



# City of Ozark Missouri

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**October 12, 2009**  
**Lunch Work Session**  
**12:00 p.m. to 1:00 p.m.**

Ozark City Council held a Lunch Work Session at 12:00 p.m. at the City Hall in Ozark, Missouri. Mayor Bradley A. Jackson presided over the meeting with the following Aldermen present: Alderman Mike Esterl, Alderman Dennis Sparrow, Alderman Mark Spinabella, Alderman Melissa Wagner, Alderman Chris Snyder and Alderman Rick Gardner. Also present City Administrator Steve Childers, Administrative Project Coordinator Cara Jones and City Clerk Lana Wilson.

**12:00 p.m.**

**Approval of Minutes of the Previous Meeting(s):** None.

**Ceremonial Matters:** None.

**Report on Questions from Previous Meeting(s):** None

**Bills Open for Public Discussion:** None.

**A. Bills Requiring a Public Hearing:** None.

**B. First Reading Bills:** None.

**C. Resolutions:** None.

**D. Emergency Bills:** None.

**E. Public Improvement Bills (Tax Bills):** None.

**F. Grants:** None.

**G. Amended Bills:** None.

**Second Reading and final Passage of Bills, No Public Discussion. Board Discussion Only:**  
None

## Report of Officers, Boards and Committees:

### 1. Administrative Committee:

#### 1. Discuss Insurance Broker Interview Process.

Administrative Project Manager Cara Jones begin the meeting by reviewing the process for the Insurance Broker Interviews scheduled for tonight, October 12, 2009 at 5:30 p.m.

Alderman Rick Gardner requested staff to clarify if we are selecting a Broker or a consultant.

City Administrator Steve Childers stated we are selecting a Broker that will become our Agent. Our goal is to select the best company to work with that will have the City's best interest in selecting the best and lowest prices for the City's Property/Liability and Employee Benefits Insurance. Alderman Rick Gardner questioned if it is possible for an Insurance Broker to shop around for other Insurance Companies other than the Insurance Companies they represent.

City Administrator Steve Childers stated staff has struggled with these kinds of questions during this whole Insurance Broker proposal process. When the Council has selected an Insurance Broker the City will issue the Company an Agent/Broker of Record document to begin our Insurance bidding process.

#### 2. 2010 Budget Expenditures-Administrative, Police, Municipal court, Officer Implementation and Solid Waste Expenditures.

##### Fund 101 General Fund

City Administrator Steve Childers stated in the salaries expense there is no Cost of Living raise but there is a maximum of 3% Merit Raise based on the employees annual evaluation. The Council at any time during the year (Amendment made during the October 26, 2009 Council Meeting) **may freeze all merit raises if funds are not available.** (delete this part of the sentence-freeze all merit raises if funds are not available.)

We have added two (2) new positions in the Budget an IT Employee and a City Planner.

The City is in need of a full IT Employee for daily computer maintenance, the position will begin at an Administrative level. We are not in the position to pay a large salary for a more experienced level IT Employee; therefore, we will have to include training expense to the cost of this new position.

Alderman Melissa Wagner suggested recruiting a College graduate to fill the position.

Police Chief Lyle Hodges stated this position will benefit the Police Department when the new 911 System is implemented.

Alderman Melissa Wagner asked if what the City spends in Computer maintenance warrant this position. She also cautioned that this employee will not be able to do maintenance on existing software because of the warranty issues established by the software companies.

City Administrator Steve Childers stated no the employee would not be able to do maintenance on established software, he/she will only be able to coordinate the trouble shooting with the software technicians.

City Administrator Steve Childers stated a job description would be created for this position, this will help in establishing the cost associated with this position, he requested Alderman Melissa Wagner expertise assistance in critiquing the job description.

A five percent (5%) increase was budgeted for Employee Insurance expense.

Principal and interest payments were budgeted for the Lease Payment-LCRA expense, even though we are currently paying interest only payments. We are in the process of requesting to continue paying interest only payments from the Bank; therefore, this amount is subject to change.

City Administrator Steve Childers explained the new line item created the City Administrator Discretionary Expense. This expense was created for any emergency non budgeted items that may come up during the year such as surveys, appraisals and other such items that may be required to continue daily operations. The Procurement Policy will be followed and the Council will be notified of all expenses paid out of this line item.

Alderman Melissa Wagner stated she would support this new line item if it would eliminate the spending of unallocated funds.

Alderman Melissa Wagner strongly disapproves of expenditures made prior to Council approval and would like to have policies and procedures implemented preventing these expenditures.

The Council discussed situations that may arise where expenditures would have to be made to be able to conduct daily operations to run the City in an orderly fashion.

A line item has been created in the Budget for 3<sup>rd</sup> Party Inspections. Our Building Inspectors are not qualified to inspect large commercial construction at this time, during the construction of the new Movie Theatre we will contract a 3<sup>rd</sup> Party Commercial Building Inspector for the required inspections.

Alderman Dennis Sparrow questioned the line item for Facilities Landscaping Expense.

City Administrator Steve Childers stated currently the City Hall and Police landscaping was coming out of the Park landscaping fund. It was felt that the funds should come out of the appropriate facility funds rather than out of the Park Budget.

Alderman Rick Gardner asked why there was a decrease in the amount budgeted for Donated Capital Outlay.

City Treasurer Alice Edwards stated the City was paying off two (2) major expenditures this year.

### **Fund 101-020 Police Expenditures.**

New Equipment-The funds allocated in New Equipment is for a new Police vehicle and the miscellaneous equipment associated with a new vehicle purchase.

Protective Equipment-The Police Bullet Proof Vests expire this year, new Bullet Proof Vest will be required to be purchased for our Police Officers. Corporal Becky Turpin will acquire a Grant to help with the expenditure.

**Fund 101-090            Municipal Court Expenditures.**

City Attorney David Collignon stated the Lease for the Municipal Court building expires this year if the Council decides to continue the Lease the Lease payment will increase four percent (4%).

**Fund 501            Officers Implementation Fund.**

**Fund 701            Solid Waste Fund.**

The Solid Waste Fund is the amount collected for the City's trash service. This fund is an in and out transaction.

This concluded the Budget Meeting.

- 2.    **Public Works:**            None.
- 3.    **Public Safety Committee:**    None
- 4.    **Parks:**                    None

**Unfinished Business:**            None

**Scheduled Visitors:**    None

**Business/Council Comments:**            None

**Council Comments:**    None

**Miscellaneous Business:**            None

**Pay Bills-**

Motion was made by Alderman Chris Snyder, seconded by Alderman Mark Spinabella to adjourn. Motion carried unanimously..

The Meeting adjourned at 1:15 p.m.

Minutes Written By:

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Lana Wilson, City Clerk

Approval of Minutes By:

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