
BOARD OF ALDERMAN: Work Session
CITY HALL, 345 S. MAIN, BOLIVAR, MO 65613
TUESDAY, JULY 11TH, 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

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

OTHERS ATTENDING

City Administrator Thomas Relford, City Attorney Don Brown, Community Development Supervisor Kyle Lee, Finance Director/Deputy City Clerk Natalie Scrivner, Police Chief Mark Webb, Fire Chief Brent Watkins, Parks Supervisor Rhett Warden, Parks and Recreation Superintendent Todd Schrader, Human Resources Representative Carol West and Lori Speiser, City Clerk Paula Henderson, Street Department Scott Lang, Jeremy Gilden, John Elliott, Ray Graves & citizens from the public.

PLEDGE OF ALLEGIANCE

Led by Mayor Warwick

MOTION TO ADOPT AGENDA

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

1. Presentations: 2022 Audit Presentative, Rebecca Baker, KPM CPA's and Advisors. The firm reported unmodified or clean opinion for fiscal year 2022. This is the best available opinion. KPM bases the reserves on the annual general operating expenses minus any capital expenses. Based on this formula the city currently holds 38% cash reserves at the end of 2022, an increase of 6% from the end of 2021. Sales tax showed an increase of 9% over 2021. Questions were asked regarding recommended cash reserve balances. Ms. Baker recommended the city review policies available from other municipalities through the GFOA (Government Finance Officers Association).

2. **Pickle Ball Update:** City Administrator Thomas Relford explained the concrete that has been poured for the pickleball court will be removed and used as fill in a future area. The city is working closely with Friends of Bolivar Parks to have the courts repositioned correctly.

3. Registered voters survey costs. City Administrator Thomas Relford discussed the quote that was provided by ETC Institute for community surveys. The cost estimate is around \$8,000-\$12,000. Board consensus is for additional information from ETC Institute and for the citizen commission option. Set up zoom with ETC Institute for July Regular Session discussion.

4. Public Works/Hourly wage administrative staff wage discussion. City Administrator Thomas Relford explained the cost comparisons for public works salary increases. Alderman Ross made a motion to approve the proposed salary reference guide for street, grounds, parks, cemetery and golf with Scenario A. Alderman Sagaser seconded the motion, which was unanimously approved. Alderman Ross made a motion this to be effective for the current pay period. Alderman Wilson seconded the motion, which was unanimously approved. An additional wage proposal was presented for non-exempt employees in full-time and part-time positions for administrative staff in police, finance, human resources and other general positions. Alderman Wilson made a motion to approve for these positions proposed Scenario C, a \$1.00 per hour increase and to be effective this pay-period. Alderman Sagaser seconded the motion, which was unanimously approved.

5. Bill No. 2023-51: An ordinance authorizing the city to amend the parks and recreation budget for 2023 for the sole purpose of tracking sports program revenue and expenses, with no changes in the already allocated spending for parks and recreation. Alderman Sagaser made a motion for the first reading of Bill No. 2023-51. Alderman Ballard seconded the motion. The City Attorney, Don Brown, read Bill No. 2023-51. **Ordinance 3870.**

i. Ord. 3870: "AN ORDINANCE AUTHORIZING THE CITY TO AMEND THE PARKS AND RECREATION BUDGET FOR 2023 FOR THE SOLE PURPOSE OF TRACKING SPORTS PROGRAM REVENUE AND EXPENSES, WITH NO CHANGES IN THE ALREADY ALLOCATED SPENDING FOR PARKS AND RECREATION."

Alderman Ballard motioned for a second reading of Bill No. 2023-51. Alderman Ross seconded the motion. The City Attorney, Don Brown, read Bill No. 2023-51.

ii. Ord. 3870: "AN ORDINANCE AUTHORIZING THE CITY TO AMEND THE PARKS AND RECREATION BUDGET FOR 2023 FOR THE SOLE PURPOSE OF TRACKING SPORTS PROGRAM REVENUE AND EXPENSES, WITH NO CHANGES IN THE ALREADY ALLOCATED SPENDING FOR PARKS AND RECREATION."

