terrorism
- Security Event Costs
- Network Security and Privacy Liability
- Employee Privacy Liability
- Electronic Media Liability

We feel that this additional coverage brings significant value to our customers, as well as to our organization.

### **Disaster Recovery / Hot Site**

To ensure seamless disaster recovery and business continuity, Scanning America operates a remote Hot Site. Scanning America's Hot Site is a disaster recovery location that is set up and ready to go, where Scanning America staff can arrive and continue to work immediately. Scanning America's Hot Site has scanning equipment set up with current data available at all times, with all primary data center functions copied and maintained off site. In addition to scanning equipment, Scanning America's Hot Site also hosts QC and Data Entry/Indexing workstations.

While having a Disaster Recovery site actively working, in addition to a primary data center, is costly, those additional costs pay off in providing redundancy should disaster strike, ensuring we can keep our clients' projects on-schedule.

### **Overview of Scanning America's Project Approach and Production Methodology**

#### **Document Transportation and Entry into Production**

- SAI will pick up files at the Client's location for transportation to our centralized production center located in Lawrence, Kansas.
- SAI is estimating that there will be 1 trip to pick up and transport all of the files.
- If the Client desires, SAI staff can provide boxes and labor to pack the files into boxes.
- All physical transportation of client documents will be handled by Scanning America Staff Members.
- All SAI staff members and drivers have undergone comprehensive background checks and have signed nondisclosure agreements.
- SAI is insured for transportation of valuable documents.

1440 N 3<sup>rd</sup> Street  
800.732.7226

Lawrence, Kansas 66044  
[www.scanningamerica.com](http://www.scanningamerica.com)



- SAI drivers follow Federal Motor Carrier Safety Administration guidelines in terms of number of hours spent driving per day/per week, etc.
- Documents and media shall be transported in locked containers. For the purposes of document transportation, a properly provisioned transporting vehicle shall qualify as the locked container.
- SAI will not transfer client containers or documents from one vehicle to another while in route.
- Any time an SAI employee is not physically loading, unloading or operating an SAI vehicle containing client media, the vehicle will be locked and secured.
- SAI staff will attach a bar-coded label to each box/container of client documents prior to loading into the transport vehicle. Each label will be sequentially numbered and state the client name and project number.
- Each box/container will be marked with the beginning and ending document range that is contained within it. (Client will perform this procedure unless boxing and inventory services have been arranged with Vendor.)
- There will be a direct chain of custody from the Client's location and Scanning America. At the time boxes are picked up by Scanning America, the Client will be issued a signed receipt for the boxes removed and transported.
- Once the boxes arrive at Scanning America's facility, they will be immediately offloaded into SAI's climate-controlled warehouse. The documents will be received into SAI's project management system, eProject. eProject is an internally developed software tool that SAI utilizes to manage all aspects of scanning projects.
- Scanning America, Inc. has been providing nationwide transportation of our clients' documents for over 25 years.

#### **Scan on Demand Record Retrievals**

Scanning America provides clients with ready access to their files throughout the back-file scanning process. Scanning America has a constantly monitored email address, [filerequest@scanningamerica.com](mailto:filerequest@scanningamerica.com), where clients can initiate on-demand requests for files in Scanning America's possession. Upon receipt of an on-demand file request, the authenticity of the request is verified and then the file is located, prepped, scanned, encrypted and transferred electronically to the requesting party. This is normally accomplished within 2-4 hours of the request. We understand that our clients' access to their files is critical to their operations.

#### **eProject**

eProject is an internally developed software tool that we use to manage all aspects of scanning projects, from receiving boxes thru shipping deliverables, and everything in between. eProject is our single repository for project specifications. Having a single repository for project specifications gives our staff access to the most up to date information at all times.

eProject is also where we monitor the progress of our projects. We can tell which boxes have been prepped, scanned, indexed, post-processed, QC'ed, delivered, etc. We also track which of our employees performed each of these functions and what scanning equipment they used. This gives us the advantage of being able to look at the work of particular individuals and to analyze the performance of particular pieces of equipment.



### **Document Preparation**

Document preparation is the first step in the scanning process. This step involves many tasks that get the paper ready for high-speed scanning, including: staple removal, relocation of post-it notes obscuring information, un-folding oversize sheets, etc. Scanning America also inserts bar coded file separation sheets during this process to delineate between the beginning and end of each individual file.

### **Document Scanning**

As the documents are prepped, they are placed into queue for scanning. Scanning America uses IBML Open Track scanners. The IBML scanners are designed and manufactured in Birmingham Alabama and lead the industry in quality and performance. We have chosen to use these scanners because they have several key features which make them excellent scanners for back file scanning. They have very effective paper feeding systems that reliably feed individual pages of various sizes and thicknesses.

