



BOARD OF ALDERMAN WORK SESSION
CITY HALL, 345 S. MAIN, BOLIVAR, MO 65613
TUESDAY, AUGUST 13th, 2019 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, Water/Sewer Supervisor James Bradshaw, Police Chief Mark Webb, Deputy Fire Chief Brent Watkins, City Clerk Paula Henderson, Finance Director Natalie Scrivner, and other visitors from the public.

Pledge of Allegiance: Led by Alderman Neal.

Motion to Adopt Agenda:

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

Citizen Request to discuss 3 Way Stop at Hartford and Forrest.

Eddie England resident at 1310 E. Forrest recommended changes to the three way stop for safety concerns. Public Works Director Jerry Hamby to bring back options for the board to review.

Update: Variance with EPA update from HDR Engineering and Robert Brundage, Newman, Comley and Ruth P.C. Robert Brundage, Newman, Comley and Ruth P.C. explained the letter that was sent to Missouri Department of Natural Resources early August 2019. Derek Patrick, HDR Engineering answered questions regarding the proposed improvements. No Motions made at this time.

Discuss & Review: JMark / Software Solution Options:

Discussion and no Motions made.

Discuss & Review: 2019/2020 Propane Bid.

Alderman Tennis made a motion a accept the bid from Doke Propane and \$0.889 for 9/1/19 through 8/31/20. Alderman Sagaser seconded the motion, which was approved unanimously.



Bill No. 2019-51: An Ordinance Authorizing the City to Enter into an Agreement with Missouri Highways and Transportation Commission STP-Urban Program Agreement for STP-6701 (806) Constructing a Northbound Left Turn Lane Near the Bolivar Schools. Alderman Sagaser made a motion for the first reading of Bill No. 2019-51. Alderman Ballard seconds the motion. The City Attorney read Bill No. 2019-51. Ordinance 3554.

“AN ORDINANCE AUTHORIZING THE CITY TO ENTER INTO AN AGREEMENT WITH MISSOURI HIGHWAYS AND TRANSPORTATION COMMISSION STP-URBAN PROGRAM AGREEMENT FOR STP-6701 (806) CONSTRUCTING A NORTHBOUND LEFT TURN LANE NEAR THE BOLIVAR SCHOOLS.”

Alderman Ryan made a motion to approve the second reading of Bill No. 2019-51. Alderman Neal seconds the motion. The City Attorney read Bill No. 2019-51. Ordinance 3554.

“AN ORDINANCE AUTHORIZING THE CITY TO ENTER INTO AN AGREEMENT WITH MISSOURI HIGHWAYS AND TRANSPORTATION COMMISSION STP-URBAN PROGRAM AGREEMENT FOR STP-6701 (806) CONSTRUCTING A NORTHBOUND LEFT TURN LANE NEAR THE BOLIVAR SCHOOLS.”

Roll Call:

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

Nays: None.

Discussion: Tax Levy / Property Tax / Use Tax / Reallocation of Capital Improvement Tax.

City Administrator Tracy Slagle explained different avenues for revenue for the city. Discussions and no motions made. Property Tax Public Hearing is scheduled for August 21st, 2019 at 6:30p.m.

Calendar of Events: August 21st, 2019 Public Hearing for Property Tax Levy & Special Session; September 9th-11th, 2019 MML Annual Conference; September 25th, 2019 Regular Session.

Executive Session: Alderman Neal made a motion at 7:54 p.m. to go into Executive Session RSMo 610.021(1) Legal Actions, Cause of Action, or litigation involving a public governmental body and any confidential or privileged communications between a public governmental body or its representatives and its attorney... and 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, Tennis, Sagaser, Ryan, Keith, Kifer, Neal.

Nays: None.

Motion to return to Open Session: Alderman Neal made a motion to return to Open Session at 9:10p.m. Alderman Ballard seconded the motion.

Roll Call:

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

Nays: None.

