



BOARD OF ALDERMAN: Work Session
CITY HALL, 345 S. MAIN, BOLIVAR, MO 65613
TUESDAY, OCTOBER 10TH, 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, Lieutenant Roger Barron, City Attorney Don Brown, Community Development Supervisor Kyle Lee, Finance Director/Deputy City Clerk Natalie Scrivner, Accounts Payable Freda Chism, Fire Chief Brent Watkins, Parks Supervisor Rhett Warden, Parks and Recreation Superintendent Todd Schrader, Human Resources Representative Carol West, City Clerk Paula Henderson.

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. Strategic Planning Presentation: Don Harkey, People Centric CEO presented the strategic plan and the city Mission/Vision. The strategic plan has 5 key objectives: 1- plan for new revenue, 2- increase community engagement, 3- improve internal communication, 4- work to be fully staffed, 5- upgrade equipment. They have reviewed the values and mission statement. Mission Statement: To enhance the Bolivar community by providing quality civic services. Vision Statement: To support the patrons of Bolivar as they pursue their best lives. Alderman Ross made a motion to accept the strategic plan, Mission and Vision. Alderman Wilson seconded the motion, which was unanimously approve.

2. Citizen Commission Update. City Administrator Thomas Relford discussed the recent meetings of the commission. The members have been listening to department challenges, shortfalls and looking to the future. The members had a tour of the Public Safety Center with Fire Chief Watkins and Police Chief Webb. Soon the commission will have a tour of the Recreation Center. Currently the commission has not decided to start a community survey.

3. Creation of Capital Savings accounts. City Administrator Thomas Relford discussed the desire to establish separate line items for department saving accounts. The departments would like to use these accounts to put aside budgeted funds for several years to use toward large ticket purchases. The board was at a consensus that this was an acceptable practice.

4. 50/50 Conservation Land Grant review/update: Todd Schrader, Parks and Recreation Superintendent showed examples of all Inclusive Playgrounds with estimated price ranges. To submit the grant application a commitment from the city is required. Alderman Sagaser made a motion to earmark \$300,000 from ARPA funds for a playground. Alderman Ross seconded the motion.

Roll Call

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

5. Pool Roof Sliders #2 Repairs. Todd Schrader, Parks and Recreation Superintendent explained that another plastic slider broke on one of the pool roof sliding window panels. Ten of the twenty window panels have been repaired early this year with metal sliders. Alderman Sagaser made a motion to replace all the remaining 10 plastic sliders with metal, with OpenAire (sole source vendor) up to \$34,340.00, with ARPA funds. Alderman Rains seconded the motion.

Roll Call

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

6. Bill No. 2023-73: An ordinance authorizing an agreement with APAC-Central, Inc for street asphalt and resurfacing project. Alderman Sagaser made a motion for the first reading of Bill No. 2023-73. Alderman Ballard seconded the motion. The City Attorney, Don Brown, read Bill No. 2023-73. **Ordinance 3892.**

i. **Ord. 3892: "AN ORDINANCE AUTHORIZING AN AGREEMENT WITH APAC-CENTRAL, INC FOR A STREET ASPHALT AND RESURFACING PROJECT."**

Alderman Ballard motioned for a second reading of Bill No. 2023-73. Alderman Ross seconded the motion. The City Attorney, Don Brown, read Bill No. 2023-73.

ii. **Ord. 3892: "AN ORDINANCE AUTHORIZING AN AGREEMENT WITH APAC-CENTRAL, INC FOR A STREET ASPHALT AND RESURFACING PROJECT."**

Roll Call

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

Nays: None

Absent: None

7. Bill No. 2023-74: An ordinance authorizing an agreement with Ozarks Coca-Cola Bottling for an exclusive beverage agreement and pricing for the City. Alderman Sagaser made a motion for the first reading of Bill No. 2023-74. Alderman Wilson seconded the motion. The City Attorney, Don Brown, read Bill No. 2023-74. **Ordinance 3893.**

i. **Ord. 3893: "AN ORDINANCE AUTHORIZING AN AGREEMENT WITH OZARKS COCA-COLA BOTTLING FOR AN EXCLUSIVE BEVERAGE AGREEMENT AND PRICING FOR THE CITY."**

Alderman Ross motioned for a second reading of Bill No. 2023-74. Alderman Ballard seconded the motion. The City Attorney, Don Brown, read Bill No. 2023-74.

ii. **Ord. 3893: "AN ORDINANCE AUTHORIZING AN AGREEMENT WITH OZARKS COCA-COLA BOTTLING FOR AN EXCLUSIVE BEVERAGE AGREEMENT AND PRICING FOR THE CITY."**

Roll Call

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

Nays: None

Absent: None

Alderman Wilson made a motion to stencil or paint above the council room doors the City Mission test: 1-will it enhance our community; 2- do the citizens want or need it; 3- can we do it well. Alderman Sagaser seconded the motion, which was unanimously approved.

