



8/4/2023 2pm
jm

**BOARD OF ALDERMAN
WORK SESSION
CITY HALL, 345 S. MAIN, BOLIVAR, MO 65613
TUESDAY, AUGUST 8TH, 2023 at 6:30 p.m.**

MEETING WILL BE RECORDED AND POSTED ON FACEBOOK - CITY OF BOLIVAR, MISSOURI

CALL TO ORDER

ROLL CALL

PLEDGE OF ALLEGIANCE

MOTION TO ADOPT AGENDA

1. Polk County Missouri 2023 Multi-Jurisdictional Natural Hazard Mitigation Plan
2. Pool Air Unit Controller / Sensors
3. Street Overlay List
4. Ethics Code of Conduct policy
5. Options for Citizens Commission
6. **EXECUTIVE SESSION: RSMo 610.021(1)** Legal Actions, Cause of action, or litigation involving a public governmental body and Any confidential 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.

ADJOURNMENT:

IF UNABLE TO ACCESS FACEBOOK ACCOUNT, PLEASE CONTACT CITY CLERK FOR ADDITIONAL OPTIONS

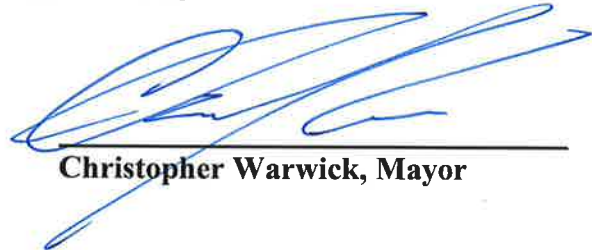
#wherelibertyflows

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



**CALL OF A WORK SESSION MEETING
OF THE CITY OF BOLIVAR BOARD OF ALDERMEN.**

I, Christopher Warwick, Mayor of the City of Bolivar, Missouri, do hereby call a Work Session Meeting at 6:30 p.m. of the Bolivar Board of Aldermen on Tuesday, August 8th, 2023 for the purpose of transacting any lawful business that might be brought before said Council at said meeting.



Christopher Warwick, Mayor


Paula Henderson, City Clerk
Posted.

AnnexAir Controller and Sensor Quotes - 2023

US Engineering - Springfield	Specialty Air - Springfield	Bolivar Plumbing & Air	David's Heating and Cooling
Installed \$9,028.00	Requested a quote but did not receive a quote	Installed \$5,123.00	Requested a quote but declined bid per commercial request. They prefer residential

Bid is for two items:

1. Controller - Brains of the outside AnnexUnit
2. Sensors - These sensors control the in and out water temperature of the new boiler.

City of Bolivar

NORTH SIDE OF TOWN

Street Name	Classification	Width	Curbs	Length	Pavement Type	Condition (Scale 1 Worst, 10 Best)	Remarks
West Fariplay Street			No		Asphalt	2	Oakland to Hawks Fertilizer Store 900-1000
West Chestnut Street			No		Asphalt	2	Hawks Fert Stor to Park 600-900
East Freeman			No		Asphalt	4	Boston to Chicago 300-800
Chicago			No		Asphalt	4	Division to Locust 600-400
North Boston Ave			No		Asphalt	3	32 North to Bottom of Hill 100-
North Boston Ave			No		Asphalt	3	Freeman to Locust 400-500

City of Bolivar

SOUTH SIDE OF TOWN

Street Name	Classification	Width	Curbs	Length	Pavement Type	Condition (Scale 1 Worst, 10 Best)	Remarks
East -San Martin Street			Partial		Asphalt	5	Springfield to Boston -1100
South Denver Place			Yes		Asphalt	5	Walmart to San Martin 2200 Block
South Oakland			No		Asphalt	3	325 to Beginning of Lakewood
Missouri			No		Asphalt	3	Buffalo to Austin-600 to 700
Chicago			No		Asphalt	3	Buffalo to College 600-700
Walnut			yes		Asphalt	4	Springfield to Albany 200-700

CITY OF BOLIVAR

POLICY No. 133

AUGUST 2023

CODE OF ETHICS POLICY

I. OBJECTIVE

The purpose of this policy is to establish a clear and concise method of reporting suspicious activity within the City to minimize the risk of internal and external fraud as well as theft of City assets and/or fraudulent financial reporting. This policy addresses the responsibility of employees as well as elected and appointed officials. The City is determined to protect itself and the public from fraud, corruption and dishonest activities. Detecting and reporting fraud or suspected fraud, corruption or dishonest activities is the responsibility of everyone affiliated with the City.

