



BOARD OF ALDERMAN WORK SESSION
CITY HALL, 345 S. MAIN, BOLIVAR, MO 65613
THURSDAY, OCTOBER 8th, 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, 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 Neal seconded the motion, which carried unanimously.

Discussion & Approve: Time/Date for Town Hall Meeting for General Sales Tax Question on November 5th, 2019 Ballot, Reallocation of Funds-No Tax Increase.

Time and Date was set for Town Hall Meeting on Saturday, October 19th, 2019 at 5:00p.m.

Polk County Cares Group: Vaping Discussions.

Individuals expressed their concerns with underage Vaping and to consider raising the age limit for both Vaping and Smoking to 21 years of age.

Discuss: Park Benches.

A design of a second option of park bench design was presented, which complements the original bench design. No Vote was taken, consensus is that this design is acceptable as the second option.

Discuss: Park Signs around the 300 Block of W. Walnut Street.

Recommendations by Ordinance are to be brought before the Board to have no parking on the South Side of W. Walnut between S. Pike and S. Clark.



Discuss & Approve: Bolivar School Resource Officer Contract Renewal for 2019/2020 School Year. Alderman Neal made a motion to approve the contract presented. Alderman Ballard seconded the motion, which was unanimously approved.

Discuss: Bid Results for Hwy D-Left Turn Lane.

Recommendations from the Engineer are to rebid early 2020. Recommendation accepted; no vote was taken.

Discuss & Approve: Aqua Zone Repairs for Early 2020.

Alderman Skopec made a motion to accept the Quote from Capri Pool for \$18,232.00 to replace 4 sand filters at the Pool with 4 Glass Media Filters. Alderman Neal seconded the motion, which was unanimously approved.

Bill No. 2019-65: An Ordinance Authorizing a Change Order to the Agreement with Emery Sapp and Sons, Inc. for Contractor Services for Airport Runway, Taxiway and Apron Surface Treatment. Alderman Sagaser made a motion to table. Alderman Ryan seconded the motion, which was unanimously approved.

“AN ORDINANCE AUTHORIZING A CHANGE ORDER TO THE AGREEMENT WITH EMERY SAPP AND SONS, INC. FOR CONTRACTOR SERVICES FOR AIRPORT RUNWAY, TAXIWAY AND APRON SURFACE TREATMENT.”

Alderman Neal made a motion to approve the second reading of Bill No. 2019-65. Alderman Kifer seconds the motion. The City Attorney read Bill No. 2019-65. Ordinance 3568.

“AN ORDINANCE AUTHORIZING A CHANGE ORDER TO THE AGREEMENT WITH EMERY SAPP AND SONS, INC. FOR CONTRACTOR SERVICES FOR AIRPORT RUNWAY, TAXIWAY AND APRON SURFACE TREATMENT.”

Roll Call:

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

Nays: None.

Discuss & Approve: Refinance of 2010 B(COP's): Aquatic Payments.

Charles Zitnik from D.A. Davidson explained the advanced of reduced interest rates on the Pool Certificate of Participation Bonds. Alderman Ballard made a motion to approve D.A. Davidson to put out to market for the refinance of the 2010 B(COP's). Alderman Sagaser seconded the motion, which was unanimously approved.



Executive Session: Alderman Neal made a motion at 7:46 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: Ballard, Skopec, Kifer, Ryan, Sagaser, Keith, Neal, Tennis.

Absent: None.

Motion to return to Open Session: Alderman Sagaser made a motion to return to Open Session at 8:38p.m. Alderman Neal seconded the motion.

Roll Call:

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

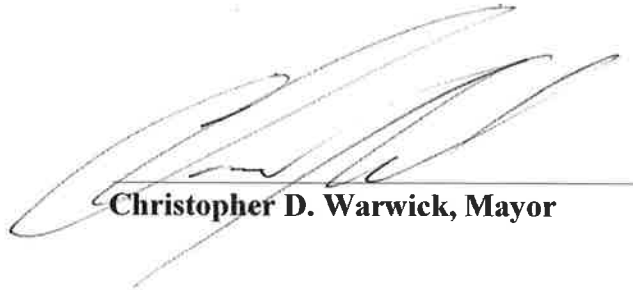
Nays: None.