Roll Call

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

Nays: None

Absent: None

6. **Bill No. 2023-52:** An ordinance authorizing the city to transfer the balance of the city's American Rescue plan funds into the city's general checking account. Alderman Wilson made a motion for the first reading of Bill No. 2023-52. Alderman Ross seconded the motion. The City Attorney, Don Brown, read Bill No. 2023-52. **Ordinance 3871.**

i. **Ord. 3871: "AN ORDINANCE AUTHORIZING THE CITY TO TRANSFER THE BALANCE OF THE CITY'S AMERICAN RESCUE PLAN FUNDS INTO THE CITY'S GENERAL CHECKING ACCOUNT."**

Alderman Ballard motioned for a second reading of Bill No. 2023-52. Alderman Ross seconded the motion. The City Attorney, Don Brown, read Bill No. 2023-52.

ii. **Ord. 3871: "AN ORDINANCE AUTHORIZING THE CITY TO TRANSFER THE BALANCE OF THE CITY'S AMERICAN RESCUE PLAN FUNDS INTO THE CITY'S GENERAL CHECKING ACCOUNT."**

Roll Call

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

Nays: None

Absent: None



7. **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(13)** Individually identifiable Personnel records, performance ratings or records pertaining to employees or applicants for employment,... Motion made by Alderman Neal at 7:56 pm. 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

Meeting called back to order at: 8:04

Roll Call

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

Nays: None

Absent: None

OTHERS PRESENT for Executive Session:

City Attorney Don Brown; City Administrator Thomas Relford; Community Development Supervisor Kyle Lee

Discussions and no motions were made during executive session.

MOTION TO LEAVE EXECUTIVE SESSION AT 8:29p.m. made by Alderman Sagaser, seconded by Alderman Ross.

Roll Call

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

Nays: None

Absent: None

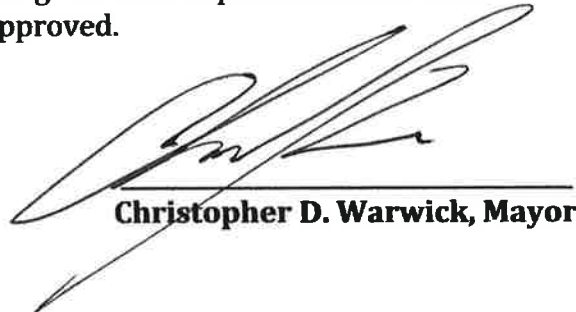
MOTION TO ADJOURN was made by Alderman Sagaser at 8:30 pm. Alderman Ross seconded the motion, which was unanimously approved.

ATTESTED by:

SEAL



Paula Henderson, City Clerk


Christopher D. Warwick, Mayor

BOARD OF ALDERMAN: Regular Session
CITY HALL, 345 S. MAIN, BOLIVAR, MO 65613
TUESDAY, JULY 25th, 2023 AT 6:30 P.M.

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CALL TO ORDER

President of the Board Justin Ballard called the Regular Session to order at 6:30 p.m.

PRESENT ALDERMEN

Brian Wilson, Alexis Neal, Ashley Raines, Justin Ballard, Steve Skopec, Dusty Ross, Steve Sagaser and Ethel Mae Tennis arrived at 6:05 pm.

OTHERS ATTENDING

City Administrator Thomas Relford, Public Works Director Chuck Brown, City Clerk Paula Henderson, Fire Chief Brent Watkins, Police Chief Mark Webb, Media Specialists Jill Way, City Attorney Don Brown, Park and Recreation Superintendent Todd Schrader, Parks and Cemetery Supervisor Rhett Warden; Community Development Supervisor Kyle Lee

PLEDGE OF ALLEGIANCE

Led by Alderman Ballard

MOTION TO ADOPT AGENDA

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

1. **Approval of Minutes:** June 13th, 2023 Work Session; June 27th, 2023 Regular and Executive Session; June 30th, 2023 Special Executive Session. Alderman Wilson motioned to approve minutes. Alderman Ballard seconded the motion, which passed unanimously.