II. CONTENT

Fraud is defined as an intentional, false representation or concealment of a material fact that leads to a financial advantage to the perpetrator or others upon whose behalf he/she acts. Corruption is the offering, giving, soliciting or acceptance of any inducement or reward that may influence the actions taken by an employee or official. Fraud incorporates theft, larceny, embezzlement, fraudulent conversion, false pretenses, forgery, corrupt practices and falsification of accounts. Fraud or other wrongful acts prohibited by this policy may include:

- A. Forgery or alteration of a check, bank draft or other financial document or account belonging to the City.
- B. Falsifying time sheets, expense reports and/or other report documents.
- C. Misappropriation of funds, securities, supplies and/or other assets.
- D. Impropriety in handling or reporting of money or financial transactions.
- E. Disclosing confidential and/or proprietary information to outside parties.
- F. Accepting anything with a material value of more than \$50 (cumulative over a one-year period) from a contractor, vendor, person providing or seeking to provide services/materials to the City or person with a pending matter before the City (including a matter concluded within the past 90 days or a matter expected to commence within 90 days) including not only tangible items and money, but also discounts that are not available to the general public; provided however, that the foregoing prohibition does not apply to donations made to the City and then distributed by the City to specific employees and/or officials and discount programs for City employees and/or officials, when such donations and discount programs have been approved by the City Administrator or the Board of Aldermen. Campaign contributions made to elected officials or candidates for elective positions made and reported in accordance with applicable law is not limited by this policy.
- G. Accepting or seeking anything with material value of any amount if the recipient feels that something beyond standard public service is expected or if the recipient solicited the item or benefit. Employees and officials should never solicit anything of material value for themselves or others in connection with the rendition of public service.

CODE OF ETHICS POLICY

Policy No. 133, cont.

- H. Destruction, removal or inappropriate use of records, furniture, fixtures, equipment and/or any similar or related irregularity.
- I. Authorizing or receiving payment for hours not worked.
- J. Authorizing or receiving payment for goods not received or services not performed.
- K. Any violation of federal, state or local laws related to dishonest activities or fraud.
- L. Taking or using any City-owned equipment or other City property for non-City purposes without first obtaining written permission from the City Administrator or the Board of Aldermen.

III. RESPONSIBILITY

Management is responsible for the detection and prevention of fraud, misappropriations and other inappropriate conduct. Management also recognizes that a key preventative measure in the fight against fraud and corruption is to employ staff and appoint officials who have high standards in terms of propriety and integrity. Further, all employees and officials of the City government have a duty to residents of the city to ensure that City resources are prudently used in accordance with the law. Management further is committed to continuously improving the systems for which it is responsible, both through its own assessments and by positive and prompt response to audit recommendations. It is the intent of the Board of Aldermen and the City Administrator to promote consistent organizational behavior by providing guidelines and assigning responsibility for the development of controls and conduct of investigations to aid in the detection and prevention of fraud against the City.

IV. COMPLAINT/REPORTING PROCESS

- A. Management is responsible for detecting fraud, corruption or related dishonest activities in their areas of responsibility. The City Administrator and each department director, manager or supervisor should be familiar with the types of improprieties that might occur in their area and be alert for any indication that improper activity, misappropriation or dishonest activity is/was in existence in his/her area. When an improper activity is detected or suspected, management should determine whether an error or mistake has occurred or if there may be fraud, corruption or dishonest activity. Management is responsible for taking appropriate corrective actions to ensure adequate controls exist to prevent recurrence of improper actions. Great care must be taken in dealing with suspected dishonest, corrupt or fraudulent activities to avoid incorrect accusations, alerting suspected individuals that an investigation is underway, treating persons unfairly or making statements that could lead to claims of false accusations or other offenses. Individuals who knowingly make false accusations may be subject to disciplinary action up to and including termination.
- B. Employees, officials and others have an obligation to report criminal conduct and/or suspicious activity without fear of retaliation or reprisal. When suspected fraud, corruption or dishonest incidents or practices are observed by or made known to any employee, the

incident or practice should be reported to the employee's supervisor. However, when the employee believes the supervisor may be involved in the inappropriate activity, the employee should make the report directly to the next higher level of supervision. Individuals other than

CODE OF ETHICS POLICY

Policy No. 133, cont.

employees of the City who have knowledge of suspicious activities should report the inappropriate activity directly to the City Administrator or to the Mayor if the suspected activity involves the City Administrator. Please address your report to the following address: City Administrator (or Mayor), City of Bolivar, 345 S Main Ave, Bolivar, MO 65613. Reports should be presented with the following information: the date on which the criminal conduct and/or suspicious activity occurred if known, a description of the activity and the name(s) of anyone involved in the activity. In the event that the City Administrator or the Board of Aldermen deem necessary, these reports will be submitted to an external auditor for documenting and future review. The reporting individual should refrain from further investigation of the incident, confrontation of the alleged violator or further discussion of the incident with anyone unless requested to do so by management, including the City Administrator or the Board of Aldermen. Employees and officials serve as the eyes and ears of the City. Their vigilance serves as a strong deterrent against fraud, corruption or other dishonest practices or behavior. Every employee and official has an obligation to report fraud, corruption or dishonest activities.

