

MINUTES OF THE SPECIAL MEETING OF THE BOARD OF ALDERMEN
OF THE CITY OF OSAGE BEACH, MISSOURI

November 13, 2014

The Board of Aldermen of the City of Osage Beach, Missouri, met to conduct a special meeting on Thursday, November 13, 2014, at 6:30 p.m. at City Hall. The following were present: Mayor Penny Lyons, Alderman Steve Kahrs, Alderman Phyllis Marose, Alderman John Olivarri, Alderman Kevin Rucker, Alderman Ron Schmitt, Alderman Tom Walker. Others present were City Administrator Jeana Woods, City Attorney Ed Rucker, City Treasurer Karri Bell, Public Works Director Nick Edelman, Airport Manager Ty Dinsdale, City Planner Cary Patterson, Human Resources Generalist Cindy Leigh and City Clerk Diann Warner.

2015 Budget.

City Administrator Jeana Woods distributed two memos, one of which was from Police Chief Todd Davis summarizing the parade. The other memo detailed the sales tax receipts received in November.

City Administrator Woods pointed out that a budget amendment will be on the November 20 agenda for the Mace Road Sewer Project. She added that some line items are an accumulation of purchases however no funds are over budget.

The Dude Ranch sidewalk repair consisting of ½ mile will cost approximately \$369,000. It was noted that this project would not be slated for construction until 2016.

Planning.

City Planner Cary Patterson explained that no capital items are being requested. He said changes in personnel have been made and his department will be down to two people. City Administrator Woods said an administrative assistant position is being added who will take minutes at Planning Commission and Board of Adjustment meetings. Animal control duties will revert to the police department and the deer hunt will be suspended for a year as was recommended by the Department of Conservation Mrs. Woods said the City has until June to decide whether to continue the deer hunt or suspend it. Mr. Patterson said the numbers are down but it could be attributed to the warm fall. Alderman Rucker said he did not want the program to be suspended. Mrs. Woods said that the Transportation Department has offered to oversee the program. Mayor Lyons said the weather has not been conducive to deer hunting and the number of deer on Bluff Drive is still high. Mr. Patterson said he would be able to train someone on the data base that is used for managing the program. Dead animals will be picked up by the Transportation Department on City streets and by MoDOT on state highways.

Alderman Olivarri asked if there was enough work for a full time compliance officer. Mrs. Woods explained that the job analysis questionnaire indicated that only 10% of the time was spent on animal control and the remainder is on compliance issues. Mr. Patterson said the position has changed over the years since the Board authorized the compliance officer to issue citations.

Human Resources.

Human Resources Generalist Cindy Leigh distributed a salary and benefit survey; 25 people have separated from the City during 2014 and there are currently 11 vacancies. She said there were thirteen employees on FMLA and ten on short term disability during 2014. She explained that the memo is a total of all departments showing the total salaries and benefits for all employees. The figures show that for 2014, the City will spend \$391,000 less than budgeted for 2014, and the

projected cost in 2015 will be \$249,372 more than estimated to be spent in 2014. City Administrator Woods explained that the budget is prepared to indicate all vacancies being filled in 2015.

Mrs. Leigh explained that the pay plan consultant recommends the pay structure be increased by 4.4% which could bring some employees down to the lower quartile. It was noted that employees would not be eligible for a merit increase as well as the 4.4%. The 4.4% is only to increase the pay levels however there is potential for increases for those at the top of the pay scale.

Health insurance increased 3% in 2014. There was no change in the dental or vision insurance. Mrs. Leigh projected a 5% in July 2015; however, the health insurance will go out to bid in January. Alderman Kahrs suggested that an alderman be on the committee evaluating the bids, and he asked that the Board be kept apprised of the progress.

Discussion followed on workers' compensation rates which the state increased by 3% for the second injury fund. Bids for workers' compensation will be solicited at the same time the health insurance is bid out. Alderman Rucker offered to be on a committee to evaluate bids. Alderman Kahrs offered to serve if Alderman Rucker is unavailable.

City Administrator.

The proposed budget includes an administrative assistant position that will pick up many of her current duties such as website management, park reservations and billing and many other duties that could be done by a lower level position. The position will also assist the City Planner, the City Attorney and Human Resources. Alderman Rucker asked that the duties of the administrative assistant be tracked to determine in what department the majority of the time is spent.