MOTION TO ADJOURN was made by Alderman Sagaser at 7:45 p.m. Alderman Ross seconded the motion, which was unanimously approved.

ATTESTED by:



Christopher D. Warwick, Mayor

BOARD OF ALDERMAN: Regular Session
CITY HALL, 345 S. MAIN, BOLIVAR, MO 65613
TUESDAY, OCTOBER 24TH, 2023 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 Chris 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 and Ethel Mae Tennis

OTHERS ATTENDING

City Administrator Thomas Relford, Accounts Payable Freda Chism; Fire Chief Brent Watkins, Police Chief Mark Webb, City Attorney Don Brown, Finance Director/Deputy City Clerk Natalie Scrivner, Public Works Director Chuck Brown, City Clerk Paula Henderson, Park and Recreation Superintendent Todd Schrader, Street Supervisor Shane Duncan, Community Development Supervisor Kyle Lee, Media Specialists Jill Way, Human Resources Staff Lori Speiser and Carol West

PLEDGE OF ALLEGIANCE

Led by Mayor Warwick

MOTION TO ADOPT AGENDA

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

1. **Approval of Minutes:** September 19th, 2023 Regular and Executive Session. Alderman Ballard motioned to approve minutes. Alderman Ross seconded the motion, which passed unanimously.
2. **Mayoral Appointments: Introductions, presentations, resolutions, proclamations, & citizen requests:**
 - New Hire Introductions: Street Supervisor: Shane Duncan and Police Officer: Chase Wheeler
 - Fire Chief Brent Watkins administered the Fire Fighter oath of office for Jack Blankenship.
 - Resolution adopting the 50/50 Land & Water Conservation Fund Program. Alderman Sagaser made a motion to approve the resolution. Alderman Wilson seconded the motion, which was unanimously approved.

- BOMOTC Presentation by Dr. Richard Asbill, Bolivar R-1 School Superintendent explained the November 7th, 2023 ballot measure, for up to 20 cents of the assessed property value. The average homeowner would see about \$40 annual increase in property taxes. The average commercial building owner would see about \$60-80 annual increase in property taxes. Ten cents of the tax would sunset in 2036 and the other ten cents would not sunset. If passed by the voters in the Bolivar R-1 School district this could provide in district class fee rates for individuals over 17 years old that live in the district, increased access to classes and possibly, if passed by the State of Missouri, a local Ozarks Technical College in location Bolivar.
3. **Bill and Financial Reports:** Alderman Ballard motioned to approve the September reports. Alderman Ross seconded, unanimously approved.
4. **Administrator's Report:** Fire Chief Brent Watkins gave an update on the city's safety committee. There is one employee from each department and they meet quarterly. They have completed a safety walk through all of the city locations and have created a list of items that should be addressed in the future. The committee is planning on the having the safety manual updated early 2024. City Administrator Thomas Relford presented to the board the administrators report. Currently the Police Department is down four full-time staff and the Fire Department is down one full-time staff. City Clerk Paula Henderson has received the Missouri Professional City Clerk Certification from the Missouri City Clerks and Finance Officers Association. Two ladder investments totally about 1.3 million will mature on Nov 5th and they will roll into a 5-year investment at 4.35%. Bids are out for the \$3 million CD, which renews November 17th. Bids are due November 14th, and the board can review at the November board meeting. Liberty Utilities will need to terminate the property lease with the City where the current Polk County recycling center is located. City staff and Polk County Commissions will be meeting to discuss the re-location of the recycling center soon. Liberty Utilities will also, in the near future, need to terminate the lease where the animal pound is located. Currently the Polk County Humane Society is not interested in a partnership, therefor the city will need to look for a location to re-locate the pound. Citizens Commission will meet this Thursday and will have a recommendation at the November 2023 Board meeting. Currently the staff is working with DNR compliance on the airport well for a chlorinator. Estimates are coming in around \$10,000. Welcome to Bolivar signs, with recognition to Governor Parson are being discussed. Alderman Sagaser made a motion to allow Public Works Director Chuck Brown to use city equipment on personal time to re-weld the jackstand on one of the Bolivar Kiwanis Trailers. Alderman Ballard seconded the motion, which was unanimously approved. The City pool will be closing November 3rd. Media Specialists Jill Way is working on the application of the City Mission statement on the board room wall. Alderman Wilson made a motion to approve the administrators report. Alderman Sagaser seconded the motion, which was unanimously approved.

