

DRAFT NOTES OF COUNCIL MEETING

October 2, 2012

(Subject to Approval at the October 16, 2012 Meeting)

CALL TO ORDER

Attendance

Roll Call

Mayor Thomas D. Leasor called the council meeting to order in the Council Room at City Hall, 210 West Washington at 7:00 p.m. Roll call was then taken and attending the meeting were Alderman Ward Two Craig Kase, Alderman Ward One Mike Ryan, Jr., and Alderman Ward One Tony Wessler. Alderman Ward Three Jarrett Dace arrived shortly after the meeting convened. Alderman Ward Two Jason Alexander and Alderman Ward Three Dennis Watz were unable to attend. Also attending were City Attorney Matt Schroeder, City Administrator J.T. Hardy, and City Clerk Jan Koch.

PLEDGE OF ALLEGIANCE

Pledge

At this time, the Pledge of Allegiance was recited by everyone present. The Pledge was followed by a moment of silence.

AGENDA APPROVAL

Agenda

Alderman Ryan made a motion to approve the agenda as submitted. Alderman Kase seconded the motion and it carried unanimously.

MINUTES APPROVED

Minutes

Notes from the council meeting held September 25, 2012 were presented. Alderman Kase made a motion to approve the minutes as submitted. Alderman Ryan seconded the motion and it carried unanimously. Notes from the closed meeting held September 25, 2012 were presented. Alderman Ryan made a motion to approve the minutes as submitted. Alderman Wessler seconded the motion and it carried unanimously.

CITY ADMINISTRATOR

General Fund
Status

General Fund

Administrator Hardy reported that the general fund budget for fiscal year 2012 ended up being \$146,000 in the black – which will help reduce the deficit in that fund carried over from previous years.

(Note: At this time, 7:05 p.m., Alderman Dace arrived at the meeting in progress.)

Personnel Policy Amendment

Personnel Policy
Amended

As discussed during Fiscal Year 2013 budget meetings, a Personnel Policy change was requested with Board action needed concerning the payment of unused vacation days. The current policy states that “*Vacation not used during the fiscal year may be carried from one fiscal year to the next with a maximum carryover of eighty (80) hours, or employees may receive a lump sum payment in the amount equal to the unused vacation earned at the end of the fiscal year. The City Clerk is authorized to release the fiscal year end buyout of unused vacation on the last pay period in September*”. The recommendation accepted during the Fiscal Year 2013 budget meetings was to amend the last sentence to state that “*The City Clerk is authorized to release the fiscal year end buyout of unused vacation on the first pay period in October.*” The above change would allow for the more accurate budgeting of the unused vacation buyout. Alderman Wessler made a motion to amend the personnel policy as recommended with

Alderman Kase seconding it. The motion carried unanimously.

Fiscal & Budget Policy Amendment

Fiscal & Budget
Policy Amended

As discussed during Fiscal Year 2013 budget meetings, a Fiscal and Budget Policy change was requested with Board action needed concerning the distribution of the Administration Department expenses. The current Fiscal and Budget Policy is that the Engineer Department, Utility Billing Clerk, and the City Collector expenses are distributed based on percentages across different funds relating to their association with said funds. The recommendation that was accepted during the Fiscal Year 2013 budget meetings was to amend the Fiscal and Budget Policy to include the Administration Department in a similar distribution across funds. The change would result in the administrative expenses being distributed as 50% General Fund, 25% Electric Fund, and 25% Water and Sewer Fund. The aforementioned change would better represent the true administrative expenses associated with the management of the funds. Alderman Kase made a motion to amend the Fiscal & Budget Policy as recommended. Alderman Dace seconded the motion and it carried unanimously.

EEZ Board

EEZ Board
Meeting

The Enhanced Enterprise Zone Board scheduled a meeting for Thursday, October 4, 2012 at 7:00 p.m. at City Hall. The tentative agenda includes a review of the EEZ purpose, the EEZ Comprehensive Plan, eligible business codes (NAICS-North American Industry Classification System), a review of the EEZ map, and the EEZ abatement schedule.

Surplus Property

Dump Truck
Bids

Administrator Hardy reported that the city owns an old dump truck that hasn't been used by the Water & Sewer Department for a couple of years. It has been parked at the compost site. Recently, there have been some inquiries from the public as to whether the city is going to sell the truck. The City Administrator recommended that the truck be declared surplus property and advertise it for sale via sealed bids. Alderman Dace made a motion to approve the recommendation with Alderman Ryan seconding it. The motion carried unanimously.

