
BOARD OF ALDERMAN: Work Session
CITY HALL, 345 S. MAIN, BOLIVAR, MO 65613
TUESDAY, AUGUST 9th, 2022 AT 6:30 P.M.

Live Stream available during the meeting & viewing later is available via City of Bolivar
Facebook

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CALL TO ORDER

Mayor Warwick called the Work Session to order at 6:30 pm.

PRESENT ALDERMEN

Alexis Neal, Steve Sagaser, Charles Keith, Dusty Ross, Steve Skopec, Ethel Mae Tennis.
Alderman Dan Wohnoutka arrives at 7:00 pm.

ALDERMEN ABSENT

Justin Ballard.

OTHERS ATTENDING

City Administrator Tracy Slagle, City Attorney Don Brown, Parks and Recreation
Superintendent Todd Schrader, Public Information Officer Jill Way, Code Enforcement/MS4
Stephen Rose, Community Development Supervisor Kyle Lee, Finance Director/Deputy City
Clerk Natalie Scrivner, Public Works Director Jerry Hamby, Police Lieutenant Roger Barron,
Fire Chief Watkins & citizens from the public.

PLEDGE OF ALLEGIANCE

Mayor Warwick

MOTION TO ADOPT AGENDA

Alderman Sagaser motioned to approve the agenda. Alderman Ross seconded and the
motion was unanimously approved.

MAYORAL APPOINTMENTS

Introductions, presentations, resolutions, proclamations, and citizen requests:

1. **Pickleball, Friends of Bolivar Parks Ben Salmon and Parks and Recreation
Supervisor Todd Schrader** explained the sport of pickleball. This is a fast-growing
sport for adults and children. Mr. Salmon explained the area to the west of the Cribbs
Youth Park is a perfect location for a pickleball court. Friends of Bolivar Parks have
raised \$20,000 and have another \$20,000 from the Cribbs foundation that could be
used toward the pickleball court. Alderman Ross made a motion to earmark \$40,000
city funds from the indirect proceeds' funds coming from the savings of the Ballfield

Lights 2022/2023 project as soon as possible to start the project. Alderman Sagaser seconded the motion, which was unanimously approved.

2. **Aldrich Rd and Boston Ave Intersection**, Public Works Director Jerry Hamby discussed the possibility of city crews to add a left turn lane off of Boston Ave and a right turn lane off of Aldrich Rd. This has an estimated cost of \$50,000-\$60,000 in materials, if street crews complete the work. It is estimated that once the crew is able to start the project, it could be completed in 2 to 3 weeks. Alderman Skopec made a motion to approve these improvements, funds would come from the street reserves. Alderman Sagaser seconded the motion, which was unanimously approved.

3. **Curb and Gutter Bid**, Public Works Director Jerry Hamby explained no bids were received to complete the curb and gutter for North McColm Ave about 1,200 feet. Street crews will be undergoing this task.

4. **Propane Bid**, Public Works Director Jerry Hamby discussed the two bids received, one from Doke Propane and another from Phoenix Contracting. Alderman Skopec made a motion to approve the bid from Doke Propane for 9/1/22 through 8/31/23 rate is \$1.49 per gallon for the first fill and a fixed rate thereafter of \$1.74 per gallon for the remainder of the agreement. Alderman Ross seconded the motion, which was unanimously approved.

5. **Bucket Truck**, Public Works Director Jerry Hamby presented a used 1999 International 2 Ton Bucket Truck, priced at \$28,000. Alderman Sagaser made a motion to approve the purchase of the used truck. Alderman Keith seconded the motion, which was unanimously approved.

6. **Cellebright Software**, Lieutenant Roger Barron explained the forensic software tool for cell phones or laptops that could be utilized by the police department. Alderman Ross made a motion to approve the purchase of Cellebright Inc from the Capitol Improvement Funds (formerly listed as Indirect Proceeds). Alderman Neal seconded the motion, which was unanimously approved.

7. **Bolivar Intermediate School Modular classroom code modification request**, Building & Fire Code Official/Community Development Supervisor Kyle Lee explained the situation and the opportunity for modification since the school system is going to implement the alarm monitoring systems, this is a great improvement. The code allows the Building Inspector to allow modifications, no motions required from the board of alderman. No objections made.

8. **MS4/Stormwater Review**, Code Enforcement Officer/MS4 Coordinator Stephen Rose gave an overview of DNR requirements, Stormwater Pollution Prevention Program, Stormwater Management Plan, Minimum Control Measures, Best Management Practices. This past year the city has increased street sweeping, continues to map GIS with updates, review and develop projects.