Alderman Neal made a motion to authorize City Staff to work with Attorney Robert Brundage, Newman, Comley and Ruth P.C. and HDR Engineering to file for the Variance with Mo DNR, using the Improvements presented as a general framework for the Variance Application. Alderman Ballard seconded the motion.

Roll Call:

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

Nays: None.

Executive Session: Alderman Neal made a motion at 9:14 p.m. to go into Executive Session RSMo 610.021(1) Legal Actions, Cause of Action, or litigation involving a public governmental body and any confidential or privileged communications between a public governmental body or its representatives and its attorney... and 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. Alderman Sagaser seconded the motion.

Roll Call:

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

Nays: None.

Motion to return to Open Session: Alderman Ballard made a motion to return to Open Session at 10:16p.m. Alderman Kifer seconded the motion.

Roll Call:

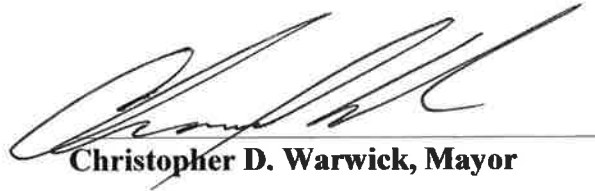
Ayes: Kifer, Neal, Ballard, Skopec, Tennis, Keith, Ryan, Sagaser.

Nays: None.



Adjournment:

Aldermen Sagaser made a motion to adjourn the Work session meeting at 10:17p.m. Aldermen Neal seconded the motion, which was unanimously approved.



Christopher D. Warwick, Mayor

ATTEST:



Paula Henderson, City Clerk



BOARD OF ALDERMAN SPECIAL SESSION
& PUBLIC HEARING FOR 2019 PROPERTY TAX
CITY HALL, 345 S. MAIN, BOLIVAR, MO 65613
TUESDAY, AUGUST 21st, 2019 AT 6:30 P.M.

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

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

Aldermen absent: Alderman Kifer.

In attendance:

City Administrator Tracy Slagle, City Attorney Donald Brown, Police Chief Mark Webb, Deputy Fire Chief Brent Watkins, City Clerk Paula Henderson 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 Neal seconded the motion, which carried unanimously.

PUBLIC HEARING ~ 2019 PROPERTY TAX LEVY.

Mayor Warwick opened up time at 6:31 p.m. for any public comments to be heard regarding 2019 Property Tax Rate. No Public Comments given. Public Hearing closed at 6:36 p.m.

Executive Session: Alderman Neal made a motion at 6:36 p.m. to go into Executive Session RSMo 610.021(1) Legal Actions, Cause of Action, or litigation involving a public governmental body and any confidential or privileged communications between a public governmental body or its representatives and its attorney... 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. Alderman Sagaser seconded the motion.

Roll Call:

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

Nays: None.

Absent: Kifer.

Doors were closed those left in the room in addition to the Aldermen present were City Attorney Don Brown; City Clerk Paula Henderson; City Administrator Tracy Slagle and Mayor Warwick.

No Motions Made in Executive Session.



Motion to return to Open Session: Alderman Ryan made a motion to return to Open Session at 7:14p.m. Alderman Neal seconded the motion.

Roll Call:

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

Nays: None.

Absent: Kifer.

Discuss: Property Tax Levy for 2019.

Alderman Sagaser made a motion to leave the Property Tax Levy at 0(zero). Alderman Tennis seconded the motion, which was unanimously approved.

Discuss & Review: Re-Allocation of Capital Improvement Tax.

Alderman had discussion of choice between 1/8th & 1/4th of 1% change from Capital Improvement Sales Tax to General Sales Tax.

Bill No. 2019-52: An Ordinance Calling a Special Election on a General Sales Tax Question (1/8th of 1%) in the City of Bolivar, Missouri. Alderman Sagaser made a motion for the first reading of Bill No. 2019-52. Alderman Neal seconds the motion. The City Attorney read Bill No. 2019-52. Ordinance 3555.

