

**AGENDA**  
**STE. GENEVIEVE BOARD OF ALDERMEN**  
**REGULAR MEETING**  
**THURSDAY – FEBRUARY 12, 2026**  
**6:00 P.M.**

**CALL TO ORDER.**

**PLEDGE OF ALLEGIANCE.**

**ROLL CALL.**

**APPROVAL OF AGENDA.**

**PRESENTATION/AWARDS.**

**PERSONAL APPEARANCE.**

**CITY ADMINISTRATOR REPORT.**

**STAFF REPORTS.**

- DAVID BOVA – COMMUNITY DEVELOPMENT
- AARON SMITH – TOURISM

**PUBLIC COMMENTS.** Please identify yourself for the record and please try and keep comments to 5 minutes. (The Board will not interact during public comments and will have staff investigate any city related issues brought forward and contact the individual later with a response.)

**CONSENT AGENDA.**

- Minutes – Board of Aldermen – Regular Meeting – January 22, 2026
- Minutes – Board of Aldermen – Closed Session – January 22, 2026
- Minutes – Board of Aldermen – Work Session – January 22, 2026
- **RESOLUTION 2026 -19.** A RESOLUTION OF THE CITY OF STE. GENEVIEVE, MISSOURI STATING INTENT FOR THE STE. GENEVIEVE POLICE DEPARTMENT TO APPLY FOR A GRANT WITH THE MISSOURI DEPARTMENT OF PUBLIC SAFETY – LOCAL VIOLENT CRIME PROTECTION.

- **RESOLUTION 2026-20.** A RESOLUTION OF THE CITY OF STE. GENEVIEVE, MISSOURI AUTHORIZING THE MAYOR TO EXECUTE A PROPERTY MAINTENANCE AGREEMENT WITH CHARLES W. "CHUCK" SMITH, IV TO MAINTAIN FLOOD BUYOUT PROPERTY.
- **RESOLUTION 2026-21.** A RESOLUTION OF THE CITY OF STE. GENEVIEVE TO APPLY FOR A RECREATIONAL TRAILS PROGRAM GRANT WITH THE MISSOURI DEPARTMENT OF NATURAL RESOURCES.
- **RESOLUTION 2026-22.** A RESOLUTION OF THE BOARD OF ALDERMEN OF THE CITY OF STE. GENEVIEVE, MISSOURI ADOPTING THE LOSS PREVENTION POLICIES.

#### **OLD BUSINESS.**

#### **NEW BUSINESS.**

**RESOLUTION 2026-15.** A RESOLUTION RE-APPOINTING BROCK GIBSON TO THE STE. GENEVIEVE TOURISM TAX COMMISSION.

**RESOLUTION 2026-16.** A RESOLUTION RE-APPOINTING AMANDA SCHWENT TO THE STE. GENEVIEVE TOURISM TAX COMMISSION.

**RESOLUTION 2026-17.** A RESOLUTION RE-APPOINTING REBECCA MONIA TO THE STE. GENEVIEVE TOURISM TAX COMMISSION.

**RESOLUTION 2026-18.** A RESOLUTION RE-APPOINTING BARBARA BASLER-PETERSON TO THE STE. GENEVIEVE PARKS AND RECREATION BOARD.

**BILL NO. 4705.** AN ORDINANCE OF THE CITY OF STE. GENEVIEVE AUTHORIZING THE MAYOR TO ENTER INTO AN AGREEMENT WITH SUPERIOR ROOFING STRATEGIES LLC FOR THE "WATER TREATMENT FACILITY ROOF REPAIRS PROJECT" IN AN AMOUNT OF \$28,757.88. **1<sup>ST</sup> READING.**

**BILL NO. 4706.** AN ORDINANCE OF THE CITY OF STE. GENEVIEVE AUTHORIZING THE MAYOR TO ENTER INTO A SECOND AMENDMENT TO THE PURCHASE AGREEMENT WITH MCBRIDE LAND GROWTH LLC. **1<sup>ST</sup> & 2<sup>ND</sup> READING.**

**BILL NO. 4707.** AN ORDINANCE TO AMEND SECTION 112.020 CUSTODIAN DESIGNATED - RESPONSE TO REQUEST FOR ACCESS TO RECORDS OF THE ORDINANCES OF THE CITY OF STE. GENEVIEVE, MISSOURI. **1<sup>ST</sup> READING.**

#### **OTHER BUSINESS.**

**MAYOR/BOARD OF ALDERMEN COMMUNICATION.**

**ADJOURNMENT.**

*Any person requiring special accommodations (i.e. qualified interpreter, large print, hearing assistance) in order to attend the meeting please notify this office at 573-883-5400 no later than forty-eight hours prior to the scheduled commencement of the meeting.*

Watch live on SGTV Spectrum Channel 991 or <https://www.youtube.com/@Stegentv>

**POSTED BY: February 9, 2026 by Pam Meyer**



## **CITY ADMINISTRATOR REPORT**

February 12, 2026

1. The Christmas Festival organizers are meeting with Downtown Ste. Genevieve to discuss combining their efforts and continuing the festival as a DTSG event.
2. With your approval this evening, we'll be applying for Recreational Trails Program grant to continue onto Phase II of the trail improvements at Pere Marquette Park.
3. Initial and 2<sup>nd</sup> interviews for Asst CA / CDA have been conducted and I anticipate making an offer this week.
4. I'll be attending the MML Legislative Conference on Feb. 17/18<sup>th</sup> next week so I will be out of the office Tuesday & Wednesday.
5. The transfer of the Welcome Center to the NPS has been signed off on by Governor Kehoe. NPS is now awaiting final approval of the Phase II environmental study, but anticipate that could be complete by May.
6. City Hall will be closed on Monday, February 16<sup>th</sup> for President's Day.

# City of STE GENEVIÈVE MISSOURI

## Community Development February 2026 Staff Report 1/6/25 – 2/6/25

### *Historic Preservation – Heritage Commission*

- Met Feb. 2 – 3 COAs approved & 1 COA approved administratively
- Next meeting – 2/23
- 2024 HP grant application – mobile app walking tour – agreement signed by city – received 5 submittals for RFP, selected Statistical Research, Inc. – public meeting postponed until March

### *Building Department / Code Enforcement*

- Occupancy Permits / Inspections 27
- Building Permits Issued 7
- Demolition Permits 0
- Sign Permits 0
- Chicken Permits 9 (renewals)
- Special Use Permits 0
- Sidewalks – repairs / replacements complete for 2025

### *Comprehensive Plan*

- Annexation Committee to tentatively meet again in February

### *Planning & Zoning*

- No meeting in February
- Next scheduled meeting – 3/5
- Staff preparing report on data centers / server farms

