



City of Ozark Missouri

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**November 9, 2009
Lunch Work Session
12:00 p.m. to 1:00 p.m.**

The Ozark Board of Aldermen 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, City Attorney David Collignon, Administrative Project Coordinator Cara Jones. Assistant City Treasurer Mary Edna Wilson, Street Superintendent Mike Grider, Park Director Dodee Matthews 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:

2010 Budget Expenditures- Review of the Amendments to the 2010 Budget Wrap Up Expenditures-Administrative, Police, Streets, Municipal Court and Capital Improvement Funds.

City Administrator Childers highlighted the recommended modifications to the Wrap up Expenditures Budget.

The 3% capped merit increases have been eliminated from next year's Budget.

The City Planner will not be hired until the third quarter. The Assistant Public Works Director Position has been eliminated from next year's Budget.

Therefore, the street resurfacing budget total is \$300,000.00. With \$200,000.00 transferred from the 401 Capital Improvement Fund, the additional \$100,000.00 was a result of the elimination of the 3% merit raises, the Assistant Public Works Position and the half year of the City Planner's salary.

Alderman Gardner asked if there were any expenditures where the full amount was budgeted, but may not require the full amount. Such as, the full interest and principal expenditure for the LCRA Debt refinancing to avoid taking the \$100,000.00 out of the General Revenue funds.

City Administrator Childers stated there were no other expenditures Budgeted like the LCRA Debt Refinancing. The City may still be required to pay the full principal and interest payment. The Bank can not guarantee the City any sooner than 30 to 45 days before the notes are due that we can continue to pay interest only payments.

Alderman Gardner asked if there were any funds available to allow the 3% merit increases and to hire a City Planner.

Alderman Spinabella asked if staff foresees any movement pertaining to the Redevelopment Area.

City Administrator Childers stated the City has had recent meetings with potential developers and are aware of interested users for the Area. The best thing for the City to do now is to become the Master Developer. We would still have to go through with the "RFP" process. We have had a lot of inquiries from potential commercial developers desiring to locate in Ozark.

Alderman Wagner asked if there were any want expenditures rather than need expenditures in the Budge that could be eliminated. Noticing there are a lot of computer expenditures as well as a 32" television request.

City Administrator Childers stated that the 32" television was for a monitor for the Planning and Zoning Department. The computer equipment is replacement computers for computers that are nonfunctioning. We are trying to place lap tops in the field vehicles to

connect to our server. City Administrator Childers reassured there was nothing in the Budget that was not a necessity to properly equip our employees to enable them to perform their jobs more effectively. Alderman Wagner stated the allotment of funds for street maintenance and resurfacing are owed to the Citizens of Ozark.

City Administrator Childers stated our streets are in such disrepair there would never be enough funds available for street maintenance and resurfacing without implementing a Transportation Tax. Streets have not been a priority for a long time it would take approximately 1.3 million dollars a year just to catch up with the needed improvements.

Alderman Wagner questioned why the Special Road District did not expend a portion of their Real Estate taxes back to the City for streets. City Administrator Childers stated that is an on going conflict between the City and the Special Road District. In the past they gave a portion of these taxes back to the City but in the past few years they stopped reimbursing the City. By law they are not required to reimburse the City for the portion of road taxes they collect within the City. Once a Capital Improvement Road Plan with engineering studies is completed a revenue source would have to be identified.

Alderman Wagner stated she feels the Budget should be prioritized towards streets, infrastructure, public safety and parks instead of funds allotted to the Redevelopment Area.

City Administrator Childers stated it would not be in the best interest of the City to let the property lay idle and continue to make the payments for the property. The City should move forward with developing the Area to generate the revenue for infrastructure improvements. The foreseen improvements to the transportation system will bring the Economic Development. The only problem the City is faced with is the lack of a dedicated revenue source for these improvements.

Visitor-Greg Williams with Connell Insurance-Discussion on Sub-Contractor Contracts.

Greg Williams representative of Connell Insurance approached the Board of Aldermen to discuss implementing a Sub-Contractor Contract requirement for any and all City contracted services. Greg informed the Board of Aldermen that currently the City allows contractors to provide services without showing proof of insurance that should have a sovereign immunity limit included in their coverage. A sub-contractor contract will protect the City's liability and risk exposure if a contractor does not carry their own insurance with the required sovereign immunity limit of 2.5 million dollars the City would have to pay up to that amount if any damages are caused from the Contractor's negligence.

Alderman Gardner asked if the City currently required proof of insurance from Sub-Contractors.

City Administrator Childers stated for major services we require proof of Insurance among other items, but for minor services this is not a requirement.

City Administrator Childers stated staff requested Greg Williams to present this issue to the Board of Aldermen, because once the Sub-Contractor Contract requirement is implemented the Board of Aldermen

will receive complaints from the smaller local sub-contractors that don't carry their own insurance. Staff will establish a preferred contractors list via the new Web Site, sub-contractors can pre qualify their business to be placed on the City's preferred vendor list. This is another compliance issue to move forward with to improve our policies and procedures. Alderman Sparrow questioned when the preferred vendor list is compiled can a new sub-contractor be added to the list as long as they meet all the requirements.

City Administrator Childers stated a questionnaire will be located on our web site. Once the Sub-Contractor pre qualifies their business by filling out the questionnaire staff will add their business to our preferred vendors list.

Update on Request for Qualifications for 3rd Party Consulting and Engineering Services-

Administrative Project Manager Cara Jones updated the Board of Aldermen where the City was concerning the Request for Qualifications for all City services provided by 3rd Party Consulting and Engineering Services. Staff has made the final selection of the firms that were best qualified to provide the City these professional services. Contract negotiations will begin this week.

Salary Chart Modifications-

City Administrator Childers stated another implementation of our structuring processes staff has prepared a salary survey and analysis. An evaluation of all City positions was performed in order to create a fair and consistent salary chart. The study was performed to bring consistency to our pay scale not to increase or decrease anyone's current salary. The salary chart is comprised of four (4) tiers beginning with 9% to 10% to 12% to 13%. These steps have eliminated our long term employees from maxing out at the top of their salary range. When the salary chart is completed staff will bring it before the Board of Aldermen for adoption. Staff is also in the process of formalizing an in-house job posting process. City Administrator Childers introduced newly hired intern, Amber Elliott. Amber currently finished the salary chart and will work on other projects with Administrative Projects Manager Cara Jones.

This concluded the Board of Aldermen Luncheon Work Session.

- 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 Rick Gardner to adjourn, seconded by Alderman Mike Esterl with all present voting aye.

The Meeting adjourned at 1:00 p.m.

Minutes Written By:

Lana Wilson, City Clerk

Approval of Minutes By:

11-09-09 Board of Aldermen Lunch Work Session Minutes