5. Old Business:

a. **Bill No. 2023-75:** An ordinance amending the Bolivar Municipal Code by amending subsection A(8) of Section 410.260-regarding parking and storage of Recreational Equipment, Boats, Trailers, and similar personal property. Alderman Sagaser made a motion for the first reading of Bill No. 2023-75. Alderman Ross seconded the motion. The City Attorney, Don Brown read Bill No. 2023-75. **Ordinance 3894.**

- i. **Ord. 3894: "AN ORDINANCE AMENDING THE BOLIVAR MUNICIPAL CODE BY AMENDING SUBSECTION A(8) OF SECTION 410.260-REGARDING PARKING AND STORAGE OF RECREATIONAL EQUIPMENT, BOATS, TRAILERS, AND SIMILAR PERSONAL PROPERTY."**

Alderman Wilson motioned for a second reading of Bill No. 2023-75. Alderman Ross seconded the motion. The City Attorney, Don Brown read Bill No. 2023-75.

- ii. **Ord. 3894: "AN ORDINANCE AMENDING THE BOLIVAR MUNICIPAL CODE BY AMENDING SUBSECTION A(8) OF SECTION 410.260-REGARDING PARKING AND STORAGE OF RECREATIONAL EQUIPMENT, BOATS, TRAILERS, AND SIMILAR PERSONAL PROPERTY."**

Roll Call

Ayes: Sagaser, Raines, Neal, Wilson, Ross

Nays: Ballard, Skopec, Tennis

Absent: None

b. **Bill No. 2023-76:** An ordinance accepting and approving a grant and agreement with the State of Missouri Emergency Agency, for an Emergency Management Performance Grant. Alderman Sagaser made a motion for the first reading of Bill No. 2023-76. Alderman Wilson seconded the motion. The City Attorney, Don Brown read Bill No. 2023-76. **Ordinance 3895.**

- i. **Ord. 3895: "AN ORDINANCE ACCEPTING AND APPROVING A GRANT AND AGREEMENT WITH THE STATE OF MISSOURI EMERGENCY AGENCY, OFR AN EMERGENCY MANAGEMENT PERFORMANCE GRANT."**

Alderman Ballard motioned for a second reading of Bill No. 2023-76. Alderman Ross seconded the motion. The City Attorney, Don Brown read Bill No. 2023-76.

- ii. **Ord. 3895: "AN ORDINANCE ACCEPTING AND APPROVING A GRANT AND AGREEMENT WITH THE STATE OF MISSOURI EMERGENCY AGENCY, OFR AN EMERGENCY MANAGEMENT PERFORMANCE GRANT."**

Roll Call

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

6. New Business

a. **Bill No. 2023-77:** An ordinance changing the zoning classification for certain lots within the Hendricks addition subdivision, within the City of Bolivar. Alderman Sagaser made a motion for the first reading of Bill No. 2023-77. Alderman Neal seconded the motion. The City Attorney, Don Brown read Bill No. 2023-77. **Ordinance 3896.**

- i. **Ord. 3896: "AN ORDINANCE CHANGING THE ZONING CLASSIFICATION FOR CERTAIN LOTS WITHIN THE HENDRICKS ADDITION SUBDIVISION, WITHIN THE CITY OF BOLIVAR."**

Alderman Ballard motioned for a second reading of Bill No. 2023-77. Alderman Ross seconded the motion. The City Attorney, Don Brown read Bill No. 2023-77.

- ii. **Ord. 3896: "AN ORDINANCE CHANGING THE ZONING CLASSIFICATION FOR CERTAIN LOTS WITHIN THE HENDRICKS ADDITION SUBDIVISION, WITHIN THE CITY OF BOLIVAR."**

Roll Call

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

b. **Airport Hay Mowing 3-year bid review.** Public Works Director Chuck Brown explained the 2 bids that were received. Alderman Ross made a motion to approve Jeremy McCarthy bid \$12.00 per bale on the 130 Acres m/l piece and Alan Roberts bid \$26.00 per bale on the 11 Acres m/l piece. Alderman Wilson seconded, which was unanimously approved.

c. **City Hall HVAC bid review.** Public Works Director Chuck Brown explained the 2 bids that were received from U.S. Engineering Services for City Hall HVAC repairs, estimated to be installed Spring 2024. Alderman Sagaser made a motion to approve the proposal of a new Marley, Aquatower cooling tower at \$81,995, with the discharge air hood, budgeted in Capital funds. Alderman Ross seconded the motion, which was unanimously approved.

d. Human Resources Software RFQ review. Request for qualifications were received. Alderman Ross made a motion to approve the proposal received from Paycor with first year investment costs of \$35,103 from the ARPA funds, then following year costs of \$31,803 to be included in the budget. Alderman Sagaser seconded the motion, which was unanimously approved.

Alderman Ross made a motion for a 10-minute recess at 7:45 p.m. Alderman Wilson seconded the motion, which was unanimously approved.

Alderman Sagaser made a motion at 7:55 p.m. to return to the board meeting. Alderman Ross seconded the motion.