9. **Bill No. 2022-54**: An ordinance amending chapters 410 of the Bolivar Municipal code to amend section 410.030 regarding the definition of 'frontage.' Alderman Sagaser made a motion for the first reading of Bill No. 2022-54. Alderman Neal seconded the motion. The City Attorney, Don Brown, read Bill No. 2022-54. **Ordinance 3759.**

i. Ord. 3759: "AN ORDINANCE AMENDING CHAPTERS 410 OF THE BOLIVAR MUNICIPAL CODE TO AMEND SECTION 410.030 REGARDING THE DEFINITION OF 'FRONTAGE.'"

Alderman Wohnoutka made a motion for the second reading of Bill No. 2022-54. Alderman Ross seconded the motion. The City Attorney, Don Brown, read Bill No. 2022-54. **Ordinance 3759.**

ii. Ord. 3759: "AN ORDINANCE AMENDING CHAPTERS 410 OF THE BOLIVAR MUNICIPAL CODE TO AMEND SECTION 410.030 REGARDING THE DEFINITION OF 'FRONTAGE.'"

Roll Call

Ayes: Keith, Neal, Wohnoutka, Sagaser, Ross, Skopec, Tennis.

Nays: None

Absent: Ballard

10. **Bill No. 2022-55**: An ordinance amending chapter 410 of the Bolivar Municipal code to amend section 410.140 regarding 'R-4' multiple-family dwelling districts. Alderman Sagaser made a motion for the first reading of Bill No. 2022-55. Alderman Neal seconded the motion. The City Attorney, Don Brown, read Bill No. 2022-55. **Ordinance 3760.**

i. Ord. 3760: "AN ORDINANCE AMENDING CHAPTER 410 OF THE BOLIVAR MUNICIPAL CODE TO AMEND SECTION 410.140 REGARDING 'R-4' MULTIPLE-FAMILY DWELLING DISTRICTS."

Alderman Ross made a motion for the second reading of Bill No. 2022-55. Alderman Wohnoutka seconded the motion. The City Attorney, Don Brown, read Bill No. 2022-55. **Ordinance 3760.**

ii. Ord. 3760: "AN ORDINANCE AMENDING CHAPTER 410 OF THE BOLIVAR MUNICIPAL CODE TO AMEND SECTION 410.140 REGARDING 'R-4' MULTIPLE-FAMILY DWELLING DISTRICTS."

Roll Call

Ayes: Keith, Neal, Wohnoutka, Sagaser, Ross, Skopec, Tennis.

Nays: None

Absent: Ballard

11. Bill No. 2022-56: An ordinance amending chapters 415 of the Bolivar Municipal code to amend section 415.030 regarding minimum design standards. Alderman Neal made a motion for the first reading of Bill No. 2022-56. Alderman Sagaser seconded the motion. The City Attorney, Don Brown, read in full Bill No. 2022-56. **Ordinance 3761.**

i. Ord. 3761: "AN ORDINANCE AMENDING CHAPTERS 415 OF THE BOLIVAR MUNICIPAL CODE TO AMEND SECTION 415.030 REGARDING MINIMUM DESIGN STANDARDS."

Alderman Sagaser made a motion for the second reading of Bill No. 2022-56. Alderman Ross seconded the motion. The City Attorney, Don Brown, read in full Bill No. 2022-56. **Ordinance 3761.**

ii. Ord. 3761: "AN ORDINANCE AMENDING CHAPTERS 415 OF THE BOLIVAR MUNICIPAL CODE TO AMEND SECTION 415.030 REGARDING MINIMUM DESIGN STANDARDS."

Roll Call

Ayes: Keith, Neal, Wohnoutka, Sagaser, Ross, Skopec, Tennis.

Nays: None

Absent: Ballard

12. Bill No. 2022-57: An ordinance amending chapters 415 of the Bolivar Municipal code to amend section 415.110 regarding the planning and zoning fee chart. Alderman Sagaser made a motion for the first reading of Bill No. 2022-57. Alderman Ross seconded the motion. The City Attorney, Don Brown, read Bill No. 2022-57. **Ordinance 3762.**

i. Ord. 3762: "AN ORDINANCE AMENDING CHAPTERS 415 OF THE BOLIVAR MUNICIPAL CODE TO AMEND SECTION 415.110 REGARDING THE PLANNING AND ZONING FEE CHART."

Alderman Neal made a motion for the second reading of Bill No. 2022-57. Alderman Ross seconded the motion. The City Attorney, Don Brown, read Bill No. 2022-57.
Ordinance 3762.

ii. Ord. 3762: "AN ORDINANCE AMENDING CHAPTERS 415 OF THE BOLIVAR MUNICIPAL CODE TO AMEND SECTION 415.030 REGARDING THE PLANNING AND ZONING FEE CHART."

