

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

October 27, 2016

The Board of Aldermen of the City of Osage Beach, Missouri, met at 6:00 p.m. on Thursday, October 27, 2016, at City Hall. The following were present: Mayor John Olivarri, Alderman Kevin Rucker, Alderman Ron Schmitt, Alderman Phyllis Marose, Alderman Lee Schuman, and Alderman Tom Walker. Absent: Alderman Jeff Bethurem. City Administrator Jeana Woods, City Attorney Ed Rucker, Assistant City Administrator Mike Welty, City Treasurer Karri Bell, Police Chief Todd Davis, Information Systems Operations Manager Jim Davis, Human Resources Generalist Cindy Leigh, Public Works Director Nick Edelman, and City Clerk Cynthia Lambert were also present.

Ambulance Fund

Police Chief Davis gave a brief overview of the upcoming budget along with the capital expenditures that were being requested. Chief Davis noted that although the Stryker Power Loaded System Medic 8 which was of a significant amount; the equipment would be an invaluable tool which would assist ambulance employees in moving larger sized patients and at the same time help to prevent employee injuries.

Discussion followed regarding the increase in gas costs. Alderman Rucker requested that City Administrator Woods formulate a set price for gas for the 2017 fiscal year to be used by all departments. Woods advised she would do so and provide the Board with the updated figures for gas throughout the City.

Alderman Rucker inquired as to why the cost of overtime had gone up. Human Resources Generalist Leigh advised that she would review the figures and advise if those numbers were accurate or needed to be adjusted.

Police Department.

Police Chief Davis noted that there were no major changes in the Police Department's budget for the 2017 fiscal year. Police Chief Davis highlighted that a portable AED and two new police vehicles had been requested. In addition twenty-six heavy body amour (vests) were also request which would be used in addition to the soft body amour should the need arise.

Alderman Schmitt inquired as to the delay in police vehicles for this fiscal year. Discussion followed regarding the vehicles being shipped to the City in the wrong color. Staff is waiting on the correct order for the vehicles to arrive.

Alderman Marose inquired about security at City Hall. City Administrator Woods stated the issue of City Hall security would be addressed at the next budget meeting when the Building Official would be available to answer any questions the Aldermen may have on this topic.

Alderman Rucker inquired as to the increase in Maintenance and Support. Police Chief Davis advised that there had been some increases for maintenance of various pieces of equipment; however, the most significant change was due to a line item which was moved to his Department from IT.

911 Center.

Police Chief Davis highlighted that under capital outlay the cost of the Viper Service was the second year of a five-year lease. Davis also explained that they have requested replacement of ten portable radios as well as eleven mobile radios.

Alderman Rucker inquired as to how old the current radios were. Chief Davis advised that the radios are 10 – 12 years old and he was requesting replacement of half of their radios this year with the hopes of replacing the remaining radios next year. Discussion followed regarding the longevity of the new radios.

Alderman Rucker inquired as to the increase in Training & Conferences expense for next fiscal year. Chief Davis noted that most of the expenses were for certifications as well as recertifications of dispatchers.

Emergency Management.

Police Chief Davis noted that funding under Maintenance & Repair had been moved under Siren Maintenance to more accurately reflect usage. In addition, funding under Community Promotions was requested to promote community awareness and public service announcements on different topics. Chief Davis highlighted under Capital Outlay was the cost of a storm siren to be placed at the intersection of KK and Three Seasons.

Alderman Marose inquired as to when the siren would be installed. Chief Davis noted that when the new fiscal year begins on January 1, 2017, staff would proceed with bidding and purchasing process should the request be approved.

Information Technology.

IT Manager Jim Davis noted that the budget includes upgrading one part-time position to a full-time position. Davis also explained upgrades to the system in order to accommodate the City's growing needs.

Alderman Schuman inquired if the cost for Office 365 software was an annual cost. Davis advised that it was. Alderman Rucker inquired as to the costs associated with the communication equipment network. Davis advised that the City's network was a full capacity at this time and a new one was needed. Rucker noted that employees needed to be updated as to what the new computer equipment will do to assist them with their work needs. City Administrator Woods advised that employee education on the computers was already in the works.