We scan the front and back of every piece of paper. We then view large thumbnails of the images on-screen to look for blank images. Blank images are deleted and you are not charged for them. Also during this on-screen review; our staff is looking for images which are not accurate representations of the source documents. If any are found, the corresponding paper is located and the page is rescanned into an accurate likeness of the paper document.

All of our scanners have ultrasonic double-feed detection that prevents pages from being missed during the scanning process. This process passes a beam of ultrasound through paper as it feeds into the scanner. The sensors can detect even the slightest amount of airspace that exists between any two sheets of paper. It then stops the scanner and the operator clears the double feed. All of our scanners are regularly maintained by manufacturer-certified technicians, and are cleaned and calibrated multiple times per shift by our own staff.

### **Ensuring that all documents are scanned**

Making sure that all documents are scanned is one of the most important parts of any scanning project. Vendor has gone to great lengths to ensure that no documents are missed. This process starts by breaking documents into batches then numbering and bar-code labeling the batches. Each sticker contains project-specific information, including: Client Name, Project Name, Project Number and Batch number. This ensures that batches are always identifiable and associated with a specific project. These batch numbers are then entered into the Vendor's eProject tool. Within eProject, every batch must be logged into and completed by a scanner technician. This ensures that every batch is scanned.

### **Image Quality**

Image quality is of utmost importance in any scanning project. Scanning America has invested in the equipment we have deemed as the best available. Rather than buying all equipment from a single manufacturer, Scanning America has identified and acquired the best equipment, regardless of the manufacturer. Great equipment alone will not ensure excellent quality images. Well trained employees are required to get the most from the equipment. All Scanning America employees that operate scanners have been required to undergo training on the scanners and demonstrate core competency in



operating their equipment. Scanner operators must also be capable of cleaning and calibrating their equipment.

As the documents are scanned, the scanned images are placed into queue for Image QC and Indexing. During this process, each scanned image is viewed on-screen by Scanning America employees. Any images which are determined to be illegible are flagged and in a later process compared to the original paper to ensure that the image capture is an accurate representation of the source document.

### **Indexing**

SAI utilizes a double key method for indexing. Any field that needs to be manually keyed will be done by two different operators keying the same information from two different workstations while viewing the digitized images on their computer screens. Then, a computer check of the indexed fields locates any two corresponding fields that do not match. We then have a third operator verify the correct information and re-key the unmatched indices. These extra steps, while costing more to provide, allows us to maintain the highest level of accuracy.

When available, SAI will utilize a data extract provided by the Client, to automatically link the additional metadata fields required. This helps to streamline the indexing process while making it as cost efficient as possible. Utilizing the data extract also provides another validation procedure and further enhances accuracy.

### **Image and Data Delivery Formatted for City of Arnold's Laserfiche ECM Application**

SAI will format the digitized files and indexing information to be imported directly into the Client's Laserfiche ECM application. SAI will create either Laserfiche Briefcases or Laserfiche Attachable Volumes that will perfectly mimic the City's Laserfiche repository structure. The images, data and import files will be delivered via encrypted USB drive or SFTP transfer.

### **Post-Production Storage of Documents**

Scanning America offers free 90-day storage of all source documents that are converted at our production facility. This gives our clients the time to look at and work with the digitized files before deciding on final disposition of original paper files. If clients would like to continue having their documents stored, we can provide pricing for long term storage.

### **AAA NAID Certified Document Destruction**

SAI can provide AAA NAID certified document destruction after all of the conversion services have been completed and the client has given a final signoff on the job. An authorization form, outlining the specific documents to be destroyed is sent to the client. Once the client has signed the destruction order, the documents are destroyed and the NAID certification is forwarded to the client.