Roll Call

Ayes: Keith, Neal, Wohnoutka, Sagaser, Ross, Skopec, Tennis.
Nays: None
Absent: Ballard

13. Bill No. 2022-58: An ordinance amending chapters 425 of the Bolivar Municipal Code to amend section 425.030 regarding special use procedures for the Board of Adjustment. Alderman Neal made a motion for the first reading of Bill No. 2022-58. Alderman Sagaser seconded the motion. The City Attorney, Don Brown, read Bill No. 2022-58. **Ordinance 3763.**

i. Ord. 3763: "AN ORDINANCE AMENDING CHAPTERS 425 OF THE BOLIVAR MUNICIPAL CODE TO AMEND SECTION 425.030 REGARDING SPECIAL USE PROCEDURES FOR THE BOARD OF ADJUSTMENT."

Alderman Sagaser made a motion for the second reading of Bill No. 2022-58. Alderman Keith seconded the motion. The City Attorney, Don Brown, read Bill No. 2022-58. **Ordinance 3763.**

ii. Ord. 3763: "AN ORDINANCE AMENDING CHAPTERS 425 OF THE BOLIVAR MUNICIPAL CODE TO AMEND SECTION 425.030 REGARDING SPECIAL USE PROCEDURES FOR THE BOARD OF ADJUSTMENT."

Roll Call

Ayes: Keith, Neal, Wohnoutka, Sagaser, Ross, Skopec, Tennis.
Nays: None
Absent: Ballard

14. Bill No. 2022-59: An ordinance amending chapters 410 of the Bolivar Municipal Code to add a new section 410.330 and 410.340 regarding street names in the City of Bolivar. Alderman Neal made a motion for the first reading of Bill No. 2022-59. Alderman Ross seconded the motion. The City Attorney, Don Brown, read Bill No. 2022-59. **Ordinance 3764.**

- i. **Ord. 3764: "AN ORDINANCE AMENDING CHAPTERS 410 OF THE BOLIVAR MUNICIPAL CODE TO ADD A NEW SECTION 410.330 AND 410.340 REGARDING STREET NAMES IN THE CITY OF BOLIVAR."**

Alderman Ross made a motion for the second reading of Bill No. 2022-59. Alderman Sagaser seconded the motion. The City Attorney, Don Brown, read Bill No. 2022-59. **Ordinance 3764.**

- ii. **Ord. 3764: "AN ORDINANCE AMENDING CHAPTERS 410 OF THE BOLIVAR MUNICIPAL CODE TO ADD A NEW SECTION 410.330 AND 410.340 REGARDING STREET NAMES IN THE CITY OF BOLIVAR."**

Roll Call

Ayes: Keith, Neal, Wohnoutka, Sagaser, Ross, Skopec, Tennis.

Nays: None

Absent: Ballard

15. **Fireworks Ordinance Review**, Fire Chief Brent Watkins expressed concerns from the 2022 Fireworks changes. Alderman Ross made a motion to modify the existing ordinance by banning floating lanterns, banning commercial property from allowing setting off of fireworks and designating the Fire Chief to designate the allowable dates for fireworks. Alderman Sagaser seconded the motion, which was unanimously approved. A revised ordinance to come before the board for approval with modifications.


16. **Property Tax Public Hearing Notice**, discussion only at this time. Public Hearing is set for 6:30pm, August 23rd, 2022.

MOTION TO ADJOURN was made by Alderman Sagaser at 8:32 pm. Alderman Ross seconded the motion, which was unanimously approved.



ATTESTED by:


Paula Henderson, City Clerk


Christopher D. Warwick, Mayor

**BOARD OF ALDERMAN: Regular Session
CITY HALL, 345 S. MAIN, BOLIVAR, MO 65613
TUESDAY, AUGUST 23rd, 2022 AT 6:30 P.M.**

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CALL TO ORDER

Mayor Warwick called the Regular Session to order at 6:30 pm.

PRESENT ALDERMEN

Alexis Neal, Dan Wohnoutka, Steve Sagaser, Dusty Ross, Justin Ballard, Steve Skopec, Ethel Mae Tennis, Charles Keith

OTHERS ATTENDING

City Administrator Tracy Slagle, Public Works Director Jerry Hamby, City Attorney Don Brown, Finance Director/Deputy City Clerk Natalie Scrivner, Public Information Officer Jill Way, Fire Chief Brent Watkins, Police Chief Mark Webb, Police Lieutenant Roger Barron, Community Development Director Kyle Lee, Code Enforcement Officer/MS4 Coordinator Stephen Rose, Community Development Assistant Lacy Hamby, and other citizens due to request to address council.

PLEDGE OF ALLEGIANCE

Alderman Ballard

MOTION TO ADOPT AGENDA

Alderman Sagaser motioned to approve the agenda. Alderman Ross seconded, which was unanimously approved.

1. PUBLIC HEARING – 2022 PROPERTY TAX LEVY AMOUNT

Public Hearing opened to the public at 6:31 p.m. and then closed at 6:35.

