

City of Brookfield, Missouri
City Council Meeting Agenda
February 19, 2026

City Hall 116 W. Brooks St., Brookfield, Missouri

1. Call to Order

2. Roll Call

3. Pledge of Allegiance

4. Public Comment

5. Consent Agenda

- Approval of Council Meeting Minutes – January 26, 2026

6. Discussion and Direction Items

A. City of Brookfield Loss Prevention Manual

B. Andrew Dial with the State Historic Preservation Office and Department of Natural Resources

C. Publishing of City owned lots for sale

7. Action Items

A. Tax Collection Agreement

B. Water Purchase Agreement between City of Brookfield and City of Laclede

8. City Manager's Report

- Wage study
- Cash position overview

9. Council Matters

10. Closed Session (if necessary)

(Pursuant to Section 610.021 RSMo, (1), (3) & (12) related to Legal and Personnel and contracts)

11. Adjournment

Posted By: SD

Time: 4:35

Date: 2/17/26

City of Brookfield Loss Prevention Manual
Safety and Loss Prevention Policy

CITY OF BROOKFIELD

LOSS PREVENTION MANUAL

City of Brookfield Loss Prevention Manual Safety and Loss Prevention Policy

It shall be the policy of the City of Brookfield to conduct its operations in such a manner as to prevent serious injuries to its employees and citizens; prevent damage to its equipment and facilities; and control hazards in the workplace. Management has a responsibility to provide safe conditions and equipment for all employees, as well as to conserve tax dollars. Department heads are responsible for the overall staff direction and management of this safety policy. Employees at all levels are directed to make safety a matter of continuing concern. Effective loss prevention requires 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. Certain accidents are preventable. Proper planning and supervision can minimize the likelihood of accidents. The key to loss prevention is to initiate the necessary preplanning to minimize unsafe acts, certain risks, and control unsafe conditions.

The creation and maintenance of a safe and healthful working environment which is free from serious hazards to personal injury or property damage and the use of safe methods, practices, and procedures is a primary city objective and a top management responsibility. All employees are responsible for compliance with the city's loss prevention program. 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 only acceptable way. Safety will be included as part of the performance evaluation of each and every full-time employee.

The successful implementation of this program rests with every employee.

Mayor 2026

City of Brookfield Loss Prevention Manual

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City of Brookfield Loss Prevention Manual

Section One: 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 managerial 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 Mayor. 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. Mayor
2. Administrative Director
3. All Department Supervisors
4. Police Department Member

The Safety Committee shall meet quarterly, more often if necessary, and attendance is mandatory. Activities of the Committee shall include, but not be limited to the following:

1. Meeting minutes will be taken by the administrative director. Minutes will be available to all committee members and will be kept in the MIRMA files located in administrative director's office.
2. The Committee shall recommend policies and procedures affecting the development and administration of an accident prevention program.
3. The Committee shall recommend program goals and objectives to ensure the success of this program.

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Section One: Management Participation

4. Annually review the loss prevention manual formulating recommendations for safety material, policy and procedure changes, and equipment needs that can enhance the loss prevention program
5. Review data, records, and reports of safety matters. This will include review of claims filed during the preceding quarter and make 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 Mayor 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. The Committee will make recommendations with respect to the Safety Incentive Program.

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Section Two: Loss Prevention Responsibilities

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

MAYOR

The Mayor 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 Supervisor 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 proper corrective action is taken to prevent a reoccurrence.
5. Review the necessary Loss Prevention Program to appraise its effectiveness.

RISK MANAGEMENT COORDINATOR

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

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

City of Brookfield Loss Prevention Manual

Section Two: Loss Prevention Responsibilities

5. Keep the Mayor and Supervisors informed about the status of matters affecting the loss prevention program.
6. Review and/or inspect facilities for 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.

SUPERVISORS

Supervisors 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.

City of Brookfield Loss Prevention Manual

Section Two: Loss Prevention Responsibilities

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 reoccurrence.
3. Promptly report to their supervisor all accidents and injuries.
4. Observe proper safety practices at all times.
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.

City of Brookfield Loss Prevention Manual

Section Three: Loss Prevention Methods

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

INSPECTIONS

Inspections should be made regularly by each Supervisor; this is to ensure that hazards are kept at a minimum and that safe work practices are enforced. 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 ANALYSIS FOR HAZARDOUS WORK

To eliminate accidents in high hazard areas, each supervisor must make workers aware of the hazards that exist and ensure an understanding of the method of performing each job safely. It is essential that published work rules be used to identify hazards. The procedures for developing these published work rules through job safety analysis (JSA) are as follows:

1. The job is broken down into steps.
2. Each step is analyzed for hazards that could cause an accident. The purpose is to identify the inherent hazards so that each step of the job can be performed safely.
3. When the hazards and potential accidents associated with each step are identified and their causes understood, ways of eliminating them can be developed.
4. Using the information gathered from the first three steps. Work rules are implemented which address the specific problems/hazards. This becomes an aid to assist the supervisor in instructing employees in the safest method of performing their jobs.

City of Brookfield Loss Prevention Manual

Section Three: Loss Prevention Methods

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 that he/she is able to complete the tasks safely.

City of Brookfield Loss Prevention Manual

Section Three: Loss Prevention Methods

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. The following procedures are to 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 made as soon as practical. If the injury is serious, select the right time.
 - E. Weigh the evidence and determine remedies to eliminate reoccurrence.

City of Brookfield Loss Prevention Manual

Section Three: Loss Prevention Methods

SAFETY DISCIPLINE

When violations of policies occur, corrective action must be immediate and positive. Disciplinary action will be considered when any person causes an injury or destroys or damages equipment either by willfully violating safe work rules or by disregarding regulations or by demonstration of an attitude of indifference or defiance. The City of Brookfield has a Progressive Discipline policy (as outlined in the Employee Handbook) which supervisors are encouraged to utilize.

The correction of improper performance requires more attention than the correction of mechanical and machine hazards.

The correction of improper or unsafe actions requires instruction, a demonstration of how to do the job, and follow-up to see that the instructions are followed.

City of Brookfield Loss Prevention Manual
Section Three: Loss Prevention Methods

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Section Four: Occupational Illness and Injury Control

In addition to methods cited previously, there are several steps which can be taken to reduce the possibility of occupational illness and injuries.

PHYSICAL FITNESS

The fitness of each employee is the key in preventing personal injuries. Employees are encouraged to maintain good health and exercise habits.

FIRST-AID TREATMENT FOR SICK OR INJURED EMPLOYEES

1. Injuries, regardless of how minor, must be reported to the supervisor. The supervisor must see that the injured employee seeks first aid or medical treatment.
2. The family of an employee who is seriously ill or injured must be promptly notified by the supervisor or his/her representative.
3. The Payroll Clerk, Risk Management Coordinator, and Mayor shall be notified by the supervisor or his/her representative.

EMERGENCY MEDICAL TREATMENT

In the event that a serious injury occurs which requires medical treatment, administer first-aid as necessary and call an ambulance. In the event of an emergency medical situation, treatment should be obtained at the following:

Pershing Memorial Hospital
130 E. Lockling Ave.
Brookfield, Mo. 64628

While at the Emergency Room, the employee must also state that he/she is there for post accident testing for both breath alcohol and urine drug as stated in the Employee Handbook [Alcohol and Controlled Substance Testing Policy: Testing Provisions (3) Post accident testing].

City of Brookfield Loss Prevention Manual

Section Four: Occupational Illness and Injury Control

INTERACTION OF MEDICINE

An employee taking medication which causes dizziness, blackouts, drowsiness, double visions, impaired judgement, or other similar reactions shall not be allowed to work until treatment is completed, and the effects have dissipated.

INTOXICATION OF EMPLOYEES

An employee reporting to work who is obviously under the influence of alcohol or drugs shall be suspended immediately pending a thorough investigation. Upon evaluation of the facts and confirmation of a violation of work rules, the employee will be dealt with in accordance with the City's personnel regulations.

INSURANCE NOTIFICATION

All claims, losses, or incidents that are likely to give rise to a claim, must be reported to MIRMA within two (2) business days of the member's first knowledge of such a claim/incident. If *any* member employee or representative is aware of a claim/incident, that is considered knowledge by the member city.

In the event there is an accident/injury (not a workman's compensation claim) that occurs **outside City Hall's normal business hours, 8:00 A.M. to 5:00 P.M., Monday through Friday**, MIRMA has a toll-free number that the supervisor or his/her designee can call to make the report. The ClinicalCare24 number is 844-299-8555. The supervisor will need to follow-up with the Risk Management Coordinator the next working day.

If it is a workman's compensation claim simply make medical personnel aware and have someone contact Risk Management Coordinator as soon as possible.

City of Brookfield Loss Prevention Manual

Section Five: Personal Protective Equipment

I. Policy Statement

- A. The City of Brookfield considers the safety and health of its employees to be of the utmost importance.
- B. All employees working on or visiting areas where hazardous activities are occurring (i.e., construction, operations, and maintenance) will be provided with and required to wear personal protective equipment as directed by this policy.

II. Purpose

- A. To require the use of personal protective equipment where there is reasonable probability an injury or illness can be prevented by such equipment. All employees working in or entering a hazardous environment will wear the required personal protective equipment. Failure to comply with all aspects of this policy is grounds for disciplinary action. This policy applies to operations, processes or work which involve(s) a hazardous environment.

III. Responsibilities

- A. Supervisors are responsible for administration of this policy as it pertains to employees and work areas under their jurisdiction. Employees are responsible for observing safe operating procedures pertinent to their duties and for being familiar and complying with this policy.
- B. Supervisors shall identify the work areas and hazardous environments and formulate written policies for same.

IV. Protective Headgear

- A. Protective headgear shall be worn by all employees who are required to work under any of the following circumstances or conditions:
 - 1. Within a posted hard hat area;
 - 2. On any job where an employee may be struck by falling or flying objects or menaced by bumps, such as, but no limited to:
 - a. Traffic sign maintenance and installations;
 - b. Street lighting maintenance and installation;
 - c. Heavy equipment activities;
 - d. Shovel gang operations;
 - e. All demolition activities;
 - f. All construction activities;
 - g. Tree trimming or removal activities;
 - h. Below lift or scaffold activities;
 - i. Storage, stockpile, or inventory storage activities where posted.
- B. To reduce the hazards listed above, eye and face protective equipment shall be required, furnished, and used in hazardous work environments such as, but not limited to:

City of Brookfield Loss Prevention Manual

Section Five: Personal Protective Equipment

1. All operations where hardened metal tools are struck together.
2. Where equipment or material is struck by a hand tool.
3. Where the cutting action of a tool causes particles to fly.
4. By other employees who may be exposed to flying particles.
5. Where woodworking or cutting tools are used head-high or overhead with the chance of particles falling or flying into the eyes.
6. When cutting wire and cable, striking wrenches, using hand drills, chipping concrete, removing nails from scrap lumber, shoveling material head high, or using wrenches or hammers overhead, and on other jobs where particles of debris or materials may fall.
7. Where exposed to splashes or corrosive chemicals or fine dust or mist.
8. Where the face is exposed to radiant heat.
9. For operations such as oxyacetylene welding, cutting, lead burning, and brazing.
10. For any operation involving sawing or buffing metal, sanding, grinding, handling chemicals, or other hazards.
11. Operation of powered landscape maintenance equipment (e.g., weed eaters, trimmers, chippers, blowers, mowers, edgers, chainsaws).
12. All types of pneumatic tools (e.g., pressurized mechanical power washers).

V. Hearing Protection

- A. All City employees will be provided with a hearing protection device when exposed to noise. The following listing is representative (not all inclusive) of the activities possibly requiring the use of hearing protectors:
 1. operations using landscape maintenance equipment
 2. operations at utility facilities
 3. operations in construction areas
 4. operations of heavy equipment
 5. operations in machine shops
 6. operations involving equipment used in street repair
- B. Supervisors are responsible for the distribution of hearing protectors and will share the responsibility for proper use.
- C. The use of headset radios and music players by employees will not satisfactorily diminish ambient noise and may themselves create hazards and are, therefore, prohibited.

VI. Safety Vests/Shirt

- A. Employees working on, or near, a roadway shall be provided with apparel designed to warn motorists of their presence (orange safety vest or shirts).

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Section Five: Personal Protective Equipment

1. Additional equipment such as orange gloves, cap, etc. may be provided if deemed appropriate.
2. The roadway is defined as the area between the curb and where curbs would be if said area does not have curbs.
 - a. Employees working in any other area where it is determined necessary that they be clearly visible shall also be provided with safety apparel.
 - b. Employees upon being provided with appropriate safety apparel shall wear same when working in any of the areas outlined above.
 - c. Each supervisor is responsible for the distribution and proper use of this equipment.
 - d. Each employee provided with safety apparel is responsible for its maintenance and proper use when in their care.
 - e. If this equipment is damaged or lost through misuse or carelessness, the responsible employee may be charged the replacement cost.

VII. Hand - Body Protection

- A. Employees working in areas or operations where the following personal protective equipment is required shall wear the equipment as long as the hazard is or may be present.
 1. Working clothing - Appropriate clothing is provided or required when working for the City. The clothing shall not interfere with the performance of an employee or expose him/her to unnecessary hazards. Long sleeve shirts may be required on certain operations.
 2. Special clothing - Special clothing may be required to protect an employee from impacts and dust, fire and heat, vapors, moisture and corrosive liquids, as well as, temperature changes.
 3. Gloves - Appropriate gloves are provided and their use required when an employee is working in an area where he/she is exposed to injury to the hands or fingers from material, machinery, heat, chemicals, electrical, contact, sharp objects, etc.
 4. Each department is responsible for identifying those areas, operations, in which such equipment is necessary, including the type of equipment required.

VIII. Protective Footwear

- A. To establish minimum foot protection requirements for those employees involved in job activities where such protection is normally required.

City of Brookfield Loss Prevention Manual

Section Five: Personal Protective Equipment

1. Leather work shoes or boots with durable soles must be worn by all field personnel.
 - a. This includes but is not limited to such occupations as street repair, park maintenance, firefighters, police officers, mechanics, utility service workers, maintenance personnel, building inspectors, etc.
 - b. Employees involved in working with or near electric utility lines or equipment shall have the appropriately designated footwear.
2. Each supervisor is responsible to ensure that proper footwear is being utilized by employees.

VIII. Respiratory Protection

- A. Respirators that are applicable and suitable for the purpose intended will be supplied to all employees when such equipment is necessary for their protection.
 1. Respirators will be selected on the basis of hazards to which the worker is exposed. All existing inhalation hazards at various locations will be identified and personnel will be trained in the proper use of the equipment assigned to that particular hazard to which they are exposed.
 2. Training will include the following:
 - a. Identification of the proper devices for the hazard involved.
 - b. Determining the proper fit.
 - c. Cleaning and care of the respirator(s).
 - d. Identifying worn and deteriorating parts, and replacement of same.
 3. A respirator should be assigned to individual employees for their exclusive use, in order to prevent the spread of any communicable diseases.
 4. Respirators will be cleaned and disinfected after use each day.
 5. Clean respirators should be stored in a convenient sanitary place. Most respirators will be purchased with a re-usable plastic bag for this purpose.
 6. Regularly inspect respirators for defects and deterioration of parts each time it is cleaned. If a defect is found, contact your supervisor (a substitute will be issued until yours can be repaired or replaced).