### *City / County Cooperation*

- Tourism / Economic Development – Provided \$5k in '23 & '24 / discussion of forming CVB type organization with County & Chamber / County partnered w/ City for Parkland REDI membership for '24 / Bill passed by Mo legislature to allow increasing of transient guest tax on local ballot – signed by Governor 7/11/25 – HB199 allows county to place transient guest tax of up to 6% on the ballot – County plans to place lodging tax on April ballot
- Progress Parkway property – county provided assistance to IDC for infrastructure – 12/3-met with IDC & County to confirm County still committed to infrastructure assistance
- FLAP Grant (N 4<sup>th</sup> Street bridge) – cost has risen to approximately 950k (originally 750k) now & county has asked for assistance from city / Federal grant – now requires historic

resources survey – tentative construction in Spring 2026 (originally 2025) – met with County on 1/22 to discuss citizen concerns and get update

- 911 Tax Board created (includes City officer) – payments from City & Amb. District to continue until new infrastructure installed and paid; potentially 4-5 years ('27-'28) / City portion of dispatching services lowered in FY25 / City portion lowered further in FY26 / currently working with 911 board on renewing IGA
- TAP Grant (Hwy 61) – County appl. Approved – on track for '26 – currently being completed
- Improvements to Ferry Landing – UP asked for \$10k per year lease for grounds for improvement or purchase at minimum \$50k; UP will not accept a zero-dollar lease. City also working with Port Authority and others to try and help Ferry remain financially viable – funds run out end of June – 5311 funds approved for FY26 but those are matching funds and Ferry continues to look for source for those to match those funds – will receive state funding but not until August or September – Board agreed to assist Ferry with temporary access to funds - \$9,475.61 in expenses reimbursed – Ferry has received 88k from MODOT for FY26 and have been approved for \$100k 5311 funds – Illinois has committed 88k to the Ferry also but they are working on details

#### ***Board of Adjustment***

- Nothing new to report

#### ***Floodplain Management***

- Current long range forecasts show 36% chance of Minor Flooding in Feb-Mar-Apr.
- Current long range forecasts show 10% chance of Moderate Flooding in Feb-Mar-Apr.
- Current long range forecasts show 5% chance of Major Flooding in Feb-Mar-Apr.
- Current river stage (2/9) is 0.54'; expected to rise to 1.4' by end of next week.
- Ferry is currently closed.

#### ***Property Maintenance***

- |                              |   |
|------------------------------|---|
| • Nuisance Property Issues   | 4 |
| • Vegetation Nuisance Issues | 0 |
| • Code Violation Issues      | 2 |
| • Sidewalk Issues            | 2 |

# STE GENEVIÈVE

MISSOURI

## TOURISM REPORT

### **Missouri Main Street Board is Finalized:**

- board had its first meeting on Monday 2/9
- Missouri Main Street comes down to train board on March 10th
- MO Main Street will be back in May to help with branding the Ste. Gen Chapter, bringing professionals down to assess design aspects, and make building renderings to cite opportunities for revitalization
- will be an art for economic development of our historic downtown district

### **State Grant for Welcome/Wayfinding:**

- Meeting with Corey to pick spots for banner poles
- Designs have been submitted for proofing to Main Street Signs to replace billboard at MLC
- Looking at providing signage for our different parks - walking/biking paths - and wildlife refuge

### **Tourism Ecosystem Coming into Focus**

- learned a lot over the last two years
- we've built a lot
- we're adding partners like Main Street who can help Tourism stay in its lane
- we're really working with our partners in the Chamber, Downtown SG, and now Main Street to create clear lanes for our success moving forward
- Below is how we've shored up areas of our visitor experience to help with visitor readiness and destination readiness.

# Visitor Experience

## Advertisement



### Digital:

- Facebook
- Google Display

Chicago - Kansas City  
- Memphis - Tulsa -  
Dallas - New Orleans

### Print:

- STL Mag
- KC Mag
- Missouri Life

YoY Spending  
supplemented by  
MO Division of  
Tourism

- Data produced informs KPIs

## PR/UGC



- Maintains strategy to find earned media opportunities for Ste. Gen
- Stays atop trends to fit Ste. Gen into marketable stories
- Coordinates legitimate influencer visits

## Website



- Website alignment in final phase - optimizing for storytelling/
- Asset Procurement project through MDT providing new photos for all lodging businesses - I've been providing for rest of businesses
- Only minor adjustments and additions needed from here out

## Welcome Center Material

- Events calendar template complete - printed and ready
- Brochure complete - looking for printer
- Awaiting Welcome Center takeover from National Park
- Merchandise designed - awaiting National Park guidance on stocking it

## Online Materials

### Newsletter

- Close to picking an organization to produce monthly newsletter
- Creates an avenue to drive repeat visits, push conversion for those who haven't yet.

CRM - Next Thing to Implement



## Surveys

- table tents have been created and given to lodging businesses to put in their rooms to drive people to take visitor surveys to know how we can serve them better

## Visit Widget

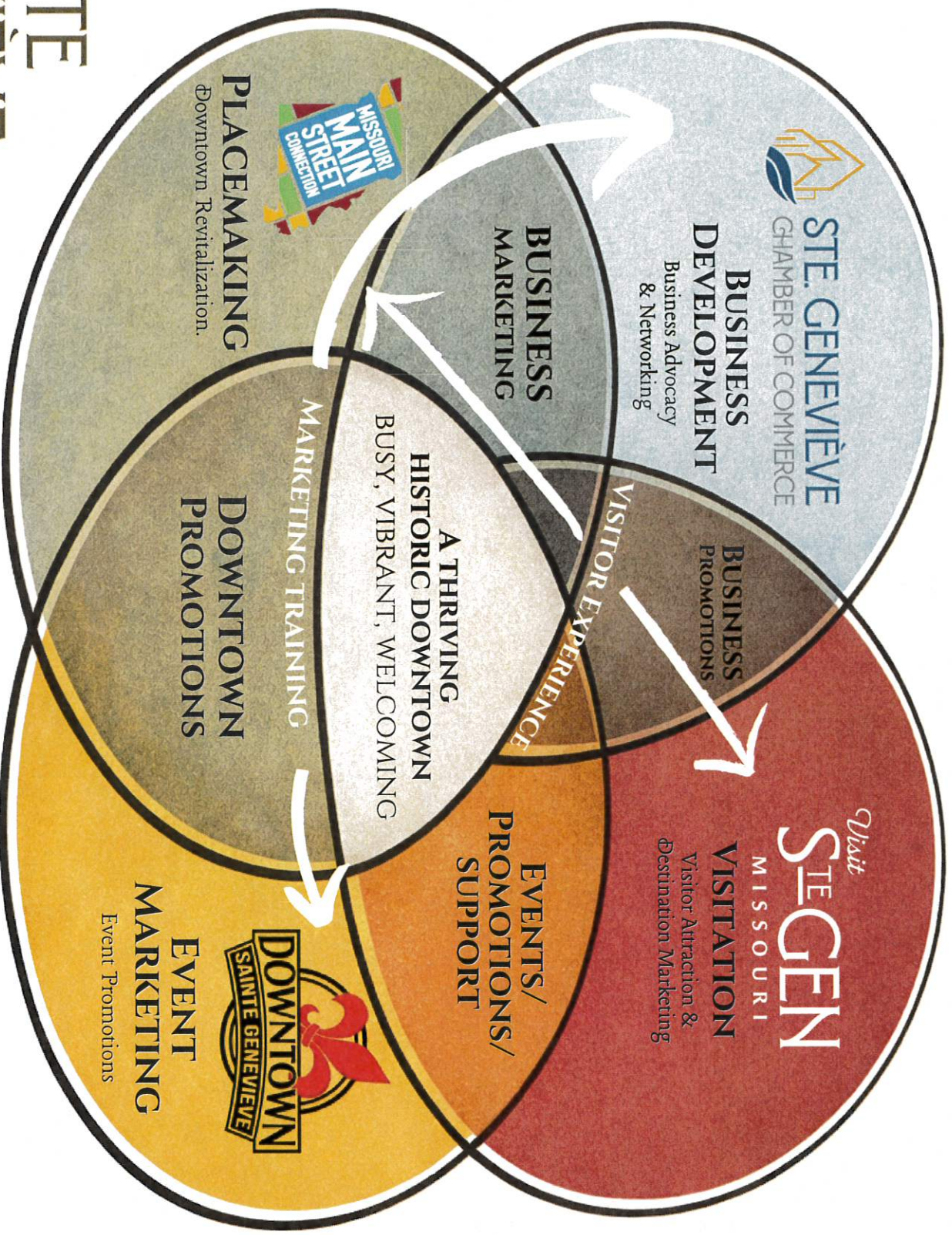
- still not taking enough advantage of building out our app
- walking tour will be added to this experience and will work with both them and SRI to make sure that happens

