



BOARD OF ALDERMAN WORK SESSION
CITY HALL, 345 S. MAIN, BOLIVAR, MO 65613
THURSDAY, JANUARY 14th, 2020 AT 6:30 P.M.

Call to Order: Mayor Warwick called the Work Session Council Meeting to order at 6:30 p.m.

Aldermen present: Aldermen Mike Ryan, Thane Kifer, Alexis Neal, Ethel Mae Tennis, Steve Skopec, Justin Ballard, Charles Keith and Steve Sagaser.

Aldermen absent: None.

In attendance:

City Administrator Tracy Slagle, City Attorney Donald Brown, Public Works Director Jerry Hamby, Police Chief Mark Webb, Fire Chief Brent Watkins, City Clerk Paula Henderson, Finance Director Natalie Scrivner, and other visitors from the public.

Pledge of Allegiance: Led by Mayor Warwick.

Motion to Adopt Agenda:

Alderman Sagaser made a motion to approve the agenda. Alderman Ryan seconded the motion, which carried unanimously.

Census Presentation: Sydney Allen, Planning and Zoning Administrator.

Sydney Allen explained the census process and campaign for 2020 and the importance of making sure everyone is counted and just counted once.

Discussion & Approve: Time/Date for Town Hall Meeting for Public Hearing for Sale and Purchase of the Water System and Sewer System and Associated Real Property and Equipment to Liberty Utilities (Missouri Water) LLC.

Time and Date was set for Town Hall Meeting on Tuesday, February 25th, 2020 at 6:30p.m.

Discuss: Handicap Accessible Swing Options.

Alderman Sagaser made a motion to purchase 2 wheelchair swings and use the existing frame located at Dunnegan Park by the Storm Shelter if the City Engineer approves the frame. One of the swings have been graciously donated by Cindy Smith and the city will purchase another. The Mayor, Aldermen Ballard and Aldermen Keith will each donate \$200 towards the purchase of the second swing. Alderman Neal seconded the motion, which was unanimously approved.

Discuss: Golf Membership Discounts.

Alderman Kifer made a motion to move discussion to the Personnel Committee for review. Alderman Keith seconded the motion, which was unanimously approved.



Discuss: Maintenance of N. Williams (close to Freeman).

Jerry Hamby, Public Works Director discussed the situation at this private drive east of N. Williams and South of Freeman. Board agrees to stop maintaining and notification to be made to the property owners that have access to this private drive.

Discuss & Review: Fire on Square.

Fire Chief Brent Watkins gave a overview of the events surrounding the Fire on East Broadway on December 20th, 2019.

Executive Session: Alderman Neal made a motion at 7:46 p.m. to go into Executive Session RSMo 610.021(2) Leasing, Purchase or Sale of Real Estate by a public governmental body where Public knowledge of the transaction might adversely affect the legal consideration therefor.. RSMo 610.021(13) Individually Identifiable Personnel Records, performance ratings or records pertaining to employees or applicants for employment.. RSMo 610.021(3) Hiring, Firing, Disciplining or Promoting of Particular Employees by a public governmental body when personal information about the employee is discussed or recorded.. Alderman Ryan seconded the motion.

Roll Call:

Ayes: Ballard, Skopec, Kifer, Ryan, Sagaser, Keith, Neal, Tennis.
Absent: None.

Motion to return to Open Session: Alderman Ballard made a motion to return to Open Session at 8:51p.m. Alderman Neal seconded the motion.

Roll Call:

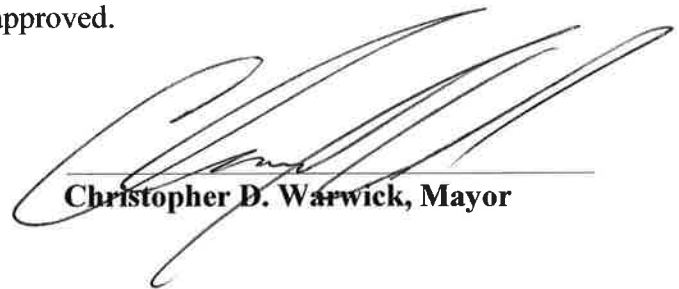
Ayes: Kifer, Neal, Ballard, Skopec, Tennis, Keith, Ryan, Sagaser.
Nays: None.

Adjournment:

Aldermen Sagaser made a motion to adjourn the Work session meeting at 8:53p.m. Aldermen Ryan seconded the motion, which was unanimously approved.




