

**CITY OF OSBORN, MISSOURI
BOARD MEETING
Wednesday, February 10, 2016**

Mayor David E. Meek declared meeting open at 7:00 P.M.

Roll call of council persons:

Present – Mayor David E. Meek
Alderman Norman Baumgarden
Alderman Carlana Bradford
Alderman Deanna Bradford

Also present:

City Clerk - Jody Barlow
Water Dept. – Josh Edwards
City Attorney Ed Proctor and Nancy Proctor
USDA – Stan Wolfe and Shawna Barnes
Olsson Associates – Adam Hilgedick
Jason Graeff – Osborn Fire Protection Chief

Agenda:

BOND CLOSING:

A. Sewer Project

- a) Appoint City Clerk as City Treasurer
- b) Authorize Mayor to Execute and Sign Bond
- c) Gilmore & Bell, USDA Rural Development Final Closing Documents for \$235,700 Combined Waterworks and Sewerage System Revenue Bond Series C
- d) Authorize payments

Consent Agenda:

- A. January 13, 2016 Meeting Minutes
- B. January 2016 Financial Report

Reports:

- A. City CD's
- B. Authorization of Bills
- C. Water Report

Old Business:

- A. Ordinance #2016-02 Ordinance Violations Fine
- B. Update Personnel Policy
- C. Citizen Survey
- D. Capital Improvements
- E. 2016-2017 Budget

New Business:

- A. Board Member Resignation
- B. ACH Shell Agreement/Bank of Fairport
- C. Alderman Comments

It was moved by Alderman C. Bradford, second by Alderman Baumgarden to accept & approve the agenda for tonight's meeting. Motion passed 3-0-0.

Consent Agenda:

A motion was made by Alderman Baumgarden, second by Alderman C. Bradford to approve the consent agenda which contained the financial report for January 2016 and minutes from the January 13, 2016 board meeting. Motion passed 3-0-0.

Bills:

A list of bills was presented for approval and payment for the month of February 2016. It was moved by Alderman C. Bradford, second by Alderman Baumgarden to approve the list of bills for February 2016 as presented. Motion passed 3-0-0.

City CD's:

The City Clerk informed the Board that there are two General Fund CD's that will mature this month. A motion was made by Alderman D. Bradford, second by Alderman C. Bradford to renew CD #158492 at 1st Cameron State Bank for another 6 months. Motion passed 3-0-0.

A motion was made by Alderman Baumgarden, second by Alderman D. Bradford to cash in CD #10821 upon maturity and deposit the money in the General Fund to be used for capital improvements. Motion passed 3-0-0.

Water Report:

None

BOND CLOSING:

Sewer Project

- a). Appoint City Clerk as City Treasurer:

The City Attorney informed the Board that the City Clerk needs to be appointed as the City treasurer as a formality to meet USDA requirements. The City Clerk has always been the City treasurer but this action will make it official in the meeting minutes. A motion was made by Alderman D. Bradford, second by Alderman C. Bradford to appoint City Clerk as City Treasurer. Motion passed. 3-0-0.

- b). Authorize Mayor to Execute and Sign Bond

The City Attorney requested that the Board make a motion for the Mayor to execute all documents related to the \$235,700 bond for the first phase completion of the sewer

project. A motion was made by Alderman C. Bradford, second by Alderman Baumgarden to authorize the Mayor to execute all documents related to the \$235,700 bond.

c). Gilmore & Bell, USDA Rural Development Final Closing Documents for \$235,700 Combined Waterworks and Sewerage System Revenue Bond Series C

The Mayor and City Clerk executed the final closing certificate, questionnaire, federal tax certificate and receipt for bond and representation.

d). Authorize payments

Check #1008 for Proctor Law Firm in the amount of \$955.00 and check #1009 for USDA in the amount of \$1295.01 were presented for authorization of payment out of the Sewer Project Construction account. A motion was made by Alderman C. Bradford, second by Alderman Baumgarden to authorize payment of checks #1008 and #1009. Motion passed. 3-0-0.

Old/Unfinished Business:

Ordinance 2016-02 – Ordinance Violations Fine:

AN ORDINANCE AMENDING THE CODE OF THE ORDINANCES OF THE CITY OF OSBORN, MISSOURI, RELATING TO PENALITIES THAT MAY BE IMPOSED

It was moved by Alderman D. Bradford, second by Alderman C. Bradford to approve Ordinance 2016-02. On roll call vote, the motion carried as follows:

AYES: 3 – D. Bradford, Baumgarden, C. Bradford

NOES: 0

ABSENT: 0

PASSED, SIGNED, AND APPROVED THIS 10th DAY OF FEBRUARY 2016.

Update Personnel Policy:

The Board discussed the City's personnel policy and decided that nothing else needs to be changed. The City Clerk will have the updated version at the next board meeting.

Citizen Survey:

The City Clerk asked if the Board would like to add any other questions to the survey. No other suggestions were made. The Clerk will mail the surveys out and have the results at the next board meeting.

Capital Improvements:

The Board discussed items that need to be replaced and repaired. After some discussion of how to allocate the \$53,002.56 from cashing CD #10821 the Board made the following decisions. The Board would like for the City Clerk to get estimates for the replacement of the roof, windows, floor and adding gutters to City Hall and for the replacement of the Welcome to Osborn highway sign. The Board authorized spending up to \$25,000.00 for

the purpose of purchasing a newer City truck and a snow plow for the truck. The truck needs to be four-wheel drive and at least ¾ ton. The Board authorized putting \$5,000.00 in the Street Department fund for the purchase of rock for the streets. Any money that is left over will either be put in the street department for the purchase of more rock or will be deposited as a CD. The Clerk will have the estimates at the next board meeting for discussion.

2016-2017 Budget:

The City Clerk asked the Board if they would like to add anything to the upcoming budget. The Mayor requested finding a way to add more revenue to the street department.

New Business:

Board Member Resignation:

The City Clerk presented the resignation letter from Alderman Uthe. Since the General Election is in 3 months the Board decided to leave the seat open until then. The open seat will be on the ballot as a 1 year term.

ACH Shell Agreement/Bank of Fairport:

The City Clerk presented an ACH Shell Agreement from the Bank of Fairport. This agreement is for the City to be able to start doing ACH payments for citizen's water bills. The Clerk had the City Attorney review the agreement and he would like for the section that discusses fees to be taken out of the agreement. He recommended the Board to authorize the Mayor to sign the agreement once the fees section is removed. The Clerk will discuss this with the Bank of Fairport. A motion was made by Alderman C. Bradford, second by Alderman Baumgarden to authorize the Mayor to sign the ACH Shell Agreement with the Bank of Fairport after the fees section is removed. Motion passed 3-0-0.

Alderman Comments: None

Public Comment Period:

Osborn Fire District Chief Jason Graeff was present to ask the City for some information about the water system in order for the Fire Department to complete their ISO Classification. He needs the information by the end of the first week of March. The City Clerk and Josh will get him the information that he needs.

Adjourn:

As no other business was presented, Alderman Baumgarden moved, second by Alderman C. Bradford to adjourn the meeting at 9:35 P.M. Motion passed 3-0-0.

Mayor, David E. Meek

Respectfully Submitted,

Jody Barlow, City Clerk