

BOARD OF ALDERMAN: Work Session
CITY HALL, 345 S. MAIN, BOLIVAR, MO 65613
TUESDAY, MAY 9TH, 2023 AT 6:30 P.M.

Live Stream available during the meeting & viewing later is available via City of Bolivar Facebook
This service is only provided for as long as the City chooses to utilize Facebook Live services.

CALL TO ORDER

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

PRESENT ALDERMEN

Brian Wilson, Alexis Neal, Ashley Raines, Steve Sagaser, Dusty Ross, Justin Ballard, Steve Skopec, Ethel Mae Tennis

OTHERS ATTENDING

City Administrator Thomas Relford, City Attorney Don Brown, Street Department Supervisor Andy Stanek, Police Chief Mark Webb, Corporal William Whalen, Accounts Payable Freda Chism, Fire Chief Brent Watkins, Community Development Supervisor Kyle Lee, Parks and Recreation Superintendent Todd Schrader, City Clerk Paula Henderson & citizens from the public.

PLEDGE OF ALLEGIANCE

Led by Mayor Warwick

MOTION TO ADOPT AGENDA

Alderman Neal motioned to approve the agenda with the addition of City Administrator comments at the top of the agenda and removing Item #10, Bill No. 2023-35. Alderman Ross seconded and the motion was unanimously approved.

1. City Administrator Thomas Relford took a few moments to recognize city staff during **Public Service Recognition week** and for all the hard work that is done every day. Mr. Relford also mentioned that bids will be opened May 22nd for the backhoe, roller and motor grader.
2. **ARPA, SLFRF and Peace Officers grant for K9 Unit**, was presented by Corporal William Whalen. The City of Bolivar has been approved for a 50/50 K9 grant. The cities portion with an upgraded cage for a police explorer will be around \$8,900. This will include a K9, training for the dog and the handler, cage for the vehicle and a cage for the residence. The police department will establish a career board to determine who the handler will be. Alderman Ross made a motion to approve the grant and the city to pay up to \$8,900 from the opioid funds (after attorney reviews eligibility). Alderman Neal seconded the motion, which was unanimously approved.

3. **East loop – south section handout of connection** was explained to the council by Community Development Supervisor Kyle Lee. This is the proposed route for these locations and this is the route recommended by the engineering staff and environmental study will be forth coming and additional discussions with MoDot will be taking place.
4. **Albany Trail engineer selection.** Community Development Supervisor Kyle Lee reviewed the request for proposals that were received. Request for qualifications were completed and 5 consultants submitted proposals. Community Development staff prepared a rubric to analyze each submission with experience & technical competence; capacity & capability; past records of performance. Alderman Ross made a motion approve Great River Engineering for the TAP grant engineer. Alderman Ballard seconded the motion, which was unanimously approved. Alderman Wilson made a motion to approve Great River Engineering for the ARPA grant engineer. Alderman Ballard seconded the motion, which was unanimously approved.
5. **Fire Chief 2023 fireworks allowable dates** presented to the council by Fire Chief Brent Watkins will be Friday, June 30th through Tuesday, July 4th.

Alderman Ballard made a motion to move Item #14. SBU Computer Science, Senior Capstone Project next on the agenda. Alderman Wilson seconded the motion, which was unanimously approved.

14. **SBU Computer Science, Senior Capstone Project** – City of Bolivar Dangerous Building software. Class members: Cody Tosh, Zach Wallgren, Jared Bates and Nick Johnson was been designing software that city staff will utilize for dangerous buildings. Classmates presented an example of how the software will work. This is provided to the city with no cost and has all rights to the software.

6. **Fire Department staff mid-year review and 2024 proposal.** Fire Chief Brent Watkins presented a proposal for Fire department staff and no motions made.

Alderman Ross made a motion to take a short break at 8:15 p.m. Alderman Neal seconded the motion, which was unanimously approved.

Roll Call was done for those present after the short break. Present Aldermen: Skopec, Ballard, Ross, Raines, Neal and Wilson. Absent Aldermen: Ethel Mae Tennis, Steve Sagaser.

City Attorney Don Brown added comments that the Opioid Settlement funds must be used for opioid addition, treatment and prevention. Interpretation is that these funds could be used towards a K9 unit at this time.

