



BOARD OF ALDERMAN  
SPECIAL SESSION AGENDA  
CITY HALL, 345 S. MAIN, BOLIVAR, MO 65613  
Friday May 25<sup>th</sup>, 2018 at Noon

**Revised on May 24, 2018 at 11:30 AM.**

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**ROLL CALL  
PRAYER  
PLEDGE OF ALLEGIANCE  
MOTION CALL TO ORDER  
MOTION TO ADOPT AGENDA**

1. Discuss & Approve: Creation of a New Department Head: Finance Officer Position.
  2. Bill No. 2018-43. An Ordinance to amend the duties of the City Clerk in Section 105.040 of the Bolivar City Code.
  3. Bill No. 2018-44. An Ordinance to amend the Bolivar City Code to create a Section 105.110: Finance Officer.
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3. Adjournment.

**#wherelibertyflows**

If you have a need for special accommodations,  
Please contact the City Clerk's office 24 hours prior to the meeting.

**ORDINANCE COVER SHEET**

Bill No. 2018-\_\_\_\_\_

Ordinance No. \_\_\_\_\_

**“AN ORDINANCE AMENDING THE CITY CODE FOR THE CITY OF  
BOLIVAR, MISSOURI BY AMENDING SECTION 105.040; REGARDING  
DUTIES FOR THE POSITION OF CITY CLERK.”**

Filed for public inspection on \_\_\_\_\_.

First reading \_\_\_\_ In Full; \_\_\_\_ By Title on \_\_\_\_\_.

Second reading \_\_\_\_ In Full; \_\_\_\_ By Title on \_\_\_\_\_.

Vote by the Board of Aldermen on \_\_\_\_\_:

\_\_\_\_ Aye; \_\_\_\_ Nay; \_\_\_\_ Abstain

\_\_\_\_ Approved by the Mayor on \_\_\_\_\_.

\_\_\_\_ Vetoed by the Mayor on \_\_\_\_\_.

Board of Aldermen Vote to Override Veto on \_\_\_\_\_.

\_\_\_\_ Aye; \_\_\_\_ Nay; \_\_\_\_ Abstain

Bill Effective Date: \_\_\_\_\_.

**“AN ORDINANCE AMENDING THE CITY CODE FOR THE CITY OF BOLIVAR, MISSOURI BY AMENDING SECTION 105.040; REGARDING DUTIES FOR THE POSITION OF CITY CLERK.”**

Be it Ordained by the Board of Aldermen of the City of Bolivar, Missouri, as follows:

**Section I:** Section 105.040 of the Bolivar Municipal Code is hereby amended in its entirety to read as follows:

**“SECTION 105.040: CITY CLERK**

- A. The Board of Aldermen shall elect a City Clerk who shall hold office for successive terms of one (1) year, measured by the calendar year, and the City Clerk’s term of office will automatically renew absent such Clerk’s death, resignation or removal from office. The salary of the City Clerk shall be established by the annual budget duly adopted by the Board of Aldermen and may be increased or decreased as of the first of each calendar year as shall be determined by the Board from time to time.
- B. The City Clerk may be removed at any time, with or without cause by a majority vote of the entire Board of Aldermen. If the motion to remove the City Clerk is for cause, no vote shall be taken upon such motion until seven (7) days after the Clerk has been given written notice of the cause for which removal is proposed. The Clerk may file a response, in writing, to the statement of cause, which shall be delivered to each Alderman prior to the vote on the motion. A decision to remove approved by a majority of the entire Board of Aldermen shall be final for all purposes, and shall not be subject to further appeal.
- C. In case the office of City Clerk becomes vacated from any cause, the Board of Aldermen shall proceed to elect a new City Clerk to serve out the unexpired term.
- D. Among other things, the City Clerk shall keep a journal of the proceedings of the Board of Aldermen. He/she shall safely and properly keep all the records and papers belonging to the City which may be entrusted to his/her care; he/she is hereby empowered to administer official oaths and oaths to persons certifying to demands or claims against the City.
- E. The City Clerk shall, with the aid of the City’s Finance Officer, prepare and submit to the Board of Aldermen a financial statement showing the condition of finances of the City on the thirtieth (30th) day of June and the thirty-first (31st)

day of December of each year, which said statement shall be prepared and submitted to the Board of Aldermen at the first (1st) regular meeting in January and July of each year.

- F. The City Clerk shall perform other duties as may be reasonably delegated by the City Administrator from time to time.
  
- G. The City Clerk shall perform all other duties as mandated to City Clerks of Missouri Fourth Class Cities by either the Missouri Constitution or the Missouri Revised Statutes, as may be amended from time to time.”

**Section III:** In the event that any section, sentence, clause, phrase or portion of this Ordinance is held to be invalid by a court of competent jurisdiction, the remainder of the Ordinance shall continue in full force and effect, to the extent the remainder can be given effect without the invalid portion.

**Section II:** This Ordinance shall be in full force and effect from and after its passage by the Board of Aldermen and approval by the Mayor.

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**Christopher Warwick, Mayor**

**ATTEST:**

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**Natalie Scrivener, City Clerk**

**CERTIFICATION**

I, Natalie Scrivener, do hereby certify that I am the duly appointed and acting City Clerk for the City of Bolivar, Missouri; that the foregoing Ordinance No. \_\_\_\_\_ was adopted by the Board or Aldermen and thereafter approved by the Mayor and became effective on \_\_\_\_\_, 2018; and that said Ordinance remains in full force and effect, having never been altered, amended nor repealed.