Online Utility Bill Payments

Utility Bills
Online Payment
GovTeller

Administrator Hardy reported that more and more customers are requesting online payment ability for utility bills. While researching, he discovered *GovTeller* which allows the public to pay at any time of the day using all major credit cards at no cost to the city. The site would be linked into the city's website. The site charges utility customers a convenience fee. Alderman Dace offered to sponsor an ordinance to be presented at the next council meeting that would enter the city into a three-year agreement with *GovTeller*.

MMMPEP Invoice

MMMPEP
Invoice

An invoice from MMMPEP (Mid-Missouri Municipal Power Energy Pool) for the city's share of legal & engineering fees was received in the amount of \$7,551.22. This invoice will be included in the bills scheduled for approval at the next council meeting (October 16, 2012). This amount has been budgeted.

Closed Session

Closed Session

Administrator Hardy reported he had one matter concerning litigation for closed session.

FINANCE COMMITTEE

October 2012
Finance

October 2012

Alderman Ryan was appointed to review the monthly bills for October 2012 with Alderman Kase named as the alternate.

ORDINANCES

Xylem Contract
WWT Plant
UV System

Xylem Water Solutions Agreement - WWT Plant UV Service & Maintenance

Bill No. 3537 sponsored by Alderman Tony Wessler, being an ordinance approving an agreement with Xylem Water Solutions which agreement deals with maintenance & service of the City of Sullivan's wastewater treatment plant disinfection system for one year in the amount of nineteen thousand dollars (\$19,000.00), and authorizing the Mayor to execute was introduced and read two times. The question was asked, "Shall Bill No. 3537 become Ordinance No. 3537?" The aldermen were polled and voted as follows: Alderman Jason Alexander, (absent); Alderman Craig Kase, aye; Alderman Jarrett Dace, aye; Alderman Tony Wessler, aye; Alderman Dennis Watz, (absent); and Alderman Mike Ryan, Jr., aye. Passage of this ordinance approved a one-year contract with Xylem for inspections and/or maintenance service of the wastewater treatment plant UV disinfection system. Each of the four visits per contract period will require two full days onsite. There's also a 10% discount on spare parts ordered during the contract period.

ALDERMEN INPUT

Fall Cleanup

Fall Cleanup

Alderman Wessler reminded everyone about the citywide cleanup scheduled for October 15-19, 2012. Items are to be placed curbside the same day as residents' regular trash pickup. While this is a great service for the city, he urged residents not to abuse this privilege. Administrator Hardy noted that the Fall Cleanup program has been posted and published in the media.

East Street
Widening

East Street Widening

Alderman Ryan reported he has had some inquiries as to when the widening of East Street will start. He told them that funds would first have to be budgeted.

Demolition
Funding

Demolition Funding

Alderman Dace asked about funding for demolition of unsafe and/or dangerous buildings. Administrator Hardy reported that most cities budget for demolition and then put a lien on the property. He is exploring the legality of different funding mechanisms. Alderman Dace reported that he has had some inquiries with property owners volunteering to participate—instead of being forced to clean up their properties. He stated that he felt this would be easier and that it could be done.

MAYOR INPUT

Adams
Reappointed

Airport Board Appointment

Mayor Leasor reappointed pilot David Adams (term expires September 2015) to the Airport Board. Alderman Ryan made a motion to approve the Mayor's appointment. Alderman Dace seconded the motion and it carried unanimously.

CITY CLERK

FCML Meeting

FCML Meeting

City Clerk Jan Koch reminded Board members about the Franklin County Municipal League meeting being held October 17, 2012 in Union, Missouri.

CLOSED SESSION

Closed Session

The time was approximately 7:20 p.m., and Alderman Kase made a motion to adjourn into closed session with closed records and closed votes to discuss one matter concerning litigation. Alderman Dace seconded the motion and it carried with a roll call vote as follows: Alderman Mike Ryan, Jr., aye; Alderman Jarrett Dace, aye; Alderman Tony Wessler, aye; and Alderman Craig Kase, aye.

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CLOSED RESULTS

Closed Results

As a result of the closed meeting held October 2, 2012, one matter concerning litigation was discussed with no final results to report at this time.

RETURN TO OPEN

Return to Open

The Board reconvened into open session at approximately 7:40 p.m.

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ADJOURN

Adjourn

Being no further business at this time, Alderman Dace made a motion to adjourn. Alderman Wessler seconded the motion and it carried unanimously. The meeting adjourned at approximately 7:40 p.m.