City of Brookfield Loss Prevention Manual

Section Five: Personal Protective Equipment

7. Inspections will be made of all respiring devices to check for proper use, cleanliness, and proper maintenance. Inspection reports will be kept on file in the respective department.

X. Vehicle Safety Restraint Devices

- A. All City vehicles and equipment designed to require or permit the installation of safety restraints (seat belts, shoulder harnesses, etc.) shall be so equipped.
- B. All drivers and occupants of City vehicles equipped with safety restraint devices are required to utilize them.
- C. All drivers of City vehicles equipped with safety restraint devices must require all passengers to utilize said equipment prior to the operation of the vehicle.
- D. The drivers of City vehicles shall not remove, defeat or deactivate any safety restraint device, and shall advise their supervisor whenever said device is not functioning properly.
- E. The following may be considered exceptions of the above policies.
 1. When the vehicle is being used on a stop-and-go basis which requires the operator to frequently enter and exit the vehicle within a very short distance.
 2. When it becomes necessary due to an emergency to carry more passengers than the vehicle has safety restraints.
 3. Specific operations may be excluded from these regulations with written approval from the Mayor.

City of Brookfield Loss Prevention Manual

Section Six: Emergency Preparedness

An emergency action plan will be maintained in the workplace. It will describe what the employee life safety hazards are and what actions the employer and the employees must take in a life or injury threatening emergency. The City will maintain such a plan and implement a training program to facilitate its implementation.

These plans should include:

1. Escape procedures and assignments.
2. Rescue and fire aid duties.
3. Fire fighting procedures and assignments.
4. Means of reporting and receiving mutual aid from other municipal or utility employees and the establishment of acceptable backup methods.
5. Establishing a means of alarm or warning.
6. Establishing/maintaining a list of persons who may be contacted for further information or explanation of duties.
7. List of procedures to be taken to notify the proper authorities.

In the event of a larger city/county/state wide emergency, the officials of Sullivan County and the City of Stockton, in conjunction with the State Emergency Management Agency, have developed an emergency operations plan (EOP) that would enhance their emergency response capability. It is designed to promote the coordination of statewide emergency services and the use of available resources to minimize the effects of a major disaster (natural or otherwise) on life and property of the citizens of Missouri. It also incorporates the principles and processes of the National Incident Management System (NIMS) and the Incident Management System (ICS). A copy of this emergency operations plan is on file in the City Clerk's office and Department Supervisors may also have a copy upon request.

City of Brookfield Loss Prevention Manual

Section Seven: Liability Control

City resources can be severely depleted by liability lawsuits. It is necessary that the City protect itself from property risks, fidelity risks, contractual liabilities, and tort liabilities.

Property risks may be assessed by a written survey identifying exposures and the steps taken to minimize losses. The City has resources available to conduct such surveys in the form of loss prevention experts and safety engineers made available through MIRMA. Departmental supervisors are responsible for helping to identify and minimize property risks and are encouraged to seek out assistance from all available resources.

Fidelity risks are the loss or destruction of money or securities due to theft, fire, dishonesty, or improper appropriation or use of public funds. The prudent use of audits and financial reviews will reveal when these risks are present. City staff is encouraged to utilize these resources to help identify such risks, and then implement appropriate procedures to address the risks.

Tort liabilities often result from alleged actions, errors, or omissions. Review by the City Attorney should be done if an Elected Official, Administrative Staff, or Supervisor is not certain of the consequences of an anticipated action.

City of Brookfield Loss Prevention Manual

Section Eight: Fleet Safety

DRIVER SELECTION

The selection of employees who will be required to drive full or part-time will be done with care. Drivers of City vehicles can be considered qualified when they meet the following criteria:

1. Possess a valid Missouri Driver's License of the proper class according to requirements of each individual job description.
2. Successfully passes a road test administered by a supervisor as part of the annual job evaluation.

PREVENTIVE MAINTENANCE

The preventive maintenance program for City vehicles is essential. The maintenance program will include the checking of vehicles daily and monitoring to assure proper maintenance. Repairs shall be made on noted defects. Each departmental supervisor will keep a vehicle maintenance log on each vehicle used in their department.

City of Brookfield Loss Prevention Manual

Section Nine: Workers Compensation Transitional Duty

Introduction

Workers Compensation Transitional Duty Programs have proven to be cost-effective and 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 Workers Compensation 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

This policy covers employees injured on the job under the Missouri Workers' Compensation Act.

The City of Brookfield recognizes that employees who are injured on the job may be unable to return to work for a period of time, depending upon the nature and severity of the injury. While some injuries may, by their nature, physically prevent employees from returning to their job duties until the injuries are completely healed, other injuries may allow employees to perform productive work.

The City believes that a reasonable approach for returning injured employees to work can benefit their medical recovery, their psychological well-being and the morale and productivity of their co-workers.

It is the intent of the transitional duty program to provide an avenue for injured employees to return to work at a date before they have reached maximum medical improvement, but when they can perform productive work. The goal of the program is to return such employees to their regular jobs, performing the essential functions of that job, and when necessary, the City will provide reasonable accommodations, if such can be accomplished without undue hardship to the City, and without creating unsafe working conditions for the employee or fellow employees.

Each transitional duty situation must be evaluated individually. Transitional duty assignments are determined with due regard of the need for all employees of the City to be genuinely productive. Work will not be invented for the purpose of keeping an employee busy without any reasonable benefit to the operations of the City or any of its departments. If no work of genuine benefit to the City within the employee's medical restrictions can be found, the employee will not be assigned to transitional duty.

Nothing herein shall be construed to obligate the City to provide unreasonable accommodation, nor shall anything herein be construed as a guarantee or a right to return to work.

City of Brookfield Loss Prevention Manual

Section Nine: Workers Compensation Transitional Duty

Procedures

1. On the day of the accident:

On the day of the accident a copy of the job description and an authorization for medical treatment form shall be sent with the employee when he/she seeks treatment for an alleged duty related injury. Prompt medical treatment takes priority. If the evaluation form cannot be sent with the employee then it should be delivered to the treating physician as soon as possible. After treatment the employee should report to his/her supervisor his/her condition and possible return to work status.

At the earliest opportunity, the worker's compensation program coordinator will discuss the case with the physician concerning the course and scope of treatment and the ability of the employee to perform transitional duty. The program coordinator will then discuss with the supervisor the employee's transitional duty assignment.

2. Within the first three days of the accident:

Within the first three days following an accident, if the employee is not released to full duty, the supervisor shall contact the employee and inquire into the employee's ability to return to work.

3. If the employee has not returned after three days:

If the employee has not returned to work after three days then the program coordinator shall call the doctor and the employee to check the employee's transitional duty status.

4. Employees responsibilities after three days:

If the employee is not able to return to work after three days then the employee shall call the program coordinator to discuss the employee's transitional duty status immediately following each doctor's appointment.

5. Transitional duty procedure:

If it is determined that the employee may be medically able to perform transitional or restricted duty, the essential job functions of the transitional duty shall be closely reviewed by the supervisor, employee, program coordinator and the treating physician to see if a transitional duty assignment can be made. If restricted duty is available, then an assignment to temporary transitional duty will be made.

6. Refusing transitional duty assignment:

Employees may not refuse transitional duty assignments. Employees may not take accumulated sick leave to avoid transitional duty assignments. The City may interpret failure to accept and perform transitional work as a resignation.

City of Brookfield Loss Prevention Manual

Section Nine: Workers Compensation Transitional Duty

7. During transitional duty:

While on transitional duty the City must be satisfied that medical evidence indicates the employee should be expected to return to work and perform the essential functions of his/her position, or perform them with the assistance of reasonable accommodations. Transitional duty will be allowed until maximum medical improvement (MMI) is reached, or one year, whichever comes first.

8. If the employee cannot perform the essential job functions of his/her position:

The attending physician will evaluate any permanent disabilities an employee may have sustained and determine if the employee can return to his/her previous position and perform the essential job functions. The essential job functions are outlined in the employee's job description. This information will be used as the criteria to determine if the employee can still perform in that position. If there are reasonable accommodations the City can make, every attempt will be made to do so, if such can be accomplished without undue hardship.

9. Relocation:

If the employee cannot return to his/her previous position and perform the essential functions of that position, the City will attempt to relocate the employee to another position if available, and if the individual can perform the essential functions of that job with reasonable accommodations, if such can be done without undue hardship.

If the employee is relocated, it must be to a position for which they are qualified, and able to perform. The position may not necessarily be full-time. The rate of pay paid to the employee will be the rate of pay for the position for which he/she is reassigned.

10. Termination:

If a suitable position cannot be found, the employee will be terminated.

City of Brookfield Loss Prevention Manual

Section Ten: 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 to review 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 employees by maintaining a good safety record. As a safety incentive, an employee who works safely for one year [January-December] without an accident or where the Safety Committee rules an accident/incident non-preventable and has attended at least one safety training session per month will be eligible for a safety award.

Eligible employees can select one (1) from the following safety awards:

1. One day off with pay (Day off is to be coordinated with supervisor and cannot be cashed in)
2. (4) Brookfield Plaza Theatre tickets
3. 50% off 2 hour pool party (Check with Park Dept. for availability)
4. 50% off a family summer pool pass (For employee and/or immediate family. Not for Resale)
5. Individual summer pool pass (For employee and/or immediate family. Not for Resale)

City of Brookfield Loss Prevention Manual

Section Eleven: Work Zone Procedures

When working on a City Construction Project all traffic and safety devices shall conform to the “Manual on Uniform Traffic Control Devices for Streets and Highways”. It is necessary to provide/maintain such signs, lights, watchmen, and fences/barriers as necessary to protect the work and provide for safe/convenient public travel.

During the construction period:

1. All excavations three feet or greater in depth shall be protected with a tape barrier not less than 42 inches high. Open trenches and other excavations shall be provided with suitable barriers, signs, and lights to the extent that adequate protection is provided to the public.
2. Warning signs shall be provided to properly control and direct traffic.
3. Street name signs shall be kept in service during the construction period.
4. If possible access shall be maintained for residents and businesses located along the job site. They shall be informed of any changes in access to their property. This should be done well in advance of the start of construction. The work should be scheduled to provide minimum inconvenience to the public.
5. Active utilities, sewers, gutters, and other drains shall be maintained in operating condition during the course of the work.
6. Missouri One Call (1-800-DigRite) is to be notified before any construction project in order for other utility companies and/or other interested parties to be notified. Each departmental supervisor is to take reasonable precautions against damage to existing utilities. In the event of a break to an existing water main, gas main, sewer or underground cable, immediately notify a responsible official from the organization operating the utility interrupted.
7. Before entry into an open trench, employees shall shore, support, and take appropriate steps to protect themselves.

City of Brookfield Loss Prevention Manual
Section Eleven: Work Zone Procedures

WARNING DEVICES/SIGNS INSPECTION FORM

It is the policy of the City that every department coordinate with the Street Department to complete the following form at the time warning devices/signs are placed in the City streets or right-of-ways. Upon completion, this form must be retained in Departmental files.

Intersection/Street: _____

Type/Number of Warning Device/Sign(s):

Barricades _____ Barrels _____
Safety Fence _____ Signs _____

Warning Devices/Signs were situated at above location on: _____

Re-inspection(s) to ensure that warning devices are in place were made on:

Warning Devices/Signs were removed from site on: _____

Remarks: _____

Assigned Employee/Department

City of Brookfield Loss Prevention Manual

Section Twelve: Inspections

It is the policy of the City that an assigned employee at the supervisory level will inspect for the following as appropriate:

- Manhole(s) – (Covers loose, missing, raise/lower)
- Sidewalk(s) – (Cracks, damaged)
- Traffic Control Sign(s) – (Faded, missing, sign needed at location)

Upon completion of the visual inspection, the record must be retained by the Department for maintenance/corrective efforts to resolve deficiencies.

City of Brookfield Loss Prevention Manual
Section Twelve: Inspections

SIDEWALK INSPECTION FORM

Location (check one) City Business Residential

Location Detail _____
(Street Address)

Date: _____ By: _____

Appearance: O.K. Needs Repairs Needs Replaced

Existing Length _____ Width _____

Replacement Length _____ Width _____

Joint Separation Chipped/Flaking Surface

Elevated/Depressed Holes

Cracked Broken Edges

Missing Pieces Angled Surface

Special Circumstances: _____

Additional Circumstances: _____

City of Brookfield Loss Prevention Manual

Section Thirteen: Communicable Diseases

I. Policy Statement

The Purpose of this policy is to provide guidelines for City Employees in preventing the contraction of communicable diseases. This policy will be augmented by individual department policies which will further delineate procedures necessary to meet departmental responsibilities without sacrificing personal safety.

II. Policy

- A. The policy of the City is to safeguard employees, and the public, who may come in contact with the people who have, or are suspected of having, a communicable disease.
- B. Employees are responsible for treating people fairly and humanely. When handling or assisting persons with medical afflictions, employees must be sensitive towards the person's condition and treat the person with respect.
- C. Universal precautions must be observed whenever the possibility exists of coming into contact with any body fluid.
- D. Information regarding an employee, arrest, or any person, with a communicable disease is confidential. Access to such information is limited to staff who has a legal need to know. Written consent of the individual must be obtained prior to release of information except as required by law.
- E. Each Department Supervisor (unless another department employee is otherwise appointed) will be the "Infection Control Officer" and responsible for administration/implementation of this policy in their respective department.

III. A. Supplies

- 1. Each City department shall maintain a supply of protective equipment for the hazards likely to be encountered by their department.
- 2. Protective supplies can consist of, but are not limited to, the following items:
 - a. Disposable latex gloves.
 - b. Protective face mask that covers the nose and mouth area.
 - c. Eye protection with vapor proof side shields.
 - d. Barrier resuscitation equipment.
 - e. Containers for disposal of needles and other "sharps".
 - f. Leather gloves for cleanup where puncture hazards exist.
 - g. Heavy duty clean-up gloves for disinfection of contaminated equipment.

City of Brookfield Loss Prevention Manual

Section Thirteen: Communicable Diseases

- h. Scrub brushes for use in disinfection procedures.
 - i. Protective gowns for use during treatment or disinfection procedures.
 - j. Barrier tape for isolating contaminated areas.
 - k. Sealable plastic “Bio-Hazard” bags.
3. The Infection Control Officer of each department is responsible for assuring an adequate stock of supplies.

B. Property Contamination

1. When City issued or personal property is contaminated by blood or bodily fluids, employees will disinfect the items in accordance with this policy.
- a. Full protective equipment including protective equipment, protective eyewear, protective gloves, protective gown, and protective face mask must be worn for disinfection operations.
 - b. Contaminated equipment should be washed with a soap and water solution prior to disinfection to remove excess contamination.
 - c. Contaminated equipment must be disinfected with a 1:10 solution of bleach and water.
 - d. Fluids used during disinfection procedures will be disposed of in the sanitary sewer system.
 - e. Disinfected items will be washed thoroughly and wiped with disinfection solution and allowed to air dry before being returned to service.
 - f. Items that can not be adequately disinfected will be sealed in a “Bio-Hazard” bag and delivered to the Infection Control Officer for disposal.
 - g. Contaminated clothing must be either spot cleaned with solution or sealed in a “Bio-Hazard” bag for disposal by the Infection Control Officer.”