“AN ORDINANCE CALLING A SPECIAL ELECTION ON A GENERAL SALES TAX QUESTION IN THE CITY OF BOLIVAR FOR 1/8TH OF 1%.”

Bill Fails by lack of Motion for Second Reading.

Bill No. 2019-53: An Ordinance Calling a Special Election on a General Sales Tax Question (1/4th of 1%) in the City of Bolivar, Missouri. Alderman Sagaser made a motion for the first reading of Bill No. 2019-53. Alderman Neal seconds the motion. The City Attorney read Bill No. 2019-53. Ordinance 3556.

“AN ORDINANCE CALLING A SPECIAL ELECTION ON A GENERAL SALES TAX QUESTION IN THE CITY OF BOLIVAR FOR 1/4TH OF 1%.”

Alderman Neal made a motion to approve the second reading of Bill No. 2019-53. Alderman Ballard seconds the motion. The City Attorney read Bill No. 2019-53. Ordinance 3556.

“AN ORDINANCE CALLING A SPECIAL ELECTION ON A GENERAL SALES TAX QUESTION IN THE CITY OF BOLIVAR FOR 1/4TH OF 1%.”

Roll Call:

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

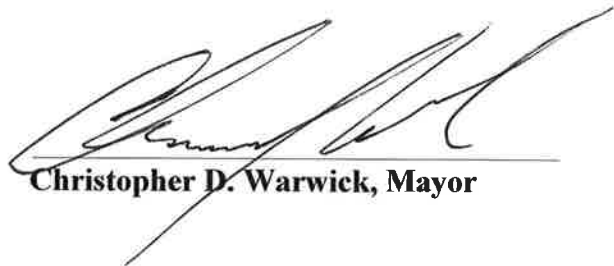
Nays: None.



Calendar of Events: August 27th, 2019 Regular Session; September 9th-11th, 2019 MML Annual Conference; September 24th, 2019 Regular Session.

Adjournment:

Aldermen Sagaser made a motion to adjourn the Work session meeting at 7:30p.m. Aldermen Neal seconded the motion, which was unanimously approved.



Christopher D. Warwick, Mayor

ATTEST:



Paula Henderson, City Clerk



BOARD OF ALDERMAN REGULAR SESSION
CITY HALL, 345 S. MAIN, BOLIVAR, MO 65613
TUESDAY, AUGUST 27th, 2019 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 Mike Ryan, Thane Kifer, Alexis Neal, Ethel Mae Tennis, Justin Ballard, Charles Keith and Steve Sagaser.

Aldermen absent: Skopec.

In attendance:

City Administrator Tracy Slagle, Police Chief Mark Webb, City Attorney Donald Brown, Street Supervisor Andy Stanek, Public Works Director Jerry Hamby, Deputy Fire Chief Brent Watkins, Human Resources Staff Carol West & Teri Schubert, City Clerk Paula Henderson, Finance Director Natalie Scrivner, and other visitors from the public.

Pledge of Allegiance: Led by Alderman Ballard.

Motion to Adopt Agenda:

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

Approval of Minutes:

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

Bills and Financial Reports:

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

Administrator Report:

City Administrator Tracy Slagle gave updates on the street extension near the Primary School that Special Road District is completing. Ground Breaking for the new Bolivar Schools Child Development Center will be September 4th, 2019. City Administrator noted there are several open positions available with the city. County Days is quickly approaching and the City will have booths set up on the East side of the Square. Department Heads with the Finance Director and administrator have started working on the 2020 Budget. School Year has begun and all went well with having the buses back on the roadways. Alderman Kifer made a motion to approve the Administrator report. Alderman Neal seconded the motion, which was approved unanimously.



Mayoral Appointment: Introductions, Presentations, Resolutions, Proclamations:

Mayor Warwick read the Constitution Week Proclamation for September 17th through 23rd, 2019.