Adjournment:

Aldermen Sagaser made a motion to adjourn the Work session meeting at 8:39p.m. Aldermen Neal seconded the motion, which was unanimously approved.



Paula Henderson, City Clerk



Christopher D. Warwick, Mayor



BOARD OF ALDERMAN SPECIAL AND EXECUTIVE SESSION
CITY HALL, 345 S. MAIN, BOLIVAR, MO 65613
WEDNESDAY, OCTOBER 16th, 2019

Call to Order: Mayor Warwick called the Special Council Meeting to order at 6:00 p.m.

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

Aldermen absent: Aldermen Alexis Neal.

Others In attendance:

City Administrator Tracy Slagle, City Attorney Don Brown, City Clerk Paula Henderson and Finance Director Natalie Scrivner.

Pledge of Allegiance:

Mayor Warwick led the Pledge of Allegiance.

Executive Session:

Alderman Ballard made a motion to go into 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(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... Alderman Sagaser seconded the motion.

Roll Call:

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

Absent: Neal.

Discussion and no Motions Made.

Return to Open Session:

Aldermen Sagaser made a motion to leave executive session at 6:45p.m. Aldermen Ballard seconded the motion.

Roll Call:

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

Absent: Neal.

Discuss & Approve: Refinance of 2010B (COP's): Aquatic Payments.

Discussion and no motions made.



Motion to Adjourn:

Aldermen Sagaser made a motion to adjourn at 6:49p.m. Aldermen Ryan seconded the motion.

Roll Call:

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

Absent: Neal.



Christopher D. Warwick, Mayor



BOARD OF ALDERMAN PUBLIC HEARING
GENERAL SALES TAX QUESTION ON THE NOVEMBER 5th, 2019 BALLOT,
REALLOCATION OF FUNDS FOR THE CITY OF BOLIVAR, MO

CITY HALL, 345 S. MAIN, BOLIVAR, MO 65613
SATURDAY, OCTOBER 19th, 2019 FROM 5:00 P.M. TO 5:30 P.M.

Call to Order: Mayor Warwick called the Public Hearing to order at 5:00 p.m.

Aldermen present: Aldermen Mike Ryan, Alexis Neal and Steve Skopec.

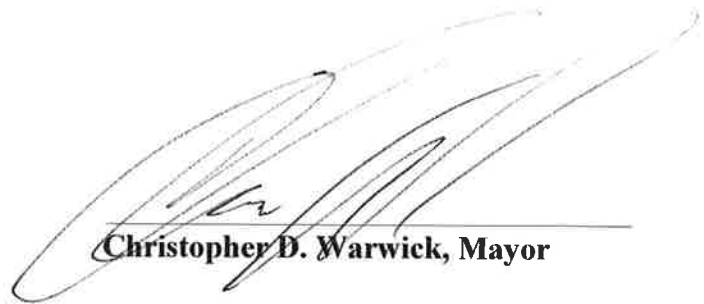
Others In attendance:

City Clerk Paula Henderson and Jill Way, Associate Editor for Bolivar Herald-Free Press.

**PUBLIC HEARING ~ 2019 GENERAL SALES TAX QUESTION ON THE NOVEMBER 5th,
2019 BALLOT, REALLOCATION OF FUNDS FOR THE CITY OF BOLIVAR, MO.**

Mayor Warwick opened up time at 5:00 p.m. for any public comments to be heard.
No Public Comments given.

Public Hearing closed at 5:30 p.m.



Christopher D. Warwick, Mayor

ATTEST:



Paula Henderson, City Clerk



BOARD OF ALDERMAN REGULAR SESSION
CITY HALL, 345 S. MAIN, BOLIVAR, MO 65613
TUESDAY, OCTOBER 22nd, 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 Ethel Mae Tennis, Steve Skopec, Justin Ballard, Michael Ryan, Steve Sagaser, Thane Kifer and Alexis Neal.

Aldermen absent: Aldermen Keith.

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, 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 with the addition of RSMo 610.021(13) Individual Identifiable Personnel Records, ect to the Executive Session... Alderman Ryan seconded the motion, which carried unanimously.