Alderman Sagaser made a motion to amend the agenda to add a vote of the Alderman on the 2022 Property Tax Levy. Alderman Ross seconded the motion, which was unanimously approved.

2022 PROPERTY TAX LEVY: Alderman Sagaser made a motion to set the 2022 property tax at zero. Alderman Ross seconded the motion.

Roll Call

Ayes: Alderman Ballard, Neal, Wohnoutka, Sagaser, Keith, Tennis, Ross, Skopec

Nays: None

2. **Approval of Minutes:** July 12th, 2022 Work Session; July 22nd, 2022 Special Executive Session; July 26th, 2022 Regular and Executive Session. Alderman Ross motioned to approve, and Alderman Ballard seconded, the motion passed unanimously.
3. **Bill and Financial Reports:** Alderman Sagaser motioned to approve the reports. Alderman Ross seconded, and the motion passed unanimously.
4. **Administrator's Report:** City Administrator Tracy Slagle updated the board with the activities throughout the City. The police department body & car cameras are in. Finishing installation and training this week with "go live" date is still anticipated for Sept 1. Our most recent Peacock Award recipient was Sherri Cochran on the support team at the police department. While reviewing invoices, Sherri caught a triple billing error from a vendor. Todd Shrader from the Parks and Recreation department will be here next month for an update with results from our Park and Rec Survey. Curbs are being finished by the street department on McCollm St and work has begun on the widening of Boston St. and Aldrich Rd. The City has received it's second (and final) round of stimulus (or ARPA) funds last week. We have also received the results of our Standard and Poor Credit Rating – it would appear they perform this evaluation every two (2) years. The City received an A+ rating, and that result is slightly higher than the prior assessment. Community Development is taking lead as point of contact for the Transportation Plan being done through SMOG. Transportation Surveys are available to be submitted on our social media, and paper copies will soon be available for distribution. Also, Sept. 1 we have a special meeting of P and Z followed by a special meeting of the BOA for a final plat review for a new commercial development. We expect to see a change order for the street overlay project to include modifying the slope of Wilson St between Broadway and Jackson – this could increase the cost up to \$7,600. and overlay for the addition of turn lanes at the intersection of Boston and Aldrich. Alderman Ross made a motion to allow the addition of up to \$20,000. for both Wilson St and Boston St/Aldrich Rd Intersection. Alderman Ballard seconded the motion, which was unanimously approved. Alderman Keith made a motion to approve the administrators report. Alderman Ballard seconded the motion, which was unanimously approved.
5. **Mayoral Appointments**
Introductions, presentations, resolutions, proclamations, & citizen requests:

* Citizen Mark Abell expressed concerns and suggestions for ordinance changes to help protect the homeowners in residential districts with businesses being operated out of home and the parking of commercial vehicles/trailers in the front and sides of yards.
6. **Old Business**
 - A. **Bill No. 2022-60:** 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. 2022-60. Alderman Ross seconded the motion. The City Attorney, Don Brown read Bill No. 2022-60. **Ordinance 3765.**

- i. **Ord. 3765: "AN ORDINANCE AUTHORIZING THE CITY TO ENTER INTO AN AGREEMENT WITH DOKE PROPANE, FOR SUPPLY OF PROPANE TO THE CITY."**

Alderman Ballard motioned for a second reading of Bill No. 2022-60. Alderman Ross seconded the motion. The City Attorney, Don Brown read Bill No. 2022-60.

- ii. **Ord. 3765: "AN ORDINANCE AUTHORIZING THE CITY TO ENTER INTO AN AGREEMENT WITH DOKE PROPANE, FOR SUPPLY OF PROPANE TO THE CITY."**

Roll Call

Ayes: Alderman Ballard, Neal, Wohnoutka, Sagaser, Keith, Tennis, Ross, Skopec
Nays: None

- B. **Bill No. 2022-61:** An ordinance authorizing an agreement with Darryl Camacho dba Bridge Splicing for purchase of 1999 International bucket truck for street department. Alderman Sagaser made a motion for the first reading of Bill No. 2022-61. Alderman Ross seconded the motion. The City Attorney, Don Brown, read Bill No. 2022-61. **Ordinance 3766.**

- i. **Ord. 3766: "AN ORDINANCE AUTHORIZING AN AGREEMENT WITH DARRYL CAMACHO DBA BRIDGE SPLICING FOR PUCHASE OF 1999 INTERNATIONAL BUCKET TRUCK FOR STREET DEPARTMENT."**

Alderman Ballard motioned for a second reading of Bill No. 2022-61. Alderman Keith seconded the motion. The City Attorney, Don Brown, read Bill No. 2022-61. **Ordinance 3766.**