7. **Park and Recreation 1-5-year plan** was presented to the council by Parks and Recreation Superintendent Todd Schrader. With the help of staff and pulling data from the current Bolivar Comprehensive Plan, Mr. Schrader gave several ideas for multiple locations including a paved walking trail at Dunnegan Memorial Park; batting cages at Fullerton Fields; a driving range, dog park and putt-putt golf and a multi-purpose gym at the Recreation Center. Pickleball courts are to be completed summer 2023 on a piece of land west of the Youth Park on Madison with formerly approved funds of \$40,000 and donations from the Friends of Bolivar Parks Committee. Fullerton fields pavilion/concession stand is almost complete. Ideas were presented of 3 turf fields to obtain additional tournaments every weekend. Currently Mr. Schrader has raised enough funds for ½ of one turf field for field 5. This field could then be used for champion tournaments. Additional ideas of a second slide at the Aquatic center; Fullerton Fields walking trail expansion of an additional loop and establishing areas for team sitting in the trees for shade and an all-inclusive playground. Parks and Rec is looking to write a 50/50 grant this fall for the possible all-inclusive playground. Additional parks were mentioned that improvements could be done: Kiefer park, Cribbs land donation, Mission Street Basin, Neuhart Park/Plaza of the Americas, Keeling Park, Playter Park, Elmwood Park, Girl Scout Park.
8. **Airport pavilion and walking trail** was presented to the council by Parks and Recreation Superintendent Todd Schrader. S.O.A.R. with the help of Connie Tweedy and Ben Salmon have proposed a walking trail, pavilion and playground equipment for an area south of the terminal at the airport. All supplies are to be paid for by donated funds and the city would agree to provide the labor for the project. There is a ground breaking scheduled for June 2nd, 2023. Alderman Ross made a motion accept the donations and allow the city staff to provide the needed labor for the project as presented. Alderman Wilson seconded the motion, which was unanimously approved.
9. **City credit card usage policy**, draft was addressed by City Administrator Thomas Relford. The policy will be polished and reformatted to include in the employee handbook. No motion needed.
10. **Bill No. 2023-34:** An ordinance approving a contract with Quiver Systems, LLC for a software development agreement. Alderman Ross made a motion for the first reading of Bill No. 2023-34. Alderman Ballard seconded the motion. The City Attorney, Don Brown read Bill No. 2023-34. **Ordinance 3853.**
 - i. **Ord. 3853: "AN ORDINANCE APPROVING A CONTRACT WITH QUIVER SYSTEMS, LLC FOR A SOFTWARE DEVELOPMENT AGREEMENT."**

Alderman Wilson motioned for a second reading of Bill No. 2023-34. Alderman Ballard seconded the motion. The City Attorney, Don Brown read Bill No. 2023-34.

- ii. **Ord. 3853: "AN ORDINANCE APPROVING A CONTRACT WITH QUIVER SYSTEMS, LLC FOR A SOFTWARE DEVELOPMENT AGREEMENT."**

Roll Call

Ayes: Wilson, Neal, Raines, Ross, Ballard, Skopec
Nays: None
Absent: Tennis, Sagaser

11. Bill No. 2023-35: Was removed from the agenda during agenda approval.

12. Bill No. 2023-36: An ordinance approving fund transfers from the water sewer fund of remaining cash balances to the general fund for the fiscal year ending 2023 for the city of Bolivar, Missouri. Alderman Ross made a motion for the first reading of Bill No. 2023-36. Alderman Skopec seconded the motion. The City Attorney, Don Brown read Bill No. 2023-36. **Ordinance 3855.**

- i. **Ord. 3855: "AN ORDINANCE APPROVING FUND TRANSFERS FROM THE WATER SEWER FUND OF REMAINING CASH BALANCES TO THE GENERAL FUND FOR THE FISCAL YEAR ENDING 2023 FOR THE CITY OF BOLIVAR, MISSOURI."**

Alderman Skopec motioned for a second reading of Bill No. 2023-36 Alderman Ballard seconded the motion. The City Attorney, Don Brown read Bill No. 2023-36.

- ii. **Ord. 3855: "AN ORDINANCE APPROVING FUND TRANSFERS FROM THE WATER SEWER FUND OF REMAINING CASH BALANCES TO THE GENERAL FUND FOR THE FISCAL YEAR ENDING 2023 FOR THE CITY OF BOLIVAR, MISSOURI."**

Roll Call

Ayes: Wilson, Neal, Raines, Ross, Ballard, Skopec
Nays: None
Absent: Tennis, Sagaser

13. Bill No. 2023-37: An ordinance changing the zoning classification for certain property generally located at 520 South Albany Avenue in the city of Bolivar. Alderman Neal made a motion for the first reading of Bill No. 2023-37. Alderman Ballard seconded the motion. The City Attorney, Don Brown read Bill No. 2023-37. **Ordinance 3856.**

- i. **Ord. 3856: "AN ORDINANCE CHANGING THE ZONING CLASSIFICATION FOR CERTAIN PROPERTY GENERALLY LOCATED AT 520 SOUTH ALBANY AVENUE IN THE CITY OF BOLIVAR."**

Alderman Ballard motioned for a second reading of Bill No. 2023-37 Alderman Wilson seconded the motion. The City Attorney, Don Brown read Bill No. 2023-37.