Approval of Minutes:

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

Bills and Financial Reports:

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

Administrator Report:

City Administrator Tracy Slagle announced the next Love our Trail Cleanup Day will be November 2nd, 2019, then she turned the remainder of the Administrators report over to Fire Chief Brent Watkins. Chief Watkins gave an update of the Bolivar City Fire Department. The department has been in a restructuring trial period with Fire Chief and three Fire Captains. Reviews of the policies and procedures are ongoing. The department during September 22nd, 2019 through November 8th, 2019 will have 35 Separate Fire Safety Events with over 305 man hours, reaching approximately 5,000 citizens.

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

Mayor Warwick moved the Information Security Proclamation to the November Regular Session.



Old Business:

Bill No. 2019-66: An Ordinance Approving the Quote and Purchase with Crown Power and Equipment Co. for a 2019 Zero Turn Mower-Bush Hog HDZ2761-Kohler Model for the City's Parks Department. Alderman Sagaser made a motion for the first reading of Bill No. 2019-66. Alderman Neal seconds the motion. The City Attorney read Bill No. 2019-66 Ordinance 3569.

“AN ORDINANCE APPROVING THE QUOTE AND PURCHASE WITH CROWN POWER AND EQUIPMENT CO. FOR A 2019 ZERO TURN MOWER-BUSH HOG HDZ2761-KOHLER MODEL FOR THE CITY’S PARKS DEPARTMENT.”

Alderman Ryan made a motion to approve the second reading of Bill No. 2019-66. Alderman Neal seconds the motion. The City Attorney read Bill No. 2019-66. Ordinance 3569.

“AN ORDINANCE APPROVING THE QUOTE AND PURCHASE WITH CROWN POWER AND EQUIPMENT CO. FOR A 2019 ZERO TURN MOWER-BUSH HOG HDZ2761-KOHLER MODEL FOR THE CITY’S PARKS DEPARTMENT.”

Roll Call:

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

Bill No. 2019-67 An Ordinance Authorizing a Contract with the Bolivar R-1 School District, for Police Officer Services During 2019-2020 School Year. Alderman Neal made a motion for the first reading of Bill No. 2019-67 to include the additional street list. Alderman Ryan seconds the motion. The City Attorney read Bill No. 2019-67. Ordinance 3570.

“AN ORDINANCE AUTHORIZING A CONTRACT WITH THE BOLIVAR R-1 SCHOOL DISTRICT, FOR POLICE OFFICER SERVICES DURING 2019-2020 SCHOOL YEAR.

Alderman Sagaser made a motion to approve the second reading of Bill No. 2019-67. Alderman Ryan seconds the motion. The City Attorney read Bill No. 2019-67. Ordinance 3570.

“AN ORDINANCE AUTHORIZING A CONTRACT WITH THE BOLIVAR R-1 SCHOOL DISTRICT, FOR POLICE OFFICER SERVICES DURING 2019-2020 SCHOOL YEAR.

Roll Call:

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



New Business:

Acknowledge: Record Retention Disposal List for October 2019.

Alderman Sagaser made a motion to approve the Record Retention Disposal list as presented. Alderman Kifer seconded the motion, which was unanimously approved.

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 006 Subsidiary Ledgers

Also Called: Journals, Registers, Monthly Ledgers, Accounting Summary Report File, Revenue Sharing, Trial Balance Fund

Function:

Content: May include: date, payee, purpose, fund credited or debited, check number and similar or related data.

Min. Retention: Completion of audit

Disposition: Destroy

Years: 2012,2013,2014,2015,2016,2017.

GS 020 Work Orders

Also Called: Maintenance Requests; Service Requests; Service Report; Application for Services Active/Inactive; Rejected Application for Services.

Function: Internal Records documenting requests and authorizations for needed services, including repair of government owned property.

Content: May Include: Copy center work order, telephone service and installation requests, printing orders, repair authorizations and similar records.

Min. Retention: 3 years

Disposition: Destroy

Years: 2015.

GS 008 Accounts Receivable Records

Also Called: Cash Receipt File

Function: Records documenting revenues owed to the local government unit by citizens, organizations, other governmental units, vendors and others to be credited to general accounts. Also documents billing and collection of moneys.

