



CITY OF OSAGE BEACH  
BOARD OF ALDERMEN MEETING

1000 City Parkway  
Osage Beach, MO 65065  
573/302-2000 FAX 573/302-0528  
Email: [www.osagebeach.org](http://www.osagebeach.org)

OPEN MEETING

TENTATIVE AGENDA  
REGULAR MEETING  
April 5, 2012 – 6:30 P.M.  
CITY HALL

**\*\*\*\*\* Note: Make sure that your cell phone is turned off or on a silent tone only. Please sign the attendance sheet located at the podium if you desire to address the Board.**

**CALL TO ORDER**  
**Pledge of Allegiance**  
**Roll Call**

**MAYOR'S COMMUNICATIONS**

**CITIZENS' COMMUNICATIONS**

- This is a time set aside on the agenda for citizens and visitors to address the Mayor and Board on any topic that is not a public hearing. The Board will not take action on any item not listed on the agenda, but the Mayor and Board welcome and value input and feedback from the public. Speakers will be restricted to three minutes unless otherwise permitted. Minutes may not be donated or transferred from one speaker to another.

**APPROVAL OF CONSENT AGENDA**

If the Board desires, the consent agenda may be approved by a single motion.

- Minutes of 03/15/12 (Page 01)
- Bills List (Page 08)
- Liquor License Approval (Page 24 )
  1. City of Osage Beach (Park Concessions)
  2. Li'l Rizzo's (caterer's license for April 13, 2012)
  3. Robins Resort

## **UNFINISHED BUSINESS**

- A. Bill No. 12-07. Amendment to the Human Resources (Personnel) System Rules and Regulations. First and Second Readings (Page 27)

## **NEW BUSINESS**

- A. Certification of Election Results (Page 57)
- B. Oaths of Office (Page 59)
- C. Election of Acting President of the Board of Aldermen (Page 60)
- D. Bill No.12-08. Authorizing Mayor to Execute the Kaiser Industrial Park Sewer Service Agreement with the Kaiser Industrial Park Property Owner's Association. First and Second Readings (Page 61)
- E. Bill No.12-09. Authorizing Mayor to Execute a Memorandum of Understanding with HR Green, Inc. for a Traffic Study for the Nichols Road area from the Expressway to Osage Beach Parkway. First and Second Readings (Page 74)
- F. Bill No. 12-10. Amending the Traffic Ordinance to Prohibit Drivers from Cutting Across Private Property to Access Other Public Roads. First and Second Readings (Page 79)
- G. Bill No. 12-11. Authorizing Mayor to Execute the Agreement with WM Financial Strategies to Advise the City on Feasibility of Refinancing the TIF Revenue Bonds, Series 2002. First and Second Readings (Page 82)
- H. Approval of 2012 Scoreboard Advertisement Contract (Page 87)
- I. Bid Award. Pavement Markings (Page 90)
- J. Bid Award. 2012 Asphalt Overlay (Page 96)
- K. Bid Award. Pavement Maintenance of Runway at Lee C. Fine Airport (Page 99)
- L. Bid Award. Vehicle Maintenance and Repair (Page 103)
- M. Bid Award. ABS Grinder Pumps (Page 108)
- N. Bid Award. Panels for Sewer Stations (Page 111)

## **COMMUNICATIONS FROM MEMBERS OF THE BOARD OF ALDERMEN**

## **STAFF COMMUNICATIONS**

## **ADJOURN**

# UNAPPROVED

## MINUTES OF THE REGULAR MEETING OF THE BOARD OF ALDERMEN OF THE CITY OF OSAGE BEACH, MISSOURI

March 15, 2012

The Board of Aldermen of the City of Osage Beach, Missouri, met to conduct a regular meeting on Thursday, March 15, 2012, at 6:30 p.m. at City Hall. The following were present: Mayor Penny Lyons, Alderman Fred Catcott, Alderman Lois Farmer, Alderman Steve Kahrs, Alderman John Olivarri, Alderman Kevin Rucker and Alderman Ron Schmitt. City Clerk Diann Warner was present and performed the duties of that office.

### **Mayor's Communications.**

Mayor Lyons declared that it is officially summer.

### **Citizens Communications.**

Jim and Carolyn Morris were present and invited City officials to the Sixth Annual State Aviation Day on March 27, 2012 in Jefferson City. Mr. Morris is the president of the Missouri Pilot's Association and Carolyn has been the chairman of the event in the past. Mrs. Morris reported that Governor Nixon has declared the month of March to be Aviation Month.