## Wayfinding - Design

- 2026 Welcome/Wayfinding Grant underway - banner poles - new billboard at Lime Kiln - new street signs - ferry signage - park signage - wildlife refuge signage
- USDA grant through MO Main Street will pinpoint design recommendations for Ste. Gen starting May 6<sup>th</sup> -7<sup>th</sup> . Main Street Board will handle this new extension of Downtown development

## Events

- Still focused on promoting French Heritage events: La Guignollee, King's Ball, French Heritage Festival - will eventually offer cultural enrichment programs to Jour de Fete
- Bringing in National acts to play town. More on economic development side. Adds a dynamic offering for out-of-market visitors.



# SAINT-GENEVIÈVE MISSOURI

**MINUTES OF THE  
STE. GENEVIEVE BOARD OF ALDERMEN  
REGULAR MEETING  
THURSDAY – JANUARY 22, 2026**

**CALL TO ORDER.** Mayor Keim called the regular meeting of the Ste. Genevieve Board of Aldermen to order at 6:00 p.m. and all stood for the Pledge of Allegiance.

**ROLL CALL.** A roll call by City Clerk Pam Meyer showed the following members present:

Mayor Brian Keim	
Alderman Amie Dobbs	Alderman Patrick Fahey
Alderman Bob Donovan	Alderman Sam Hughey
Alderman Jeff Eydmann	Alderman Joe Prince
Alderman Joe Steiger	

Absent: Alderman Teddy Ross

**APPROVAL OF AGENDA.** A motion by Alderman Donovan, second by Alderwoman Dobbs to approve the agenda as presented. Motion carried 7-0-1 with Alderman Ross absent.

**PRESENTATION/AWARDS.** At this time Mayor Brian Keim presented Mr. Bill Naeger with a Mayor Merit Award and read a proclamation honoring Mr. Naeger.

**PERSONAL APPEARANCE.**

Mr. Jeffrey C. Stroder, CPA with Beussink, Hey, Roe & Stroder, LLC presented the annual audit report (2025) to the Mayor and Board of Aldermen.

Ashley Crider presented the Ste. Genevieve Housing Authority's annual report.

**CITY ADMINISTRATOR REPORT. (See Attached Report)**

**STAFF REPORTS.**

COREY LITTEREST – ALLIANCE – See Attached Report

DANIEL HALEK – POLICE See Attached Report (includes annual report)

**PUBLIC COMMENTS.** None.

**CONSENT AGENDA.**

- Minutes – Board of Aldermen – Regular Meeting – January 8, 2026
- **Treasurer's Report – December 2025**
- **LIQUOR LICENSE** – Midwest Petroleum Company is requesting approval of a liquor license for 599 Ste. Genevieve Drive authorizing the sale of packaged liquor.
- **RESOLUTION 2026-10.** A RESOLUTION OF THE CITY OF STE. GENEVIEVE, MISSOURI STATING INTENT FOR THE STE. GENEVIEVE POLICE DEPARTMENT TO ACCEPT THE GRANT DONATION FROM “JUSTIN DELIVERS HOPE” FOR A NEW POLICE K-9.
- **RESOLUTION 2026 - 14.** A RESOLUTION OF THE CITY OF STE. GENEVIEVE, MISSOURI AUTHORIZING THE CITY ADMINISTRATOR TO ENTER INTO AN AGREEMENT WITH STE. GENEVIEVE COUNTY, MISSOURI, TO UTILIZE CITY HALL AS A POLLING PLACE.

A motion by Alderman Donovan, second by Alderman Prince to approve the consent agenda as presented. Motion carried 7-0-1 with Alderman Ross absent.

**OLD BUSINESS.** None.

**NEW BUSINESS.**

**RESOLUTION 2026 – 11. A RESOLUTION RE-APPOINTING DAWN SCHMELZLE TO THE STE. GENEVIEVE PARKS AND RECREATION BOARD.** A motion by Alderman Steiger, second by Alderwoman Dobbs to approve Resolution 2026-11 re-appointing Dawn Schmelzle to the Parks & Recreation Board. Motion carried 7-0-1 with Alderman Ross absent.

**RESOLUTION 2026 – 12. A RESOLUTION RE-APPOINTING LAUREN SMOTHERS TO THE STE. GENEVIEVE PARKS AND RECREATION BOARD.** A motion by Alderwoman Dobbs, second by Alderman Steiger to approve Resolution 2026-12 re-appointing Lauren Smothers to the Parks & Recreation Board. Motion carried 7-0-1 with Alderman Ross absent.

**RESOLUTION 2026 – 13. A RESOLUTION RE-APPOINTING GARY ROTH TO THE STE. GENEVIEVE PARKS AND RECREATION BOARD.** A motion by Alderwoman Dobbs, second by Alderman Prince to approve Resolution 2026-13 reappointing Gary Roth to the Parks & Recreation Board. Motion carried 7-0-1 with Alderman Ross absent.