- ii. **Ord. 3856: "AN ORDINANCE CHANGING THE ZONING CLASSIFICATION FOR CERTAIN PROPERTY GENERALLY LOCATED AT 520 SOUTH ALBANY AVENUE IN THE CITY OF BOLIVAR."**

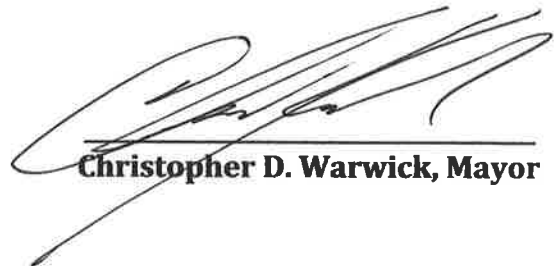
Roll Call

Ayes: Wilson, Neal, Raines, Ross, Ballard, Skopec

Nays: None

Absent: Sagaser, Tennis

MOTION TO ADJOURN was made by Alderman Ballard at 9:12 p.m. Alderman Ross seconded the motion, which was unanimously approved.



Christopher D. Warwick, Mayor

BOARD OF ALDERMAN: Regular Session
CITY HALL, 345 S. MAIN, BOLIVAR, MO 65613
TUESDAY, MAY 23rd, 2023 AT 6:30 P.M.

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CALL TO ORDER

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

PRESENT ALDERMEN

Brian Wilson, Alexis Neal, Ashley Raines, Steve Sagaser, Dusty Ross, Justin Ballard, Steve Skopec, Ethel Mae Tennis

OTHERS ATTENDING

City Administrator Thomas Relford, Finance Director/Deputy City Clerk Natalie Scrivner
Accounts Payable Freda Chism, Administration Assistant Tracy Mason, Public Works
Director Jerry Hamby, City Clerk Paula Henderson, Fire Chief Brent Watkins, Police Chief
Mark Webb, Media Specialists Jill Way, City Attorney Don Brown, Fire Fighter Danielle
Music

PLEDGE OF ALLEGIANCE

Led by Mayor Warwick

MOTION TO ADOPT AGENDA

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

1. **Approval of Minutes:** April 12th, 2023 Work and Executive Session; April 25th, 2023 Regular & Executive Session. Alderman Skopec motioned to approve, Alderman Ballard seconded the motion, the motion passed unanimously.
2. **Bill and Financial Reports:** Alderman Ballard motioned to approve the April reports. Alderman Wilson seconded, and the motion passed unanimously.
3. **Administrator's Report:** City Administrator Thomas Relford gave the administrators report. Intern Ryan Ramaker was introduced. Ryan is a student at Missouri State University, working towards his Masters in Public Administration and will be assisting multiple departments with various duties this summer. A revised organization chart was reviewed, as well as the vacant positions. Currently there are 3 vacant full-time police officer positions and currently the city has 69 Full-time employees. The employee advisory committee will begin tomorrow. Ollis, Akers and Arney have been working closely with 2 strong property and casualty insurance companies for the 7/1/2023

effective date. Quotes are to be presented in a June meeting. City Wide clean-up has come to a close. This year it took several more weeks than anticipated and costs are coming in at \$38,000 for equipment and staff and an additional \$7,000 in fees for the yard waste and dumping. KPM 2022 Audit will be available in June and the presentation will be forthcoming in July. Invested funds of around \$1,000,000 renewed with a five-year term at a rate of 3.22%. The checking account sweeps are averaging \$550 in interest per day. If this continues, would generate around \$220,000 this year, the FY 2023 budget was set at \$5,000. Cemetery will need to survey additional site area and cut in a new access road, which has been budgeted for this year. Responses were given to budgeting questions regarding expense totals for 2022, ending 2022 cash reserves and revenues for 2023. Per KPM, our general reserves at the end of 2022 are above the 25% recommendation, without including the investments of the \$16,000,000.