**Off-Site Scanning Estimates for the City of Arnold, MO Public Works Files**

	COST	ESTIMATES	TOTAL
<b>Fee's</b>			
Pick-Up and Transportation of Files from City of Arnold, MO to SAI's Production Facility (If files are to be returned post production, a 2nd trip charge will apply.)	\$900.00 per trip	1 trip	\$ 900.00
<b>Public Works Project Files (Mix of Small and Large Format Files)</b>			
Prep, Scanning & QA of Documents Letter/Legal Size and Smaller	\$0.068 per image	155,040 images	\$ 10,542.72
Prep, Scanning & QA of Large Format Documents	\$1.21 per large format drawing	8,160 large drawings	\$ 9,873.60
Manually Indexing of Files	\$0.70 per file/per field keyed	1,200 fields	\$ 840.00
<b>Project Works Large Format Drawings</b>			
Prep, Scanning & QA of Large Format Documents	\$1.21 per large format drawing	36,000 drawings	\$ 43,560.00
Manually Indexing Each Project	\$0.70 per project file (rolled group)	1,200 files	\$ 840.00
<b>Other Services</b>			
Creation of Laserfiche Briefcases or Attachable Volumes to Mimic City of Arnold's Laserfiche Repository	included		included
Scan on Demand File Retrievals During Conversion	30 per month at no charge	\$10.00 per request beyond first 30 per month	~
90 Days Post-Production Storage of Files	included		included
<b>OPTIONAL</b> AAA NAID Certified Destruction of Files Post Production	included		included
<b>Total Estimated Cost</b>			<b>\$66,556.32</b>

Quantities of Images and Indices are Estimates Based on Information Supplied by Client. Actual Number of Images and Indices will be Invoiced.

**Statement of Work Approval:** By signing this document, the City of Arnold, MO and Scanning America, Inc. agrees that the proposed approach satisfactorily addresses all items in scope for the project.

City of Arnold, MO  
 By: \_\_\_\_\_  
 Name: \_\_\_\_\_  
 Title: \_\_\_\_\_  
 Date: \_\_\_\_\_

Scanning America, Inc.  
 By:  
 Name: Brett Benson  
 Title: Account Executive  
 Date: April 12, 2021

RESOLUTION NO. 21-51

A RESOLUTION APPROVING AN AGREEMENT  
WITH MIDWEST POOL MANAGEMENT.

---

BE IT RESOLVED by the Council of the City of Arnold, Missouri, that the attached agreement with Midwest Pool Management is hereby approved.

\_\_\_\_\_  
Presiding Officer of the City Council

\_\_\_\_\_  
Mayor Ron Counts

ATTEST:

\_\_\_\_\_  
City Clerk Tammi Casey

Date: \_\_\_\_\_

## **ARNOLD RECREATION COMPLEX: SEPT. 1, 2021 – AUG. 31, 2022**

### **Operational Services for the City of Arnold**

#### **Indoor Pool Hours: Winter**

Midwest Pool Management shall provide for the operation of the Arnold Recreation Center Indoor Pool from September 1<sup>st</sup>, 2021- May 27<sup>th</sup>, 2022 and August 22<sup>nd</sup> 2022 – August 31<sup>st</sup> 2022. The pool shall normally be for all public session swimming times at the following levels. Changes to these staffing levels will be made based upon bather loads:

#### **Monday's**

Manager	3:00 p.m.-7:00 p.m.
2 Guards	5:15 a.m.-12:00 p.m.
2 Guards	12:00 p.m.-4:00 p.m.
4 Guards	3:00 p.m. -7:00 p.m.

#### **Tuesday's**

Manager	3:00 p.m.-7:00 p.m.
2 Guards	5:15 a.m.-12:00 p.m.
2 Guards	12:00 p.m.-4:00 p.m.
2 Guards	3:45 p.m. -5:00 p.m.
4 Guards	5:00 p.m. – 7:00 p.m.

#### **Wednesday's**

Manager	3:00 p.m.-7:00 p.m.
2 Guards	5:15 a.m.-12:15 p.m.
2 Guards	12:00 p.m.-4:00 p.m.
4 Guards	3:00 p.m. – 7:00 p.m.

#### **Thursday's**

Manager	3:00 p.m.-7:00 p.m.
2 Guards	5:15 a.m.-12:00 p.m.
2 Guards	12:00 p.m.-4:00 p.m.
2 Guards	3:45 p.m. -5:00 p.m.
4 Guards	5:00 p.m. -7:00 p.m.

#### **Friday's**

Manager	3:00 p.m.-5:30 p.m.
2 Guards	5:15 a.m.-10:00 a.m.
3 Guards	10:00 a.m. - 12:00 p.m.
2 Guards	12:00 p.m. – 3:30 p.m.

#### **Saturday's**

Manager	11:30 a.m.-5:30 p.m.
2 Guards	6:45 a.m.-9:30 a.m.
4 Guards	9:30 a.m.-12:00 p.m.
4 Guards	11:45 a.m.-3:30 p.m.

**Sunday's**

Manager 11:30 a.m.-5:30 p.m.  
2 Guards 8:45 a.m.-12:00 p.m.  
4 Guards 11:45 a.m.-3:30 p.m.

**Indoor Pool Hours: Summer**

Midwest Pool Management shall provide for the operation of the Arnold Recreation Center Indoor Pool from May 28<sup>th</sup>, 2022 - August 21<sup>st</sup>, 2021. On inclement weather days when the outdoor pool is closed, the indoor pool will be open for recreational swim.