Mrs. Morris spoke about the economic impact that airports have in the state. She said the Aviation Trust Fund Act expires in 2013 and they would like to have it extended. She added that the event is a time to meet with state legislators and representatives to inform them of the issues important to airports across the state.

Mayor Lyons questioned whether the Aviation Trust Fund Act is funded by the tax on aviation fuel. Mrs. Morris responded in the affirmative and said that no funds come from Missouri's general fund. Mayor Lyons commented that she would like to issue a proclamation to support extending the Act. Mr. Morris said they would like to get the Act extended to 2023. Aviation brings in approximately \$9.2 billion to Missouri annually.

### **Consent Agenda.**

Alderman Schmitt moved to approve the consent agenda which includes minutes of the regular meeting held on March 1, 2012 and the bill list as submitted. Alderman Olivarri seconded the motion which was voted on and unanimously passed.

### **Unfinished Business.**

None

### **New Business.**

#### **Resolution 2012-02.** Local Vendor Preference.

Mayor Lyons presented Resolution 2012-02. City Attorney Ed Rucker explained that this resolution was drafted at the request of Alderman Kevin Rucker to express the interest of the Board of Aldermen in promoting City purchasing from local vendors and enabling local vendors to do business with the City in a manner consistent with purchasing from the lowest responsible bidder.

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Alderman Olivarri questioned the reason for this resolution when Assistant City Administrator Jeana Albertson is developing a procurement ordinance. Alderman Rucker said he would like to express to local businesses that there are bidding opportunities. He added that there are many who do not understand the process and he wanted them to be able to register so they would be advised when the City solicits bids. Alderman Rucker said that a lot of work is being done by staff however this resolution is something that could be put in place now.

Alderman Olivarri said he agrees with the concept but it does not translate to the five action items listed in the resolution. Upon a question from Alderman Olivarri, Assistant City Administrator Albertson explained the process for being placed on a vendor list. Alderman Olivarri did not understand the reason for the resolution since the action items are already being done. Ms. Albertson explained that notices are placed on the website and she explained how to access that information.

Alderman Olivarri asked for the definition of a local business. Alderman Rucker responded that local would mean the Lake area however the first preference would be the City. Alderman Olivarri said that a bidders list already exists that includes local businesses and others who want to bid. Alderman Kahrs agreed with the resolution stating that it shows local businesses that they have an opportunity to bid and that the City supports them. Alderman Olivarri said that the resolution makes it appear the City does not support local businesses however, what the resolution says is already being done and the resolution is unnecessary.

Alderman Schmitt said the resolution is not an ordinance but it is a reminder to those who do not know that opportunities are available to compete for the City's business. Alderman Olivarri said the resolution is nonbinding, the City does not currently train, and he said the requirement for an introductory package is so generic that it makes no sense.

Alderman Kahrs said his company submits bids and they are confusing and some vendors may need help. Mayor Lyons said that some bids require bonding and the payment of prevailing wage and staff does help them; however there is a problem on how local is defined. Alderman Rucker explained that the resolution was crafted with the best interests of the City in mind and with the advice of the City Attorney. City Administrator Nancy Viselli explained that the City Engineer has prebid meetings for anyone interested in bidding on a project.

Mayor Lyons said she did not realize how much work is already being done. Alderman Catcott agreed that local should be defined as the whole general area and seminars and advertising in the newspaper is positive. He added that the resolution verifies that the City wants to help local vendors. Alderman Olivarri said the resolution seems to say the City does not currently help local businesses. Alderman Schmitt said the resolution reminds new businesses that there are opportunities for competing for City business.

Alderman Rucker moved to approve Resolution 2012-02 as presented. Alderman Kahrs seconded the motion. The following roll call vote was taken to approve Resolution 2012-02: "Ayes": Alderman Catcott, Alderman Farmer, Alderman Kahrs, Alderman Rucker, Alderman Schmitt. "Nays": Alderman Olivarri. Resolution 2012-02 was approved.

**Resolution 2012-04.** Resolution Appointing Members to the Dierbergs Osage Beach Transportation Development District.

## UNAPPROVED

Mayor Lyons presented Resolution 2012-04.