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**Natalie Scrivener, City Clerk**

**ORDINANCE COVER SHEET**

Bill No. 2018-\_\_\_\_\_

Ordinance No. \_\_\_\_\_

**“AN ORDINANCE AMENDING THE CITY CODE FOR THE CITY OF  
BOLIVAR, MISSOURI BY ADDING A NEW CODE SECTION 105.111;  
REGARDING THE POSITION OF FINANCE OFFICER.”**

Filed for public inspection on \_\_\_\_\_.

First reading \_\_\_\_ In Full; \_\_\_\_ By Title on \_\_\_\_\_.

Second reading \_\_\_\_ In Full; \_\_\_\_ By Title on \_\_\_\_\_.

Vote by the Board of Aldermen on \_\_\_\_\_:

\_\_\_\_ Aye; \_\_\_\_ Nay; \_\_\_\_ Abstain

\_\_\_\_ Approved by the Mayor on \_\_\_\_\_.

\_\_\_\_ Vetoed by the Mayor on \_\_\_\_\_.

Board of Aldermen Vote to Override Veto on \_\_\_\_\_.

\_\_\_\_ Aye; \_\_\_\_ Nay; \_\_\_\_ Abstain

Bill Effective Date: \_\_\_\_\_.

**“AN ORDINANCE AMENDING THE CITY CODE FOR THE CITY OF BOLIVAR, MISSOURI BY ADDING A NEW CODE SECTION 105.111; REGARDING THE POSITION OF FINANCE OFFICER.”**

Be it Ordained by the Board of Aldermen of the City of Bolivar, Missouri, as follows:

**Section I:** The Bolivar Municipal Code is hereby amended by adding a new Section 105.111 for the creation of a Finance Officer positions, to read as follows:

**“SECTION 105.111: FINANCE OFFICER**

- A. There is hereby created the office of Finance Officer, who shall have the duties and responsibilities hereinafter set forth.
- B. The Finance Officer, pursuant to the provisions of Section 79.230, RSMo., shall be appointed by the Mayor with the consent and approval of a majority of the members of the Board of Aldermen and shall serve at the will of the Mayor and majority of the Board of Aldermen or, alternatively, may be received by a two-thirds (2/3) vote of the Board of Aldermen, all as provided by Section 79.240, RSMo.
- C. The salary of the Finance Officer shall be established by the annual budget duly adopted by the Board of Aldermen and may be increased or decreased as of the first of each calendar year as shall be determined by the Board from time to time. For the calendar year of 2018, the salary of the Finance Officer shall be pro-rated to the date that the Finance Officer is duly appointed.
- D. The Mayor may, with the consent of a majority of all of the members elected to the Board of Aldermen, remove the Finance Officer from office “at will,” and the Finance Officer may also be removed from office by a two-thirds vote of all members elected to the Board of Aldermen independently of the Mayor’s approval or recommendation.
- E. In case the office of Finance Officer becomes vacated from any cause, the Mayor and the Board of Aldermen shall proceed to select a new Finance Officer as set forth in this Section.
- F. The City Clerk shall act as general financial accountant for the City and shall keep such books as may be necessary for that purpose, said books to be furnished by the City. He/she shall keep therein the following accounts:

1. A fuel account, which shall show all sums expended for fuel, the date of payment and to whom paid.
2. A salary account, which shall show all sums expended for salary, the date of payment and to whom paid.
3. A street and bridge account, which shall show all sums of money expended for street and bridge work and to whom paid.
4. A criminal court account, which shall show all sums of money expended for criminal cause, the date of payment and to whom paid.
5. He/she shall keep a strict and accurate account with the City Collector showing the monthly collections as made by the City Collector and shall credit the same to the proper funds. The account to be divided as follows:
  - i. General fund, which shall contain all money collected from current taxes, including all taxes on real estate and personal property, all license tax, fines, forfeitures and all money being the property of the City not otherwise provided for.
  - ii. Electric light rental fund, which shall contain all collections made from users of electric lights.
  - iii. Water rental fund, which shall contain all collections from users of City water.
  - iv. Interest in sinking fund, which shall include all monies set apart out of the revenue of the City for the purpose of paying interest on the indebtedness of the City and to provide for the City bonds as they may become due.
6. He/she shall keep a strict and accurate account of all fines collected for violations of the City ordinances and credit the same to the General Revenue Fund.



7. He/she shall keep a license account showing all licenses issued by the City, the date of collection, the amount collected and name of person paying same and credit the same to the General Revenue Fund.
  8. He/she shall keep a record showing all the names of persons using City water and electric lights and shall keep accounts with each separately showing the number of lights taken and rate charged and the amount of water used and the rate charged and shall enter the charges for electric lights monthly and the charges for water rentals quarterly on said book. He/she shall credit said users and takers with all said sums of money paid by them to the City Collector. The Finance Officer shall keep such further accounts as may be from time to time required by the Board of Aldermen.
- G. The Finance Officer shall work with the City Clerk to prepare and submit to the Board of Aldermen a financial statement showing the condition of finances of the City on the thirtieth (30th) day of June and the thirty-first (31st) day of December of each year, which said statement shall be prepared and submitted to the Board of Aldermen at the first (1st) regular meeting in January and July of each year.
- H. The Finance Officer shall perform other duties as may be reasonably delegated by the City Administrator or the Board of Aldermen from time to time.”

**Section III:** In the event that any section, sentence, clause, phrase or portion of this Ordinance is held to be invalid by a court of competent jurisdiction, the remainder of the Ordinance shall continue in full force and effect, to the extent the remainder can be given effect without the invalid portion.

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**Christopher Warwick, Mayor**

**ATTEST:**

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**Natalie Scrivener, City Clerk**

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**Natalie Scrivener, City Clerk**