Roll Call

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

Absent: Tennis

e. Blighted Building Procedures. Community Development Supervisor Kyle Lee asked the board for direction regarding this topic. Staff will bring more information to a future board meeting.

f. 2024 Budget. City Administrator Thomas Relford discussed the first draft, version 1 budget. Recruiting and retaining employees continues to be a struggle. The goal is to provide the board with a budget that addresses the needs of the City while maintaining fiscal accountability. This draft is a bare bones budget with simple survival in mind. More to be presented in November.

g. Bill No. 2023-78: An ordinance amending the Bolivar Municipal Code by adding a new Chapter 390 – to enact an adopt a street volunteer program for the City of Bolivar. Alderman Sagaser made a motion for the first reading of Bill No. 2023-78. Alderman Ballard seconded the motion. The City Attorney, Don Brown read Bill No. 2023-78. **Ordinance 3897.**

- i. **Ord. 3897: "AN ORDINANCE AMENDING THE BOLIVAR MUNICIPAL CODE BY ADDING A NEW CHAPTER 390 - TO ENACT AN ADOPT A STREET VOLUNTEER PROGRAM FOR THE CITY OF BOLIVAR."**

Alderman Ballard motioned for a second reading of Bill No. 2023-78. Alderman Ross seconded the motion. The City Attorney, Don Brown read Bill No. 2023-78.

- ii. **Ord. 3897: "AN ORDINANCE AMENDING THE BOLIVAR MUNICIPAL CODE BY ADDING A NEW CHAPTER 390 - TO ENACT AN ADOPT A STREET VOLUNTEER PROGRAM FOR THE CITY OF BOLIVAR."**

Roll Call

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

h. Bill No. 2023-79: An ordinance amending the City Code for the City of Bolivar, Missouri by amending Chapter 270; related to Deer Control, and Hunting Regulations within the City or otherwise on City Owned Property. Alderman Sagaser made a motion for the first reading of Bill No. 2023-79. Alderman Wilson seconded the motion. The City Attorney, Don Brown read Bill No. 2023-79. **Ordinance 3898.**

- i. **Ord. 3898: "AN ORDINANCE AMENDING THE CITY CODE FOR THE CITY OF BOLIVAR, MISSOURI BY AMENDING CHAPTER 270; RELATING TO DEER CONTROL AND HUNTING REGULATIONS WITHIN THE CITY OR OTHERWISE ON CITY OWNED PROPERTY."**

Alderman Wilson motioned for a second reading of Bill No. 2023-79. Alderman Ross seconded the motion. The City Attorney, Don Brown read Bill No. 2023-79.

- ii. **Ord. 3898: "AN ORDINANCE AMENDING THE CITY CODE FOR THE CITY OF BOLIVAR, MISSOURI BY AMENDING CHAPTER 270; RELATING TO DEER CONTROL AND HUNTING REGULATIONS WITHIN THE CITY OR OTHERWISE ON CITY OWNED PROPERTY."**

Roll Call

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

7. **Calendar of Events:** November 14th, 2023 Regular Session; November 18th, 2023 Gobblin & Hobblin Run; November 28th, 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. Motion made by Alderman Neal at 8:56 p.m. Alderman Wilson seconded the motion.

Roll Call

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

OTHERS PRESENT for Executive Session:

City Attorney Don Brown; City Administrator Thomas Relford, City Clerk Paula Henderson. Public Works Director Chuck Brown and Community Development Supervisor Kyle Lee were in the closed session until 9:24 p.m.

Discussions and no motions were made during executive session.

MOTION TO LEAVE EXECUTIVE SESSION at 9:30 p.m. made by Alderman Ballard, seconded by Alderman Ross.

Roll Call

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

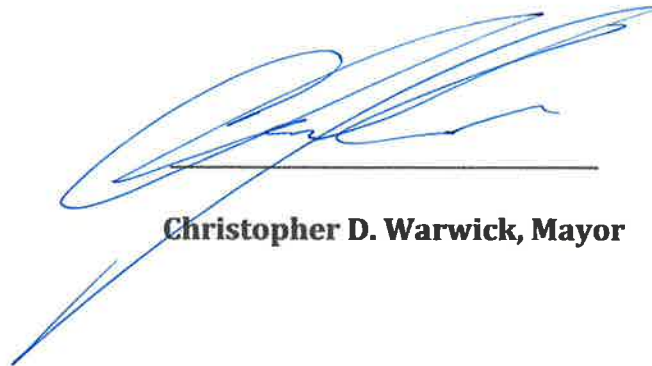
Nays: None

Absent: Tennis

9. **MOTION TO ADJOURN** was made by Alderman Sagaser at 9:31p.m. seconded by Alderman Ross, which was unanimously approved.



Paula Henderson, City Clerk



Christopher D. Warwick, Mayor