City of Brookfield Loss Prevention Manual

Section Thirteen: Communicable Diseases

2. If it is determined that effective disinfection is not practical the employee will be notified by the Infection Control Officer, or immediate supervisor, to submit documentation for replacement of the articles.
 - a. Documentation must include the time, date, and incident at which the articles became contaminated.
3. In those departments where contamination is a daily hazard, employees are encouraged to keep a change of clothing in their work areas.

C. Vehicle Contamination

1. Disinfection procedures and equipment for vehicular decontamination is the same as those used for equipment disinfection.
 - a. Whenever possible the Infection Control Officer should oversee the disinfection of the vehicle.
 - b. Any excess contaminants should be disposed of in a sanitary sewer whenever possible.
 - c. Clean up rags and excess contaminants must be placed in a sealed “Bio’Hazard” bag and disposed of in accordance with City Policy.
 - d. Particular care should be taken when cleaning the seat, floor, or other areas where liquids may migrate.

D. Contamination of Individuals

1. A City accident report will be completed whenever an employee is contaminated, or has reason to believe he/she has been contaminated.
2. An “Exposure Report Form” must be completed by the employee detailing all information relative to the contamination situation.
3. The Infection Control Officer, or officer in command if the Infection Control Officer is not present, will direct the employee on what testing procedures will be conducted to verify/disprove contamination.
 - a. Testing to verify contamination will be conducted through Prime Care of Stockton. This will be at the City’s or its insurance carrier’s expense.
4. Information received regarding exposure or possible exposure is confidential. It will not be disclosed to anyone other than the Department Supervisor, Infection

City of Brookfield Loss Prevention Manual

Section Thirteen: Communicable Diseases

Control Officer, City Manager, Risk Management Coordinator, and the contaminated individual.

E. Infections Disease Training

1. City employees who face the possibility of occupational exposure to communicable diseases will receive appropriate training in their individual departments.
 - a. The Infection Control Officer is responsible for developing an ongoing training program to explain the hazards present and appropriate preventative measures.
 - b. The Infection Control Officer of each department will document training given and provide such documentation to the Risk Management Coordinator.

F. Immunization Program

1. In order to provide adequately for the safety of employees it is necessary to assure a minimum level of immunization protection for everyone.
2. Prior to employment, potential employees must comply with the following immunization requirements:
 - a. Complete pre-employment physical examination and drug testing with Prime Care of Stockton.
 - b. Tetanus vaccination will be administered at the time of the physical examine, unless documentation of current vaccination/testing is provided to and approved by the City.
 - c. Refusing to comply with this policy will result in ending the possibility of employment with the City.
3. All employees must comply with the minimum requirements of the City's immunization program.
 - a. Required tests and vaccinations will be provided at City expense.
 - b. Employees can receive a Tetanus vaccination at least once every ten years.
4. Personnel having a risk of occupational exposure to Hepatitis B may receive the Hepatitis B vaccinations.
 - a. Vaccinations will be coordinated by the Infection Control Officer of each department and with the Risk Management Coordinator.
 - b. Vaccinations will be provided at no cost to the employee.

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Section Thirteen: Communicable Diseases

- c. Employees not wishing to receive the Hepatitis B vaccine, for whatever reason, must complete the City waiver form for Hepatitis B vaccinations.
 - d. Employees declining Hepatitis B vaccinations may receive it at a later date, if they still have the possibility for occupational exposure, should they change their mind.
5. Personnel having a risk of occupational exposure to Hepatitis A may receive the Hepatitis A vaccinations.
- a. Vaccinations will be coordinated by the Infection Control Officer of each department and with the Risk Management Coordinator.
 - b. Vaccinations will be provided at no cost to the employee.
 - c. Employees not wishing to receive the Hepatitis A vaccine, for whatever reason, must complete the City waiver form for Hepatitis A vaccinations.
 - d. Employees declining Hepatitis A vaccinations may receive it at a later date, if they still have the possibility for occupational exposure, should they change their mind.

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Section Thirteen: Communicable Diseases

EXPOSURE REPORT FORM

EXPOSED EMPLOYEE INFORMATION

Name: _____ Home Phone: _____

Social Security Number: _____

Address: _____

City: _____ Zip Code: _____

City Department: _____ Job Title: _____

INCIDENT INFORMATION

Incident Number: _____ Date: _____

Incident Type: _____

EXPOSURE DESCRIPTION

Exposure Date: _____ Exposure Time: _____

1. What body fluids were you in contact with?

Blood: _____ Feces: _____ Saliva: _____ Sputum: _____

Sweat: _____ Tears: _____ Urine: _____ Vomitus: _____

Other (describe): _____

2. What was the method of contact:

____ Needle stick with contaminated needle.

____ Blood or body fluids into natural body opening (e.g., nose, mouth, eye).

____ Blood or body fluids into cut, wound, sores, or rashes less than 24 hours old.

Please specify: _____

____ Blood or body fluids on intact skin.

____ Other (describe specifically): _____

3. How did the exposure occur? Be specific: _____

4. What action was taken in response to the exposure to remove the contamination (e.g. hand washing)?

5. What personal protective equipment was being used at the time of exposure?

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6. Please describe any other information related to the incident. Use a separate piece of paper if needed:

SOURCE OF EXPOSURE

Name of Person (source of exposure): _____

Sex: _____ Receiving Health Care Facility: _____

Transported by: _____

Persons Physician: _____

MEDICAL INFORMATION

1. Did you seek medical attention? _____ Date: _____

If yes, where? _____

2. Did you contact Infection Control Officer? _____

If yes, give date and time: _____

Name of Infection Control Officer: _____

EMPLOYEE SIGNATURE

DATE

INFECTION CONTROL OFFICER'S SIGNATURE

DATE

COMMUNICABLE DISEASE FOLLOW-UP NEEDED? YES _____ NO _____

**City of Brookfield Loss Prevention Manual
Section Thirteen: Communicable Diseases**

**CITY OF STOCKTON
INFORMED REFUSAL FORM
FOR HEPATITIS B VACCINE**

Name (please print) _____

I understand that due to my occupational exposure to blood or other potentially infectious materials, I may be at risk of acquiring Hepatitis B (HBV) infection. I have been given the opportunity to be vaccinated with Hepatitis B Vaccine, at no charge to myself. However, I decline Hepatitis B vaccination at this time. I understand that by declining this vaccine, I continue to be at risk of acquiring Hepatitis B, a serious disease. If in the future, I continue to have occupational exposure to blood or other potentially infectious materials and I want to be vaccinated with Hepatitis B Vaccine, I can receive the vaccination series at no charge to myself.

Employee Signature

Date

Supervisor's Signature

Date

**City of Brookfield Loss Prevention Manual
Section Thirteen: Communicable Diseases**

**CITY OF STOCKTON
INFORMED REFUSAL FORM
FOR HEPATITIS A VACCINE**

Name (please print): _____

I have been given the opportunity to be vaccinated with Hepatitis A Vaccine, at no charge to myself. However, I decline Hepatitis A vaccination at this time. If, in the future, I want to be vaccinated with Hepatitis A Vaccine, I can receive the vaccination series at no charge to myself.

Employee Signature

Date

Supervisor's Signature

Date

City of Brookfield Loss Prevention Manual

Section Fourteen: Lockout/Tagout Program

DEFINITIONS

Electrically Powered Equipment includes that driven directly by air, gas, oil, water, or steam under pressure, internal combustion engines, or similar energy sources that are not directly adaptable to electrical shut down.

Lockout is the act of padlocking and tagging a switch, lever, valve, gate, or other isolating device in the “off” position. An isolating device is an electric circuit breaker, a disconnect switch, a manually-operated switch or valve, a slide gate, a slip blind or a “figure 8” blind for blanking off piping or similar device. Most isolating devices have a lockout means built in. However, some may require modification before locks can be used. A lockout means shall accommodate more than one padlock so that if more than one employee or craft is working on the equipment, each can use its own padlock for absolute protection.

Tagout is the act of placing a switch, lever, valve, gate or other isolating device in the “off” position and affixing a tag to the device that warns others to leave it alone. A tag similar to the one shown in figure 1 should be affixed to the isolating device in question by a string, wire, or adhesive. The tag should be placed in a conspicuous location and should be placed in such a manner that it effectively blocks the starting mechanism which would cause hazardous conditions should be equipment be energized. It should be understood, however, that tagout alone does not offer the positive protection of lockout and tag, and therefore, when possible, the lockout procedure should be used.

PREPARATION FOR TAGOUT OR LOCKOUT

Employees should always be certain that the correct isolating device has been locked out and tagged. Some equipment necessarily has more than one disconnecting device which must be opened to complete the de-activation electrically and mechanically. The main disconnect devices for machinery should be clearly identified so that it is unnecessary to trace shafting or wiring. Any time the employee is not certain which device controls the equipment, he should check with his supervisor for positive direction. This is doubly important when devices are remote from the equipment, or on master panels containing several devices. If the installation is a complex one with remotely located disconnecting

devices, pre-planning will be necessary. Under these circumstances and when any uncertainty exists, the employee should consult with his/her supervisor and obtain complete agreement on the plan procedure. It is also extremely important that any changes in function or circuitry be immediately shown on the circuit diagram or machine drawings to facilitate lockout procedure.

City of Brookfield Loss Prevention Manual

Section Fourteen: Lockout/Tagout Program

RED TAGGING UNSAFE EQUIPMENT

When equipment does not meet federal, state, or local safety standards, it will be considered to be unsafe. Once equipment is identified as unsafe, it will be removed from service and red tagged. Perform the following steps:

Inform the operator of the unsafe condition.

Inform the supervisor directly responsible for the equipment in question.

Affix the red tag to the master key for maximum visibility. Be sure the tag is filled out properly.

The red tag will remain in place until the unsafe condition is corrected, re-inspected, and logged.

The red tag is then removed by the supervisor, but only after a completed inspection.

GENERAL LOCKOUT AND TAGOUT PROCEDURES

The following general lockout and tagout procedures are recommended for electrically-powered equipment and mechanically-powered equipment. Mechanically-powered equipment includes that driven directly by air, gas, oil, water, or steam under pressure, internal combustion engines, or similar energy sources that are not directly adaptable to electrical shut down.

1. Notify the supervisor in charge of the equipment of the proposed work and obtain his/her approval.
2. Shut down the equipment by normal stop procedure (depress STOP buttons, open toggle switches, shift lever, operate valve, etc.)
3. Turn main disconnect switches or circuit breakers or mechanical isolating device such as a valve, lever, etc., to the safe position.
4. Lockout (tag and padlock) or tagout the switch in the "off" position for the mechanical isolating device in the safe position using the "danger-do not start" tag. Each person must perform his/her own personal tagout or lockout, and this applies even though someone else may already have taken the equipment out of service. If the equipment or machinery has not already been tagged by another group or individual, it should be done at this time. This tag should remain in place until the equipment is ready and safe to return to service.

City of Brookfield Loss Prevention Manual

Section Fourteen: Lockout/Tagout Program

5. After lockout, try the disconnect or switch handle or the mechanical isolating device to make certain it can not be moved the “on” position. After either tagout or lockout, try the machine’s start controls to make certain the main switch is actually open or the isolating device has shut down the equipment. When electrical work is involved, blade opening must be verified visually or by phase-to-phase and phase-to-ground meter readings.

TAG AND LOCK LOW AND MEDIUM VOLTAGE

When working on equipment that operates on low voltage (0 to 660 volts) or medium voltage (661 to 1000 volts), it shall be tagged and locked to prevent accidental starting, which might cause injury or death. Only properly trained and qualified personnel may work on electrical circuits or equipment. Before starting work, perform the following steps:

1. Inform the operator of what is to be done.
2. Make sure you place the tag and lock on the proper switch before beginning work.
3. Insure that the equipment cannot be placed in operation without your knowledge and permission.
4. The equipment to be worked on must be locked out at a primary power source.
5. The tag shall include the name of the person doing the work, the date, and reason.
6. Everyone is equipped with their own locks and tags. Only the person who locks and tags the equipment can remove it.
7. *Never* remove another person’s lock or tag. If your shift ends before completing their job, your lock should only be removed after the equipment has been secured by another lock and tag.
8. If more than one person is working on a piece of equipment, each person shall have their own lock and tag on it.

City of Brookfield Loss Prevention Manual

Section Fourteen: Lockout/Tagout Program

TAG AND LOCK MECHANICAL

When working on equipment, it shall be tagged and locked to prevent accidental starting, which might cause injury or death. Before starting work, perform the following steps:

1. Inform the operator of what is to be done.
2. Make sure you place the tag and lock on the proper switch before beginning work.
3. Insure that the equipment cannot be placed in operation without your knowledge and permission.
4. The equipment to be worked on must be locked out of a primary power source. The tag shall include the name of the person doing the work, the date and reason.
5. Everyone is equipped with their own locks and tags. Only the person who locks and tags the equipment can remove it.
6. *Never* remove another person's lock or tag. If your shift ends before completing the job, your lock should only be removed after the equipment has been secured by another lock and tag.
7. If more than one person is working on a piece of equipment, each person shall have their own lock and tag on it.

SPECIFIC PRECAUTIONS

1. No one other than electrical or other authorized personnel should open an enclosure to operate a disconnect device therein.
2. Push buttons, toggle switches, pressure switches, limit switches, and similar devices should not be considered as lockout or isolating devices.
3. Pulling a fuse alone should *never* be used as a substitute for lockout or tagout. A pulled fuse is no guarantee that the circuit is dead; there is nothing to stop someone from replacing the fuse. Where one main switch feeds several motors, however, and each motor is separately fused but not switched, de-energizing the main switch might shut down equipment unnecessarily. In such a case, tagout can be accomplished by removing the fuse and disconnecting, taping, and lagging out the wires from the load side fuse clips.

City of Brookfield Loss Prevention Manual

Section Fourteen: Lockout/Tagout Program

4. When locking out mechanically-powered equipment, particular attention must be given to residual air, gas, steam, water, or oil pressure in lines, accumulators and cylinders. Operating a valve might result in unexpected cycling of equipment with consequent chance of injury to personnel or equipment danger.

RESTORATION OF EQUIPMENT TO SERVICE

When the worker is certain that the job is complete, and that the equipment is safe to operate, he should remove his padlock and/or the white personal danger tag. An individual should *never* permit anyone else to remove his personal danger tag. If he leaves the job before the work is complete, and someone else is carrying on the repair, he should remove his padlock and/or personal danger tag only after the relieving individual has placed his padlock and tag on the effected equipment.

There may be times when the person who has tagged out or locked out equipment may not be available when the equipment must be started. In such circumstances, a maintenance supervisor who has a thorough knowledge of the process and equipment and who has investigated all circumstances, related to the tagout or lockout, particularly from the viewpoint of personnel safety, can remove the danger tags or locks for his particular crafts. The supervisor shall be responsible for communicating such action to those crafts.