According to this year's budget, there will be an expected shortfall of \$725,000; broken into \$145,000 Fire Department and \$580,000 in the Parks and Rec Department, coming from indirect proceeds. Although it is too soon to say exactly, these seem to be realistic numbers for the shortfall. This emphasizes the reality that each year, Fire and Parks do not generate sufficient revenue to cover expenses. This speaks to the on-going concern that the current ¼ cent tax does not cover the expenses of the Fire or Parks departments and will continue to result in an annual deficit. Mr. Relford would recommend the board consider bringing a sales tax increase to a vote of the people for either the Fire Dept or Parks Dept. Current estimates of the April 2022 Insurance Claim funds are around \$1m and the ARPA around \$1.6m. The opioid settlement will provide an additional \$10,000 around July 2023. Canvas is offering recycled windmills welcome package and they will donate 8 pieces for placement around the city. This last Saturday the rec department hosted an outside tournament of 35 teams, which brought in roughly \$8,200 after expenses. The safety committee kicked off last week, headed by Fire Chief Brent Watkins. Pickleball court groundbreaking ceremony is yet to be announced. The east loop traffic study and environmental study have begun. Great River has started discussions with MoDot. Alderman Sagaser made a motion to approve the administrators report. Alderman Ross seconded the motion, which was unanimously approved.

4. Mayoral Appointments: Introductions, presentations, resolutions, proclamations, & citizen requests:

***New Hires introduction:**

City Administrator Thomas Relford introduced new employee Danielle Music, Fire Fighter.

***Appointment of Board of Adjustment replacement Member:** Alderman Sagaser made a motion to appoint Michael Blain as the Board of Adjustment member term ending January 2024. Alderman Ballard seconded the motion, which was unanimously approved.

5. Old Business

A. Fire Chief 2023 Fireworks June 30th, 2023-July 4th, 2023 allowable times 1:00 p.m. through 11:00 p.m.

B. Bill No. 2023-35 An ordinance approving a 2022 Budget amendment for various departments reflecting year end revenues and expenses for the city of Bolivar. Alderman Ballard made a motion for the first reading of Bill No. 2023-35. Alderman Ross seconded the motion. The City Attorney, Don Brown, read Bill No. 2023-35. **Ordinance 3854.**

i. **Ord. 3854: "AN ORDINANCE APPROVING A 2022 BUDGET AMENDMENT FOR REVENUES AND EXPENSES TO VARIOUS DEPARTMENTS FOR THE CITY OF BOLIVAR."**

Alderman Ballard motioned for a second reading of Bill No. 2023-35. Alderman Ross seconded the motion. The City Attorney, Don Brown, read Bill No. 2023-35.

ii. **Ord. 3854: "AN ORDINANCE APPROVING A 2022 BUDGET AMENDMENT FOR REVENUES AND EXPENSES TO VARIOUS DEPARTMENTS FOR THE CITY OF BOLIVAR."**

Roll Call

Ayes: Ross, Ballard, Skopec, Tennis, Sagaser, Raines, Neal, Wilson

Nays: None

Absent: None

6. New Business

A. Bill No. 2023-12: An ordinance approving a contract with Olsson, Inc for an aviation project consultant agreement. Alderman Sagaser made a motion for the first reading of Bill No. 2023-12. Alderman Ballard seconded the motion. The City Attorney, Don Brown read Bill No. 2023-12. **Ordinance 3831.**

i. **Ord. 3831: "AN ORDINANCE APPROVING A CONTRACT WITH OLSSON, INC FOR AN AVIATION PROJECT CONSULTANT AGREEMENT."**

Alderman Ballard motioned for a second reading of Bill No. 2023-12 Alderman Ross seconded the motion. The City Attorney, Don Brown read Bill No. 2023-12.

ii. **Ord. 3831: "AN ORDINANCE APPROVING A CONTRACT WITH OLSSON, INC FOR AN AVIATION PROJECT CONSULTANT AGREEMENT."**

Roll Call

Ayes: Wilson, Neal, Raines, Sagaser, Ross, Ballard, Skopec, Tennis

Nays: None

Absent: None

B. Bill No. 2023-38: An ordinance approving a contract with the Missouri Highways and Transportation Commission, for an Airport Rescue State Block Grant Agreement. Alderman Ballard made a motion for the first reading of Bill No. 2023-38. Alderman Wilson seconded the motion. The City Attorney, Don Brown, read Bill No. 2023-38. **Ordinance 3857.**

- i. **Ord. 3857: "AN ORDINANCE APPROVING A CONTRACT WITH THE MISSOURI HIGHWAYS AND TRANSPORTATION COMMISSION, FOR AN AIRPORT RESCUE STATE BLOCK GRANT AGREEMENT."**

Alderman Ballard motioned for a second reading of Bill No. 2023-38. Alderman Sagaser seconded the motion. The City Attorney, Don Brown, read Bill No. 2023-38.