**BILL NO. 4704. AN ORDINANCE AUTHORIZING THE MAYOR TO ENTER INTO A REVISED CO-OPERATIVE AGREEMENT WITH STE. GENEVIEVE COUNTY FOR THE COLLECTION OF CITY TAXES. 1<sup>st</sup> & 2<sup>nd</sup> READING.** A motion by Alderman Steiger, second by Alderman Eydmann, Bill No. 4704 was placed on its first reading, read by title only, considered and passed by an 7-0-1 vote of the Board of Alderman with Alderman Ross absent. A motion by Alderman Prince, second by Alderman Eydmann, to proceed with the second and final reading of Bill No. 4704. Motion carried 7-0-1 with Alderman Ross absent. A motion by Alderman Donovan, second by Alderwoman Dobbs, Bill No. 4704 was placed on its second and final reading, read by title only, considered, and passed by a roll call vote as follows: Ayes: Alderman Joe Steiger, Alderman Jeff Eydmann, Alderman Parick Fahey, Alderwoman Amie Dobbs, Alderman Joe Prince, Alderman Sam Hughey and Alderman Bob Donovan. Nays: None. Absent: Alderman Teddy Ross. Motion carried 7-0-1. Thereupon Bill No. 4704 was declared Ordinance No. 4625 signed by the Mayor and attested by the City Clerk.

**OTHER BUSINESS.** None.

**MAYOR/BOARD OF ALDERMEN COMMUNICATION.** None.

**CLOSED SESSION.** The agenda for this meeting includes an optional vote to close the meeting pursuant to RSMO 610.021 (1) Legal actions, causes of action or litigation, & (12) Documents related to a negotiated contract. A motion by Alderman Donovan, second by Alderman Steiger to go into closed session pursuant to RSMO 610.021 as stated above. Motion carried 7-0-1 with the following roll call vote: Ayes: Alderman Joe Steiger, Alderman Jeff Eydmann, Alderman Parick Fahey, Alderwoman Amie Dobbs, Alderman Joe Prince, Alderman Sam Hughey and Alderman Bob Donovan. Nays: None. Absent: Alderman Teddy Ross. 7:01 p.m.

**ADJOURNMENT.** With no further business Mayor Keim adjourned the meeting. 7:23 p.m.

**Respectfully submitted by,**

**Pam Meyer  
City Clerk**

**MINUTES OF THE  
STE. GENEVIEVE BOARD OF ALDERMEN  
WORK SESSION  
JANUARY 22, 2026**

The work session of the Ste. Genevieve Board of Aldermen was called to order by Mayor Brian Keim at 7:24 p.m. with the following members present:

Mayor Brian Keim  
Alderman Sam Hughey  
Alderman Jeff Eydmann  
Alderman Joe Steiger  
Alderman Patrick Fahey

Alderman Amie Dobbs  
Alderman Joe Prince  
Alderman Bob Donovan

Absent: Alderman Teddy Ross

**APPROVAL OF AGENDA.** A motion by Alderman Donovan, second by Alderman Prince to approve the work session agenda. Motion carried 7-0-1 with Alderman Ross absent.

**BUSINESS ITEMS.**

1. **SEWER STUDY UPDATE – POINTE BASSE.** City Administrator David Bova reported that he had not received the report back yet from the engineers but is hopeful by next meeting he will have something for them to review.
2. **CODE ENFORCEMENT DUTIES.** In prior meetings the Board of Aldermen had discussed considering shifting code enforcement duties to the Police Department. The Chief and City Administrator have completed some additional research and made some recommendations to the Mayor and Board on how to accomplish this without any additional staff or being overly punitive. The two departments will work in conjunction to enforce city codes and evaluate the effectiveness of this partnership during a transition period. Community Development staff will communicate standard practices and notifications procedures to the Police Department and work with them regarding what nuisance and other ordinance violations the Community Development staff typically addresses. The Police Department will handle notification and follow up including Notices of Violation and citations and Community Development will continue to enforce building code violations. After discussion amongst the Board, Chief Halek and City Administrator Bova, the police will proceed with the recommended duties and a follow up at a later date on how it is working and at which time consideration can be made on any recommended changes.



**3. LOSS PREVENTION POLICY.** City Administrator David Bova explained that the City's insurance carrier, MIRMA has recommended the adoption of a Loss Prevention policy in order to better reflect our policies regarding the loss exposures the city and city employees face. After working closely with representatives of MIRMA to adapt their standard Loss Prevention Policy to fit within our current municipal environment and staff structure. Some of the policies further clarify current policies in the personnel manual and some are new but reflect practices we are currently conducting. After review and discussion the Board recommended bringing back for approval at a future meeting.

**ADJOURNMENT.** With no further business the work session was adjourned at 7:52 p.m.

Respectfully submitted by,

Pam Meyer  
City Clerk

## **RESOLUTION 2026 – 19**

**A RESOLUTION OF THE CITY OF STE. GENEVIEVE, MISSOURI STATING INTENT FOR THE STE. GENEVIEVE POLICE DEPARTMENT TO APPLY FOR A GRANT WITH THE MISSOURI DEPARTMENT OF PUBLIC SAFETY – LOCAL VIOLENT CRIME PROTECTION.**

**WHEREAS**, the Ste. Genevieve Police Department has an opportunity to seek a grant from the Missouri Department of Public Safety – Local Violent Crime Protection (LVCP) in an amount of \$19,826.56 that will assist with the funding of two Motorola Portable Radio's and one Pyramid repeater; and

**WHEREAS**, the purpose of the LCVP grant is to provide funding to support the establishment and enhancement of local violent crime prevention programs within local law enforcement, and improve the quality of crime data reporting in compliance with the National Incident-Based Reporting System; and

**WHEREAS**, this a non-matching grant and the items will be purchased from Wireless USA a sole source Motorola dealer.

**NOW THEREFORE BE IT RESOLVED BY THE BOARD OF ALDERMEN OF THE CITY OF STE. GENEVIEVE, MISSOURI AS FOLLOWS:**

**SECTION ONE:** The City Staff and officials of the City of Ste. Genevieve are hereby authorized to prepare and submit an application for the grant with the Missouri Department of Public Safety for a Grant to fund one hundred (100%) percent of the total qualifying costs (\$19,826.56) for the two portable radios and repeater. City Staff and officials are directed to take such action as necessary to implement this resolution.

**SECTION TWO:** This resolution is in full force and effect from and after its passage and approval as provided by law.

**PASSED AND APPROVED BY THE BOARD OF ALDERMEN OF THE CITY OF STE. GENEVIEVE, MISSOURI THIS 12<sup>th</sup> DAY OF FEBRUARY, 2026.**



APPROVED AS TO FORM:

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Brian Keim, Mayor

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Mark Bishop, City Attorney

REVIEWED BY:

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Pam Meyer, City Clerk

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David Bova , City Administrator

**RESOLUTION 2026-20**

**A RESOLUTION OF THE CITY OF STE. GENEVIEVE, MISSOURI AUTHORIZING THE MAYOR TO EXECUTE A PROPERTY MAINTENANCE AGREEMENT WITH CHARLES W. "CHUCK" SMITH, IV TO MAINTAIN FLOOD BUYOUT PROPERTY.**

**WHEREAS**, the City of Ste. Genevieve, Missouri wishes to enter into a "Property Maintenance Agreement" with Charles W. "Chuck" Smith, IV, 305 N. Main Street for Flood Buyout Property located at 317 Washington Street.

**NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF ALDERMEN OF THE CITY OF STE. GENEVIEVE, MISSOURI AS FOLLOWS:**

**SECTION ONE:** The Mayor of the City of Ste. Genevieve, Missouri is hereby authorized and directed by the Board of Aldermen to execute and enter into the property maintenance agreement with Charles W. "Chuck" Smith, IV in substantially the form attached as "Exhibit A" and incorporated herein by reference.

**SECTION TWO:** This resolution shall be in full force and effect from and after its passage and approval.

**PASSED AND APPROVED BY THE BOARD OF ALDERMEN OF THE CITY OF STE. GENEVIEVE, MISSOURI THIS 12<sup>th</sup> DAY OF FEBRUARY, 2026.**

Approved as to form:

\_\_\_\_\_  
Brian Keim, Mayor

\_\_\_\_\_  
Mark Bishop, City Attorney

SEAL

Reviewed by:

\_\_\_\_\_  
Pam Meyer, City Clerk

\_\_\_\_\_  
David Bova, City Administrator

### Property Maintenance Agreement

This Agreement is entered into by and between the City of Ste. Genevieve, a municipal corporation (the "City"), and **CHARLES W. SMITH, IV** a resident of the City of Ste. Genevieve ("Caretaker"), for the maintenance and upkeep of municipal properties owned by the City, located at **317 Washington Street** City of Ste. Genevieve, Ste. Genevieve, Missouri ("Property"). (Attachment "A")

NOW THEREFORE, for good and valuable consideration, the receipt and sufficiency of which is hereby mutually acknowledged, the City and Caretaker hereby agree as follows:

1. **Maintenance:** This Agreement shall permit the Caretaker to maintain the Property consistent with the regulations associated with floodplain management law and the 404 Hazard Mitigation Grant Program ("HMGP") pursuant to regulations issued by the Federal Emergency Management Agency ("FEMA"). The Caretaker shall only be entitled to maintain and utilize the Property for purposes permitted by FEMA, under the terms of the HMGP and consistent with all applicable laws, regulations and ordinances. The City shall retain title and ownership to the Property at all times.

2. **Liability & Indemnification:** Caretaker shall be solely responsible for all liability related to the Property. To the fullest extent permitted by law, Caretaker shall indemnify, hold harmless and defend City, and its employees and agents, from and against all claims, damages, losses and expenses, including, but not limited to, attorney fees, resulting from any negligent act, misconduct or omission in the part of Caretaker, its employees, agents, assigns or contractors, with regard to the maintenance of the Property.

3. **Term of Agreement:** The term of this agreement shall be for one (1) year and shall automatically renew each year up to five (5) consecutive years unless terminated by either party, by giving notice to the other party by April 1<sup>st</sup> of any calendar year. The City reserves the right to terminate this Agreement for any reason upon thirty (30) days' written notice being provided to Caretaker.

4. **Compliance with Federal, State and Local Laws:** The Caretaker shall comply with all federal, state and municipal law. If it is determined by the City that Caretaker is not in compliance with federal, state or municipal law, then the City shall notify Caretaker that Caretaker must come into compliance with federal, state and municipal law within seven (7) days. If the violation is not timely corrected, this Agreement shall be terminated automatically and with no further action by either party.

5. **Maintenance and Uses Allowed:** Caretaker shall be entitled to maintain and utilize the Property for all purposes permitted by FEMA, under the terms of the HMGP and consistent with federal, state and municipal law. Prior to any structures being placed on the Property, Caretaker must seek approval of the City. That approval shall only be granted if the structure would be in compliance with federal, state and municipal law. Gardens may be planted and maintained at the Property. Other customary residential yard landscaping shall be permitted. The placement of structures, gardens and other landscaping shall be installed and maintained on

the Property at Caretaker's sole risk and in no event shall the City be liable for any damage, destruction or loss that may be caused to any structures, gardens or landscaping on the Property for any reason whatsoever. Caretaker has submitted a written plan for his/her use of the Property, which is attached, incorporated herein by reference and marked as Exhibit 1. Caretaker shall limit his/her use of the Property to this written plan. The use of the Property by Caretaker can be modified, altered or changed only by agreement in writing between City and Caretaker.

6. **Notices:** In the event any notices are to be given to City, they should be mailed by United States mail, postage prepaid, and shall be addressed to: City Clerk, City of Ste. Genevieve, 165 South 4<sup>th</sup> Street, Ste. Genevieve, Missouri 63670. In the event any notices are to be given to Caretaker, they should be mailed by United States mail, postage prepaid, and shall be addressed to: **Charles W. Smith, 305 N. Main Street, Ste. Genevieve, Missouri 63670** For the purposes hereof, the date of mailing shall be deemed to the date notice is given.

IN WITNESS WHEREOF, the parties have executed this Agreement as follows:

CITY OF STE. GENEVIEVE

By: \_\_\_\_\_  
Mayor , Brian Keim

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

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

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

ATTEST:

By: \_\_\_\_\_  
Pam Meyer, City Clerk

I plan on keeping it mowed and maintained as I have the adjoining property.

We may park on it from time to time.

Chuck Smith

## **RESOLUTION 2026-21**

### **A RESOLUTION OF THE CITY OF STE. GENEVIEVE TO APPLY FOR A RECREATIONAL TRAILS PROGRAM GRANT WITH THE MISSOURI DEPARTMENT OF NATURAL RESOURCES.**

**WHEREAS**, the City of Ste. Genevieve is applying for federal assistance from the Recreational Trails Program for the purpose of the Pere Marquette Trail Rehabilitation Project.

**WHEREAS**, the City would utilize in-house public works to complete site demolition of existing asphalt trail and hire a construction contractor to install a new 10' wide ADA-compliant walking trail; and

**WHEREAS**, if awarded and allocated, the City's portion (20% of total cost, not to exceed \$35,000) would be funded from the FY2027 Budget; General Revenue Fund in the Parks Department under Infrastructure Improvements line item 20-20-8000.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF ALDERMEN OF THE CITY OF STE. GENEVIEVE, MISSOURI AS FOLLOWS:**

**SECTION 1.** David Bova of the City of Ste. Genevieve is authorized to sign the application for federal assistance and any other official project documents that are necessary to obtain such assistance, including any agreements, contracts or other documents that are required by the State of Missouri or the Federal Highway Administration.

**SECTION 2.** In the event a grant is awarded, the City of Ste. Genevieve will commit the necessary financial resources to operate and maintain the completed project in a safe and attractive manner for public access for a minimum of 25 years.

**SECTION 3.** In the event a grant is awarded, the City of Ste. Genevieve is prepared to complete the project within the time period identified on the signed project agreement.

**SECTION 4.** In the event a grant is awarded, the City of Ste. Genevieve will comply with all rules and regulations of the Recreational Trails Program, applicable Executive Orders, all state laws that govern the grant applicant during the performance of the project, and stewardship requirements after the project is Completed.