City Attorney Ed Rucker explained that the Dierbergs Osage Beach Transportation Development Agreement requires the City to appoint two members of the Board of Directors to the Dierbergs Osage Beach Transportation Development District. Pursuant to Section 4.3 of the TDD Agreement, one of the appointees should be the Mayor and the other should be the City Administrator: "Prior to the initial meeting of the District's property owners pursuant to Section 238.220 of the TDD Act, the Mayor shall nominate, subject to review and approval of the board of aldermen of the City, two public officials, one of whom shall have been the Mayor at the time of formation of the District and one of whom shall be the City Administrator or a member of the City's board of aldermen at the time of formation of the District, to the District's board of directors."

The Dierbergs Osage Beach Transportation Development District will fund various transportation improvements specifically: (a) improvements along a portion of Osage Beach Parkway to provide for a deceleration lane, acceleration lane, and right-in, right-out ingress and egress to the District; (b) a new intersection at Osage Beach Parkway and Links Road; (c) traffic channeling islands; (d) retaining walls and guard rails; (e) improvements for a signalized intersection along a portion of Osage Beach Parkway and the main driveway; (f) improvements of Links and Zebra Roads for right-in, right-out ingress and egress; (g) construction of main driveway, perimeter roads, drive aisles and service drives; (h) various curb cuts, road and landscape improvements.

City Attorney Rucker said that the terms will be three year staggered terms and the first meeting will be on March 30<sup>th</sup>.

Alderman Olivarri moved to approve Resolution 2012-04 as presented. Alderman Schmitt seconded the motion which was voted on and unanimously passed.

**Resolution 2012-05.** Authorizing Mayor to Execute Agreement with the Lake Area Chamber of Commerce.

Mayor Lyons presented Resolution 2012-05. City Attorney Rucker said that Resolution 2012-05 authorizes the Mayor to execute a contract with the Lake Area Chamber of Commerce to support the Lake of the Ozarks welcome sign with a contribution of \$5,000 upon completion of the sign however if construction is not completed within two years, the City is not obligated to contribute the funds.

Alderman Olivarri questioned where the funds are coming from and City Attorney Rucker said it is not known if funds will be needed in 2012 or 2013 but Mr. Roeger is hoping to get it constructed this year.

Alderman Kahrs moved to approve Resolution 2012-05 as presented. Alderman Catcott seconded the motion. Alderman Olivarri asked that the Chamber of Commerce provide a list of contributors when the project is complete.

Alderman Kahrs withdrew the motion to approve Resolution 2012-05 and Alderman Catcott withdrew the second.

Alderman Kahrs moved to approve Resolution 2012-05 and to ask the Chamber of Commerce to provide a list of contributors upon completion of the project. Alderman Catcott seconded the

## UNAPPROVED

motion. The following roll call vote was taken to approve Resolution 2012-05: “Ayes”: Alderman Catcott, Alderman Kahrs, Alderman Rucker, Alderman Schmitt. “Nays”: Alderman Farmer, Alderman Olivarri. Resolution 2012-05 was approved.

**Bill No. 12-06.** AN ORDINANCE OF THE CITY OF OSAGE BEACH, MISSOURI, AMENDING ORDINANCE NO. 11.70 ADOPTING THE 2012 ANNUAL BUDGET, ALLOCATION OF ADDITIONAL FUNDS FOR NECESSARY EXPENSES.

Lee Schuman was present in the absence of the City Engineer and explained that Bill No. 12-06 is to cover the additional costs of the recently awarded project for the Sewer Improvements along Osage Beach Parkway, which the Board approved at the March 1<sup>st</sup> meeting. This entire project is 100% reimbursable by MoDOT to the City. Bill No. 12-06 amends the 2012 budget in the amount of \$94,832. According to Assistant City Administrator Jeana Albertson, the funds will come from unrestricted funds until the City is reimbursed.

Mayor Lyons presented the first reading of Bill No. 12-06 by title only. It was noted that Bill No. 12-06 has been available for public review. Alderman Olivarri moved to approve the first reading of Bill No. 12-06 by title only. Alderman Schmitt seconded the motion which was voted on and unanimously passed.

Mayor Lyons presented the second and final reading of Bill No. 12-06 by title only. It was noted that Bill No. 12-06 has been available for public review.

Alderman Rucker moved to approve the second and final reading of Bill No. 12-06. Alderman Kahrs seconded the motion. The following roll call vote was taken to approve the second and final reading of Bill No. 12-06 and to pass same into ordinance: “Ayes”: Alderman Kahrs, Alderman Catcott, Alderman Rucker, Alderman Schmitt, Alderman Farmer, Alderman Olivarri. “Nays”: None. Bill No. 12-06 was passed and approved as Ordinance No. 12.06.

