

**CITY OF OSBORN, MISSOURI
BOARD MEETING
Wednesday, January 13, 2016**

Mayor David E. Meek declared meeting open at 7:04 P.M.

Roll call of council persons:

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

Absent -

Alderman Deanna Bradford
Alderman Donna Uthe

Also present:

City Clerk - Jody Barlow
Water Dept. – Josh Edwards

Agenda:

Consent Agenda:

- A. Meeting Minutes
- B. Financial Report

Reports:

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

Old Business:

- A. United Cooperative
- B. Sewer Project
- C. Insurance
- D. Election
- E. Ordinance #2016-01 – City Sales Tax
- F. City Cell Phone and Policy
- G. Time Clock
- H. Employee Communications
- I. Update Personnel Policy
- J. Mass Notifications
- K. ACH Payments – Water Program
- L. Ordinance #2016-03 – Authorizing Execution of Trash Contract

New Business:

- A. Citizen Complaints

- B. Ordinance #2016-02 – Ordinance Violations Fine
- C. Capital Improvements
- D. City Truck
- E. 2016-2017 City Budget
- F. Personnel
- G. Alderman Comments

It was moved by Alderman C. Bradford, second by Alderman Baumgarden to accept & approve the agenda for tonight’s meeting. Motion passed 2-0-2.

Public Comment Period:

None

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 December 2015, and minutes from the December 9, 2015 board meeting. Motion passed 2-0-2.

Bills:

A list of bills was presented for approval and payment for the month of January 2016. It was moved by Alderman Baumgarden, second by Alderman C. Bradford to approve the list of bills for January 2016 as presented. Motion passed 2-0-2.

City CD’s:

The City Clerk informed the Board that there are two General Fund CD’s that will mature in February. No action was taken.

Water Report:

Water loss 6%. Josh reported that he replaced the metal grates that are in the floor at the water plant. He received a quote from Atkinson Welding in Cameron, MO, Sweiger Welding Shop in Maysville, MO and Colhour Welding in Maysville, MO wasn’t interested. He received approval from the Mayor to purchase the grates from Atkinson Welding in Cameron, MO for \$210.00. The Mayor authorized the purchase due to safety concerns that the grates were rusted and falling in. Josh also purchased metal runners for the snow plow from Atkinson Welding for \$98.12, with the Mayor’s authorization. This purchase was from the Street Department. The Board was in agreement that this prior authorization was appropriate due to the safety concerns and the need to replace the grates and metal runners as soon as possible.

Old/Unfinished Business:

United Cooperative:

The City Attorney is still working on the details for the quit claim deed that was requested by United Cooperative at the November 2015 Board meeting.

Sewer Project:

The Sewer Project Engineer has submitted the Phase 2 report to the State and we are waiting for their approval. The Phase 3 report is almost complete and they are waiting on results from some samples before they can finish the report and submit it to the state.

Insurance:

The City Clerk received information from our insurance broker that Blue Cross and Blue Shield is no longer going to offer life insurance for companies with less than 50 employees. The City employee's will no longer be able to get life insurance.

Election:

The City Clerk reminded Alderman Baumgarden that his seat is up for re-election in April and the deadline to be a registered candidate is January 19th by 5:00 P.M.

Ordinance 2016-01 - City Sales Tax:

AN ORDINANCE IMPOSING A TAX FOR GENERAL REVENUE PURPOSES ON ALL SELLERS FOR THE PRIVILEGE OF ENGAGING IN THE BUSINESS OF SELLING TANGIBLE PERSONAL PROPERTY OR RENDERING TAXABLE SERVICES AT RETAIL AT THE RATE OF ONE PERCENT (1%) ON THE RECEIPTS FROM THE SALE AT RETAIL OF ALL TANGIBLE PERSONAL PROPERTY OR TAXABLE SERVICES AT RETAIL WITHIN SAID CITY, IF SUCH PROPERTY AND SERVICES ARE SUBJECT TO TAXATION BY THE STATE OF MISSOURI.

The Levy proceeds going to the Street Department.

It was moved by Alderman Baumgarden, second by Alderman C. Bradford to approve Ordinance 2016-01. On roll call vote, the motion carried as follows:

AYES: 3 –Baumgarden, C. Bradford and Mayor Meek

NOES: 0

ABSENT: 2 – D. Bradford, Uthe

PASSED, SIGNED, AND APPROVED THIS 13th DAY OF JANUARY 2016.

City Cell Phone and Policy:

The City Clerk presented the option of the City providing ATT Go Phones for the Water Department. Alderman C. Bradford stated that the City Clerk needed to have a City provided cell phone as well, Alderman Baumgarden agreed. There will be a City provided cell phone for the water department, the water department on-call worker and for the City Clerk. Several examples of Go phones, with varying prices, were looked at by the Alderman and the Mayor. A motion was made by Alderman C. Bradford, second by Alderman Baumgarden to authorize the City Clerk to spend up to \$300.00 to purchase 3 ATT Go Phones to be utilized by City employees. Motion passed 2-0-2.

The City Clerk provided an example of the new cell phone policy for all City employees to sign. After some discussion about what should be included or taken out of the policy the Board decided that the option to have employee's personal cell phones paid by the City to be taken out. This will save the City money and save employees from having to provide personal cell phone records monthly to the City. A motion was made by Alderman C. Bradford, second by Alderman Baumgarden to adopt the City Cell Phone Policy with the stated correction of removing the option to have the City reimburse for use of personal cell phones. Motion passed 2-0-2.