**PASSED AND APPROVED BY THE BOARD OF ALDERMEN OF THE CITY OF STE. GENEVIEVE, MISSOURI THIS 12<sup>th</sup> DAY OF FEBRUARY 2026.**

Approved as to form:

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Brian Keim, Mayor

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Mark Bishop, City Attorney

Reviewed by:

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David Bova, City Administrator

The undersigned hereby certifies that he/she is the duly authorized Clerk and custodian of the books and records and seal of the City of Ste. Genevieve, duly formed pursuant to the laws of the State of Missouri, and that the foregoing is a true record of a resolution duly adopted at a meeting of the City of Ste. Genevieve Board of Aldermen , that said meeting was held in accordance with state and local laws on and that the said resolution is now in full force and effect without modification or rescission.

IN WITNESS WHEREOF, I have executed my name as Clerk and have affixed the seal of the City of Ste. Genevieve, this 12<sup>th</sup> day of February 2026.

ATTEST:

By:

(SEAL)

**RESOLUTION 2026-22**

**A RESOLUTION OF THE BOARD OF ALDERMEN OF THE CITY OF STE. GENEVIEVE, MISSOURI ADOPTING THE LOSS PREVENTION POLICIES.**

**WHEREAS**, MIRMA is recommending the adoption of a loss prevention manual ("Loss Prevention Policies") for the City of Ste. Genevieve that will supplement and augment our current personnel policies; and

**WHEREAS**, the City recognizes its responsibility to provide safe facilities, services, and working conditions for residents, visitors, and employees; and

**WHEREAS**, accidents, injuries, and property damage can be reduced through proactive loss prevention and effective risk management practices; and

**WHEREAS**, the Board of Aldermen and staff have reviewed the proposed policy, made recommendations, and recognize the need to establish said policy; and

**WHEREAS**, the Board of Aldermen wish to accept and approve the new Loss Prevention Policies manual attached to and made part of this resolution.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF ALDERMEN OF THE CITY OF STE. GENEVIEVE, MISSOURI, AS FOLLOWS:**

**Section 1:** The Board of Aldermen hereby adopts the loss prevention (Loss Prevention Policies) manual attached as Exhibit "A".

**Section 2:** That this resolution shall become effective immediately for the City of Ste. Genevieve.

**PASSED AND APPROVED BY THE BOARD OF ALDERMEN OF THE CITY OF STE. GENEVIEVE, MISSOURI THIS 12<sup>th</sup> DAY OF FEBRUARY, 2026.**

Approved as to form:

\_\_\_\_\_  
Brian Keim, Mayor

\_\_\_\_\_  
Mark Bishop, City Attorney

SEAL

Reviewed by:

\_\_\_\_\_  
Pam Meyer, City Clerk

\_\_\_\_\_  
David Bova, City Administrator



*CITY OF  
SAINTE GENEVIEVE*

*LOSS PREVENTION MANUAL*

## LOSS PREVENTION POLICY

It is the intent of the City of Sainte Genevieve to implement a comprehensive loss prevention program. The City's employees are its most important asset, and their safety is our greatest responsibility. The health and safety of all is our utmost consideration. Employees at all levels are directed to make safety a matter of continuing concern. This program emphasizes that effective loss prevention is a key part of management responsibilities and can only be effective by fully utilizing the City's available resources and enlisting the support of all personnel.

Operational activities must be reviewed to minimize exposure to personal injury and property damage. Planned operations should be reviewed to include consideration of errors which may occur. Accidents are unplanned events. Proper planning and supervision can minimize the likelihood of accidents. Accidents are preventable. The key to loss prevention is to initiate the necessary pre-planning to minimize unsafe acts, contain risks, and control unsafe conditions.

Through emphasis on loss prevention techniques, refinement of work policies and procedures, and creating a safe working environment, we will reduce injuries to our employees and prevent damage to property. All employees are responsible for compliance with the City's Loss Prevention Program as outlined in the attached manual. Employees are expected, as a condition of their employment, to adopt the concept that the safe way to complete a task is the most efficient and the only acceptable way. Safety will be included as part of the performance evaluation of every City employee.

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City Administrator

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Date

## MANAGEMENT PARTICIPATION

### IMPLEMENTATION OF PROGRAM

An effective safety program can only be achieved by management's commitment to its success. Individual responsibilities are outlined in Section Two. Each department needs to set forth its objectives in striving to reduce our losses due to preventable accidents. The extent of the frequency or severity of personal injury or property damage can be reduced through proper preventative measures. Effective accident prevention measures are those which have been formulated at each Administrative level throughout the organization and thoroughly discussed with our employees. Through utilization of a safety committee we will have candid exchanges of ideas between supervisory personnel and employees, this will enhance identification of problem areas, and development of approaches to deal with those problems.

### SAFETY COMMITTEE

The Safety Committee will serve as an advisory body to the City Administrator. It will be responsible for recommending policies and procedures affecting the administration of the loss prevention program. Membership will be comprised of the following:

1. Administration
2. Police Department
3. Public Works or Public Works contractor

The Safety Committee shall meet monthly; attendance is mandatory. Activities of the Committee shall include, but not be limited to the following:

1. Meeting minutes will be taken by the City Clerk. Minutes will be distributed to the City Administrator, and to other members of the safety committee. Minute files will be maintained in the City Clerk's Office.
2. The Committee shall recommend policies and procedures affecting the development and administration of an aggressive accident prevention program.
3. The Committee shall recommend program goals and objectives to ensure the success of this program.
4. Establish a safety guideline handbook including general rules and regulations.
5. Review data, records, and reports of safety matters. This will include review of claims filed during the preceding month and making recommendations as to how the accident could have been avoided.

6. Perform follow-up investigation of accidents and make safety inspections when appropriate. The committee will file a report to the City Administrator making recommendations as to accident prevention.
7. Develop a continuing program of safety and health.
8. Prepare an annual report to the City Council concerning the programs significant activities/accomplishments.
9. Review safety suggestions presented by employees.
10. Formulate recommendations for safety material, policy and procedure changes, and equipment needs that can enhance the loss prevention program.
11. The Committee will make decisions with respect to the Safety Incentive Program.

### LOSS PREVENTION RESPONSIBILITIES

Each employee is responsible for implementing the provisions of this program. The responsibilities below listed are minimum and shall in no way be construed to limit individual initiative to implement more comprehensive procedures to reduce losses.

#### CITY ADMINISTRATOR / CITY CLERK

The City Administrator has overall responsibility for the Loss Prevention Program and its administration. Specific responsibilities include:

1. Establishing the City's Loss Prevention Program.
2. Developing in each Department Director a strong commitment to the safety program and its success.
3. Attend Safety Committee Meetings on a regular basis.
4. Review serious accidents to ensure that their causes are being investigated and that improper corrective action is taken to prevent a reoccurrence.
5. Review the necessary Loss Prevention Program to appraise its effectiveness.

#### SAFETY COORDINATOR

The Safety Coordinator is responsible for directing this program. Duties include:

1. Serve as Chairman of the Safety Committee. Present recommendations where necessary to the City Administrator. Appoint inspection panels for quarterly facilities inspections.
2. Administer the City's Loss Prevention Program.
3. Consult directly with management personnel and employees on loss prevention matters.
4. Perform investigations to ensure that unsafe conditions or practices are identified and corrected.