- ii. **Ord. 3857: "AN ORDINANCE APPROVING A CONTRACT WITH THE MISSOURI HIGHWAYS AND TRANSPORTATION COMMISSION, FOR AN AIRPORT RESCUE STATE BLOCK GRANT AGREEMENT."**

Roll Call

Ayes: Ross, Ballard, Skopec, Tennis, Sagaser, Raines, Neal, Wilson

Nays: None

Absent: None

C. Bill No. 2023-39: An ordinance amending the Bolivar municipal code section 235.010 regarding public nuisances and responsibility for grass and weed cutting and maintenance in right of way. Alderman Sagaser made a motion for the first reading of Bill No. 2023-39. Alderman Ross seconded the motion. The City Attorney, Don Brown read Bill No. 2023-39. **Ordinance 3858.**

- i. **Ord. 3858: "AN ORDINANCE AMENDING THE BOLIVAR MUNICIPAL CODE SECTION 235.010 REGARDING PUBLIC NUISANCES AND RESPONSIBILITY FOR GRASS AND WEED CUTTING AND MAINTENANCE IN RIGHT OF WAY."**

Alderman Neal motioned for a second reading of Bill No. 2023-39. Alderman Ballard seconded the motion. The City Attorney, Don Brown read Bill No. 2023-39.

- ii. **Ord. 3858: "AN ORDINANCE AMENDING THE BOLIVAR MUNICIPAL CODE SECTION 235.010 REGARDING PUBLIC NUISANCES AND RESPONSIBILITY FOR GRASS AND WEED CUTTING AND MAINTENANCE IN RIGHT OF WAY."**

Roll Call

Ayes: Sagaser

Nays: Ross, Ballard, Raines, Skopec, Tennis, Neal, Wilson

Absent: None

D. Bid review for Backhoe, Roller and Motor Grader, bid open date of 5/22/2023.

Bids were received from Murphy Tractor and Caterpillar. Alderman Skopec made a motion to approve the 2022 John Deere 310SL \$139,500 backhoe from Murphy Tractor & Equipment; the 2016 John Deere 670G \$135,500 motor grader (includes the trade-in of the 1994 Galion motor grader) from Murphy Tractor & Equipment and to allow the Public Works Director to purchase a used Sheepfoot Roller with a cost limit of up to \$50,000. Alderman Neal seconded the motion.

Roll Call

Ayes: Tennis, Skopec, Ballard, Ross, Sagaser, Raines, Neal, Wilson

Nays: None

Absent: None

Previously on 4/25/2023 these items were approved to be purchased from the ARPA fund.

7. **Calendar of Events:** May 26th, 2023 Touch a Truck; June 8-9th, 2023 MML Elected Officials Training Conference; June 13th, 2023 Work Session; June 27th, 2023 Regular Session
8. **MOTION TO MOVE 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(3)** Hiring, Firing, Disciplining or Promoting of Particular Employees by a public governmental body when personal information about the employee is discussed or recorded. **RSMo 610.021(13)** Individually identifiable Personnel records, performance ratings or records pertaining to employees or applicants for employment,... Motion made by Alderman Neal at 8:03 p.m. Alderman Sagaser seconded the motion.

Roll Call

Ayes: Wilson, Neal, Raines, Sagaser, Ross, Ballard, Skopec, Tennis

Nays: None

Absent: None

5-minute recess before executive session starts

OTHERS PRESENT for Executive Session:

City Attorney Don Brown; City Administrator Thomas Relford

Discussions and no motions were made during executive session.

MOTION TO LEAVE EXECUTIVE SESSION AT 9:08 p.m. made by Alderman Sagaser.,
seconded by Alderman Ross.

Roll Call

Ayes: Wilson, Neal, Raines, Sagaser, Ross, Ballard, Skopec, Tennis

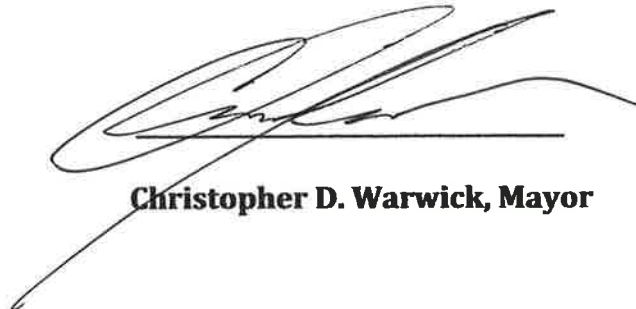
Nays: None

Absent: None

9. **MOTION TO ADJOURN** was made by Alderman Sagaser at 9:09 p.m. Alderman Ross
seconded the motion, which was unanimously approved.



Paula Henderson, City Clerk



Christopher D. Warwick, Mayor