LOCKOUT CONTROL

The following general rules are adopted regarding locks and their use:

1. Effective lockout control can be maintained only by constant supervision and by training employees in the safe routine.
2. For identification, locks should be numbered and painted various colors to identify the user and the department.
3. To make lockout systems operable, the city departments should buy either equipment with built-in locking devices or equipment designed for the insertion of padlocks. In older facilities, it may be necessary for the respective departments to construct attachments to which can be extended and locked in position to prevent operation of control handles can be devised as isolating devices.
4. Only locks made by a reputable lock company should be used by maintenance workers. Key operated locks are preferred over combination locks. No two locks should be the same, and the pattern of the keys should be checked to see that each key fits only one lock.

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Section Fourteen: Lockout/Tagout Program

SUMMARY

Often, the most difficult problem to overcome in implementing a lockout or tagout procedure is the assumption by a person working on the equipment that the job is too small to merit tagging and locking out. Yielding to the temptation to bypass this procedure may cost a life. Intermittently-operating equipment such as pumps, blowers, fans, and compressors is harmless when not operating; but it must not be assumed that because such equipment is not functioning that it will stay that way.

The procedures outlined above can provide a basis for the establishment of specific tagout and lockout procedures for all operating and maintenance operations. The procedures outlined should be regarded as basic safety requirements. Some workplace conditions may require more stringent procedures to ensure safety of personnel and equipment.

City of Brookfield Loss Prevention Manual

Section Fifteen: Excavation/Trenching

The following policies/procedures/rules shall be followed by all City of Brookfield supervisory personnel during all excavations/trenching operations. Each supervisor is responsible for training his/her employees in company safety policy concerning excavation.

DEFINITIONS

Excavations any manmade cavity of depression in the earth's surface, including its sides, walls, or faces formed by earth removal and producing unsupported earth conditions by reasons of excavation.

Trench a narrow excavation made below the surface of the ground. In general, the depth is greater than the width, but the width of a trench is not greater than 15 feet.

Benching a method of protecting employees from cave-ins by forming the sides of an excavation in one or a series of horizontal levels or steps usually with vertical surfaces between.

Shield a structure that is able to withstand the forces imposed on it by a cave-in and thereby protect employees within a structure.

Shoring a structure such as a metal, hydraulic, mechanical or timber system that supports the sides of an excavation to prevent cave-ins.

Sloping forming the sides of an excavation so as to prevent cave-ins by sloping the sides to an angle not steeper than one and one half horizontal to one vertical (34 degrees measured from the horizontal).

GENERAL REQUIREMENTS

- a. Remove or support any surface encumbrances that are hazardous to employees
- b. Call Mo One Call (1-800-DigRite) to determine the location of any underground utility or other installations that may be encountered during excavation. Support or remove these installations as necessary for employee protection.

City of Brookfield Loss Prevention Manual

Section Fifteen: Excavation/Trenching

- c. Structural ramps for access/egress shall be designed by a competent person, and shall use walking surface treatments to prevent employee tripping and slipping. Stairways, ladders, or ramps shall be located in trenches more than 4' deep so as to require no more than 25' of lateral travel.
- d. Provide employees exposed to vehicular traffic with high visibility vests.
- e. Do not permit employees to get underneath loads handled by lifting or digging equipment. Employees shall stand away from vehicles being loaded/unloaded to prevent being struck by spillage or falling materials.
- f. Provide a warning system for mobile equipment operators who cannot see the edge of the excavation: barricades, hand/mechanical signals, logs.
- g. Prevent employee exposure to oxygen deficient or hazardous atmospheres in excavations by providing atmospheric testing, ventilation, and respiratory protection equipment as appropriate. Have emergency rescue equipment available where hazardous atmospheres exist.
- h. Do not allow employees to work in excavations where there is accumulated water or it is accumulating unless adequate protection is used, such as shielding/support against cave-ins, dewatering methods, or safety harness/lifeline.
- i. Use shoring, bracing, or underpinning to ensure stability of structures adjacent to the excavation.
- j. Protect employees from loose rock or soil falling or rolling from an excavation face by removal of material or installing protective barricades. Protect employees from materials falling or rolling into excavations by keeping soil and other material and equipment at least 2' from the edge of the excavation or by use of retaining devices.
- k. Conduct inspections daily or more frequently if conditions warrant for evidence of possible cave-ins, protection system failures, hazardous atmospheres or other hazardous conditions. Correct conditions as necessary.
- l. Provide walkways or bridges if employees must cross over excavations. Include standard guardrails if the public must cross over. Provide barricades or other protection against falling into excavations.

City of Brookfield Loss Prevention Manual

Section Fifteen: Excavation/Trenching

PROTECTIVE SYSTEM REQUIREMENTS

Each employee in an excavation shall be protected from cave-ins by an adequate protective system except when:

- Excavations are made entirely in stable rock; or
- Excavations are less than 5 feet in depth and examination of the ground by a competent person provides no indication of potential cave-in

Protective systems shall have the capacity to resist without failure all loads that are intended or could reasonably be expected to be applied or transmitted to the system.

The slopes and configurations of sloping and benching systems shall be selected and constructed by the employer or his designee.

Members of support systems shall be security connected together to prevent sliding, falling, kick outs, or other predictable failure.

EXCAVATION SAFETY RULES

1. Excavations must be barricaded to protect pedestrians and vehicles and proper access provided.
2. Spoil dirt may be used to barricade one side of a ditch or similar excavation - all dirt must be piled at least 3 feet back from edge of the excavation (and must be at least 3 feet high when used as a barricade).
3. Barricade excavation areas before "Hole Is Opened" or ahead of work progress.
4. Excavations must be sloped or shored when deeper than 5 feet.
5. Check all excavation walls before entering and after a heavy rain or thaw. Check shoring daily or more often in extremely wet weather.
6. An excavation safety/checklist is required before entering an excavation when deeper than 5 feet is included in this manual.
7. Nobody is permitted in an excavation when equipment is working next to the edge.

City of Brookfield Loss Prevention Manual Section Fifteen: Excavation/Trenching

EXCAVATION/TRENCHING CHECKLIST

	*	Remove/support surface encumbrances.
	*	Determine location of underground utility or other installations.
	*	Structural ramps designed with surface treatments to prevent tripping/slipping. Stairways, ladders, and ramps located in trenches more than 4' deep designed w/no more than 25' of lateral travel.
	*	High visibility vests provided.
	*	Instruct employee to stand away from vehicles handling, lifting or digging equipment while being loaded/unloaded.
	*	Warning systems such as barricades, hand/mechanical signals, logs, etc., provided for mobile equipment operator.
	*	Provide atmospheric testing, ventilation, and respiratory protection equipment.
	*	Provide adequate protection in work area where water has accumulated during excavations, i.e. shielding/support against cave-ins, dewatering methods, or safety harness/lifelines.
	*	Shoring, bracing, or underpinning used to ensure stability of structures.
	*	Employees protected from loose rock or soil falling or rolling from an excavation face by removal of materials or installing protective barricades.
	*	Daily inspection conducted.
	*	Walkway or bridge provided for crossing over excavations. (Standard guardrail included if used by public.)
	*	Excavation made entirely in stable rock.
	*	Adequate protective system provided in excavation to protect from cave-ins.
	*	Protective system has capacity to resist all load without failure that are intended or could be expected to be applied or transmitted to the system.
	*	Slopes and configurations of shoring and benching systems selected/constructed by employee.
	*	Support systems security connected together to prevent sliding, falling, kickouts or other predictable failure.
	*	Barricades provided for excavation areas. Spoil dirt may be used to barricade one side of a ditch or similar excavation (must be 3 feet back from edge and at least 3 feet high).
	*	Excavation area barricaded before hole is opened or work progresses.
	*	Do not enter an excavation when equipment is working next to area.

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TRENCHING & EXCAVATIONS FIELD CHECK-LIST

Before Trenching or Excavation

CHECK:	Soil conditions or other material to be dug.
CHECK:	Proximity to utilities, buildings and sources of vibrations.
CHECK:	Owners of utilities, service, or transmission piping, etc., and arrange for shutdown or relocating of facilities, if necessary.
CHECK:	For previously disturbed ground.
CHECK:	For trees, boulders, or other employee hazards.
CHECK:	Adequacy and availability of all equipment, including personal protective gear, shoring materials, signs, barricades, and machinery.

During Trenching or Excavation

CHECK:	For changing ground conditions; particularly after rainfall.
CHECK:	For possible oxygen deficiency or gaseous conditions.
CHECK:	Adequacy of shoring and/or sloping as work progresses.
CHECK:	For maintenance of entrance and exit facilities.
CHECK:	All sheeting, bracing, shoring and underpinning.
CHECK:	For changes in vehicular and machinery operational patterns.

After Trenching or Excavation

CHECK:	Depth of trench or excavation, its sloping and shoring.
CHECK:	Sloping of banks, sides and walls in relation to depth of cut, water content of soil; vibrations.
CHECK:	Entrance and exit facilities.
CHECK:	Location of heavy equipment – power shovels, derricks; trucks.
CHECK:	That excavated material is two feet or more from edge of opening.
CHECK:	The adequacy of portable trench boxes or trench shields, if used.
CHECK:	For correct positioning of cross braces or trench jacks to prevent sliding, falling, or kickouts.

EXCAVATION AND SHORING

City of Brookfield Loss Prevention Manual

Section Fifteen: Excavation/Trenching

Shoring is employed in many construction operations. Excavation shoring, as concerns building excavations and trenches, is intended for the protection of workmen and property, and often the general public as well.

Men working in excavations must always be aware of the fact that much of their safety depends upon themselves. Even though there is a daily inspection of bracing systems, certain conditions may arise suddenly that come to the attention only of the man on the job. You must be able to recognize dangers when you see them, and report them before they cause injury to yourself or those around you.

Accidents such as falls or being struck by objects in and about excavations and trenches often result because workmen fail to follow the safety instructions that have been given them.

Shoring presents problems and hazards. That is another of the reasons why safety education has become so important in the field of construction.

One of the major purposes of shoring is to protect you while you work in the excavation. Bracing systems are intended to prevent sliding, slipping, caving, squeezing, or any other movement of the face of the excavation that could endanger men in the excavation.

At times, soil conditions make it possible to slope excavations, but in many cases the sides must be supported by shoring. Regular physical inspection should be made of faces and banks where there may be loose materials. Any surface with dangerous material should be scaled. Workmen should not work one above another where there is a danger of falling rock or materials.

Shoring of adjacent buildings may be necessary when their walls are weakened by excavation. Sidewalks, if undermined during construction, require shoring for the protection of the public and the men working below.

Always make use of stairways, ramps or ladders when you enter or leave an excavation. Climbing or jumping is hazardous.

Because shoring is often subjected to considerable pressures, it demands regular inspection. Every workman engaged in excavation must take the responsibility of helping to check on shoring because your own safety is at stake. If you detect any unusual conditions you must report them immediately.

When using screw jacks in shoring, be careful of them slipping and throwing you forward with jacking in order to reduce the hazards due to failure or slipping of jacks.

In general, you should not work under structures or other objects that are supported by jacks alone.

Operators of equipment and all workmen on excavations must be alert to the danger of shoring and walls being struck by swinging loads.

TRENCHING OPERATIONS

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Section Fifteen: Excavation/Trenching

Trenching operations account for many injuries. Accidents can happen to men working in trenches, to other workmen as a result of excavated materials, and to men working in the vicinity of trenches.

As is the case with most accident situations, a few simple precautions take most of the risk out of trench construction.

First of all, men working in trenches must have hard hats and should wear sturdy shoes.

Men should be safely spaced out in a trench unless there is a necessity of working together. They should also stay out of the immediate area of excavating equipment, and not work ahead of the shoring.

Workmen are sometimes injured by slides of earth or rock into the trench in which they are working. All excavated materials should be placed a safe distance back from the edge of the trench. Men should check with their supervisor for instructions as to how far back material should be placed.

Even when this is done, large heavy objects can roll or slide down the incline and into the trench. Tools and rocks should either be placed on the outer slope of the excavated materials, or else on the other side of the trench if the surface is flat.

When men are working on hard surface roads where a flow of traffic is being maintained, it is important that small stones be removed off the road. Stones are sometimes thrown with great speed by the tires of passing cars and can cause serious accidents.

Broken arms and legs and other injuries can result when workmen fall into construction trenches. They result because men fail to look where they are going, when they walk too close to the edge, or when they attempt to leap across the trench.

Rocks and tools thrown near the edge are not only a hazard to men working in the trenches, but can cause falls into the trench by men walking on the surface.

Use extra care in venturing near the edges of trenches and other excavations when the weather is bad and there are icy or muddy conditions.

TRENCH EXCAVATION

A necessary consideration in the planning of sewer, pipeline and similar subsurface work by the area cover (trench and backfill) method is preventing trench wall cave-in and soil movement. Either or both may result in death or serious injury to workers, plus damage to adjacent structures, utilities, and facilities.

1. The hazards of trench excavation are:
 - a. Death by suffocation or crushing when falling soil buries a worker.
 - b. Materials falling on a worker in the trench.
 - c. Falls of persons when climbing into or out of the excavation.
 - d. Men working too close together.
 - e. Stumbling over equipment or excavated material or falling into the trench.
 - f. Encountering toxic, irritating or flammable gases.

2. Caving of side walls is the worst hazard. Most accidents of this type occur because:
 - a. Taking a chance without shoring; or inadequate shoring in an attempt to reduce cost.
 - b. Inadequate knowledge of the shoring necessary or misjudgment of soil stability.
 - c. Failure of apparently adequate shoring due to unexpected or transient loads superimposed on the shoring structure or ground surface at the edge of the trench, or from vibration due to traffic.
 - d. Use of defective shoring material.

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- e. Failure to maintain shoring properly after changes incidental to operations, or after damage by washouts or heavy rains.
 - f. Failure to place removed soil at a safe distance from the edge of the excavation.
 - g. Undercutting of trench walls by trenching machines not properly leveled.
3. Proper sheeting and bracing (shoring) will prevent both cave-in and probable soil movement.
4. Proper trench shoring cannot be reduced to a standard formula. Each job must be treated as an individual problem, because of the variable conditions existing on each job. Some of the important factors to be considered in planning the job are:
- a. *Nature of soil structure.* Soil structure varies from hard rock at one extreme to soil containing sufficient water to produce hydrostatic pressure. Hard rock may contain faults in strata which make it unstable when cut through. Normal moisture content in soil affects its stability; possible variations in moisture content must be considered in determining margins of safety. Sandy soil, or soil which has been back-filled, is very unstable and usually requires tight sheeting where the trench depth exceeds four feet.
 - b. *Fluctuating weather and moisture conditions.* Rainfall, freezing and thawing, overflow of adjacent streams, storm drains, or sewers, and melting of snow all produce change in the condition of the soil that should be considered. Water from any source probably will increase the rate of seepage, and may reduce the cohesion of the soil or swell the soil thereby increasing the pressure on the sheeting and bracing. A trench in frozen ground may be safe with little or no sheeting; thawing may cause the entire bank to cave.
 - c. *Proximity of other structures or sources of vibration.* Shoring not otherwise necessary may be needed to prevent dislocation of foundation soil or structure of an adjoining building, or of curb lines, trees, or utility poles. Also to be considered is vibration which may arise from machine operations (as from punch presses or forging hammers) in nearby buildings, passing vehicular or railway traffic, or blasting. Equipment used on the job (such as material trucks, pile drivers, air spades, or power ramrods) may also produce vibration which should be considered in planning shoring.
 - d. *Trench dimensions.* As width of the trench increases, the cross braces or struts must be increased in cross-section to maintain the necessary rigidity. Remember that with soil possessing sufficient cohesion to act as a solid, the side pressures reach a maximum at a point slightly higher than one-half the depth of the cut... and with dry granular and saturated soils, the side pressures increase in proportion to the depth of the excavation.
5. Standard shoring tables are available in any safety manual, and should be consulted before excavation begins. Greater factors of safety should be provided as required by job conditions. Heavier than minimum sizes of materials will usually be required if the trench is to be kept open for a considerable period.