- ii. **Ord. 3766: "AN ORDINANCE AUTHORIZING AN AGREEMENT WITH DARRYL CAMACHO DBA BRIDGE SPLICING FOR PUCHASE OF 1999 INTERNATIONAL BUCKET TRUCK FOR STREET DEPARTMENT."**

Roll Call

Ayes: Alderman Ballard, Neal, Wohnoutka, Sagaser, Keith, Tennis, Ross, Skopec
Nays: None

- C. **Bill No. 2022-62:** An ordinance authorizing an agreement with Cellebright to obtain digital information capture equipment for police department. Alderman Neal made a motion for the first reading of Bill No. 2022-62. Alderman Sagaser seconded the motion. The City Attorney, Don Brown read Bill No. 2022-62. **Ordinance 3767.**

- i. **Ord. 3767: "AN ORDINANCE AUTHORIZING AN AGREEMENT WITH CELLEBRITE TO OBTAIN DIGITAL INFORMATION CAPTURE EQUIPMENT FOR POLICE DEPARTMENT."**

Alderman Keith motioned for a second reading of Bill No. 2022-62. Alderman Ross seconded the motion. The City Attorney, Don Brown read Bill No. 2022-62.

- ii. **Ord. 3767: "AN ORDINANCE AUTHORIZING AN AGREEMENT WITH CELLEBRITE TO OBTAIN DIGITAL INFORMATION CAPTURE EQUIPMENT FOR POLICE DEPARTMENT."**

Roll Call

Ayes: Alderman Ballard, Neal, Wohnoutka, Sagaser, Keith, Tennis, Ross, Skopec
Nays: None

- D. **Bill No. 2022-63:** An ordinance authorizing an agreement with Allgeier, Martin and Associates, Inc for an engineering services work authorization agreement. Alderman Ballard made a motion for the first reading of Bill No. 2022-63. Alderman Neal seconded the motion. The City Attorney, Don Brown read Bill No. 2022-63.
Ordinance 3768.

- i. **Ord. 3768: "AN ORDINANCE AUTHORIZING AN AGREEMENT WITH ALLGEIER, MARTIN AND ASSOCIATES, INC FOR AN ENGINEERING SERVICES WORK AUTHORIZATION AGREEMENT."**

Alderman Sagaser motioned for a second reading of Bill No. 2022-63. Alderman Ross seconded the motion. The City Attorney, Don Brown read Bill No. 2022-63.

- ii. **Ord. 3768: "AN ORDINANCE AUTHORIZING AN AGREEMENT WITH ALLGEIER, MARTIN AND ASSOCIATES, INC FOR AN ENGINEERING SERVICES WORK AUTHORIZATION AGREEMENT."**

Roll Call

Ayes: Alderman Ballard, Neal, Wohnoutka, Sagaser, Keith, Tennis, Ross, Skopec
Nays: None

E. **Bill No. 2022-64:** An ordinance authorizing an agreement with Open Aire Sales, Inc for repairs and improvements to the city pool and recreation building. Alderman Sagaser made a motion for the first reading of Bill No. 2022-64. Alderman Ross seconded the motion. The City Attorney, Don Brown read Bill No. 2022-64. **Ordinance 3769.**

- i. **Ord. 3769: "AN ORDINANCE AUTHORIZING AN AGREEMENT WITH OPEN AIRE SALES, INC FOR REPAIRS AND IMPROVEMENTS TO THE CITY POOL AND RECREATION BUILDING."**

Alderman Keith motioned for a second reading of Bill No. 2022-64. Alderman Ross seconded the motion. The City Attorney, Don Brown read Bill No. 2022-64.

- ii. **Ord. 3769: "AN ORDINANCE AUTHORIZING AN AGREEMENT WITH OPEN AIRE SALES, INC FOR REPAIRS AND IMPROVEMENTS TO THE CITY POOL AND RECREATION BUILDING."**

Roll Call

Ayes: Alderman Ballard, Neal, Wohnoutka, Sagaser, Keith, Tennis, Ross, Skopec
Nays: None

F. **Bill No. 2022-65:** An ordinance authorizing an agreement with Bill Grant Ford, Inc for the purchase of a fleet vehicle for the bolivar parks department. Alderman Wohnoutka made a motion for the first reading of Bill No. 2022-65. Alderman Ballard seconded the motion. The City Attorney, Don Brown, read Bill 2022-65. **Ordinance 3770.**

- i. **Ord. 3770: "AN ORDINANCE AUTHORIZING AN AGREEMENT WITH BILL GRANT FORD, INC FOR THE PURCHASE OF A FLEET VEHICLE FOR THE BOLIVAR PARKS DEPARTMENT."**

Alderman Keith motioned for a second reading of Bill No. 2022-65. Alderman Ross seconded the motion. The City Attorney, Don Brown, read Bill No. 2022-65. **Ordinance 3770.**