- C. It is the policy of the City that no employee or official shall be subject to recrimination or any other form of punishment on the basis that they reported what was reasonably believed to be an act of wrongdoing or a violation of policies of the City's Code of Ethics. However, an employee will be subject to disciplinary action and an official would face similar consequences, if the City reasonably concludes that the report of wrongdoing was knowingly fabricated or was knowingly distorted, exaggerated or minimized to either injure someone else or to protect the reporting party or others. Additionally, a person whose report of misconduct contains admissions of their own personal wrongdoing will not be guaranteed protection from disciplinary or similar action. The weight to be given to the self-confession will depend on all the facts known to the City at the time it makes its decisions. In determining what, if any, action may be taken, the City will take into account a person's own admission of wrongdoing ; provided that the reporting person's conduct was not known to the City or its discovery was not imminent and that the admission was complete and truthful.

V. INVESTIGATION

- A. The City Administrator or his/her designee for the City will investigate situations involving possible fraud, corruption or related dishonest activity. Where determined necessary by the City Administrator or the Board of Aldermen, an external auditor shall be informed of alleged violations of this policy and the results of the required investigations. The investigation requires the full cooperation of all City personnel and officials. If the alleged fraud involves the City Administrator, the Mayor shall designate a person or persons to conduct the investigation. If this investigation uncovers evidence showing fraud, corruption or dishonest activities by an employee, the City Administrator (if not directly involved in the allegations) will determine what disciplinary or legal actions should be taken, unless such disciplinary

authority has been delegated by law or ordinance of the Board of Aldermen, in which case the Board will determine such discipline. If the City Administrator is directly involved in the allegations, or if an elected or appointed official is involved, the Mayor and Board of Aldermen will determine what disciplinary or legal actions should be taken regarding such individuals.

CODE OF ETHICS POLICY

Policy No. 133, cont.

- B. Management of the City recognizes that the implementation of preventive and deterrent measures guard against fraudulent and corruptive activities occurring within the confines of the City government. The City shall re-evaluate areas of its internal control procedures and modify them as necessary to improve these areas.
- C. The City is consistently working to improve the current systems and procedures in place to deter, detect and investigate fraud, corruption and dishonest activities. The City will ensure that these arrangements are fair and are widely publicized and available to all employees and officials. The arrangements will be monitored and updated to keep pace with future developments in prevention, deterrence and detection techniques regarding fraud, corruption and dishonest activity.



CITY OF BOLIVAR CITIZENS COMMISSION

What is a Citizens Commission? It's a group of Bolivar residents dedicated to understanding the City's current challenges and to finding solutions to help reach the community's future goals.

Who's on a Citizens Commission? It would include citizens who apply for the commission and are selected by the Board of Aldermen. The total number of representatives from each ward is up to the Board. The Board of Aldermen would also pick a chair and vice chair to run the commission. Diversity is a key element to the Citizens Commission. The goal is for everyone who lives in Bolivar to see someone like themselves on the commission. It's important to bring known but reasonable critics to the table to help provide a broad spectrum.

When would the group meet? The frequency is up to the Board of Aldermen and the commission itself, but regular sessions are important.

When would the City utilize a Citizens Commission? While the commission is being considered at a time the City desires feedback on future projects and sustainability, it could be a permanent fixture in Bolivar. The commission could continue to examine challenges the City faces and look for solutions.

Why is this a good option? We spoke with leadership from the City of Springfield, which successfully used its Citizens Commission when working to pass a 3/4 cent tax to fund a \$200 million shortfall in its police and fire pension. The commission fully examined the challenges facing the City of Springfield and developed a plan of action voters supported. It gave an active voice to the people. In Bolivar, the group would be able to take a look at the City's Comprehensive Plan, receive briefings from city staff and ask questions. By listening to the challenges, Bolivar residents would have a say in what they want for the future of the city. The commission would make recommendations to the Board of Aldermen for action.

What does City staff suggest? We recommend the Board of Aldermen form a Citizens Commission to evaluate the City's current revenue streams and programs, make suggestions on its sustainability and examine and recommend possible sales tax options.