**Monday's**

Manager 12:00 p.m.-7:00 p.m.  
2 Guards 5:15 a.m.-1:00 p.m.  
4 Guards 1:00 p.m.-7:00 p.m.

**Tuesday's**

Manager 11:00 a.m.-4:00 p.m.  
2 Guards 5:15 a.m.-12:00 p.m.  
4 Guards 12:00 p.m.-4:00 p.m.  
2 Guards 3:45 p.m. -7:30 p.m.  
2 Guards 5:00 p.m. -7:00 p.m.

**Wednesday's**

Manager 1:00 p.m.-7:00 p.m.  
2 Guards 5:15 a.m.-2:00 p.m.  
4 Guards 2:00 p.m.-7:00 p.m.

**Thursday's**

Manager 11:00 a.m.-4:00 p.m.  
2 Guards 5:15 a.m.-12:00 p.m.  
4 Guards 12:00 p.m.-4:00 p.m.  
2 Guards 3:45 p.m. -7:30 p.m.  
2 Guards 5:00 p.m. -7:00 p.m.

**Friday's**

Manager 10:00 a.m.-3:30 p.m.  
2 Guards 5:15 a.m.-10:00 a.m.  
4 Guards 10:00 a.m.-3:30 p.m.

**Saturday's**

Manager 11:30 a.m.-3:30 p.m.  
2 Guards 6:45 a.m.-9:30 a.m.  
4 Guards 9:30 a.m.-12:00 p.m.  
4 Guards 11:45 a.m.-3:30 p.m.



Sunday's

Manager	11:30 a.m.-3:30 p.m.
2 Guards	8:45 a.m.-12:00 p.m.
4 Guards	11:45 a.m.-3:30 p.m.

There is an additional 175 open pool hours for the indoor aquatic center. The City of Arnold will choose 10 days that the Fox C-6 School District has days off for students in which we will open the pool additional open swim hours from 12:00 p.m.-4:00 p.m.

**Outdoor Pool Hours**

Midwest Pool Management shall provide for the operation of the Arnold Recreation Center Outdoor Pool from May 28<sup>th</sup> 2022 - August 31<sup>st</sup> 2022. (The City will negotiate with Midwest Pool Management as to facility readiness, staff preparation, and weather permitting to potentially accommodate the early dismissal of the Fox C-6 School District in May.) The pool shall normal be staffed for all public session swimming times at the following levels. Changes to these staffing levels will be made based upon weather and bather loads:

Monday- Sunday

Manager	9:30 a.m.-7:30 p.m.
Head Guard	9:00 a.m.-7:45 p.m.
12 Guards	10:45 a.m.-7:15 p.m.

The not to exceed salary budget includes 175 additional open pool hours for the outdoor pool.

Note: The last three weeks of the season when colleges and high schools resume classes, the pool will be closed Monday – Friday and be open only on Saturdays, Sundays, and holidays at regular open swim hours. Midwest Pool Management will make every effort to follow the Fox C-6 school district calendar for school schedule purposes, but with colleges, private schools and public school sports schedules typically resuming before the Fox C-6 school district returns, in order to safely staff the pools, the amended schedule noted above will apply.

**During these hours of operation, Midwest Pool Management will provide the following services:**

- Enforce all rules and regulations stipulated by the City and suggest and advise with regard to additional rules and regulations for the operation of the pool.
- Maintain any records as reasonably required by the City.
- Furnish and supply all first-aid supplies, adequate to the size and operation of the Arnold Recreation Center. The First Aid Kit will carry supplies for a minimum of 50 persons and at a minimum include: adhesive bandages, sterile pads, gauze pads, eye pads, tape, dressings, elastic bandage, antiseptic, ammonia inhalants, scissors, tweezers, latex gloves, clean wipes, eye wash, elastic gauze, large bandage patch. First Aid Kit will include a pocket mask with a one-way valve, and a bodily fluid exposure kit. Midwest Pool Management shall provide first responder first