- ii. **Ord. 3770: "AN ORDINANCE AUTHORIZING AN AGREEMENT WITH BILL GRANT FORD, INC FOR THE PURCHASE OF A FLEET VEHICLE FOR THE BOLIVAR PARKS DEPARTMENT."**

Roll Call

Ayes: Alderman Ballard, Neal, Wohnoutka, Sagaser, Keith, Tennis, Ross, Skopec
Nays: None

7. NEW BUSINESS

- A. Fire Safety Equipment** Bids have been received and reviewed. Staff recommendation is to purchase the Artic Compressor from Feld Fire for \$26,999 and the rescue/extrication tools to be determined after an onsite demo. Alderman Neal made a motion to approve the Artic Compressor from Feld Fire for \$26,999 and allow the Fire Chief to select the rescue/extrication tools up to \$21,065.18 after a demo has been completed, to be paid with ARPA funds. Alderman Ross seconded the motion, which was unanimously approved.
- B. Mobile Message Boards** under GSA pricing – ARPA funds approved 6/28/22. Alderman Ballard made a motion to purchase 2 mobile message boards and include the shipping through the GSA group. Alderman Sagaser seconded the motion, which was unanimously approved.
- C.** Suggestions were made for removing **partial median on Dunnegan Street** south of Broadway Ave. Alderman Sagaser made a motion to approve the changes and funding to come from street reserves. Alderman Ross seconded the motion, which was unanimously approved.
- D.** Discussion of replacing **Police Department vehicles totaled from hail storm.** We have the option to purchase two used vehicles from the Missouri State Highway Patrol. Alderman Ross made a motion to purchase the 2019 Ford Explorer for \$24,000, with funding from the insurance hail storm check of \$22,235 and \$1,765 from a police department expense line item and the motion includes to purchase the 2020 Ford Explorer for \$24,000 and include the outfitting of \$12,000, with funding to come from Fund 18 Indirect Proceeds. Alderman Keith seconded, the motion passed unanimously.
- E. 2023 Budget Items: fire gear, cradle point internet connection for police cars, and police cars.** City Administrator Slagle explained the delayed time from between ordering and receiving items. Alderman Ross made a motion to approve the ordering of 4 set of fire gear at \$2,700 each; Cradle Point (improved police car internet connections) \$20,000-22,000 and \$100,000 for 2 fully equipped police cars, with the understanding these will be in the 2023 budget. Alderman Sagaser seconded the motion, which was unanimously approved.
- F. Bill No. 2022-66:** An ordinance amending chapter 410 of the Bolivar municipal code to add a new section 410.145 regarding R-5 high density family dwelling districts in the city of Bolivar. Alderman Ballard made a motion for the first reading of Bill No. 2022-66. Alderman Sagaser seconded the motion. The City Attorney, Don Brown, read Bill No. 2022-66. **Ordinance 3771.**

- i. **Ord. 3771: "AN ORDINANCE AMENDING CHAPTER 410 OF THE BOLIVAR MUNICIPAL CODE TO ADD A NEW SECTION 410.145 REGARDING R-5 HIGH DENSITY FAMILY DWELLING DISTRICTS IN THE CITY OF BOLIVAR."**

Alderman Ross motioned for a second reading of Bill No. 2022-66. Alderman Sagaser seconded the motion. The City Attorney, Don Brown, read Bill No. 2022-66.
Ordinance 3771.

- ii. **Ord. 3771: "AN ORDINANCE AMENDING CHAPTER 410 OF THE BOLIVAR MUNICIPAL CODE TO ADD A NEW SECTION 410.145 REGARDING R-5 HIGH DENSITY FAMILY DWELLING DISTRICTS IN THE CITY OF BOLIVAR."**

Roll Call

Ayes: Alderman Ballard, Neal, Wohnoutka, Sagaser, Keith, Tennis, Ross, Skopec
Nays: None

- G. Bill No. 2022-67:** An ordinance changing the zoning classification for certain property generally located north of the 4300 block along Highway 13 in the city of Bolivar. Alderman Ballard made a motion for the first reading of Bill No. 2022-67. Alderman Keith seconded the motion. The City Attorney, Don Brown, read Bill No. 2022-67. **Ordinance 3772.**

- i. **Ord. 3772: "AN ORDINANCE CHANGING THE ZONING CLASSIFICATION FOR CERTAIN PROPERTY GENERALLY LOCATED NORTH OF THE 4300 BLOCK ALONG HIGHWAY 13 IN THE CITY OF BOLIVAR."**

Alderman Ballard motioned for a second reading of Bill No. 2022-67. Alderman Ross seconded the motion. The City Attorney, Don Brown, read Bill No. 2022-67.
Ordinance 3772.