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Section Fifteen: Excavation/Trenching

EXCAVATIONS

Excavations are still considered among the most hazardous of Construction operations. Almost all injuries and deaths that occur in trenching or excavation work are the result of ignorance or disregard of a few basic safety rules. Take a moment and think about the most commonly violated safe work practices. For example:

1. According to OSHA, when must a trench or excavation be supported by shoring, sheeting, bracing or sloping? (Answer) Five feet or more – when the soil is particularly unstable or when workers will be working with their heads below the ground surface level such as working on hands and knees.
2. What is the minimum distance excavated material may be piled from the edge of the excavation? (Answer) 24 inches. Furthermore, materials such as pipes, rounded boulders, etc., should be adequately secured so that they will not roll into the trench.
3. What is the maximum distance a worker should have to travel to reach a ladder leading out of the trench? (Answer) 25 feet, and the ladder should extend three feet above the ground level surface.
4. What is the “Angle of Repose”? (Answer) The greatest angle above the horizontal plane at which excavated material will lie without sliding.
5. Do sources of vibration such as nearby vehicles, heavy equipment, railway traffic, blasting or pile drivers materially affect soil stability? (Answer) Yes. Vibrations are a frequent cause of cave-ins.
6. When the slope of the excavation approximates the angle of the excavated material, is it reasonable to assume the excavation is a safe work area? (Answer) Generally yes.
7. The usual compliance time to correct an unsafe excavation condition is: 1. 1 day, 2. 3 days, 3. At Once, 4. 5 days? (Answer) #3 – at once.
8. Equipment working near high voltage electric power lines shall have a clearance from the point of operation to lines of at least: 1. 6 feet, 2. 15 feet, 3. 20 feet, 4. 10 feet? (Answer) #4 – 10 feet.
9. What is the most common cause of trench and excavation cave-ins? (Answer) Inadequate shoring in an effort to cut cost or save time.
10. What is the only safe procedure to follow when installing or removing shoring systems from trenches or excavation? When installing shoring, always work from the top down. Such installation should closely follow the digging. When removing shoring systems, work from the bottom up. Jacks or braces should be released slowly and, in unstable soil, ropes should be used to pull out the jacks or braces from above after the men have cleared the trench.

In summary, proper trench shoring cannot be reduced to a standard formula. Therefore, each job must be treated as an individual problem because of the variable conditions existing on each job. Whenever “things do not look right” the workers should immediately leave the trench and discuss the situation with the foreman.

City of Brookfield Loss Prevention Manual

Section Sixteen: Confined Space Entry

I. Purpose and Policy

The purpose of this program is to establish procedures to protect City of Brookfield employees from the hazards of entry into permit-required confined spaces. Under this program, the respective department will determine which spaces, will inform its employees of the existence and location of and the danger posed by such permit spaces, and establish, implement and publish a written Permit Space Entry Program which complies with the requirements of 29 CFR 1910.146.

II. Definitions

Acceptable Safe Level: means the atmosphere has at least 19.5% oxygen, is less than 10% of the lower explosive limit (LEL), and is below 10 PPM hydrogen sulfide (H₂S).

Atmosphere means the gases, vapors, mists, fumes and dusts within a confined space.

Attendant (is not part of the rescue team; unless he/she is an observer) means a trained individual outside the permit entry confined space who acts as an observer of the authorized entrants within the permit entry confined space keeping in continuous, though not necessarily constant, communications with them, so the attendant can immediately call rescue services if needed.

Authorized entrant means an employee who is trained and authorized by the employer or the employer's designate to enter a permit entry confined space. They must know the hazards they may face, be able to recognize signs or symptoms of exposure, and understand the consequences of exposure.

Confined space is any space which by design has limited opening for entry and exist; unfavorable natural ventilation which could contain or produce dangerous air contaminants, and which is not intended for continuous employee occupancy. The term "confined space" applied at all City facilities would include, but is not limited to:

- | | |
|-------------------------|-------------------------|
| * Storm Sewers | * Boilers |
| * Sanitary Sewers | * Containerized Welding |
| * Water Storage Vessels | * Lift Stations |
| * Meter Vaults | * Air Handlers |
| * Tunnels | * Small Equipment Rooms |
| * Manholes | * Tanks |
| * Trenches | |

Entry means the action by which a person passes through an opening into a permit-required confined space, and includes ensuing work activities in that space. It is considered to have occurred as soon as any part of the entrant's body breaks the plane of the opening into the space.

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Entry permit means the written or printed document provided by the City to allow and control entry into a permit space. The content of each permit is based on the City's identification and evaluation of each hazard of that permit space, or class of spaces, and all procedures the City requires for protecting entrants from those hazards during entry. Each permit contains the information specified in paragraph (f) ("Entry Permit") of this standard.

Entry permit system means the employer's system for assuring safe employee entry into and work within permit entry confined spaces. (In accordance with CFR 1910.146.)

Hazardous atmosphere means an atmosphere that may expose employees to the risk of death, incapacitation, impairment of ability to self-rescue (that is, escape unaided from a permit space), serious injury or acute illness.

Hot work permit means the employer's written authorization to perform operations such as riveting, welding, cutting or burning, or heating that could provide a source of ignition.

Hydrogen sulfide (H₂S) is a major toxic of interest in confined space entry for sewer workers also known as "Sour Gas".

Lower Explosive Limit (LEL) is the minimum concentration of a combustible gas or vapor in air which will ignite if an ignition source is present. LEL is based on methane.

Oxygen deficient atmosphere means an atmosphere containing less than 19.5 percent oxygen by volume.

Oxygen enriched atmosphere means an atmosphere containing more than 23.5 percent oxygen by volume.

Permit-required Confined Space is any space which is large enough and so configured that an employee can bodily enter and perform assigned work, has limited or restricted means for entry and exist, is not designed for continuous employee occupancy, and has one or more of the following characteristics:

- A. Contains or has the potential to contain a hazardous atmosphere;
- B. Contains a material with a potential for engulfing and entrant;
- C. Has an internal configuration such that an entrant could be trapped or asphyxiated by inwardly converging walls, or a floor which slopes downward and tapers to a smaller cross-section; or
- D. Contains any other recognized serious safety or health hazard.

Rescue team means a group of two or more people designated and trained to perform rescues from permit entry confined spaces in their workplace.

Retrieval line means a line or rope secured at one end to a worker's chest-waist or full-body harness, or wrestles, with the other end secured to a lifting or other

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retrieval device, or to an anchor point located outside the entry portal to prevent it from falling or being drawn into the space.

III. City of Ava Policy

A permit-required confined space may not be entered until the following is completed:

- A. Confined space entry training has been completed and documented for all personnel involved. Schedule "F" contains the most recent training confirmation, and the personnel who have completed it.
- B. A NEED for entering the space has been determined.
- C. Pre-briefing before entering space has been conducted.
- D. Confined space entry permit has been determined.
- E. A trained rescue team is available, or on site.
- F. All appropriate protective equipment is used.
- G. All safety and air quality testing equipment is at the job site and functional.
- H. If any of the above items are not met, "THEN ENTRY INTO THE CONFINED SPACE IS PROHIBITED". Employees not following these requirements will be dealt with according to the policy manual.
- I. Entry into a non-permitted confined space will be allowed only if there are no non-atmospheric hazards present.
- J. Make available any applicable material safety data sheets (M.S.D.S.) and attach to the permit should rescue or medical personnel treating an injured entrant need to review them.

IV. Procedures for Entry -- Permit-Required Space

A. Isolation of the Permit-Required Confined Space

All energy sources to the confined space shall be locked out and controlled. The purpose of this procedure is to ensure that employees are protected from unintended machine motion or release of an energy source when working in a confined space.

Install barriers around the opening as necessary to prevent an accidental fall-through and to protect entrants from external hazards.

Provide an attendant outside the permit space for the duration of entry operations to prevent unauthorized entry.

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Section Sixteen: Confined Space Entry

B. Equipment Mobilization

1. Obtain and use all ventilation equipment needed to comply with Paragraph D and air monitoring equipment needed to comply with Paragraph E.
2. Evaluate permit space conditions and perform pre-entry testing to the extent feasible before entry is accomplished.
3. Review procedures for summoning rescue and emergency services, for rescuing entrants, for providing necessary emergency services to rescue employees, and for preventing unauthorized persons from attempting a rescue.
4. The requirements for harness, lifelines, breathing air, tripods, rescue winch, and protective clothing shall be documented on the permit.
 - a. A safety harness shall be worn by all persons entering a confined space that would require a vertical lift to make a rescue. Backup lifelines shall also be attached to individuals to affect a rescue. A tripod, hoist, and retrieval winch shall be utilized.
 - b. Reliable breathing air (self-contained) shall be worn in contaminated or dusty environments, where toxic concentrations are outside the set limits or where ambient conditions are subject to change, or where oxygen concentrations may drop below 19.5 percent. In IMMEDIATELY DANGEROUS TO LIFE ENVIRONMENTS (IDLH's) breathing air shall be provided.
 - c. Supervisory personnel shall be present in situations which require the use of a SCBA.
 - d. Special protective clothing shall be consistent with the potential exposure and be specified on the confined space entry permit.

C. Ventilation

1. Proper ventilation is used to provide a positive fresh air supply to the confined space as necessary to eliminate or control atmospheric hazards prior to entry and continuously during entry.
2. The open end of the supply duct(s) should be positioned to approximately 2 feet above the floor of the confined space.

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3. Ventilation equipment should be explosion proof.
4. The blower unit must be at least 10 feet from the opening of the confined space.
5. All rooms with forced air ventilation shall be ventilated 5 minutes before entering or the designated time printed on the entrance cover.

D. Atmospheric (Air) Monitoring

Testing the air in a confined space prior to entering the space is required. Entering a confined space prior to utilizing the proper equipment to ensure the air is safe to breathe is prohibited. Before an employee enters this space, the internal atmosphere should be tested, with a calibrated direct-reading instrument.

Prior to the initial entry, after each interruption and during the entire job sequence testing shall be done for oxygen content, combustible gases, and toxic gases, in this order.

1. Monitoring shall be continuous while working in the confined space and until the last entrant leaves the permit space. Employees shall be made aware that confined space incidents that result in fatalities should be preventable since 95% of them are due to just five kinds of atmospheric hazards, which are:
 - * Carbon Monoxide
 - * Carbon Dioxide
 - * Hydrogen Sulfide
 - * Flammable Gases
 - * Oxygen Deficiency
2. The air monitoring will be conducted by a trained and qualified person.
3. The first air measurement shall be made outside the confined space, near the opening.
4. A second air measurement shall be made directly at the opening to the space.
5. All subsequent measurements shall be made throughout the space with a probe or a remote sensor unit.
6. Air monitoring sequence shall be as follows:
 - a. Oxygen tests must always be made first because most combustible gas meters are oxygen-dependent. Too little oxygen may cause a low combustible gas reading. Too much oxygen, on the other hand, can cause a combustible gas meter to explode if gases and vapors are present in ignitable quantities.

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- b. Combustible gases include both flammable and explosive gases and are measured next because in most cases the risk posted by fire or explosion is more immediate and life-threatening than exposure to toxic gases and vapors.
- c. Toxic gases are the final test and are extremely important, and its position in the sequence is not in any way intended to minimize the seriousness of this common confined space hazard.

Oxygen - Combustible - Toxic Atmospheres

The employee using an air monitoring unit must be properly trained in the use of the test equipment facilities with the hazards and authorized to perform the tests. This person will need to “check out” (log in date & battery strength) the instrument and check the last documented calibration date. If the meter has passed the designated calibration interval, or fails calibration, the employee must bring this to his/her supervisor’s attention. Until the supervisor corrects the “problems” with the meter, it shall be taken out of service, dated and tagged.

V. Meter Detection Limits

A. Oxygen

1. Oxygen levels shall be between 19.5% and 23.5% for entry. Oxygen levels below 19.5% shall be considered an oxygen deficient atmosphere.
2. Any air with less than 19.5% oxygen shall not be entered without an approved self-contained breathing apparatus (SCBA).

B. Flammable/Combustible Gases and/or Vapors:

When the oxygen level exceeds 23.5% by volume, this is known as an oxygen-enriched atmosphere and represents a serious fire hazard.

1. Always test for oxygen first.
2. The acceptable safe level for flammable/combustible gases or vapors is 10% or less of the lower explosive limit (LEL) and is below 10% per hydrogen sulfide (H₂S).
 - b. Chlorine is not combustible/flammable but a strong oxidizer; never use water around chlorine gases.
 - c. LEL for hydrogen sulfide is 4.3%.
 - d. LEL for methane is 5%.

LELS can be found in material data sheets.

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3. There will be no smoking in a confined space or within 10 feet of a confined space.

C. Toxic Atmospheres:

Toxic gases can irritate skin, eyes, nose and throat. All can kill or injure the worker.

1. Toxic gases or vapors must be identified prior to monitoring. The confined spaces at the City of Ava and sanitary sewer distribution systems owned by the constituent municipalities have a potential to contain toxic gases or vapors.
2. Entry into the permitted space shall not be attempted if the gas or vapor exceeds its specified permissible exposure limit (PEL).
3. Toxic materials may not only pose an inhalation exposure but also a skin contact hazard. The proper personal protective equipment is also necessary.

VI. HOT WORK:

- A. A "Hot Work Permit" has to be issued to perform any hot work in a permit-required confined space. A "Hot Work Permit" means the authority's written authorization to perform operations (for example, riveting, welding, cutting, burning, and heating) capable of providing a source of ignition.
- B. Hot Work operations shall not be permitted in a confined space if the atmospheric level of a combustible gas is more than 10% of the LEL or if the airborne dust, mist or fumes may present a potential explosive hazard.
- C. Gas cylinders or welding machines that are used for Hot Work operations shall be placed outside of the confined space where the work is being performed.
- D. Never take compressed gas cylinders into a confined space.
- E. A fuel supply valve and oxygen valve shall be shut off outside the confined space, and the welding torch and hose shall be removed from the confined space during lunch period, overnight or for any prolonged period that the space is unattended.
- F. All welding leads that are used in a confined space should be de-energized if work is suspended during the lunch period, overnight or for any prolonged period that the space is unattended.