Paula Henderson, City Clerk


Christopher D. Warwick, Mayor



BOARD OF ALDERMAN EXECUTIVE SESSION
CITY HALL, 345 S. MAIN, BOLIVAR, MO 65613
TUESDAY, JANUARY 14th, 2020

Call to Order: Mayor Christopher Warwick called the Executive Session Council Meeting to order at 7:53p.m.

Aldermen present: Aldermen Thane Kifer, Charles Keith, Ethel Mae Tennis, Steve Skopec, Justin Ballard, Mike Ryan, Steve Sagaser, Alexis Neal.

Alderman Absent: None.

Executive Session: Alderman Neal made a motion at 7:46 p.m. to go into Executive Session RSMo 610.021(2) Leasing, Purchase or Sale of Real Estate by a public governmental body where Public knowledge of the transaction might adversely affect the legal consideration therefor.. RSMo 610.021(13) Individually Identifiable Personnel Records, performance ratings or records pertaining to employees or applicants for employment.. RSMo 610.021(3) Hiring, Firing, Disciplining or Promoting of Particular Employees by a public governmental body when personal information about the employee is discussed or recorded.. Alderman Ryan seconded the motion.

Roll Call:

Ayes: Ballard, Skopec, Kifer, Ryan, Sagaser, Keith, Neal, Tennis.

Absent: None.

- 5 Minute Recess.

Others In Attendance:

City Administrator Tracy Slagle, City Attorney Don Brown, Jerry Hamby Public Works Director, Clerk Paula Henderson and Finance Director/Deputy City Clerk Natalie Scrivner.

Alderman Ballard made a motion to increase the pay for James Bradshaw by \$1.00 per hour effective January 20th, 2020, excluding a Merit increase during 2020. Alderman Neal seconded the motion.

Roll Call:

Ayes: Ballard, Ryan, Sagaser, Neal.

Nays: Tennis, Skopec, Kifer, Keith.

Mayor Warwick broke the tie with Aye vote, motion passes.



At 8:16 p.m. attendees Natalie Scrivner, Paula Henderson, Jerry Hamby left the closed session meeting.
At 8:35 p.m. Tracy Slagle left the closed session meeting.
At 8:45 p.m. Tracy Slagle returned to the meeting.
At 8:51 p.m. Paula Henderson City Clerk returned to the meeting.

Motion to return to Open Session: Alderman Ballard made a motion to return to Open Session at 8:51p.m. Alderman Neal seconded the motion.

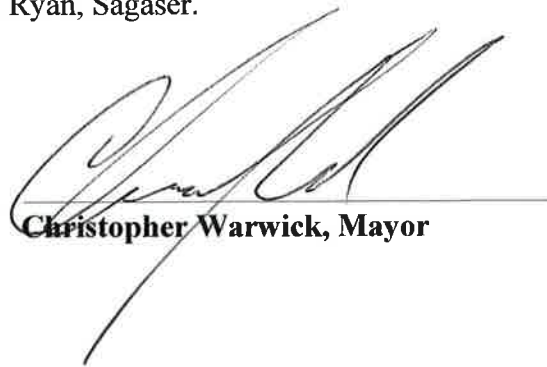
Roll Call:

Ayes: Kifer, Neal, Ballard, Skopec, Tennis, Keith, Ryan, Sagaser.

Nays: None.



Paula Henderson, City Clerk



Christopher Warwick, Mayor



BOARD OF ALDERMAN REGULAR SESSION
CITY HALL, 345 S. MAIN, BOLIVAR, MO 65613
TUESDAY, JANUARY 28th, 2020 AT 6:30 P.M.

Call to Order: Mayor Warwick called the Regular Session Council Meeting to order at 6:30 p.m.

Aldermen present: Aldermen Ethel Mae Tennis, Charles Keith, Justin Ballard, Michael Ryan, Steve Sagaser, Thane Kifer, Alexis Neal and Steve Skopec.

Aldermen absent: None.

In attendance:

City Administrator Tracy Slagle, Police Chief Mark Webb, City Attorney Donald Brown, Public Works Director Jerry Hamby, Fire Chief Brent Watkins, Water/Sewer Supervisor James Bradshaw, Accounts Payable Hannah Vodicka, City Clerk Paula Henderson, Finance Director Natalie Scrivner, and other visitors from the public.

Pledge of Allegiance: Led by Mayor Warwick.

Motion to Adopt Agenda:

Alderman Ryan made a motion to approve the agenda. Alderman Sagaser seconded the motion, which was approved unanimously.