Alderman Rucker questioned whether the budget is adjusted when there are revenue changes. Assistant City Administrator Jeana Albertson responded that there are quarterly updates on the revenue side that will be distributed at the First Quarterly Budget meeting in April.

**Bill No. 12-07.** Amendment to the Human Resources (Personnel) System Rules and Regulations.

Alderman Schmitt moved to postpone Bill No. 12-07 until the next meeting to give elected officials an opportunity to obtain answers to any questions they have. Alderman Catcott seconded the motion.

Alderman Olivarri encouraged elected officials who have questions to e-mail City Administrator Viselli. City Attorney Rucker said a list of questions and answers would be prepared.

The motion to postpone Bill No. 12-07 was voted on and passed.

## UNAPPROVED

**Bid Award.** Sands Lift Station Repair.

The following bids were received:

|                  |             |
|------------------|-------------|
| Hutchins Telecom | \$84,976.00 |
| J. C. Industries | \$97,000.00 |

This project includes the repairs needed to the Sands Lift Station. This project was initially addressed on August 18, 2011 and the extent of repairs was anticipated to be approximately \$30,000 to \$40,000.00. However, it has been determined that additional repairs are needed. The Engineering Department recommends award to the low bidder, Hutchins Telecom, LLC in the amount of \$84,976.00.

A budget amendment will be required to allocate additional funds to 35-00-743300 Repair of System to cover the necessary repairs to the Sands Lift Station. Upon a question about where the funds were available, Assistant City Administrator Jeana Albertson explained that no funds were expected to be spent for this project in 2012; however funds are available in the Repair and Replacement line item. City Administrator Nancy Viselli said a list of items that make up the \$76,000 in Repair and Replacement would be created for the Board's review.

Alderman Rucker moved to award the bid for the repairs to the Sands Lift Station to the low bidder, Hutchins Telecom LLC in the amount of \$84,976.00 as recommended. Alderman Schmitt seconded the motion which was voted on and unanimously passed.

**Bid Award.** Slurry Seal

Bids were opened on February 28, 2012. One bid was submitted by Vance Brothers Inc. in the amount of \$231,678.60.

This project was budgeted under Item No. 20-00-764206, Seal in the amount of \$230,000 and Item No. 10-10-774274 Parking Lot in the amount of \$9,200.

Slurry Seal will be applied to the following streets and all streets leading off them: Lazy Days, Three Seasons Road, Malibu Road, Murphy Road, Winn Road, Jeffries Road, Palisades Boulevard, and Peanick Park.

The Engineering Department has reviewed the bidding documents and found them to be in order. The Engineering Department recommends that the bid for Construction Contract OB12-004, for the 2012 Slurry Seal Project be awarded to Vance Brothers Inc. in the amount of \$231,678.60.

Alderman Kahrs moved to award the bid to Vance Brothers Inc. in the amount of \$231,678.60. Alderman Catcott seconded the motion which was voted on and unanimously passed.

Alderman Catcott asked that in the future, the names of the streets where slurry seal will be applied be included on the blue sheet.

# UNAPPROVED

## **Bid Award.** City Park Improvements

The following two bidders responded:

|                      | Base Bid    | Base Bid/#1  | Base Bid/#2  | Base Bid/#1, 2, 3 |
|----------------------|-------------|--------------|--------------|-------------------|
| Engineer's Estimate  | \$50,366.25 | \$110,400.50 | \$112,240.50 | \$127,845.50      |
| APAC Missouri        | \$67,242.25 | \$136,983.39 | \$139,770.99 | \$160,648.02      |
| Kyle Berendzen Const | \$67,203.40 | \$135,831.34 | \$137,786.34 | \$160,821.47      |

This project includes the parking lots at the Osage Beach City Park and the walking trail at Peanick Park. The amount budgeted for this project was \$135,500.

Bids were taken to allow options in the award because it was anticipated that the project would come in over budget due to the rising oil prices. The options for awarding the project are as follows:

1. Walking Trail at Peanick Park – Parking lot #3 (near the playground). The low bidder for this portion of the project is Kyle Berendzen Construction in the amount of \$67,203.40.
2. Walking Trail at Peanick Park – Parking lot #2 and #3. The low bidder for this portion is Kyle Berendzen Construction in the amount of \$135,831.34.
3. Walking Trail at Peanick Park – Parking Lot #2, #3 and drive approach up the hillside to the fishing pond. The low bidder for this work is Kyle Berendzen in the amount of \$137,686.34.
4. Walking Trail at Peanick Park – Parking Lot #1, #2, #3 and driveway approach. The low bidder for the entire project is APAC-Missouri in the amount of \$160,648.02.