City Clerk.

City Administrator Jeana Woods briefly reviewed the City Clerk's budget, highlighting, an increase in Training and Conferences for certification and recertification of staff as well as changing a part-time position to full-time. Alderman Schmitt inquired as to the use of the capital outlay request. City Administrator Wood advised that request for funds were for office chairs.

Court Clerk.

City Administrator Jeana Woods noted that the court has only one position which is supervised by the City Clerk's Office. With the exception of an increase in Training and Conferences for certification requirements, there were no significant changes to this section of the budget.

Collector.

There were no questions of comments regarding this section of the budget.

Mayor and Board of Alderman.

City Administrator Jeana Woods reviewed the Mayor and Board of Aldermen budget noting there was a decrease in the Training and Conference line item since next year's MML Conference would be held at Tan-Tar-A. Woods also noted that there was a reduction in membership expenses primarily due to the fact that some of those costs were moved under Economic Development.

Human Resources.

Human Resources Generalist Cindy Leigh briefly reviewed her department budget and noted an increase in pre-employment testing to better evaluate potential employees for various positions. Leigh also noted there had been 20 employee separations in the past year for various reasons including moving, better jobs, not returning from medical leave, and retirement. Leigh also noted that of those employees who left, five were rehired by the City. HR Generalist Leigh also noted that the City's Ordinance requires that employment advertisement must be done in the newspaper which is quite costly. HR Generalist Leigh noted she was reviewing this policy and may be bringing a change to the Aldermen at a future meeting.

Alderman Schmitt inquired how her health insurance line item dropped in the 2016 budget and projected expense. Leigh explained the change was due to the change in the City's health plan which went into effect in July of 2016. Alderman Marose inquired if health insurance was bid out. HR Generalist Leigh advised that it was.

Human Resources Generalist Leigh discussed with the Mayor and Aldermen various changes in Worker's Compensation costs as well as property and liability insurance costs. HR Generalist Leigh reviewed the increase costs for how the state formulates what the City will be charged. Alderman Rucker inquired what steps had been taken to assist in reducing accidents and injuries involving employees. HR Generalist Leigh stated that additional training was being done to assist with keeping work a safe environment.

Human Resources Generalist Leigh reviewed the increased budget for property and liability. Alderman Rucker inquired if there was any type of assistance that could be provided to her department to assist in making better cost projections. HR Generalist Leigh advised that she would contact MPR for additional assistance.

City Administrator Woods reviewed the City's Pay Plan noting that per the consultant recommendation certain pay levels would be changing. In addition, 1/5 of the positions were reanalyzed and due to added skill levels the Public Works employees at Levels 1, 2, and 3 would see an increase. City Administrator Woods further noted that there would be an overall Pay Plan adjustment moving the merit raise amount from 3% to 2.75%.

Alderman Rucker requested a memo which showed the actual changes to the Pay Plan. City Administrator Woods stated she would prepare the memo.

Alderman Rucker stated that he would like to see the City work on creating incentives to encourage employees to more fully utilize retirement options. City Administrator Woods stated she had been working with HR to develop a new policy relative to the City's retirement plan and would be forwarding it to the Mayor and Aldermen when completed.

Alderman Schuman inquired if employees had any comments regarding the increase in the health insurance deductible. City Administrator Woods stated that they had not received any negative input from employees.

Alderman Rucker inquired if staff had developed the Benefit Sheets to more fully explain to employees all of the benefits they receive. HR Generalist Leigh stated that she hoped to have benefit sheets ready for distribution prior to the City's open enrollment.

There being no further business to come before the Board of Aldermen, the meeting adjourned at 8:05 p.m.

I, Cynthia Lambert, City Clerk, do hereby certify that the above foregoing is a true and complete journal of proceedings of the meeting of the Special Board of Aldermen meeting of the City of Osage Beach, Missouri, held on October 27, 2016.


Cynthia Lambert, City Clerk


John Olivarri, Mayor