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

***New Hires introduction:**

City Administrator Thomas Relford introduced new employees Melinda Samson, Police Officer and Zachary Sawyer, Police Officer and Tylor Brashear, Crime Analysis.

***Ryan Murray, ETC Institute** for election survey presentation. ETC provides community research and project management, they are a leader in national marketing. This approach would have 3 primary tasks: 1-design the survey and sampling plan with primary goals; 2-adminster the survey through mail/online (email or tests)/phone; 3-survey analysis and reporting the results. Mailout survey envelopes are noticeably thick and the QR code with City Logo are highly recognizable. Advanced notification to the

citizens would help them recognize the survey. Citizens are removed from the follow up list once a survey is completed. Costs are based on the administration method if we mail to all 4,000 households, estimated at \$12,000. If online methods are preferred then costs would be around \$8,000. Hopeful to get the appropriate amount of respondents based on the number of registered voters and accurately making up the demographics of the community. Preference of ideal timeline is 14 weeks to complete survey.

3. **Bill and Financial Reports:** Alderman Sagaser motioned to approve the May reports. Alderman Wilson seconded, unanimously approved.
4. **Administrator's Report:** City Administrator Thomas Relford presented to the board the administrators report. Police Chief Mark Webb discussed the active shooter exercise last week that was held at one of the local schools. Bolivar Police Department Lieutenants planned the exercise layout. The exercise builds relationships with community service providers. For many of the attendees, this was a first-time experience. Public Information Officers worked together to create joint communications and example news releases. In personnel overview we have had resignations in both the police and fire departments. The police department fleet is experiencing several breakdowns, attention needs to be given in this area forthcoming in next year's budget. Creating a City of Bolivar Citizens Commission was discussed. Future meetings will determine the creation and scope of this commission.

Linda Bunch with The Marketing Bunch presented a proposal to study ¼ cent tax incentive ballot measure. The proposal the research and analysis to develop a short survey and in with collaboration with Promoveo to raise awareness through outbound calls, text messages, local networking efforts, distribution of business cards, digital billboard display, free social media and local media. Advantages of the Marketing Bunch are local connections, local support and value. Estimated costs of this proposal is around \$7,500.

City Administrator Thomas Relford continued the administrators report. The General Engineering RFQ will be posted soon, the bid for propane will be posted tomorrow. City Administrator recommended the board consider going out to bid for the exterior painting of Fire State #1 at 312 S. Springfield Ave, no objections given. Construction crews are busy with room changes in PSC for the CALEA certification. The City of Bolivar Transportation Plan received the 2023 Excellence in Regional Transportation Award from National Association of Development Organizations. People Centric worked with a group of staff and several board members for strategic planning to establish key objectives: new revenue sources, improve internal communication/build relationships/improve NPS, increase community engagement, upgrade work environment/technology; work to be fully staffed. A Ethics code of conduct will be forthcoming soon. The city website design is currently under review, more to be brought forth soon. City staff have seen otters at the park and the conservation department will be helping with the relocation. The city also currently has too many

swans. Alderman Ballard made a motion to donate cignets (baby swans) to Promised Land in Branson. Alderman Wilson seconded the motion, which was unanimously approved. Alderman Sagaser made a motion to approve the administrators report. Alderman Wilson seconded the motion, which was unanimously approved.

Alderman Wilson made a motion to have a 5-minute break. Alderman Neal seconded the motion, which was unanimously approved.

Alderman Neal made a motion for the meeting to resume at 7:50 pm. Alderman Raines seconded the motion, which was unanimously approved.