Approval of Minutes:

Alderman Ryan made a motion to approve the minutes. Alderman Ballard seconded the motion, which was unanimously approved.

Bills and Financial Reports:

Alderman Sagaser made a motion to approve those as presented. Alderman Ryan seconded the motion, which was approved unanimously.

Administrator Report:

City Administrator Tracy Slagle thanked the Board of Alderman from her and many employees for the review and revision to the pay bands and 2020 Budget. Gail Noggle, Economic Director of the Economic Alliance presented the annual review for 2019. The Economic Development Alliance is a public/private partnership with the City of Bolivar, the County of Polk, the Industrial Development Authority, the Bolivar Area Chamber of Commerce and investors from the Private Sector. Alderman Neal made a motion to approve the administrator report. Alderman Ryan seconded, which was unanimously approved.

Mayoral Appointment, Introduction, presentations, resolution, proclamation, citizen rqsts:

-Request to Address Council- John Credille, Citizen Ward 2. Mr. Credille came to recommend getting more information to the public regarding the upcoming April 7th, 2020 Ballot question regarding the Sale of the City's Existing combined waterworks and sewerage system.

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Old Business:

Bill No. 2020-01: An Ordinance Authorizing the City to Enter into a Contract with the Bolivar Community Sports Association, A Missouri Non-Profit Corporation, for Fullerton Sports Complex Use Terms and Conditions. Alderman Sagaser made a motion for the first reading of Bill No. 2020-01. Alderman Neal seconds the motion. The City Attorney read Bill No. 2020-01. Ordinance 3587.

“AN ORDINANCE AUTHORIZING THE CITY TO ENTER INTO A CONTRACT WITH THE BOLIVAR COMMUNITY SPORTS ASSOCIATION, A MISSOURI NON-PROFIT CORPORATION, FOR FULLERTON SPORTS COMPLEX USE TERMS AND CONDITIONS.”

Alderman Ballard made a motion to approve the second reading of Bill No. 2020-01. Alderman Skopec seconds the motion. The City Attorney read Bill No. 2020-01. Ordinance 3587.

“AN ORDINANCE AUTHORIZING THE CITY TO ENTER INTO A CONTRACT WITH THE BOLIVAR COMMUNITY SPORTS ASSOCIATION, A MISSOURI NON-PROFIT CORPORATION, FOR FULLERTON SPORTS COMPLEX USE TERMS AND CONDITIONS.”

Roll Call:

Ayes: Tennis, Skopec, Keith, Ballard, Ryan, Sagaser, Kifer, Neal.

Nays: None.

Absent: None.

Bill No. 2020-02: An Ordinance Authorizing the City of Bolivar, Missouri to enter into an Agreement with K.P.M. CPA, for Audit Services. Alderman Sagaser made a motion for the first reading of Bill No. 2020-02. Alderman Neal seconds the motion. The City Attorney read Bill No. 2020-02. Ordinance 3588.

“AN ORDINANCE AUTHORIZING THE CITY OF BOLIVAR, MISSOURI TO ENTER INTO AN AGREEMENT WITH K.P.M. CPA, FOR AUDIT SERVICES.”

Alderman Ballard made a motion to approve the second reading of Bill No. 2020-02. Alderman Ryan seconds the motion. The City Attorney read Bill No. 2020-02. Ordinance 3588.

“AN ORDINANCE AUTHORIZING THE CITY OF BOLIVAR, MISSOURI TO ENTER INTO AN AGREEMENT WITH K.P.M. CPA, FOR AUDIT SERVICES.”

Roll Call:

Ayes: Neal, Kifer, Keith, Ballard, Skopec, Ryan, Sagaser, Tennis.

Nays: None.

Absent: None.



Discuss and Approve: Bids for Public Works Truck (2019 Budgeted Item).

Alderman Skopec made a motion to approve the 2020 Chevrolet 3500HD for \$38,500 from Bill Roberts Chevrolet Buick, Inc. Alderman Neal seconded the motion, which was unanimously approved.

Bill No. 2019-82: An Ordinance Approving the Quote and Purchase with Bill Roberts Chevrolet Buick, Inc for a 2020 Chevrolet 3500 HD Truck for the Public Works Department.

Alderman Ballard made a motion for the first reading of Bill No. 2019-82. Alderman Ryan seconds the motion. The City Attorney read Bill No. 2019-82. Ordinance 3589.

“AN ORDINANCE APPROVING THE QUOTE AND PURCHASE WITH BILL ROBERTS CHEVROLET BUICK, INC FOR A 2020 CHEVROLET 3500 HD TRUCK FOR THE PUBLIC WORKS DEPARTMENT.”