- ii. **Ord. 3772: "AN ORDINANCE CHANGING THE ZONING CLASSIFICATION FOR CERTAIN PROPERTY GENERALLY LOCATED NORTH OF THE 4300 BLOCK ALONG HIGHWAY 13 IN THE CITY OF BOLIVAR."**

Roll Call

Ayes: Alderman Neal, Wohnoutka, Sagaser, Keith, Skopec
Nays: Alderman Tennis, Ballard, Ross.

H. Bill No. 2022-68: An ordinance changing the zoning classification for certain property generally located east of the 4300 block of south 95th road in the city of Bolivar. Alderman Ballard made a motion for the first reading of Bill No. 2022-68. Alderman Ross seconded the motion. The City Attorney, Don Brown, read Bill No. 2022-68. **Ordinance 3773.**

- i. Ord. 3773: "AN ORDINANCE CHANGING THE ZONING CLASSIFICATION FOR CERTAIN PROPERTY GENERALLY LOCATED EAST OF THE 4300 BLOCK OF SOUTH 95TH ROAD IN THE CITY OF BOLIVAR."**

Alderman Ross motioned for a second reading of Bill No. 2022-68. Alderman Ballard seconded the motion. The City Attorney, Don Brown, read Bill No. 2022-68. **Ordinance 3773.**

- ii. Ord. 3773: "AN ORDINANCE CHANGING THE ZONING CLASSIFICATION FOR CERTAIN PROPERTY GENERALLY LOCATED EAST OF THE 4300 BLOCK OF SOUTH 95TH ROAD IN THE CITY OF BOLIVAR."**

Roll Call

Ayes: Alderman Ballard, Neal, Wohnoutka, Sagaser, Keith, Tennis, Ross, Skopec

Nays: None

- I. Record Retention Destruction list, items eligible to be shredded.** Alderman Sagaser made a motion to approve the list as presented. Alderman Keith 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.

0717 Journal Entries, Journal Vouchers

Also Called:

Function:

Content:

Min. Retention:

Disposition:

Records of adjustments to financial accounts and created in order to balance the city's books;
May include debits, credits, reason for adjustment, date, and amount

5 years

Destroy securely

Years: 2016.

0105 Pet and Animal Licenses or Permits

Also Called:

Function:

Content:

Min. Retention:

Disposition:

Dog License

Records documenting all licensed animals in the city

5 years after

Destroy

Years: 2016.

1614 Service Interruption Records

Also Called:

Function:

Content:

Min. Retention:

Disposition:

Service Interruption Log Book

Records documenting the interruption of utility services

May include date of incident, name of person reporting, location, actions taken, and result.

3 years

Destroy

Years: 2016.

1611 Meter Reading Summary Books

Also Called:

Function:

Content:

Retention:

Disposition:

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

May include old and new readings and actual consumption.

5 Years

Destroy

Years: 2016.

0718 Motor Fuel/Mileage Reports

Also Called:

Function:

Content:

Min. Retention:

Disposition:

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

Years: 2016.

1602 Customer Account Card File

Also Called:

Function:

Content:

Min. Retention:

Disposition:

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

Years: 2016.

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: 2016.

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: 2016.

GS007

Account Payable

Also Called:

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

Function:

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

Content:

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

Min. Retention:

Completion of Audit.

Disposition:

Destroy.

Note:

*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 records for seven (7) years.

Years: 2016.

GS026

Employee Personnel Records

Also Called:

The master personnel records maintained for each employee.

Function:

May include: job application, notices of appointment, personnel transaction records reflecting position classification and salary level, employee orientation checklists, payroll withholding information, leave summary record, performance documentation, and other records related to an individual's employment.

Min. Retention:

Master personnel file, date of separation + 10 years; Employment summary, date of separation + 20 years*

Disposition:

Destroy securely.

Note:

Duplicate copies may be kept at the office or department level. These records should be retained one year following separation, then transferred to the Personnel Officer for evaluation. *If no employee summary is prepared, the personnel file is kept 20 years after separation. Summary files contain the following pertinent information condensed from the personnel files: appointments, resignations, promotions, salary history, years of service, and all accumulate leave.

Years: 2010-2011.

GS027 Employee Medical Records

Also Called: Family Medical Leave Act Records; Americans with Disabilities Act Records; Hazardous Exposure Records; Employment Physicals or Screening.

Function: Records documenting an individual employee's work related medical history.

Content: Records may include but are not limited to: medical examination records (pre-employment, pre-assignment, periodic, or episodic), X-rays, records of significant health or disability limitations related to job assignments, documentation of work related injuries or illnesses, hearing test records, hazard exposure records (see below), drug testing records, first aid incident records, physical examination statements, Family Medical Leave Act records, release consent forms, and related correspondence. Hazard exposure records document an employee's exposure to hazardous conditions such as chemicals, toxic substances, blood-borne pathogens, biological agents, bacteria, virus, fungus, radiation, noise, dust, heat, cold, vibration, repetitive motion, or other dangerous conditions.