Time Clock:

The City Clerk provided the Board with several options for a time clock. After some discussion as motion was made by Alderman Baumgarden, second by Alderman C. Bradford to authorize the City Clerk to purchase a time clock up to \$350.00. Motion passed 2-0-2.

Employee Communications:

The City Clerk presented some options for walkie-talkies to be used by the water department employees during the day since the use of personal cell phones is not being paid for anymore. After some discussion the Board wanted to wait and see how the new City provided cell phones work and if it is even going to necessary to have an alternate form of communication during the day.

Update Personnel Policy:

The City Clerk asked the Board if they were happy with the current personnel policy or if they wanted to make updates to any section. The Mayor believed that the City's policy on personal days, vacation days, and sick leave needed to be updated. The reason for this is because when employees leave the City they are receiving a substantial check for extra days that should've been used during their time of employment but because the City

doesn't have a use it or lose it policy they are cashing these days in when they quit. After discussion the Alderman decided to update the following policies.

- Personal Days – Use it during the current calendar year or lose it at the end of each Calendar year.
- Vacation – Employees may carry over 1 week or be paid for that 1 week at the end of the calendar year. Otherwise any vacation time not used during the calendar year will be lost.
- Sick Leave – Employees may carry over 80 hours of sick leave each calendar year. Anything over 80 hours will not be carried over and the employee will lose it each Calendar year.
- OSHA training - A section for OSHA training is going to be added to the policy. This training will be a requirement for employment for anybody who is going to be working for the water, sewer or street departments. This training will be paid for by the City.

Mass Notifications:

After researching mass notification systems the City Clerk has come across some options. Pricing will depend on several factors including how many people sign up. The City Clerk asked the Board if they would like to provide a survey to Citizens to see if a mass notification system would be something that they would like the City to offer. If the City puts a survey out to the citizens it would be a great opportunity to ask some other questions. Some questions that could be asked is if they would be interested in recycling, the City accepting credit cards, etc. The Clerk requested for the Board members and Mayor to come up with some suggestions for the survey and it will be discussed further at the next board meeting.

ACH Payments – Water Program:

The City Clerk provided the Board with a copy of the letter that is going to be mailed to citizens explaining the ACH payment feature for their water/sewer payments. The Clerk asked for any suggestions or revisions for the letter. The Board didn't offer any comments. The Clerk will get the letter mailed out as soon as possible.

Ordinance 2016-03 – Authorizing Execution of Trash Contract:

Last month the Board approved the trash contract with R&W Container for another two years. The purpose of this ordinance is to authorize the execution of the trash contract with R&W Container for another two years.

It was moved by Alderman Baumgarden, second by Alderman C. Bradford to approve Ordinance 2016-03. On roll call vote, the motion carried as follows:

AYES: 3 – Baumgarden, C. Bradford and Mayor Meek

NOES: 0

ABSENT: 2 – D. Bradford, Uthe

PASSED, SIGNED, AND APPROVED THIS 13th DAY OF JANUARY 2016.

New Business:

Citizen Complaints:

The City Clerk has received some complaints about dogs barking all night long keeping neighbors up. Also a complaint about very large trucks driving on the side streets. The large trucks are driving very fast, they are leaving trails of mud on the streets and they are very loud. The Board requested the Clerk discuss these issues with the City Attorney. The Mayor says it is very difficult to do anything to the trucks speeding due to the City not having a police officer.

Ordinance 2016-02 – Ordinance Violations Fine:

The City Clerk informed the Board that the City attorney requested this ordinance to be drawn up. The purpose of this ordinance is to amend the fines section on our ordinance violations to include current language that would allow the judge to fine up to \$500.00 per violation. This Ordinance will remain in bill form until the attorney looks over it and the rest of the Board is present to discuss. The City Clerk will bring the Ordinance to the next board meeting.

Capital Improvements:

The City Clerk has requested for the Board members to look at a few things that need to be repaired or replaced. There are several issues with City Hall, the Maintenance Barn, the ball field, the City water department truck, the City dump truck and several other little things that have been put off over the past few years that now need attention. The Board would like to wait until next month to discuss these issues.

City Truck:

The City Clerk asked the Board if they would be willing to look in to purchasing a newer truck for the water/sewer/street department. The Board would like to think about this and for the Clerk to bring more information to the next meeting.

2016-2017 Budget:

The City Clerk asked the Board if there was anything they would like to add to the City budget. No requests were made by the Board so the Clerk will start working on the 2016-2017 City budget. The Budget meeting will be March 9, 2016 at 6:30 P.M.

Personnel:

The City's back-up operator has requested to be compensated for the time that he is going to be our Chief Water Operator. He believes that he should be paid for the extra duties and responsibilities that he has now that he isn't just the backup operator. The Board agreed with the request. A motion was made by Alderman C. Bradford, second by Alderman Baumgarden to pay Rodney House an extra \$250.00 per month while he has the Chief Water Operator responsibilities for the City and to pay him an hourly rate of \$15.00 per hour if he works any "on-call" days for the water department that are more than the required 2 days for the back-up operator responsibilities. Motion passed 2-0-2.

Alderman Comments: None

Adjourn:

As no other business was presented, Alderman Baumgarden moved, second by Alderman C. Bradford to adjourn the meeting at 9:12 P.M. Motion passed 2-0-2.

Mayor, David E. Meek

Respectfully Submitted,

Jody Barlow, City Clerk