5. Old Business – None on agenda.

6. New Business

Alderman Neal made a motion to move New Business items A. Selection of Audit company & B. TAP Grant 20% match new opportunity to the end of New Business items. Alderman Sagaser seconded the motion, which was unanimously approved.

C. Bill No. 2023-53: An ordinance changing the zoning classification for certain property generally located along Morrisville Road close to the intersection with Morgan Street in the City of Bolivar, Missouri. Alderman Sagaser made a motion for the first reading of Bill No. 2023-53. Alderman Neal seconded the motion. The City Attorney, Don Brown read Bill No. 2023-53. **Ordinance 3872.**

- i. **Ord. 3872: “AN ORDINANCE CHANGING THE ZONING CLASSIFICATION FOR CERTAIN PROPERTY GENERALLY LOCATED ALONG MORRISVILLE ROAD CLOSE TO THE INTERSECTION WITH MORGAN STREET IN THE CITY OF BOLIVAR, MISSOURI.”**

Alderman Ross motioned for a second reading of Bill No. 2023-53. Alderman Sagaser seconded the motion. The City Attorney, Don Brown read Bill No. 2023-53.

- ii. **Ord. 3872: “AN ORDINANCE CHANGING THE ZONING CLASSIFICATION FOR CERTAIN PROPERTY GENERALLY LOCATED ALONG MORRISVILLE ROAD CLOSE TO THE INTERSECTION WITH MORGAN STREET IN THE CITY OF BOLIVAR, MISSOURI.”**

Roll Call

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

Nays: None

Absent: None

D. No. 2023-54: An ordinance approving final plat of Simon Square plat three phase three in the city of Bolivar, Missouri. Alderman Neal made a motion for the first reading of Bill No. 2023-54. Alderman Ross seconded the motion. The City Attorney, Don Brown read Bill No. 2023-54. **Ordinance 3873.**

- i. **Ord. 3873: "AN ORDINANCE APPROVING FINAL PLAT OF SIMON SQUARE PLAT THREE PHASE THREE IN THE CITY OF BOLIVAR, MISSOURI."**

Alderman Sagaser motioned for a second reading of Bill No. 2023-54. Alderman Neal seconded the motion. The City Attorney, Don Brown read Bill No. 2023-54.

- ii. **Ord. 3873: "AN ORDINANCE APPROVING FINAL PLAT OF SIMON SQUARE PLAT THREE PHASE THREE IN THE CITY OF BOLIVAR, MISSOURI."**

Roll Call

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

Nays: None

Absent: None

E. Bill No. 2023-55: An ordinance amending the Bolivar Municipal code by amending section 410.255 regarding marijuana facility regulations. Alderman Sagaser made a motion for the first reading of Bill No. 2023-55. Alderman Neal seconded the motion. The City Attorney, Don Brown read Bill No. 2023-55. **Ordinance 3874.**

- i. **Ord. 3874: "AN ORDINANCE AMENDING THE BOLIVAR MUNICIPAL CODE BY AMENDING SECTION 410.255 REGARDING MARIJUANA FACILITY REGULATIONS."**

Alderman Ballard motioned for a second reading of Bill No. 2023-55. Alderman Wilson seconded the motion. The City Attorney, Don Brown read Bill No. 2023-55.

- ii. **Ord. 3874: "AN ORDINANCE AMENDING THE BOLIVAR MUNICIPAL CODE BY AMENDING SECTION 410.255 REGARDING MARIJUANA FACILITY REGULATIONS."**

Roll Call

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

Nays: None

Absent: None

F. Bill No. 2023-56: An ordinance approving fund transfers from the general fund To the Park & Fire department funds for the fiscal year ending 2023, as noted in the 2023 Budget. Alderman Sagaser made a motion for the first reading of Bill No. 2023-56. Alderman Neal seconded the motion. The City Attorney, Don Brown read Bill No. 2023-56. **Ordinance 3875.**

- i. **Ord. 3875: "AN ORDINANCE APPROVING FUND TRANSFERS FROM THE GENERAL FUND TO THE PARK & FIRE DEPARTMENT FUNDS FOR THE FISCAL YEAR ENDING 2023, AS NOTED IN THE 2023 BUDGET."**

Alderman Neal motioned for a second reading of Bill No. 2023-56. Alderman Ballard seconded the motion. The City Attorney, Don Brown read Bill No. 2023-56.