VII. Special Work Practices

Consideration shall be given to the nature of the work associated with each confined space entry permit with necessary precautionary measures specified on the permit.

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1. Others in the work area shall be notified that a permit has been issued for personnel to work in a specified confined space.
2. A ground fault interrupter is required when greater than 24 volt electric tools or extension lights are to be used in confined space.
3. Compressed gas cylinders, other than breathing air, shall not be taken into a confined space.
4. Special additional ventilation and/or breathing air shall be required when cutting or welding is done within a confined space. Hoses and nozzles of cutting or welding equipment must be carefully checked before use in a confined space.

Any potential fire hazard must also be reviewed and the appropriate action taken. Should unusual operations such as welding, burning, or chemical cleaning be undertaken, prior approval of the Risk Coordinator should be sought.
5. Pneumatic tools shall be operated with compressed air only.
6. Only explosion-proof lighting is to be utilized in a confined space.
7. Open flames or smoking is prohibited in a confined space.

VIII. Entry Permit System

- A. Before entry is authorized, an entry supervisor shall authorize the entry and sign the completed permit form. (An entry supervisor may also serve as an attendant or entrant at the time of entry.)
- B. The permit will be available to the authorized entrants for their review and confirmation.
- C. The permit shall be posted at the point of entry.
- D. The permit cannot exceed the time required to complete the job, as stated in "Purpose of Entry", or exceed the shift.
- E. The entry supervisor can cancel a permit when a condition not allowed under the permit arises.
- F. Permits shall be kept on file for one year. This includes any contractor permits.
- G. A sample permit is provided in this manual.

IX. Entry Permit

The entry permit shall identify:

- A. The permit space to be entered and the purpose, date and duration of the entry;
- B. The name of the authorized entrants, the personnel serving as attendants, and the entry supervisor;

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- C. The hazards of the permit space to be entered;
 - D. The measures used to isolate the permit space and/or to eliminate or control the permit space hazards; (i.e.) lockout, purging ventilating and flushing of permit spaces;
 - E. The acceptable entry conditions;
 - F. Results and circumstances of any pre-entry tests;
 - G. Rescue and emergency services available and the means for summoning those services;
 - H. The communication procedures to be used by entrants and attendants;
 - I. The protective, testing, and communications equipment to be provided and used;
 - J. Any additional permits needed (such as for Hot Work).
 - K. Such other information as necessary to ensure employee safety;
- X. Duties of Entrants
- All authorized entrants shall:
- A. Know the hazards that may be faced during entry, including the signs or symptoms and consequences of exposure;
 - B. Properly use the equipment required by the permit for safe entry;
 - C. Maintain constant communication with the attendant as necessary to enable the attendant to monitor entrant's status;
 - D. Alert the attendant of any warning sign or symptom of exposure to a dangerous situation or detection of a prohibited condition;
 - E. Exit from the permit space as quickly as possible whenever an order to evacuate is given, an evacuation alarm is activated, the entrant recognizes a warning sign or symptom of exposure or the entrant detects a prohibited condition.
- XI. Duties of Attendants
- A. The attendant must be in constant communication with the entrant.
 - B. The attendant must be able to notify THE DESIGNATED RESCUE TEAM in the event of an emergency without leaving the confined space area. This can be done either telephone or two-way radio. In the event of an emergency inside the confined space, the outside attendant must be able to send an alarm or signal to notify THE DESIGNATED RESCUE TEAM.
 - C. If a spill, fire or other incident should occur which may affect the attendant or those inside the confined space, the entrants in the space must be informed to leave the space.

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- D. The attendant must be familiar and know the potential hazards of the permit space and the signs, symptoms, consequences and behavioral effects of exposure.
- E. The attendant must keep an accurate count of entrants.
- F. The attendant must monitor both inside the confined space and outside the space and order evacuation under appropriate conditions.
- G. The attendant must be familiar with proper operation of non-entry rescue equipment such as retractable tripod, winches, etc.
- H. The attendant is restricted to non-entry rescues and must remain outside the confined space until relieved by another attendant.
- I. The attendant must summon rescue and other emergency services as soon as the attendant determines the need for assistance.
- J. The attendant must take appropriate action when unauthorized persons approach or attempt to enter permit space.

XII. Duties of Entry Supervisors:

The Entry Supervisor shall:

- A. Know the hazards that may be faced during entry including the mode, signs or symptoms and consequences of exposure;
- B. Verify that all tests specified in the permit have been conducted and that all procedures and equipment specified in the permit is available and in place before enforcing the permit and allowing entry to begin.
- C. Review and re-evaluate entry conditions at appropriate intervals and upon transfer of responsibility to determine that acceptable entry conditions have been maintained.
- D. Terminate the entry and cancel the permit when the entry operations covered by the permit have been completed or a condition not under the permit arises in or near the permit space.
- E. Verify that rescue services are available and that the means for summoning them are operable;
- F. Remove unauthorized individuals who enter or attempt to enter the permit space.

City of Brookfield Loss Prevention Manual

Section Seventeen: Sewer Backup Policy

- A. The City of Brookfield will investigate all sewer backups immediately upon notice to determine the cause of the overflow and identify any corrective action.
- B. In the event of a sewer backup the City shall immediately advise the homeowner of the following emergency procedures to take to protect his or her property and minimize any damage. Always remind the homeowner that he or she has a personal duty to protect their own property, regardless of who pays for it but the city should not authorize work or commit to pay for anything.
 - 1. Notify the City of the backup (the City will notify its insurer).
 - 2. The homeowner shall contact their insurance agent for guidance on submitting a claim to their insurer.
 - 3. Photographs should be taken of the backup both prior to and after removing the water and sewage.
 - 4. All water and sewage should be immediately removed from the basement.
 - 5. Remove all wet rugs, clothes, boxes, and other items from the basement area.
 - 6. A professional carpet cleaning service should be called immediately to extract the water from the carpet, and then clean and deodorize the carpet.
 - 7. If the water was high enough to involve a motor on a furnace or electrical appliance, a reputable repair service should be called in to remove the motor and have it dried. In most cases a motor can be dried without incurring any damage to the motor.
 - 8. All concrete floors or tile floors should be washed down with fresh water, and then washed with a strong germ killing and odor killing solution.
 - 9. All items such as sewing machines, typewriters, and etc. that have finely machined parts should be taken immediately to a repair facility so that they may be cleaned and oiled.
 - 10. All items contained inside a wet box should be removed and dried, and the boxes thrown out.
 - 11. All wood furniture and wood items should be thoroughly dried and wiped with an oil base wood polish.
 - 12. All wet paper items should be removed from the basement and stored outside or disposed of depending on the value.

13. The basement area should then be properly dried through ventilation, use of floor fans, and a dehumidifier if available. Floor fans and dehumidifiers can be rented from a local rental shop.
14. Instruct the homeowner to stop at that point and contact their insurance carrier or the City's insurer concerning inspecting the remaining damage, if any, and obtaining further instructions with regard to repair or replacement. DO NOT throw anything out, except for inexpensive paper products until the insurers have had a chance to inspect them.
15. Should the homeowner refuse to cooperate with these emergency measures, the homeowner should be informed that if damage occurs as a result of their delay, that portion of their loss will not be covered. By law, the homeowner has the duty to minimize the damage regardless of the fault or who is paying for the loss.

Following notice received by the City, a log entry will be completed and notice will be forwarded to the sewer department. Upon arrival at the site, the City crew will use the sewer jetter to determine if the overflow is a result of blockage of the city main.

If the city main does not appear to be blocked then the homeowner shall be immediately contacted and informed that the blockage is not in the city main. **Under no circumstance will the city employees attempt to clean the residential service line.** A report shall be completed of the incident with the actions taken noted.

If the city main is found to be blocked the city will take photographs of the interior in any and all effected houses prior to and after reopening the main. Appropriate methods to identify and remove the blockage shall be undertaken. Repeated cleaning shall be conducted as necessary until the line is found to be fully cleaned. A report shall be completed of the incident with the actions taken noted. The cause of the blockage shall be identified (i.e. Root growth, grease buildup, foreign object) and any contributing factors listed (ie. Cracked, damaged or collapsed pipe, offset bell, intruding connection, insufficient slope or etc.). The appropriate, reasonable method to prevent reoccurrence shall also be listed (ie. Replace pipe, repair connection, etc.). In the event of a grease build up or a foreign object in the line then actions shall be taken to determine the source. The line shall be placed on a routine preventive maintenance schedule until the corrective actions can be taken to prevent reoccurrence.

All sewer claims should be reported immediately to MIRMA (or call CCMI to talk to an adjuster if after hours or on a weekend). Any additional information shall be provided, even if there has been a significant amount of time between when the claim was reported and when the new information was learned. Even if the claim has closed, we may still have subrogation possibilities.

City of Brookfield Loss Prevention Manual

Section Eighteen: Fall Protection

The following policies/procedures/rules shall be followed by all City of Brookfield supervisory personnel. Each supervisor is responsible for training his/her employees in company safety policy concerning fall protection.

FALL PROTECTION FOR GENERAL INDUSTRY

Falls from elevation hazards exist in almost every workplace. Falls from elevations were the fourth leading cause of death in the workplace. The causes of these fatalities ranged from ironworkers working 200 feet above the ground, to stock clerks pulling items off shelves using a 4-foot ladder.

It's important to understand there are two types of falls: 1) falls from the same level, such as tripping; and 2) falls from a different level, such as falling off a platform. Fall protection must be implemented when the distance between two levels exceeds four feet.

Housekeeping is a good place to start when discussing fall protection. From the standpoint of preventing injuries, it's critical to keep walkways clear. This is fairly simple to accomplish. Clean up after yourself, and be aware of your work area. Make sure to keep aisles and passageways clear and in good repair, clearly marked and sufficiently wide for any mechanical equipment.

Ladders are another cause of falls. Poor design, improper maintenance or incorrect use can cause a ladder to fall or fail. A ladder is defined as "an appliance consisting of two side rails joined at regular intervals by crosspieces on which a person may step to ascend or descend." Portable ladders include stepladders, straight ladders and extension ladders.

It's important that you choose the correct ladder for the task you will perform. Inspect ladders before use, paying attention to missing or damaged parts. Ladders need to be correctly placed with a secure footing, or lashed or held in position. Ladders used to gain access to a roof should extend at least three feet above the point of support. Use Ladders at such a pitch that the horizontal distance from the top support to the foot of the ladder is one-quarter of the working length of the ladder. You should always face the ladder, and use both hands when climbing or descending ladders.

City of Brookfield Loss Prevention Manual

Section Eighteen: Fall Protection

Excerpt from the APPA Safety Manual, section 203: Fall Protection

- a) When an employee is exposed to a fall in excess of 4 feet and protective measures such as catch platforms, guardrails, and safety nets are not practical, the employee shall be protected by the use of fall arrest equipment or positioning devices such as body belts, body harnesses, lanyards, lifelines, and rope grabs. When choosing fall arrest equipment or positioning devices, consideration should be given to the type of work to be performed and limiting the shock load on the body of the wearer in the event of a free fall. Employees working from aerial lifts shall wear full body harnesses with a shock-absorbing lanyard, attached to the appropriate anchor point on the aerial lift.
- b) All fall protection equipment shall be inspected prior to use by the wearer as required by the manufacturer.
- c) Employees shall rig fall arrest equipment so that they cannot free fall more than 6 feet or contact any lower object. When positioning devices are used, they shall be rigged to limit free fall to 2 feet. Anchorage points for fall arrest equipment and positioning devices shall be capable of support a shock load and located above the employee's body belt or harness attachment point.
- d) Body belts shall be worn snug just above the wearer's hips.
- e) Employees shall avoid the following lanyard snaphook connections to help eliminate the possibility of accidental disengagement (roll-out):
 - (1) Snaphooks without locks.
 - (2) Two (or more) snaphooks connected to one D-ring.
 - (3) Two snaphooks connected to each other.
 - (4) A snaphook connected back on its integral lanyard.
 - (5) Improper dimensions of the D-ring, rebar, or other connection to the snaphook dimension.
- f) Snaphooks may not be connected to loops made in webbing type lanyards.
- g) When vertical lifelines are used, each employee shall be protected by a separate lifeline. The lifeline shall be properly weighted at the bottom and terminated to preclude a device such as a rope grab from falling off the line.
- h) Horizontal lifelines should be limited to two persons at one time between supports.
- i) Fall arrest equipment shall be used on poles by qualified employees when such conditions as ice, high winds, design of structure (such as no hand holds) or the presence of contaminants exist that could cause the employee to lose his grip or footing.

Exclusion: Fall arrest equipment is not required for qualified climbers who are climbing or changing positions on poles, towers, or similar structures unless conditions such as those listed above exist. This exclusion does not apply to un-qualified climbers undergoing on-the-job training, even though they may be considered qualified employees for other purposes.

TAX COLLECTION AGREEMENT

THIS AGREEMENT, made and entered into this ____ day of January 2026 by and between The City of Brookfield, Missouri, a municipal corporation, called the "City", and Linn County, Missouri, through the Linn County Commission, called the "County", and Christy Techau-Dover, Linn County Assessor, called the "Assessor", Suzan Stephenson, Linn County Clerk, called "Clerk", and Tiffany Hoerrman, Linn County Collector of Revenue, hereinafter called the "Collector".

WHEREAS the City and County are empowered, under Article VI, Section 16 of the Missouri Constitution, and Sections 50.332 & 70.220 RSMo, to enter into certain cooperative agreements for collection of property taxes; and

WHEREAS the parties hereto believe it to be mutually advantageous for the County to assess, prepare and collect property taxes for the City for an agreed compensation.

NOW, THEREFORE, in consideration of the mutual covenants herein contained, it is hereby agreed by and between the parties hereto as follows:

I

The County by and through the County Assessor agrees to perform the assessment function of determining the fair market value and true assessed value of all real and personal property located within the City boundaries.

II

The County by and through the County Clerk agrees to create, on behalf of the City, tax billing amounts relating to all real and personal property located within the City boundaries. Such billing amounts are to be included on the Linn County tax statements as an additional political subdivision.

III

The County, by and through the County Collector, hereby agrees to bill and collect, on behalf of the City, all monies due and owing to the City for taxable property within the boundaries of the City except monies due and owing the City that relate to Special Assessments, or delinquent taxes due before January 1, 2026.

It is agreed by the Parties:

- a. As provided by Section 140.680 RSMo., the power to collect the real and personal property taxes for the City is hereby granted to the Collector.

b. As provided by Section 140.690, RSMo., real property is in all cases liable for all taxes due the City and a lien is created for all these taxes, and the interest and costs provided by law, the same as for State and County taxes, which lien shall be enforced as in Chapter 140 RSMo. is provided

IV

The Collector agrees to remit to the City the receipts due the City at the same time the Collector remits other receipts similarly collected on behalf of other taxing entities within the County.

The Collector will permit the City access at reasonable times under the supervision of the Collector to all data accumulated under the data processing system including the following:

1. Numerical listing of all real estate tax rolls.
2. A delinquent listing of all delinquent taxes within two weeks of receipt of a written request.
3. Notice of all tax sales involving property within the City limits.
4. A listing of protested taxes being held in escrow within two weeks of receipt of a written request.