5. Keep the City Administrator and Department Directors informed about the status of matters affecting the loss prevention program.
6. Inspect facilities, hazardous conditions, practices, and overall program compliance.
7. Maintain an effective safety awareness program for City employees.
8. Coordinate compliance with federal, state, and local safety laws.

#### DEPARTMENT HEADS

Each Department Director is responsible for maintaining a safe and healthy working environment. The Director is responsible for providing the work environment, work procedures, and service to the highest extent possible for the safety of City employees, and the public. Each department director will:

1. Develop and support a safety program that will reduce and control accidents.
2. Appoint a Departmental representative to the Safety Committee.
3. Develop safety rules and regulations pertinent to governing the conduct of departmental activities and programs.
4. Establish and maintain a system of safety analysis and perform regular inspections.
5. Provide training and continuing safety instruction to all Departmental employees. Hold each supervisor accountable for explanation of preventable injuries, collisions, and liability incurred by departmental employees.
6. Take corrective action on unsafe conditions.

#### SUPERVISORY PERSONNEL

Supervisory personnel have responsibility for employee safety. This includes personnel, equipment, work area, and methods. Supervisors are responsible for the following:

1. Enforcing safety procedures that apply to their work.
2. Providing adequate training to employees under their direction.
3. Accountable for preventable injuries, collisions, and liabilities caused by his/her employees.
4. To enforce management policies.
5. Provide safety instruction to focus attention upon potential hazards, changes in work conditions or procedures.

6. Ensure that all employees are instructed in the use and need for protective equipment.
7. Continually evaluate work conditions and procedures to correct unsafe conditions and practices.
8. Investigate accidents and make certain that corrective actions are taken.
9. Ensure that safety equipment and protective devices are available for each job, are used, and properly maintained.
10. Report accidents/injuries to the Risk Management Coordinator as soon as practicable after the accident.

#### EMPLOYEES

Employees are required, as a condition of employment, to work safely to prevent injuries to themselves, their fellow workers, and to the public. Each employee will:

1. Promptly report to their supervisor unsafe actions, practices, or conditions.
2. Cooperate with and assist in the investigation of accidents, to identify correctable causes, and to prevent their recurrence.
3. Promptly report to their supervisor all accidents and injuries.
4. Always observe proper safety practices.
5. Maintain clean, orderly work areas and equipment.
6. Not engage in horseplay.
7. Observe safety rules and adhere to published work instructions.
8. Wear protective equipment when working in hazardous operation areas.
9. Arrive at work suitably attired for their job.

### EMPLOYEE VIOLATION OF SAFETY REQUIREMENTS

When violations of safety policies occur, **corrective action must be immediate and constructive**. Disciplinary action will be considered when any individual causes an injury, damages equipment, or endangers others through any of the following actions:

- **Willful violation** of safe work rules
- **Disregard** for established safety regulations
- **Demonstration of indifference or defiance** toward safety requirements

The **correction of improper performance** requires greater attention than the correction of mechanical or equipment hazards. Unsafe or improper actions shall be addressed through:

1. **Instruction** – clearly explaining the correct procedure
2. **Demonstration** – showing the proper and safe method to perform the task
3. **Follow-up** – ensuring that the employee consistently applies the instruction

Any employee found to be in violation of this or any other section of this manual shall be subject to disciplinary action in accordance with **Section 710 of the City Personnel Manual**.



## SAFETY INCENTIVE PROGRAM

### I. PURPOSE:

The purpose of this program is to promote safety awareness.

### II. RULES/DEFINITIONS:

An employee is required to report all injuries to his/her supervisor, no matter how slight.

The Safety Committee will be responsible for reviewing all accidents/incidents. A preventable accident is one in which the employee failed to do everything he or she could have reasonably been expected to do to prevent it. The Safety Committee will make classification of accidents or injuries as "preventable" or "non-preventable".

The failure to report an accident, injury, property damage, or violation of a Safe Work procedure may result in disciplinary action. Failure to provide sufficient information on the appropriate report may result in the Safety Committee ruling that the accident was "preventable".

### III. PROGRAM:

The program rewards full-time, non-probationary employees by maintaining a good safety record. As a safety incentive, an employee that works safely for one year without an accident (or where the Safety Committee rules an accident/incident non-preventable) and completes all assigned safety training as assigned by the Safety Coordinator will be eligible for a safety award. The employee will be awarded a \$100 safety award in December of each year if eligible.

## LOSS PREVENTION METHODS

Each of the following loss prevention methods are an important part of the overall program.

### INSPECTIONS

The following inspections should be completed as follows:

- Inspections of city owned property shall be conducted at least quarterly for those buildings where the public does not have access, i.e. public works buildings.
- Inspections of city owned property shall be conducted monthly for those with public access, i.e. city hall.
- Playground equipment should be inspected weekly during the spring, summer, & fall, and monthly during the winter or when the weather conditions are not inclusive for play.

The city maintains sample inspection forms for each of the above inspection categories, if additional copies are needed, please contact the City Administrator.

Emphasis should be placed on the condition of facilities, equipment, and machinery as well as implementation of the overall program such as:

1. Good housekeeping.
2. Utilization of prescribed protective equipment.
3. Compliance with Departmental work rules.
4. Vehicle/equipment condition.
5. Proper storage of flammable liquids and maintenance of fire fighting equipment.
6. Proper guarding of open pits, ditches, tanks, etc.
7. Proper maintenance of equipment and tools.
8. Compliance with the safety program.

## JOB SAFETY TRAINING

Supervisors are responsible for training newly hired, newly assigned, or reassigned employees in job safety procedures. Employees must be properly trained. The supervisor should:

### 1. Preparation

- A. Put the employee at ease.
- B. Define the job.
- C. Create employee interest.
- D. Instruct the employee in the correct performance of the job.

### 2. Presentation

- A. Illustrate one important step at a time.
- B. Stress key points.
- C. Communicate clearly, completely, and patiently.

### 3. Performance

- A. Instruct while the job is being completed by the employee.
- B. Have the employee explain key points as the job is repeated.
- C. Make sure the employee understands.
- D. Work with the employee until you are satisfied, they can complete the tasks safely.

### 4. Follow-Up

- A. Assign the employee to the task.
- B. Designate to whom the employee goes for help.
- C. Check frequently; encourage questions.
- D. Taper off extra coaching and close follow-up.

## ACCIDENT INVESTIGATION

Investigation of any accident is the key in controlling losses. Thorough investigation, recording, and corrective follow-up of each accident is absolutely necessary if anything is to be learned from the experience.

1. Injuries must be investigated by the supervisor of the injured person as soon as possible after it has occurred. The investigation shall be in report form as seen in the exhibits. The following procedures must be followed as closely as possible:
  - A. Check the scene and reconstruct as much as possible without repeating the accident.
  - B. Collect evidence. If any injury or near miss occurs, it is essential to determine what happened and why.
  - C. It is important to interview witnesses at the scene as soon as possible thereafter.
  - D. If the injury is minor, interview the victim. The interview should be held as soon as possible. If the injury is serious, select the right time.
  - E. Weigh the evidence and determine remedies to eliminate recurrence.