Alderman Neal made a motion to approve the second reading of Bill No. 2019-82. Alderman Ballard seconds the motion. The City Attorney read Bill No. 2019-82. Ordinance 3589.

“AN ORDINANCE APPROVING THE QUOTE AND PURCHASE WITH BILL ROBERTS CHEVROLET BUICK, INC FOR A 2020 CHEVROLET 3500 HD TRUCK FOR THE PUBLIC WORKS DEPARTMENT.”

Roll Call:

Ayes: Ryan, Ballard, Keith, Skopec, Sagaser, Tennis, Kifer, Neal.

Nays: None.

Absent: None.

New Business:

Acknowledge: Record Retention List for January 2020.

Board had no objections to the lists as prepared in the packet for destruction.

Missouri Revised Statutes Chapter 109 Section 255. No record can be destroyed until they have met the minimum retention period according to the Secretary of State Local Records Retention requirements.

0717

Journal Entries, Journal Vouchers

Also Called:

Function:

Records of adjustments to financial accounts and created in order to balance the city's books;

Content:

May include debits, credits, reason for adjustment, date, and amount

Min. Retention:

5 years

Disposition:

Destroy securely

Years: 2014.

0105

Pet and Animal Licenses or Permits

Also Called:

Dog License

Function:

Records documenting all licensed animals in the city

Content:

Min. Retention:

5 years after

Disposition:

Destroy

Years: 2014.



1614 Service Interruption Records
Also Called: Service Interruption Log Book
Function: Records documenting the interruption of utility services
Content: May include date of incident, name of person reporting, location, actions taken, and result.
Min. Retention: 3 years
Disposition: Destroy
Years: 2014.

1611 Meter Reading Summary Books
Also Called:
Function: Monthly summary of meter readings by customer account number for utility consumption
Content: May include old and new readings and actual consumption.
Retention: 5 Years
Disposition: Destroy
Years: 2014.

0718 Motor Fuel/Mileage Reports
Also Called:
Function: Documentation of gasoline, oil, and diesel fuel used by city vehicles.
Content: May include logs or other records documenting miles on city motor vehicles, gallons of fuel used, person taking fuel, department of vehicle, and bills or invoices.
Min. Retention: 5 years
Disposition: Destroy
Years: 2014.

1602 Customer Account Card File
Also Called:
Function: Records showing a billing and payment history of all customers using city utilities.
Content: May include customer name and address, date account was opened, consumption, billing and payment history, date of account closure.
Min. Retention: 5 Years
Disposition: Destroy
Years: 2014.

GS010 Banking and Investment Records
Also Called: Account Statements, Deposit Books, Deposit and Withdrawal Slips, Cancelled Checks, Check Registers, Passbooks, Statements and Receipts for Interest Income; Monthly Statements; Investment Returns; Certificates of Deposit; Treasury Bills.
Function: Records documenting the transactions of government offices with financial institutions, the status of accounts, investments and the current status of public funds.
Content: May include: bank and/or account numbers, transaction dates, beginning balances, check or deposit amount, document numbers, adjustments, description of transaction, ending balance, and other related information.
Min. Retention: Completion of Audit plus 1 year.
Disposition: Destroy securely
Years: All up to and including 2014.

GS055 Bid Packets
Also Called: Bids and Quotes File, Bids and Specs
Function: Documents the publicizing, evaluation, and awarding of quoted bids to vendors and other individuals or organizations. Provides recorded evidence of accepted and rejected bids.
Content: May include request for proposals (RFP), bid exemption documents, bid and quote lists, notices of bid opening and award, comparison summaries, spreadsheets, tabulation worksheets, bid advertising records, tally sheets, bid specifications, bid award letter and other related correspondence or records.
Min. Retention: Accepted Bids, destroy 5 years after contract expiration if filed separately from Contracts and Agreements. Rejected Bids, destroy when 3 years old or on completion of audit, whichever is later.
Disposition: Destroy securely
Years: Any that qualify up to and including 2014.



Discuss and Review: Proposed Allocation of Sales Proceeds.

City Administrator Tracy Slagle different scenarios and ideas for the board. No motions were made.

Bill No. 2020-03: An Ordinance Approving Fund Transfers from the Capital Improvement Fund to the Park Fund for the Fiscal Year Ending 2019 for the City of Bolivar, Missouri. Alderman Sagaser made a motion for the first reading of Bill No. 2020-03. Alderman Neal seconds the motion. The City Attorney read Bill No. 2020-03. Ordinance 3590.