V

The City shall fix its ad valorem property tax rates, as provided in section 67.110 RSMo, not later than September first for entry into the tax books. If the City should fail to comply with Section 67.110 RSMo, then no tax rate shall be certified for that year, and the collector will neither bill nor collect City taxes for that year either current or delinquent. However, the Collector will continue to collect and disburse prior year taxes under this agreement. A new agreement will have to be entered into by all parties to resume collecting current taxes.

VI

The parties agree that the Collector shall have the responsibility for collection of all current and delinquent real and personal property taxes, including penalties, interest and fees. Such collection of taxes, penalties, interest and fees shall be conducted in accordance with applicable law(s). The collection of late charges by the Collector is conditioned upon such charges being consistent with other County taxing entities.

VII

The parties agree to the following: The Collector shall withhold a sum equal to two percent (2%) on all CURRENT taxes, penalties and fees, and three percent (3%) on all DELINQUENT taxes, penalties and fees, collected by the Collector on behalf of the City as compensation for the

bill creation and collection services herein provided by the County and deposited into the Linn County General Fund. The Collector shall withhold one-half of one percent (1/2%) of all current taxes collected for mailing costs as required by Section 52.250 RSMo. The Collector further shall withhold one and seven-tenths percent (1.7%) of all property taxes collected by the Collector on behalf of the City to fund the costs and expenses incurred in assessing real and personal property in accordance with Section 137.720.1RSMo and shall be deposited in the Linn County Assessment Fund. The Collector shall then remit monthly to the City the balance collected after the applicable amounts have been withheld and shall provide the City with a written itemization showing the balance remitted each month.

If the General Assembly changes the percentages or caps set out in this paragraph, then the Collector shall collect those amounts authorized by the General Assembly and shall notify the City of such changes in writing; thereafter, this Agreement shall be considered amended to reflect the new amounts authorized by statute.

VIII

The City further agrees that the 9% penalty authorized by State Statute for delinquent taxes shall be collected from the party paying the tax and retained by the County and distributed as provided in Section 52.290 RSMo.

IX

The City further agrees that all fees of conducting any tax sale pursuant to Chapter 140 of the Revised Statutes of Missouri shall be retained by the County.

X

The City further agrees that the County shall be authorized to compromise and abate taxes owed to the City in the same manner as is authorized by the Revised Statutes of Missouri to compromise and abate other taxes.

XII

The parties hereto mutually agree that the term of this agreement begins upon acceptance by all parties and ends December 31, 2030, provided, however, that any party may terminate this agreement within sixty (60) days by serving upon all other parties to the agreement written notice of its intention to terminate the agreement.

The City will adopt a Resolution Authorizing the Mayor of the City of Brookfield, Missouri, to execute a cooperative agreement with the Collector of Linn County, Missouri, the Linn County Clerk, and the Linn County Commission for the purpose of collecting Real Estate and Personal Property Taxes.

Upon termination of this Agreement, the County shall be absolved of all responsibility for collection of taxes for that year and for future tax years. The County shall continue to be responsible for the collection of delinquent taxes from all years covered by this Agreement, except taxes prior to January 1, 2026.

Upon the termination of this contract without further renewal, the Collector shall make available to the City any such existing records under his control as may be necessary for the City to undertake the collection of taxes assessed on City property in the City of Brookfield, Missouri in the year after termination.

XIII

The City agrees that failure to comply with statutory provisions relating to the setting of tax levies shall relieve the County of responsibilities under this Agreement.

XIV

Pursuant to the provisions of Section 137.073.7 RSMo, no tax rate shall be extended on the tax rolls unless the City has complied with the tax rate certification process of Section 137.073.

IN WITNESS THEREOF, the parties hereto have caused this agreement to be signed and executed by their duly authorized officers as of the day and year first above written.

CITY OF BROOKFIELD

By: _____

Paul Frey, Its Mayor

ATTEST: _____

Sarah Dixon, Interim City Clerk

COUNTY OF LINN

By: _____

PRESIDING COMMISSIONER

By: _____

COLLECTOR OF REVENUE

By: _____

COUNTY CLERK

By: _____

COUNTY ASSESSOR

ATTEST: _____

CLERK OF COUNTY COMMISSION

Bill No. 2026.01

Ordinance No. 2026.01

AN ORDINANCE AUTHORIZING A TAX COLLECTION AGREEMENT WITH LINN COUNTY FOR COLLECTION OF CITY REAL AND PERSONAL PROPERTY TAXES

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

Section 1. The City Council authorizes the City to enter a Tax Collection Agreement with Linn County for the County to act as collector for the City's real and personal property taxes which Agreement is substantially in the form on file with the City. The terms and provisions of the Agreement referenced are approved and adopted by the City Council on behalf of said City.

The City Council authorizes and directs the Mayor to execute the Agreement and any documents the Mayor deems necessary or proper to carry out fully the terms of such Agreement. The Mayor, with the advice of the attorney acting for the City, may make minor corrections and changes to the Agreement that does not affect the substance of the Agreement.

Section 2. All ordinances or parts of ordinances in conflict herewith are, to the extent of such conflict, hereby repealed.

Section 3. If any clause, word, paragraph, section or other part or portion of this ordinance is held to be invalid, illegal, unlawful, or unconstitutional for any reason, the City Council hereby declares it would nevertheless have enacted the remaining portions thereof, and such remaining portions shall remain in full force and effect.

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

A copy of this Ordinance has been made available for public inspection prior to its adoption by the City Council and this bill was read by title in the open meeting two times prior to its final passage.

PASSED AND APPROVED THIS ____ DAY OF JANUARY 2026.

CITY OF BROOKFIELD, MISSOURI

By: _____

Paul Frey, Its Mayor

Attest:

Sarah Dixon, Interim City Clerk

WATER PURCHASE AGREEMENT

This Agreement is entered into _____, 2026, between the City of Brookfield, Missouri (“Brookfield”), and City of Laclede, Missouri (the “Laclede”).

This Agreement is made under and subject to the following factual basis:

- A. This Agreement replaces a Water Purchase Contract dated April 16, 2007, between the Parties that the Parties have agreed to terminate.
- B. This Agreement involves the sale of water outside the territorial limits of Brookfield from its waterworks plant.
- C. Brookfield owns and operates a water supply distribution system with a capacity currently capable of serving the present customers of Brookfield's system and Laclede, as provided in this Agreement.
- E. Each Party has obtained the necessary authority from its respective Board to enter into this Agreement.

NOW THEREFORE, Brookfield agrees to sell, and Laclede agrees to buy, water upon the conditions and limitations provided:

1. Brookfield agrees to furnish Laclede at the point of delivery hereinafter specified, during the term of this Agreement or any renewal or extension thereof, potable treated water meeting applicable purity standards of the Missouri Department of Natural Resources in such quantity as may be required by Laclede not to exceed 2,000,000.000 gallons per month, without the express prior written consent of Brookfield.
2. The water will be furnished at a reasonably constant pressure calculated at 20 psi from the existing point of connection. If greater pressure than that normally available at the point of delivery is required by Laclede, the cost of providing such greater pressure shall be borne by Laclede. Emergency failures of pressure or supply due to main supply line breaks, power failure, flood, fire and use of water to fight fire, earthquake or other catastrophe shall excuse Brookfield from this provision for such reasonable period as may be necessary to restore service. Laclede, at its expense, shall provide a state-approved backflow device at the point of connection to Brookfield's system.
3. Brookfield will furnish, install, operate, and maintain at its own expense at the point of connection, the necessary metering equipment, including a meter house or pit, and required devices of standard type for properly measuring the quantity of water delivered to Laclede and to calibrate such metering equipment whenever requested by Laclede but not more frequently than once every twelve (12) months. A meter registering not more than two percent (2%) above or below the test result shall be deemed to be accurate. The previous readings of any meter disclosed by test to be inaccurate shall be corrected for the lesser period of (i) the date of the last prior meter test deemed to be accurate or (ii) the 12 months previous to such test in accordance with the percentage of inaccuracy found by such tests. If any meter fails to register for any period, the amount of water furnished during such period shall be deemed to be the amount of water delivered in the corresponding period immediately prior to the failure, unless Laclede and Brookfield shall agree upon a different amount. The metering equipment shall be read on last day of each month. An appropriate official of Laclede at all

reasonable times shall have access to the meter for the purpose of verifying the readings.

4. Brookfield will furnish Laclede, at its business address, not later than the 10th day of each month, with an itemized statement of the amount of water furnished Laclede during the preceding month.
5. Brookfield agrees to use reasonable means to furnish a continuous supply of water from its water system at the point of connection between its facilities and those of Laclede so as to enable Laclede to furnish an adequate supply of water to its users served by water from Brookfield. Laclede understands and agrees that Brookfield may limit the supply of water to Laclede in times of water shortage. Brookfield shall have no liability to Laclede for a failure to supply water due to an interruption or reduction of the water supply, or a reduction in the supply pressure, due to a supply line failure or break, or water plant failure, power failure, flood, fire, use of water to fight fires, maintenance of the City's water system, earthquake, terrorism, or other cause beyond the control of Brookfield. In such event, Brookfield will attempt to restore service within a period that is reasonable under the circumstances. For interruptions due to the above causes, Brookfield will prorate and reduce the minimum requirements for that monthly billing. Brookfield will notify Laclede in advance, if possible, of any planned interruption of service.
6. Laclede agrees that it will always operate the distribution system under its control in such a way as not to unreasonably interfere with service to others dependent upon the Brookfield water system for a supply of water. In furtherance of this principle, Laclede specifically agrees that it will operate its facilities, especially any pumping or storage facilities, in correlation with operation of Brookfield facilities and will install and use such devices as are reasonably necessary to effectuate correlation.
7. Laclede agrees:
 - a. To pay the Brookfield, not later than the 25th day of each month, for water delivered in accordance with the following schedule of rates:

\$6.124 per 1000 gallons up to and including 2,000,000,000 gallons in any calendar month.

\$8.00 per 1000 gallons for water more than 2,000,000,000 gallons in any calendar month.

The prices per thousand gallons will increase on each January 1 of this Agreement by 3%.
8. Laclede agrees to purchase a minimum of 550,000 gallons per month and 6,000,000 gallons per contract year, and will pay for such minimum amount, whether Laclede accepts delivery of such amount, so long as Brookfield is prepared to deliver such minimum amount.
9. In the event of new or enhanced laws or regulations on Brookfield's water production or treatment that increase Brookfield's costs, Brookfield may pass along such costs as soon as this type of additional cost occurs.
10. Except with the express prior written consent of Brookfield, no water delivered under this Agreement shall be used or sold for use outside Laclede's service area as the same may exist from time to time, and Laclede agrees to disconnect any tap to Laclede's system through which water is furnished for use outside Laclede.
11. Both parties to this Agreement recognize that the water supply for Brookfield is dependent upon sources beyond the control of Brookfield. No liability shall attach to Brookfield under this Agreement on account of any failure to accurately anticipate availability of water supply or because

of an actual failure of water supply due to occurrence beyond the reasonable control of Brookfield. Brookfield agrees that it will not obligate itself to furnish a greater amount of water outside Brookfield than it can reasonably anticipate will be available for the entire supply for which Brookfield has accepted responsibility.

12. Brookfield agrees to exercise reasonable care and foresight to furnish water to Laclede. It is further agreed by the parties that nothing contained herein shall require or obligate Brookfield to operate and maintain its waterworks system in any particular manner. In the event of an extended shortage of water, or if the supply of water available to Brookfield is otherwise diminished, Laclede understands that the supply of water to Laclede may be reduced or terminated regardless of whether the water supplied to Brookfield residents is reduced or diminished. Notwithstanding the foregoing, Brookfield agrees that in regard to reduction or termination of water that Brookfield will not treat Laclede any differently than any of its other wholesale water customers. During times Brookfield believes Brookfield's water will be affected by a shortage or otherwise diminished, Laclede shall implement and use commonly accepted conservation practices with respect to the use of the water and encourage water conservation that promotes wise water use and encourages measures designed to reduce water demands. Water conservation includes, but is not limited to, the following: education, incentives, rates, meters, restrictions, and water-efficient fixtures, appliances, and irrigation systems. Laclede shall be bound by any water conservation plan hereafter adopted by Brookfield, as the same may be amended from time to time.
13. In the event that Laclede fails to pay Brookfield in whole or in part for water supplied within 5 days of the due date, Brookfield in addition to all sums due for water provided shall receive a late charge equal to 5% of the unpaid billing and interest on the unpaid bill from the due date until paid at the rate of 9% per annum, and Laclede will pay for all costs of collection including reasonable attorney fees and court costs. In addition, for a nonpayment in whole or in part of sums due under this Agreement which continues for more than 90 days, Brookfield, in addition to any other remedy available to it at law or in equity, may terminate this Agreement and Brookfield shall be entitled to close the valve ahead of the meters at the point of connection and cut off the supply of water to Laclede until payment is made in full.

In the event Laclede shall fail to keep or perform any agreement on its part to be kept and performed according to the terms and provisions of this Agreement other than the payment of sums due to Brookfield, and Brookfield gives Laclede written notice specifying the particular default or defaults, Laclede shall have such time as provided in the notice, which period of time shall in no event be less than ninety days, in which to correct such default or defaults. In the event Laclede shall fail to correct such default or defaults within the time provided in the notice, Brookfield, in addition to any other remedy available to it at law or in equity, may terminate this Agreement and cease supplying water to Laclede.

14. In the event Brookfield shall fail to keep or perform any agreement on its part to be kept and performed according to the terms and provisions of this Agreement, and Laclede gives Brookfield written notice specifying the particular default or defaults, Brookfield shall have such time as provided in the notice, which period of time shall in no event be less than ninety days, in which to correct such default or defaults. In the event Brookfield shall fail to correct such default or defaults within the time provided in the notice, Laclede, in addition to any other remedy available to it at law or in equity, may terminate this Agreement and cease purchasing water from Brookfield. In no event shall the liability of Brookfield to Laclede for any cause of action arising out of or related to this Agreement exceed the actual amounts paid by Laclede to Brookfield for water in the 3 month period

prior to the date of written notice of default.

15. This Agreement supersedes any former water supply Agreement existing between the parties to it.
16. Brookfield reserves the right to refuse to permit its water supply to be furnished where the use of such water will result in a health hazard in Brookfield. Any determination on this matter by Brookfield shall be subject to review by the state health department of the State of Missouri or a similar lawfully authorized health authority of the State, and Brookfield agrees to be bound by the decision of such authority but may contest such decision on the grounds of fraud or abuse of discretion.
17. No assignment by Laclede of its rights under this Agreement shall be binding on Brookfield unless Brookfield shall have assented to such an assignment with the same formality as employed in the execution of this Agreement.
18. The parties agree that the term of this Agreement ends on December 31, 2031.
19. Failure of either party to exercise any right under this Agreement shall not be deemed a waiver of such party's right and shall not affect the right of such party to exercise at some future time the right or rights or any other right it may have under this Agreement.
20. This Agreement is binding on the Parties and their respective successors and assigns.