## TEMPORARY TRANSITIONAL DUTY

### Introduction

Temporary Transitional Duty Programs have proven to be cost-effective and to contribute to the timely recovery of an employee who has been injured but still possesses the ability to work in a limited capacity. Because the City wishes to remain at the forefront of occupational health and safety, it has adopted a Temporary Transitional Duty Program for its employees.

### Purpose

This policy establishes the authority for temporary transitional duty assignments and procedures for granting temporary transitional duty to eligible employees.

### Policy

Frequently employees who, because of injury, illness or disability, are temporarily unable to perform their regular assignments are capable of performing alternative assignments. Temporary transitional duty can provide employees with an opportunity to remain productive and return to work before they have reached maximum medical improvement. It also provides a work option for employees who may otherwise risk their health and safety or the safety of others by remaining on duty when physically or mentally unfit for their regular assignment. Therefore, it is the policy of the City of Ste. Genevieve that eligible personnel are given a reasonable opportunity to work in temporary transitional duty assignments if available.

### Definitions

**Eligible Personnel:** For purposes of this policy, any employee suffering from medically certified illness, injury or disability requiring treatment of a licensed health-care provider and who, because of injury, illness or disability, is temporarily unable to perform the regular assignment but is capable of performing temporary alternative assignments.

**Maximum Medical Improvement:** The point when recovering from injury, illness, or disability, at which an employee has reached maximum medical improvement.

### Procedures

#### A. General Provisions

1. Temporary transitional duty positions are limited in number and variety.

Therefore,

- a. personnel injured or otherwise disabled in the course and scope of employment shall be given preference in initial assignment to transitional duty; and
  - b. assignments may be changed at any time if deemed in the best interest of the City while keeping within the medical restrictions; and
  - c. eligibility to participate in the program will cease when the employee has reached maximum medical improvement.
2. The Family and Medical Leave Act, Fair Labor Standards Act, Americans with Disabilities Act, or other Federal and State law remain applicable to employees accepting transitional duty assignments.
3. No specific positions within the City shall be established for use as a temporary transitional duty assignment, nor shall any existing positions be designated or utilized exclusively for personnel on temporary transitional duty.
4. Transitional duty assignments are strictly temporary and typically do not exceed 90 days in duration. After 90 days, personnel on temporary transitional duty who are not capable of returning to their original duty assignment shall:
  - a. present a request for an extension of temporary transitional duty (not to exceed an additional 90 days), with supporting documentation, to the Risk Management Coordinator, or
  - b. pursue other options as provided by the employment provision of this City or Federal or State law.
5. All City personnel on temporary transitional duty are prohibited from engaging in outside employment, in which they may reasonably be expected to perform functions for which they have been determined physically or mentally unable to perform on behalf of this City and that forms the basis for their temporary transitional duty assignment.
6. Transitional duty assignments shall not be established for disciplinary purposes.
7. Employees may not refuse temporary transitional duty assignments that are supported by and consistent with the recommendations of a city selected physician. The city may interpret failure to accept and perform transitional duty work as a resignation.
8. When an employee has reached maximum medical improvement as determined by a city selected physician, an assessment by the City Manager will be made regarding the employee's ability to perform regular job duties of a different job with or without a reasonable accommodation.

## B. Temporary Transitional Duty Assignments

1. Temporary transitional duty assignments may be drawn from a range of areas that include but are not limited to the following:
  - a. administrative projects (e.g. report review, special projects)
  - b. clerical functions (e.g. filing)
  - c. desk assignments (e.g. booking officer, bookkeeping)
  - d. communications (e.g. complaint taker)
  - e. inspections (e.g. sidewalks, street signs, buildings, equipment)
  - f. updating (e.g. MSDS at various locations)
  - g. painting (e.g. fire hydrants, park benches & equipment)
  - h. community relations (e.g. police community awareness visits)
2. Department Heads shall notify the Risk Management Coordinator or designee of any work that may be used for temporary transitional duty.
3. In addition to consideration included in A-1 of this policy, decisions on temporary transitional duty assignments shall be made based upon the availability of an appropriate assignment given the applicant's knowledge, skills and abilities; availability of transitional duty assignments; and the physical limitations imposed on the employee by the City selected physician.
4. Every effort shall be made to assign employees to positions consistent with their position and pay classification. However, where appropriate, personnel may be assigned to positions within other departments and positions designated for personnel of lower position or pay classification. Employees thus assigned shall:
  - a. retain the privileges of their rank but shall answer to the supervisor of the department to which they are assigned with regard to work responsibilities and performance; and
  - b. retain the pay grade and related benefits of the position held prior to their assignment to temporary transitional duty as controlled by the employment provisions of the City of Sainte Genevieve.
  - c. for work related accidents, if the employee is not retained at the same pay grade of the position held prior to their assignment to transitional duty, workers' compensation temporary partial disability benefits may be available.

## C. For work-related accidents in which the employee is not immediately released to return to normal duty the following shall apply:

1. Immediately following treatment, the employee should report to his/her supervisor their condition and return to work status.

2. At the earliest possible opportunity, the Risk Management Coordinator will discuss the case with the physician concerning the course and scope of the treatment and the ability of the employee to perform transitional duty. The Risk Management Coordinator will then discuss with the supervisor the employee's transitional duty assignment.
3. Within the first three days following an accident the supervisor shall contact the employee and inquire as to the employee's ability to return to work.
4. If the employee has not returned to work after three days, then the Risk Management Coordinator shall call the doctor and the employee to check the employee's transitional duty status.
5. If the employee is not able to return to work after three days, then the employee shall call the Risk Management Coordinator to discuss the employee's transitional duty status and present the work status report provided by the treating physician, immediately following each doctor's appointment.
6. If it is determined that the employee may be medically able to perform transitional duty, the essential functions of the transitional duty shall be identified by the supervisor and reviewed with the employee.

D. Request for an Assignment to Temporary Transitional Duty for non-work conditions

1. Requests for temporary transitional duty assignments are usually completed by the employee. However, the supervisor may complete the request as described in (D-3). Requests must be accompanied by a statement of medical certification to support the requested reassignment, which must be signed by the treating physician. The certificate must include an assessment of the nature and probable duration of the disability, prognosis for recovery, nature of work restriction and an acknowledgement by the health-care provider of familiarity with the transitional duty assignment and the fact that the employee can physically perform the duties involved.
2. The request for temporary transitional duty and the physician's statement shall be forwarded to the City, who shall make a recommendation regarding the assignment to the City Manager or his designee.
  - a. This City may require the employee to submit to an independent medical examination by a physician of the City's choosing, other than the City's Workers' Compensation physician. In the event the opinion of the City selected physician differs from that of the foregoing health provider, the employee may request a third opinion at the employer's expense.