Alderman Kahrs said that the Elks will need help with the Veterans Day parade next year and the car club to help plan the car show. City Administrator Woods was given the go ahead to advertise the administrative assistant position.

Economic Development.

City Administrator Woods said the line item for Community Promotions was increased to \$75,000 which includes the Fall Festival and other additional events and \$39,000 for billboard advertisement. The budget includes \$5,000 for repair and maintenance of the holiday displays, \$36,000 for holiday displays which includes pole lights and \$25,000 for replacement banners. Training for the assistant city administrator in economic development is included.

Discussion followed on the City's ability to have an electronic billboard. It was noted that a smaller electronic billboard costs between \$150,000 and \$250,000 and the cost of electricity is between \$600 and \$700 per month. Alderman Kahrs asked how many sites are available on City property to erect a billboard. He suggested partnering with Lamar to build an electronic sign on the expressway.

Alderman Walker asked if advertising on the billboards is worth the amount spent annually. Alderman Kahrs commented that the billboards were a commitment the Board made to the business community. City Administrator Woods suggested that the billboard advertisement be done all year and not just half the year. Mayor Lyons said the messages are changed often and Lamar gives free advertisement for some of the messages.

Alderman Olivarri asked that funds be included for advertising with Tri-County Lodging Association because matching funds are available which maximizes the amount of money spent on advertising.

Jim Divincen of the Tri-County Lodging Association explained where the money was spent the City contributed last year. Following discussion, Alderman Olivarri moved to budget \$10,000 to be identified as co advertising with Tri-County Lodging Association, further that an update be given on how the funds will be spent. Alderman Schmitt seconded the motion which was voted on and unanimously passed.

Lee C. Fine Airport.

The proposed budget reflects all hangars to be 100% occupied once the construction is complete, which should be in a couple of months.

Grand Glaize Airport.

Upon a question regarding the demolition of the old Dragon House Restaurant, Public Works Director Nick Edelman said the asbestos inspection showed no asbestos present in the building. He added that the project will go back out to bid soon. Some tree clearing will be done on the Dragon House property.

Public Works Director Edelman said the proposed new striping machine will be used at both airports. He said it is possible the City could be reimbursed for the striping.

Finance.

The increase in the salary line item reflects the 27th payroll in 2014.

CIT.

City Administrator Woods said this revenue comes from the half cent sales tax and there are transfers to sewer and water. She added that CIT may be used for any capital improvement and \$200,000 will be transferred to the General Fund for capital in the Parks. Mrs. Woods expected sales tax receipts to be more than projected for 2015.

TIF.

TIF revenue is projected based on history. Prewitt Point had some vacancies and property tax collections are down. It was noted that Dierbergs is bringing in 50% of the amount they projected. Many stores are open now that were not open in the beginning.

Revenues.

Another school resource officer is being budgeted since the new elementary school will open next fall. City Administrator Woods said a program will be started where 75% of the cost for each position will be collected from the schools. Both schools will sign contracts after determining the cost to supply services.

An insurance payment of \$34,605 is projected for park improvements. Rental of public property will bring in \$66,500 from current tenants. The retirement line item is a forfeiture account from employees who left employment before they were vested. City Administrator Woods said she wants to keep the current balance in the forfeiture account. No funds are projected to be spent next year from this revenue source.

City Treasurer Karri Bell explained that if an employee has a certain amount of personal time, a portion is paid from the forfeiture account when they retire.

Alderman Rucker questioned whether fees need to be increased. City Administrator Woods explained that all fees were reviewed by each department, and a sewer and water rate review will be conducted next spring.

Franchise fees were questioned. Some communications companies are paying under protest and those funds are kept in a separate account and not counted as revenue until the issue is resolved.

Alderman Rucker questioned the reason the communication contracts are not increasing. City Administrator Woods responded that the contracts were reevaluated in 2013 and no increase is projected for 2015. Alderman Rucker commented that he thinks there should be increases because it cost the City more to provide the service.

There being no further business to come before the Board, the meeting adjourned at 8:20 p.m.

I, Diann Warner, City Clerk of the City of Osage Beach, Missouri, do hereby certify that the above foregoing is a true and complete journal of proceedings of the special meeting of the Board of Aldermen of the City of Osage Beach, Missouri, held on November 13, 2014.


Diann Warner, City Clerk


Penny Lyons, Mayor

APPROVED
12/4/14