- ii. **Ord. 3875: "AN ORDINANCE APPROVING FUND TRANSFERS FROM THE GENERAL FUND TO THE PARK & FIRE DEPARTMENT FUNDS FOR THE FISCAL YEAR ENDING 2023, AS NOTED IN THE 2023 BUDGET."**

Roll Call

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

Nays: None

Absent: None

G. Bill No. 2023-57: An ordinance authorizing a contract with the Friends of Bolivar Parks for services related to the establishment of pickleball courts. Alderman Sagaser made a motion for the first reading of Bill No. 2023-57. Alderman Neal seconded the motion. The City Attorney, Don Brown read Bill No. 2023-57. **Ordinance 3876.**

- i. **Ord. 3876: "AN ORDINANCE AUTHORIZING A CONTRACT WITH THE FRIENDS OF BOLIVAR PARKS FOR SERVICES RELATED TO THE ESTABLISHMENT OF PICKLEBALL COURTS."**

Alderman Skopec motioned for a second reading of Bill No. 2023-57. Alderman Wilson seconded the motion. The City Attorney, Don Brown read Bill No. 2023-57.

- ii. **Ord. 3876: "AN ORDINANCE AUTHORIZING A CONTRACT WITH THE FRIENDS OF BOLIVAR PARKS FOR SERVICES RELATED TO THE ESTABLISHMENT OF PICKLEBALL COURTS."**

Roll Call

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

Nays: None

Absent: None

A. Selection of Audit Company. One submission for audit proposal was received for auditing years ending 2023, 2024 and 2025. KPM CPAs and Advisors offered services with estimated fees of financial statement audits 2023-\$27,000; 2024-\$28,500; 2025-\$30,000 and additional fees for uniform guidance single audit (if needed). Alderman Skopec made a motion to approve the proposal from KPM. Alderman Wilson seconded the motion, which was unanimously approved.

B. TAP Grant 20% match new opportunity. Community Development Supervisor Kyle Lee explained the opportunity. Sidewalk improvements along the corridor of Springfield Ave from Jackson Street to Mt. Gilead Road. Grant could be from \$100,000 to \$500,000 and the city would match would be 20%. Alderman Sagaser made a motion to approve the application of the TAP grant for the area of Springfield Ave, starting at Mt. Gilead Rd and moving north. Alderman Wilson seconded the motion, which was unanimously approved.

7. **Calendar of Events:** August 8th, 2023 Work Session; August 22nd, 2023 Regular Session; September 9th, 2023 Country Days; October 7th, 2023 SBU Homecoming Parade
8. **MOTION TO MOVE INTO EXECUTIVE SESSION: RSMo 610.021(2)** Leasing, Purchase or Sales of Real Estate by a public governmental body where public . **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 8:22 pm. 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; Community Development Supervisor Kyle Lee; Public Works Director Chuck Brown; SOAR Flight Instructor/Safety Coordinator Seth Whittington; Mayor Christopher Warwick arrived at 8:25 pm.

Seth Whittington left the meeting at 8:55 pm.

Discussions and no motions were made during executive session.

MOTION TO LEAVE EXECUTIVE SESSION at 9:16pm. made by Alderman Ross, seconded by Alderman Sagaser.

Roll Call

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

9. **MOTION TO ADJOURN** was made by Alderman Sagaser at 9:18 pm. Alderman Ross seconded the motion, which was unanimously approved.



Paula Henderson, City Clerk

Christopher D. Warwick, Mayor