“AN ORDINANCE APPROVING FUND TRANSFERS FROM THE CAPITAL IMPROVEMENT FUND TO THE PARK FUND FOR THE FISCAL YEAR ENDING 2019 FOR THE CITY OF BOLIVAR, MISSOURI.”

Alderman Neal made a motion to approve the second reading of Bill No. 2020-03. Alderman Ryan seconds the motion. The City Attorney read Bill No. 2020-03. Ordinance 3590.

“AN ORDINANCE APPROVING FUND TRANSFERS FROM THE CAPITAL IMPROVEMENT FUND TO THE PARK FUND FOR THE FISCAL YEAR ENDING 2019 FOR THE CITY OF BOLIVAR, MISSOURI.”

Roll Call:

Ayes: Tennis, Skopec, Ballard, Ryan, Sagaser, Kifer, Neal, Keith.

Nays: None.

Absent: None

Bill No. 2020-04: An Ordinance Approving Fund Transfers from the Capital Improvement Fund to the Fire Fund for the Fiscal Year Ending 2019 for the City of Bolivar, Missouri. Alderman Sagaser made a motion for the first reading of Bill No. 2020-04. Alderman Neal seconds the motion. The City Attorney read Bill No. 2020-04 in Full. Ordinance 3591.

“AN ORDINANCE APPROVING FUND TRANSFERS FROM THE CAPITAL IMPROVEMENT FUND TO THE FIRE FUND FOR THE FISCAL YEAR ENDING 2019 FOR THE CITY OF BOLIVAR, MISSOURI.”

Alderman Ballard made a motion to approve the second reading of Bill No. 2020-04. Alderman Neal seconds the motion. The City Attorney read Bill No. 2020-04 in Full. Ordinance 3591.

“AN ORDINANCE APPROVING FUND TRANSFERS FROM THE CAPITAL IMPROVEMENT FUND TO THE FIRE FUND FOR THE FISCAL YEAR ENDING 2019 FOR THE CITY OF BOLIVAR, MISSOURI.”



Roll Call:

Ayes: Keith, Neal, Tennis, Skopec, Sagaser, Kifer, Ballard, Ryan.

Nays: None.

Absent: None

Discuss and Review: Show Me Courts Court Automation Software.

Alderman Neal made a motion to approve. Alderman Kifer seconded the motion, which was unanimously approved.

Bill No. 2020-05: An Ordinance Authorizing a Contract with the Missouri Office State Courts Administration for the Implementation of Missouri's Court Automation System; and Authorizing the Establishment of the Required Surcharge Fee for the Bolivar Municipal Court. Alderman Kifer made a motion for the first reading of Bill No. 2020-05. Alderman Ballard seconds the motion. The City Attorney read Bill No. 2020-05. Ordinance 3592.

“AN ORDINANCE AUTHORIZING A CONTRACT WITH THE MISSOURI OFFICE STATE COURTS ADMINISTRATION FOR THE IMPLEMENTATION OF MISSOURI'S COURT AUTOMATION SYSTEM; AND AUTHORIZING THE ESTABLISHMENT OF THE REQUIRED SURCHARGE FEE FOR THE BOLIVAR MUNICIPAL COURT.”

Alderman Ryan made a motion to approve the second reading of Bill No. 2020-05. Alderman Neal seconds the motion. The City Attorney read Bill No. 2020-05. Ordinance 3592.

“AN ORDINANCE AUTHORIZING A CONTRACT WITH THE MISSOURI OFFICE STATE COURTS ADMINISTRATION FOR THE IMPLEMENTATION OF MISSOURI'S COURT AUTOMATION SYSTEM; AND AUTHORIZING THE ESTABLISHMENT OF THE REQUIRED SURCHARGE FEE FOR THE BOLIVAR MUNICIPAL COURT.”

Roll Call:

Ayes: Ballard, Tennis, Keith, Ryan, Sagaser, Skopec, Kifer, Neal.

Nays: None.

Absent: None

Calendar of Events: February 11th, 2020 Work Session; February 25th, 2020 Regular Session and February 25th, 2020 Public Hearing regarding the Sale of the City's Existing combined waterworks and sewerage system.

Motion to Adjourn:

Aldermen Sagaser made a motion to adjourn Regular session at 8:09p.m. Aldermen Kifer seconded the motion, which was unanimously approved.



Paula Henderson

Paula Henderson, City Clerk

Christopher D. Warwick

Christopher D. Warwick, Mayor