Old Business:

Bill No. 2019-54: An Ordinance Authorizing the City to enter into an Agreement with Doke Propane for Supply of Propane to the City. Alderman Sagaser made a motion for the first reading of Bill No. 2019-54. Alderman Neal seconds the motion. The City Attorney read Bill No. 2019-54 Ordinance 3557.

“AN ORDINANCE AUTHORIZING THE CITY TO ENTER INTO AN AGREEMENT WITH DOKE PROPANE, FOR SUPPLY OF PROPANE TO THE CITY.”

Alderman Ballard made a motion to approve the second reading of Bill No. 2019-54. Alderman Ryan seconds the motion. The City Attorney read Bill No. 2019-54. Ordinance 3557.

“AN ORDINANCE AUTHORIZING THE CITY TO ENTER INTO AN AGREEMENT WITH DOKE PROPANE, FOR SUPPLY OF PROPANE TO THE CITY.”

Roll Call:

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

Nays: None.

Absent: Skopec.

Bill No. 2019-55 An Ordinance Authorizing the City to Enter into a Contract with the Missouri Highways and Transportation Commission for a State Block Grant for Airport Improvements.

Alderman Sagaser made a motion for the first reading of Bill No. 2019-55. Alderman Ryan seconds the motion. The City Attorney read Bill No. 2019-55. Ordinance 3558.

“AN ORDINANCE AUTHORIZING THE CITY TO ENTER INOT A CONTRACT WITH THE MISSOURI HIGHWAYS AND TRANSPORATION COMMISSION FOR A STATE BLOCK GRANT FOR AIRPORT IMPROVEMENTS.”

Alderman Ballard made a motion to approve the second reading of Bill No. 2019-55. Alderman Neal seconds the motion. The City Attorney read Bill No. 2019-55. Ordinance 3558.

“AN ORDINANCE AUTHORIZING THE CITY TO ENTER INOT A CONTRACT WITH THE MISSOURI HIGHWAYS AND TRANSPORATION COMMISSION FOR A STATE BLOCK GRANT FOR AIRPORT IMPROVEMENTS.”

Roll Call:

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

Nays: None.

Absent: Skopec.



Discuss & Approve: Three Way Stop at Forrest/Hartford Options.

Public Works Director Jerry Hamby gave estimates for LED/Solar Stop Signs. Alderman Kifer made a motion to install 36" Normal Stop Signs and Review Issue again in future, due to the construction road improvements happening at the school. Alderman Tennis seconded the motion, which was unanimously approved.

Discuss & Approve: JMark Proposals for Hardware/Software Infrastructure Needs.

Tom Douglas, JMark explained the improvements necessary for the Windows supported software expiration of January 2020 for the Switches, Servers and reconfiguring. Labor estimates came in originally at over \$20,000 and now down to \$5,500. Equipment has an end of life expectancy of 4 to 7 years. Alderman Ballard made a motion to move forward with the improvements from JMark. Alderman Neal seconded the motion, with was unanimously approved.

Discuss & Approve: Revising the Administration Allocation Policy.

City Administrator Tracy Slagle explained the proposal for 2019 Administrative Allocation. Each non-administrative department shall be charged a fixed dollar amount based on a 5 – 15% administrative fee as approved by the board of aldermen each year. Based on the percentage of the total non-administrative department budgeted expenditures for that fiscal year. Alderman Sagaser made a motion to approve. Alderman Ballard seconded, which was unanimously approved.

New Business:

Discuss & Approve: Job Descriptions / Tiers.

Example of Job Descriptions were reviewed showing 3 Tiers and Pay ranges with and without caps for full time employees. Aldermen's preference is to present all Job Descriptions for hourly and salary with Tiers and Caps.

Discuss: Parking Spaces on the Square.