Min. Retention: Hazard Exposure Records 30 years after separation; all other records 7 years after separation.

Disposition: Destroy securely.

Note: *These records are not personnel records. Pursuant to the Americans with Disabilities Act, medical records must be kept physically separate from personnel records. See also: 29 CFR 1910.1020 for more information on the retention of Hazard Exposure Records.

Years: 2007-2014.

GS028 Time and Attendance Records

Also Called: Time sheets, Time Cards, Attendance reports, Absence reports, Sign In/Sign out cards, Work Assignment Schedule, Work Schedule, Work Assignment File.

Function: Records documenting hours worked and leave hours accrued or taken by employees on a daily, weekly, or monthly basis. Also documents hours of court ordered community service completed by non-employees.

Content: May include: name, social security number, hours worked, type and number of leave hours taken or accrued, total hours, dates, signatures and related data.

Min. Retention: 3 years plus completion of audit.

Disposition: Destroy securely.

Note: See also Leave Requests.

Years: 2006-2016.

GS032 Employee Benefit Records

Also Called: County Employee Retirement Fund (CERF) Records; LAGERS; Supplemental Insurance

Function: Documents and individual employee's benefit information such as selection of insurance plans, retirement, pension and disability plans, deferred compensation plans, and other benefit information

Content: Records may include but not limited to: plan selection and application forms, enrollment records, contribution and deduction summaries, personal data records, authorizations, beneficiary information, year-end leave balance reports, and related documentation.

Min. Retention: Retain year-end leave balance reports and a copy of retirement enrollment records 75 years after date of hire. Retain other records 3 years after employee separation or eligibility expired.

Disposition: Destroy securely.

Note:

Years: 2010-2012.

GS033 Wage and Tax Statements

Also Called: Federal tax form W-2

Function: Annual statements documenting individual employee earnings and withholdings for state and federal income taxes and social security tax.

Content: Information includes employer name and tax identification number, employee name and social security number, wages paid, amounts withheld, and related data.

Min. Retention: 5 years

Disposition: Destroy securely

Note: See also Federal and State Tax Forms in this section for related records.

Years: 2010-2011.

GS034

Federal and State Tax Records

Also Called:

Federal tax form W-2

Function:

Annual statements documenting individual employee earnings and withholdings for state and federal income taxes and social security tax.

Content:

Information includes employer name and tax identification number, employee name and social security number, wages paid, amounts withheld, and related data.

Min. Retention:

5 years.

Disposition:

Destroy securely.

Note:

See also: Federal and State Tax Forms in this section for related information.

Years: 2001-2016.

GS062

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 others.

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 examination records, classification specifications, affirmative action records, interview questions, interview and application scoring notes, applicant background investigation information, letters of reference, civil service records, position authorization forms, certifications of eligible applicants, recruitment summary records (job announcement, position description, documentation relating to the announcement and test, and test items and ratings levels), and related correspondence and documentation.

Min. 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 securely.

Note:

See also: Employee Personnel Records and Employment Eligibility Verification Forms (I-9).

Years: 2015-2016.

GS068

Position Description, Classification, and Compensation Records

Also Called:

Records document the description, classification, and compensation of jobs and positions.

Function:

Usually includes details of duties and responsibilities of each position, time percentage breakdowns of tasks, skills and abilities needed for each position, and related records documenting the development, modification, or redefinition of each job or position. Records often include reports, position descriptions, position evaluations, compensation studies, wage determination surveys, job analyses, interview data, selection criteria, authorizations, agreements, and related records.

Min. Retention:

3 years after obsolete or superseded.

Disposition:

Destroy.

Note:

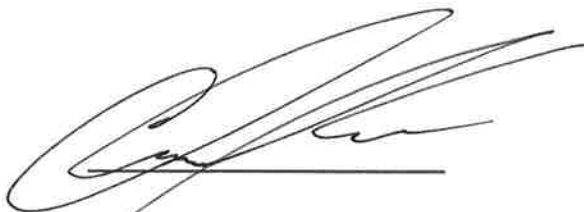
Years: 2001-2016.

Record Retention List 8/23/2022-- Page 4 of 4.

8. **Calendar of Events:** September 1st, 2022 Special Session; September 10th, 2022 Country Days; September 11th-14th, 2022 MML Annual Conference in Osage Beach; September 13th, 2022 Work Session; September 22nd, 2022 Regular Session
9. **MOTION TO ADJOURN** was made by Alderman Sagaser at 8:35 pm. Alderman Keith seconded the motion, which was unanimously approved.



Paula Henderson, City Clerk



Christopher Warwick, Mayor