All references were favorable on Kyle Berendzen Construction and the City has worked with APAC-Missouri in the past with good results.

The bids came in over budget. APAC's bid contained asphalt prices that were \$25,347 over the engineer's estimate and their entire bid is \$32,802 over the engineer's estimate.

The Engineering Department recommends awarding the contract to either contractor depending upon whether the Board desires to complete the entire project in 2012 or appropriate funds in the 2013 budget which will cost more due to oil prices and mobilization.

Discussion followed on the options and the cost. Alderman Rucker moved to award the bid to Kyle Berendzen for Option 3 in the amount of \$137,686.34. Alderman Kahrs seconded the motion.

Alderman Olivarri said he would be agreeable to Option 3, however he prefers Option 4. City Planner Patterson said that his department is required to enforce the parking lot regulations and he would prefer that all parking lots be paved to comply with City Ordinances. He added that many individuals use the park that are in wheelchairs and the entire parking lot should be completed.

City Administrator Nancy Viselli said that choosing Option 4 would complete the project.

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Alderman Kahrs withdrew the second to the motion to award the bid for Option 3 and Alderman Rucker withdrew his motion.

Alderman Kahrs moved to award the bid for Option 4 to the low bidder, APAC-Missouri, Inc. in the amount of \$160,648.02. Alderman Olivarri seconded the motion which was voted on and passed.

### **Communications from Board Members.**

Alderman Catcott. Fred Catcott reported on the Magic Dragon Street Meet which includes Gen X cars which will be held in the Target parking lot. He said the City could contribute \$50 for a trophy and he believed it would be worthwhile since the event would bring many visitors to fill our hotels and restaurants.

Alderman Kahrs. Steve Kahrs offered to contribute the \$50 on behalf of the City. He asked Police Chief Todd Davis if he had a contingency plan to save fuel. Chief Davis responded that he has instructed officers to turn off their engines when stopped.

### **Staff Communications.**

Police Chief. Todd Davis reported that one of the presidential candidates will appear at Main Street Music Hall tomorrow. Mayor Lyons added that he will fly into Lee C. Fine Airport.

Engineering Department. Lee Schuman reported that Passover Road is progressing and the completion date is five weeks from today. He said there is a \$500 penalty per day if not completed on time.

Parks Department. Brian Willey reported on activity at the Parks. He said interested persons could access the City's website to view the schedule.

Airport Manager. Budd Hyde reported on Jim Houston's condition and stated he is expected to go home Saturday or Sunday.

There being no further business to come before the Board, the meeting adjourned at 7:55 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 regular meeting of the Board of Aldermen of the City of Osage Beach, Missouri, held on March 15, 2012.

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Diann Warner, City Clerk

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Penny Lyons, Mayor

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**CITY OF OSAGE BEACH  
BILLS LIST  
April 5, 2012**

|   |                            |
|---|----------------------------|
| <b>Bills Paid Prior to Board Meeting</b>          | <b>171,145.43</b>          |
| <b>Payroll Paid Prior to Board Meeting</b>        | <b>249,041.86</b>          |
| <b>SRF Transfer Prior to Board Meeting</b>        | <b>221,821.53</b>          |
| <b>TIF Transfer Prior to Board Meeting</b>        | <b>204,229.34</b>          |
| <b>TIF Pilots Transfer Prior to Board Meeting</b> | <b>0.00</b>                |
| <b>Bills Pending Board Approval</b>               | <b>280,958.68</b>          |
| <b>Total Expenses</b>                             | <b><u>1,127,196.84</u></b> |