- aid kits, including rubber gloves and pocket mask with one-way valve, for all on duty personnel. Midwest Pool Management will also provide an emergency oxygen tank.
- Vacuum pools. Each pool will be vacuumed entirely a minimum of one time a week and spot vacuumed on a daily basis to maintain a clean appearance and be free of all debris. Pools will be vacuumed before the public enters the pool.
  - Work with the City in handling complaints users may have, reporting all complaints to the Parks and Recreation Director or designated representative.
  - Conduct in-service training as per guidelines of Starfish Aquatics or equivalent.
  - Conduct in-house safety audits at least once per month.
  - Midwest Pool Management will retain a record of all problems brought to their attention. This log can be reviewed by the City at any time. A daily log of communication will be kept in the manager's office for the managers and designated City personnel to review on a daily basis.
  - Keep detailed records of any pullouts where a lifeguard enters the water for a rescue, describing the circumstances surrounding the incident and denoting the specific location of the pull out.
  - Power wash or hose deck daily.
  - Perform safety checklist daily.
  - Clean the entire Arnold Recreation Center complex, including: guard and manager office areas, bathhouse, all areas within the fencing, restrooms, and the premises within 25 feet of facility in a clean and orderly condition by the proper collection of waste, garbage and all other debris. Cleaning to be completed prior to operational hours.
  - Maintain tests and records as required by State of Missouri and City and meet all requirements for such.
  - Furnish, store and supply the necessary chemicals for operation of the pools

**Services provided for opening the outdoor facility:**

Midwest Pool Management will provide the following services in preparing the pool for opening day.

Upon notice to proceed from the City, Midwest Pool Management will begin interviewing and hiring staff.

Midwest Pool Management has 20 lifeguard training instructors on staff. Lifeguard training classes begin in January and are offered on a continuing basis throughout the spring and early summer.

In May, Managers and assistant managers must also attend a manager's training class that focuses on customer service, ADA compliance, hazardous material training, chemical balance and testing, scheduling, accident report documentation requirements, and leadership skills.

In May, all staff including managers will have on-site training that includes site

specific lifeguard zone coverage, rules and rule enforcement and site specific Emergency Action Plans.

Managers, Assistant Managers and Head Guards receive information on daily and weekly opening and closing procedures.

In early May, MPM staff will perform the following tasks:

- Power wash all decks
- Clean and stock bathrooms
- Vacuum the pools as often as necessary to have clean
- Clean pool area within 25 feet of pool enclosure
- Bring furniture out of storage, clean and arrange
- Get rescue tubes, fanny packs, first aid kit and other safety equipment prepared
- Establish staff schedule
- Schedule all staff on-site orientation
- Setup and prepare for usage all movable equipment, including tables, chairs, lounges, lifeguard chairs, diving boards, etc.
- Clean, inspect and prepare vacuuming equipment.
- Inspect and prepare all hoses.
- Check and clean all drains, including drain covers.
- Drain and clean pools.
- Fill pools.
- Install ladders and handrails, place and clean furniture.
- Check and test equipment, i.e. chemical feeders, etc. and report status to Owner.
- Test all pumps and motors to the attractions: lazy river, slide, raindrop, bubblers, etc.
- Circulate water through filtration system.
- Furnish, store, and inject necessary chemicals for operation of the pools.
- Backwash filters and inspect for any defects.
- Prepare bathhouse for opening.

### **Swim Lessons**

City of Arnold will manage and staff swim lessons. Midwest Pool Management will provide lifeguards during lesson times as listed on Pages 1 – 3 of this agreement.

### **Management Fee**

The management fee includes the furnishing of preseason opening of the outdoor pools, insurance, administrative fees, chemicals, overhead, profit and other incidental costs not covered in the not to exceed salary budget portion. Management fee is a total for indoor and outdoor pool operations.

Sept. 1, 2021-August 31, 2022

\$70,545

### **Not To Exceed Salary Budget**

The not to exceed salary budget includes the salaries for managers, assistant managers, head guards and lifeguards required to operate the indoor and outdoor

pools as per the hours of operation per the request for proposal from the City of Arnold.

Sept. 1, 2021-August 31, 2022

\$427,360\*

**\*This not-to-exceed salary amount is based on the hours and staffing levels from the City of Arnold. Weather and bather loads will be monitored and when conditions warrant, staffing levels may be reduced when safely feasible.**

**At the City's request, MPM can provide staff for additional services outside the scope of this agreement. The City will be invoiced at the rates detailed below:**

Manager	\$25.86/hour
Assistant Manager	\$19.39/hour
Head Guard	\$16.36/hour
Lifeguard	\$14.85/hour
Janitorial	\$13.51/hour



IN WITNESS WHEREOF, the parties have made and executed this addendum to the contract dated \_\_\_\_\_ in multiple copies, each of which shall be an original.

CITY OF ARNOLD

MIDWEST POOL MANAGEMENT

\_\_\_\_\_  
By:

\_\_\_\_\_  
By: Crissy Withrow, Vice President

ATTEST:

ATTEST:

\_\_\_\_\_  
By:  
Name, Title

\_\_\_\_\_  
By:  
Name, Title