Content: May include: reports, receipts, invoices, awards, logs, lists, summaries, statements and similar records. Information may include: receipt amount, date, invoice number, name, account number, account balance, adjustment, and similar data.

Min. Retention: Completion of audit*

Disposition: Destroy

Note: *Per RSMo 198.052 and 19 CSR 30-85 Nursing Homes must keep these records for seven (7) years.

Years: 2016, 2017.

GS 019 Vendor Lists, Registers or Logs

Also Called: Vendor Lists, Registers or Logs

Function: Document vendors providing goods and services to local government.

Content: May include: name of vendor or company, name of contact or agent, address, telephone and fax numbers, e-mail and web site address, description of goods and services provided.

Min. Retention: Destroy when superseded or obsolete.

Disposition: Destroy

Years: as Needed.



GS 050 Permits and Licenses

Also Called: Building Trades Certification; Contractor Licensing File; Application for Motor Vehicle License; **Business License**; Facility Use Permit; **Parade Permit**

Function: Records documenting review, background investigations, recommendations and other actions related to permits and licenses issued for various activities such as: the use of public facilities for dances, parades, etc.; the operation of retail and other businesses including sales, solicitors, second-hand dealers and taxi cabs; also tree removal, temporary signs, keeping livestock, billboards, etc.

Content: May include: applications, background investigation reports, permits, licenses, renewals and related records.

Min. Retention: Retain 2 years after expiration.

Disposition: Destroy securely

Years: 2016.

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: 2013.

0102 Animal Control Cards

Also Called:

Function: Records documenting the history of every animal received at the shelter

Content: May include record of capture, identifying information, animal's condition, whether animal is claimed or unclaimed, and disposition of the case.

Min. Retention: 2 years

Disposition: Destroy

Years: 2016.

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: 2013.

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: 2013.

**1611****Meter Reading Summary Books**

Also Called:

Function:

Content:

Retention:

Disposition:

Years: 2013.

Monthly summary of meter readings by customer account number for utility consumption

May include old and new readings and actual consumption.

5 Years

Destroy

0718**Motor Fuel/Mileage Reports**

Also Called:

Function:

Content:

Min. Retention:

Disposition:

Years: 2013.

Documentation of gasoline, oil, and diesel fuel used by city vehicles.

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..

5 years

Destroy

1602**Customer Account Card File**

Also Called:

Function:

Content:

Min. Retention:

Disposition:

Years: 2013.

Records showing a billing and payment history of all customers using city utilities.

May include customer name and address, date account was opened, consumption, billing and payment history, date of account closure.

5 Years

Destroy

GS007 Account Payable

Also Called:

Function:

Content:

Min. Retention:

Disposition:

Note:

Years: 2012, 2013, 2014.

Invoices, Vouchers, Warrants, Billing Records, Refund File.

Records documenting payment of bills for goods and services received. Payment from general accounts.

May include correspondence, reports, invoices, statements, vouchers, purchase orders, payment authorizations, receipt records, canceled checks or warrants, and similar documents.

Completion of Audit

Destroy

*Per RSMo 50.172(2), County Clerks must keep these records for five (5) years. #Per RSMo 198.052 and 19 CSR 30-85 Nursing Homes must keep these records for seven (7) years.

Discussion: 2020 Budget.

Preliminary discussion started regarding position tiers and wages for the 2020 Budget.

Calendar of Events: November 19th, 2019 Regular Session & December 17th, 2019 Regular Session.



Executive Session: Alderman Neal made a motion at 7:19 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 610.21(13) Individually Identifiable Personnel Records, performance ratings or records pertaining to employees or applicants for employment... Alderman Ryan seconded the motion.

Roll Call:

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

Absent: Keith.

Discussion and no motions made.

Motion to return to Open Session: Alderman Neal made a motion to return to Open Session at 7:55p.m. Alderman Ryan seconded the motion.

Roll Call:

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

Absent: Keith.

Motion to Adjourn:

Aldermen Sagaser made a motion to adjourn Regular session at 7:57p.m. Aldermen Neal seconded the motion, which was unanimously approved.



ATTEST:

Paula Henderson, City Clerk

Christopher D. Warwick, Mayor