Melissa Rohrbach, Rohrbach Services for Families at 302 W. Jackson wanted to review parking availability. Pictures were reviewed and Aldermen directed Public Works Director Jerry Hamby to do additional research/measuring of spaces in the vicinity.

Discuss & Review: Phone System Bid Review.

Alderman Ballard made the motion to approve the Windstream Leasing/Rent Proposal for Cloud Hosted Phone Service for the City with a 5 year contract. Alderman Sagaser seconded the motion, which was unanimously approved.

Review & Approve: Oakland Paving Bid Review.

Alderman Sagaser made a motion to approve the \$79,025.05 Overlay and \$8,832.69 Reinforcing Fiber Additive with Leo Journagan Construction, Springfield, MO. Alderman Neal seconded the motion, which was unanimously approved.



Approve: Record Retention Disposition List.

Alderman Neal made a motion to approve the Disposition List:

RECORDS RETENTION DISPOSITION LIST

The following list of records have met or passed the minimum retention period and have been found to be of no historical value.

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. .

GS 062 Employment Recruitment and Selection Records

Also Called: Employee Application Files: Applications for Employment

Function: Documents the recruitment and selection of employees. Records may also document the recruitment and selection of contracted service providers such as attorneys, auditors, insurance agents, consultants and other.

Content: Records may include but are not limited to job announcements and descriptions, applicant lists, applications and resumes, position advertisement records, civil service and other ect...

Minimum Retention: Retain announcement records, position description and test and rating records 3 years; retain unsolicited applications and resumes 6 months if not returned to the solicitor; Retain unsuccessful applications, background checks and other records 1 year after position filled or recruitment canceled.

Disposition: Destroy

Years: 2007,2008,2009,2010,2011,2012,2013,2014,2015,2016,2017.

Alderman Neal made a motion to approve the disposition list. Alderman Sagaser seconded, which was unanimously approved.

Discuss & Approve: Street Sweeper Bids Received.

Alderman Neal made a motion to Accept the Bid and Lease Purchase option with Elliott Equipment Demo Unit 2018 Freightliner M2 and 2018Schwarze Model A7 Tornado with Trade in of old City Sweeper Truck cost is \$209,978.00. Alderman Ballard seconded the motion, which was unanimously approved.

Calendar of Events: September 9th-11th, 2019 MML Annual Conference; September 24th, 2019 Regular Session.



Executive Session: Alderman Neal made a motion at 7:59 p.m. to go into Executive Session RSMo 610.021(1) Legal Actions, Cause of Action, or litigation involving a public governmental body and any confidential or privileged communications between a public governmental body or its representatives and its attorney... and 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 and RSMO 610.021(13) Individually identifiable Personnel Records, performance ratings or records pertaining to employees or applicants for employment.. And RSMo 610.021(3) Hiring, Firing or Promoting of Particular Employees by a public governmental body when personal information is being discussed or recorded. Alderman Ryan seconded the motion.

Roll Call:

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

Absent: Skopec.

Nay: None.

Return to Open Session:

Aldermen Kifer made a motion to leave executive session at 8:27p.m. Aldermen Neal seconded the motion.

Roll Call:

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

Absent: Skopec.

Motion to Adjourn:

Aldermen Sagaser made a motion to leave executive session at 8:28p.m. Aldermen Ballard seconded the motion.

Roll Call:

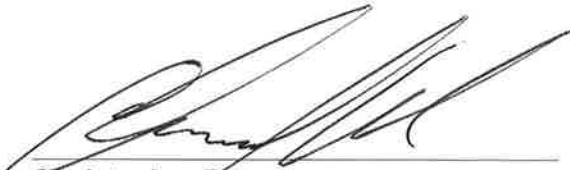
Ayes: Neal, Kifer, Keith, Tennis, Sagaser, Ballard, Ryan.

Absent: Skopec.

Nay: None.




Paula Henderson, City Clerk


Christopher D. Warwick, Mayor