Signed in multiple originals the date set forth above.

City of Brookfield, Missouri

City of Laclede, Missouri

By: _____
Its Mayor

By: _____
Its Mayor

Attest: _____
Its Clerk

Attest: _____
Its Clerk

AN ORDINANCE AUTHORIZING THE MAYOR TO EXECUTE A WATER CONTRACT WITH THE CITY OF LACLEDE.

BE IT ORDAINED BY THE COUNCIL OF THE CITY OF BROOKFIELD, MISSOURI, AS FOLLOWS:

SECTION 1. The City Council authorizes the City to enter into a Water Contract with the City of Laclede, Missouri, substantially in the form which is on file with the City Clerk. The terms and provisions of the Water Contract referenced are hereby approved and adopted by the City Council of the City on behalf of said City.

The Mayor is authorized to execute the Water Contract and any documents the Mayor deems necessary to carry out the terms of the Water Contract.

SECTION 2. If any clause, word, paragraph, section or other part or portion of this ordinance is held to be invalid, illegal, unlawful, or unconstitutional for any reason, the City Council hereby declares it would nevertheless have enacted the remaining portions thereof, and such remaining portions shall remain in full force and effect.

SECTION 3. That this ordinance shall be in full force and effective upon its passage.

A copy of this Ordinance has been made available for public inspection prior to its adoption by the City Council and this bill was read by title in the open meeting two times prior to its final passage.

PASSED this ____ day of February 2026.

CITY OF BROOKFIELD, MISSOURI

By: _____

Paul Frey, Its Mayor

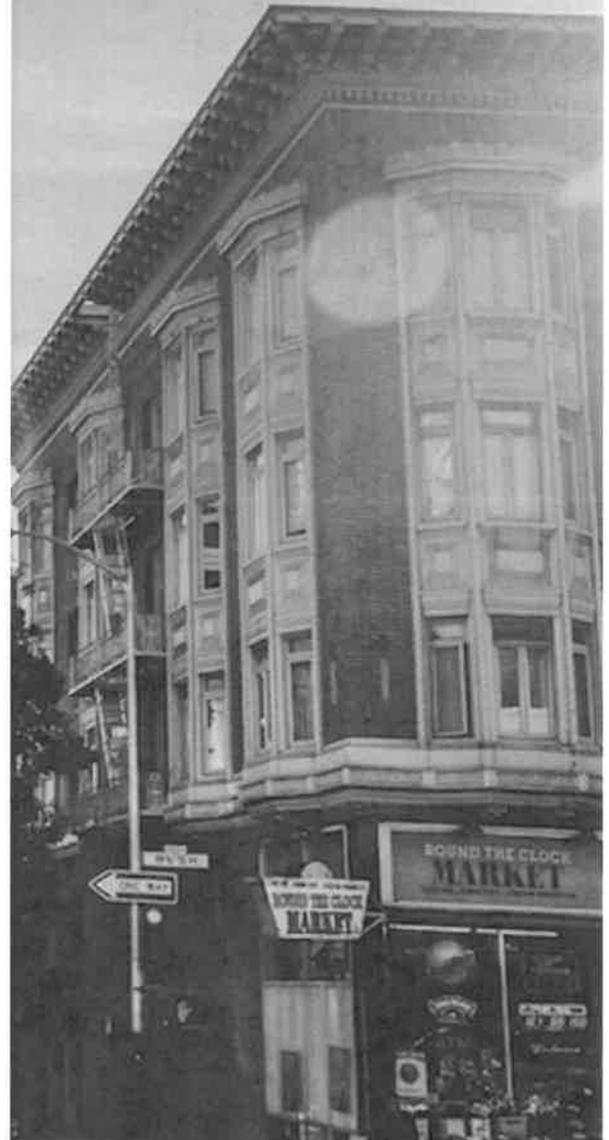
Attest:

Sarah Dixon, City Clerk (Interim)

Wage Study 2026

FEBRUARY 17

City of Brookfield, Missouri
Authored by: Brandon Roberts, City Manager



City of Brookfield

Executive Report to City Council

Compensation Structure Adoption and Fiscal Stabilization Plan

Executive Overview

This report recommends adopting Exhibit A, which establishes a structured, step-based compensation schedule for all full-time City positions.

The proposal corrects minimum pay deficiencies, eliminates unstable compensation practices, and restores predictability to payroll growth. It does not authorize across-the-board raises.

The estimated fully loaded annual fiscal impact of minimum compliance placement is approximately **\$120,450**.

Background: Why This Wage Study Was Necessary

A review of financial operations identified structural weaknesses in payroll governance and compensation administration. Over time, compensation adjustments were made through milestone-based percentage increases, automatic cost-of-living adjustments (COLAs), and discretionary year-end bonuses.

When milestone increases and COLA occurred simultaneously, percentage stacking resulted in compounded wage growth. This created payroll volatility, rank compression, and limited long-term forecasting capacity.

The absence of a formal pay schedule required corrective action.

"We must avoid the impulse to live only for today, plundering for our own ease and convenience the precious resources of tomorrow."

- Dwight D. Eisenhower

Methodology

The wage study was conducted using a structured evaluation process. Current wages were verified against the official roster and fund allocation. Positions were benchmarked against the Missouri Municipal League (MML) 2025 Salary Survey, comparing Brookfield classifications with those of similar-sized Missouri municipalities.

An internal equity review identified compression and supervisory misalignment. Based on market comparison and internal structure, defined step schedules were developed to replace percentage stacking and eliminate automatic COLA mechanisms.

Each position was evaluated individually to determine whether current compensation fell below the proposed Step 1 minimum.

What Exhibit A Contains

Exhibit A consolidates all City compensation scales into one document.

- Step-based schedules for all career positions.
- Police command and officer classifications.
- Utilities and Public Works positions.
- Administrative positions
- Parks and Recreation Director classification.
- Public Works Director classification (future use, not funded).
- Seasonal aquatics reference rates
- Volunteer fire paid-on-call rates

Career employees are placed on structured step schedules. Seasonal and volunteer roles are documented separately to reflect their distinct employment models.

Fiscal Impact

Minimum compliance placement results in approximately **\$99,619** in annual base wage adjustments.

After applying statutory payroll costs—FICA at 7.65%, Police LAGERS at 18.8%, and Regular Employee LAGERS at 5.9%, the estimated fully burdened annual impact is approximately:

\$120,450

For context, total annual wages across all funds are approximately \$2.11 million. The proposed adjustment represents roughly 4.7% of the wage base, or approximately 5.7% when fully loaded.

No step advancement beyond minimum placement is included in this calculation.

Policy Modernization

Adoption of Exhibit A formalizes compensation governance. Upon approval:

- *Milestone-based percentage increases will cease.*
- *Automatic COLA adjustments will cease.*
- *Discretionary bonuses will cease.*
- *All compensation will be processed through payroll.*
- *Future wage movement will require Council approval through the budget process.*

This restores structural integrity, transparency, and fiscal predictability.

Financial Stewardship

The City is actively strengthening internal controls and revenue systems, including utility billing corrections and financial reconciliation. Given this environment, it is prudent to implement only minimum compliance and conduct a mid-year financial review before authorizing any additional wage progression.

This ensures compensation growth aligns with verified revenue performance and infrastructure obligations.

Recommendation

It is recommended that the Council adopt Exhibit A, authorize Step 1 as the minimum compliance placement only, discontinue percentage-based and bonus compensation practices, and direct staff to return for a mid-year financial performance review before considering further wage adjustments.

City of Brookfield

Closed Session – Minimum Compliance Placement

Exhibit A Implementation (Personnel – Compensation)

The following full-time positions are currently below the proposed Step 1 minimum in Exhibit A and require adjustment to ensure minimum compliance.

Police Department

(LAGERS 18.8% + FICA 7.65%)

Position	Current Rate	Step 1 Rate	Annual Base Increase
Chief of Police	\$78,043.94 salary	\$100,880 salary	\$22,836.06
Assistant Police Chief	\$32.16/hr	\$42.50/hr	\$21,507.20
Lieutenant	\$30.48/hr	\$35.00/hr	\$9,401.60
Sergeant	\$28.54/hr	\$29.30/hr	\$1,580.80
Police Officer	\$21.00/hr	\$21.10/hr	\$208.00
Police Officer	\$21.00/hr	\$21.10/hr	\$208.00
Police Officer	\$21.00/hr	\$21.10/hr	\$208.00
Police Officer	\$20.67/hr	\$21.10/hr	\$894.40

Police Subtotal (Base Increase): \$56,844.06

Police Fully Loaded Impact: Approximately \$71,879

Utilities & Enterprise

(LAGERS 5.9% + FICA 7.65%)

Position	Current Rate	Step 1 Rate	Annual Base Increase
Water & Sewer Superintendent	\$29.87/hr	\$32.00/hr	\$4,430.40
W/S Assistant Superintendent	\$27.85/hr	\$29.00/hr	\$2,392.00
Wastewater Chief Operator	\$25.71/hr	\$28.00/hr	\$4,763.20
Wastewater Operator	\$20.50/hr	\$22.00/hr	\$3,120.00

Position	Current Rate	Step 1 Rate	Annual Base Increase
W/S Technician	\$20.00/hr	\$22.00/hr	\$4,160.00
Chief Water Plant Operator	\$31.25/hr	\$32.50/hr	\$2,600.00

Administration

Position	Current Rate	Step 1 Rate	Annual Base Increase
City Clerk/Collector	\$19.23/hr	\$21.00/hr	\$3,681.60
Utility Billing/Treasurer	\$18.11/hr	\$20.00/hr	\$3,931.20
Police Records Clerk	\$19.43/hr	\$20.50/hr	\$2,225.60

Public Works / Streets / Buildings & Grounds

Position	Current Rate	Step 1 Rate	Annual Base Increase
B&G Supervisor	\$22.39/hr	\$24.00/hr	\$3,348.80
B&G Laborer	\$15.60/hr	\$16.50/hr	\$1,872.00
Street Foreman	\$28.44/hr	\$30.00/hr	\$3,244.80
Maintenance	\$16.50/hr	\$17.00/hr	\$1,040.00
Street HEO	\$21.87/hr	\$22.00/hr	\$270.40

Parks & Recreation

Position	Current Salary	Step 1 Salary	Annual Base Increase
Parks & Recreation Director	\$43,534	\$45,000	\$1,466

Total Impact Summary

Total Base Wage Increase: \$99,618.86

Total Fully Loaded Annual Impact:

Approximately **\$120,450**

Notes

- All employees listed are full-time (2,080 hours annually).
- Police trainee not included (will be placed at Step 1 upon academy completion).

- No step progression beyond minimum compliance is included.
- No retroactive pay.
- No COLA.
- No discretionary bonuses.
- No funding for Public Works Director included.

Exhibit A – City of Brookfield Pay Scales (All Positions)

This exhibit contains ALL adopted compensation scales for the City of Brookfield.

Public Works Director (Future Position – Not Currently Funded)

Salary Steps

Step	Annual Salary
1	\$65,000
2	\$70,000
3	\$75,000
4	\$80,000
5	\$85,000

Police Department

Police Officer

Step	Hourly Rate
1	\$21.10
2	\$21.99
3	\$22.91
4	\$23.87
5	\$24.87
6	\$25.91
7	\$27.00

Sergeant

Step	Hourly Rate
1	\$29.30
2	\$30.65
3	\$32.00
4	\$33.35
5	\$34.70

Lieutenant

Step	Hourly Rate
1	\$35.00
2	\$36.75
3	\$38.50

Step	Hourly Rate
4	\$40.25
5	\$42.00

Assistant Chief of Police

Step	Hourly Rate
1	\$42.50
2	\$43.75
3	\$45.00
4	\$46.50
5	\$48.00

Chief of Police

Step	Annual Salary
1	\$100,880
2	\$104,020
3	\$108,160
4	\$112,320
5	\$116,480

Police Records Clerk

Step	Hourly Rate
1	\$20.50
2	\$21.75
3	\$23.00
4	\$24.25
5	\$25.50

Animal Control Officer

Step	Hourly Rate
1	\$19.00
2	\$20.00
3	\$21.00
4	\$22.00
5	\$23.00

Utilities & Public Works

Water Plant Supervisor

Step	Hourly Rate
1	\$32.50
2	\$34.00
3	\$35.50
4	\$36.75
5	\$38.00

Water Plant Operator

Step	Hourly Rate
1	\$24.00
2	\$25.50
3	\$27.00
4	\$28.50
5	\$30.00

Wastewater Chief Operator

Step	Hourly Rate
1	\$28.00
2	\$29.75
3	\$31.50
4	\$33.25
5	\$35.00

Wastewater Operator

Step	Hourly Rate
1	\$22.00
2	\$23.50
3	\$25.00
4	\$26.50
5	\$28.00

Water & Sewer Superintendent

Step	Hourly Rate
1	\$32.00
2	\$34.00
3	\$36.00

Step	Hourly Rate
4	\$38.00
5	\$40.00

Assistant Superintendent

Step	Hourly Rate
1	\$29.00
2	\$30.75
3	\$32.50
4	\$34.25
5	\$36.00

Water & Sewer Technician

Step	Hourly Rate
1	\$22.00
2	\$23.50
3	\$25.00
4	\$26.50
5	\$28.00

Street Foreman

Step	Hourly Rate
1	\$30.00
2	\$32.00
3	\$34.00
4	\$36.00
5	\$38.00

Heavy Equipment Operator

Step	Hourly Rate
1	\$22.00
2	\$23.50
3	\$25.00
4	\$26.50
5	\$28.00

Maintenance

Step	Hourly Rate
1	\$17.00
2	\$18.25
3	\$19.50
4	\$20.75
5	\$22.00

Buildings & Grounds Supervisor

Step	Hourly Rate
1	\$24.00
2	\$25.50
3	\$27.00
4	\$28.50
5	\$30.00

Buildings & Grounds Laborer

Step	Hourly Rate
1	\$16.50
2	\$17.75
3	\$18.75
4	\$19.75
5	\$21.00

Administration

City Manager

Step	Annual Salary
1	\$85,000
2	\$91,250
3	\$97,500
4	\$103,750
5	\$110,000

Collector (Clerk Duties)

Step	Hourly Rate
1	\$21.00
2	\$22.25

Step	Hourly Rate
3	\$23.50
4	\$24.75
5	\$26.00

Treasurer / Utility Billing

Step	Hourly Rate
1	\$20.00
2	\$21.25
3	\$22.50
4	\$23.75
5	\$25.00

Administrative Assistant (Part-Time)

Step	Hourly Rate
1	\$16.50
2	\$17.50
3	\$18.25
4	\$19.25
5	\$20.00

Parks & Recreation

Parks & Recreation Director

Step	Annual Salary
1	\$45,000
2	\$48,750
3	\$52,500
4	\$56,250
5	\$60,000

Seasonal & Volunteer Compensation (Reference)

Position	Rate
Lifeguard	\$13.50 – \$17.00
Concessions	\$13.50 – \$17.00

Role	First Hour	Additional Hours
Firefighter	\$30.19	\$10.59

Role	First Hour	Additional Hours
Driver	\$31.00	\$10.59