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| DEPARTMENT                         | FUND                     | VENDOR NAME                            | DESCRIPTION                   | AMOUNT                   |
|------------------------------------|--------------------------|--|-------------------------------|--------------------------|
| NON-DEPARTMENTAL                   | General Fund             | MO DEPT OF REVENUE                     | CRIME VICTIMS COMPENSATION    | 649.33                   |
|                                    |                          |  | FAMILY SUPPORT PAYMENT CENTER |                          |
|                                    |                          | MO DEPT OF REVENUE                     | Case# 26v050500201            | 344.31                   |
|                                    |                          |  | Case# 26v050500201            | 344.31                   |
|                                    |                          | MO DEPT OF REVENUE                     | State Withholding             | 3,827.00                 |
|                                    |                          |  | State Withholding             | 4,184.00                 |
|                                    |                          | MO TREASURER BUDGET DIRECTOR           | PEACE OFFCR STNDRD/TRAININ    | 84.87                    |
|                                    |                          |  | INTERNAL REVENUE SERVICE      |                          |
|                                    |                          | INTERNAL REVENUE SERVICE               | Fed WH                        | 11,914.70                |
|                                    |                          |  | Fed WH                        | 13,388.93                |
|                                    |                          | INTERNAL REVENUE SERVICE               | FICA                          | 4,800.09                 |
|                                    |                          |  | FICA                          | 5,180.44                 |
|                                    |                          | INTERNAL REVENUE SERVICE               | Medicare                      | 1,657.19                 |
|                                    |                          |  | Medicare                      | 1,788.56                 |
|                                    |                          | ICMA                                   | Retirement 457 &              | 269.23                   |
|                                    |                          |  | Retirement 457 &              | 600.74                   |
|                                    |                          | ICMA                                   | Retirement 457                | 658.19                   |
|                                    |                          |  | Retirement 457                | 658.19                   |
|                                    |                          | ICMA                                   | Loan Repayments               | 929.93                   |
|                                    |                          |  | Loan Repayments               | 1,038.71                 |
|                                    |                          | ICMA                                   | Loan Repayments               | 875.40                   |
|                                    |                          |  | Loan Repayments               | 796.87                   |
|                                    |                          | ICMA                                   | 401 Loan Payment              | 341.81                   |
|                                    |                          |  | 401 Loan Payment              | 341.81                   |
|                                    |                          | ICMA                                   | 401 Loan Payment              | 280.28                   |
|                                    |                          |  | 401 Loan Payment              | 280.28                   |
|                                    |                          | ICMA                                   | Loan Repayments               | 308.00                   |
|                                    |                          |  | Loan Repayments               | 308.00                   |
|                                    |                          | ICMA                                   | Loan Repayments               | 227.55                   |
|                                    |                          |  | Loan Repayments               | 227.55                   |
|                                    |                          | ICMA                                   | Retirement Roth IRA           | 275.00                   |
|                                    |                          |  | Retirement Roth IRA           | 275.00                   |
|                                    |                          | CAMDEN COURT                           | Case No. 06CM-AC00043         | 190.03                   |
| Case No. 11CM-SC00049              | 94.17                    |  |                               |                          |
| CITIZENS AGAINST DOMESTIC VIOLENCE | BATTERED PERSONS SHELTER | 176.00                                 |                               |                          |
| THE BANCORP BANK                   | HSA Contribution         | 1,358.92                               |                               |                          |
|                                    | HSA Contribution         | 1,358.92                               |                               |                          |
|                                    | TOTAL:                   | 60,034.31                              |                               |                          |
| Mayor & Board                      | General Fund             | INTERNAL REVENUE SERVICE               | FICA                          | 154.48                   |
|                                    |                          |  | Medicare                      | 36.15                    |
|                                    |                          | ICMA                                   | Retirement 401                | 121.00                   |
|                                    |                          | BANKCARD CENTER 5569                   | MML REFUND                    | 130.00-                  |
|                                    |                          | LAKE OF THE OZARKS LODGE No 2517       | VOLUNTEER APPRECIATION DIN    | 1,175.45                 |
|                                    |                          | ONE TIME VENDOR PAIGE BENJAMIN EDUCATI | PAIGE BENJAMIN EDUCATION F    | 50.00                    |
|                                    |                          |  | TOTAL:                        | 1,407.08                 |
|                                    |                          | Collector                              | General Fund                  | INTERNAL REVENUE SERVICE |
|                                    |                          |  | Medicare                      | 2.53                     |
|                                    |                          |  | TOTAL:                        | 13.33                    |
| City Administrator                 | General Fund             | INTERNAL REVENUE SERVICE               | FICA                          | 398.40                   |
|                                    |                          |  | FICA                          | 413.05                   |
|                                    |                          | INTERNAL REVENUE SERVICE               | Medicare                      | 93.18                    |
|                                    |                          |  | Medicare                      | 96.60                    |
|                                    |                          | ICMA                                   | Retirement 401                | 396.16                   |
|                                    |                          | THE BANCORP BANK                       | Retirement 401                | 410.33                   |
|                                    | HSA Contribution         | 100.00                                 |                               |                          |

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| DEPARTMENT          | FUND         | VENDOR NAME                   | DESCRIPTION                | AMOUNT   |
|---------------------|--------------|-------------------------------|----------------------------|----------|
|                     |              |                               | HSA Contribution           | 100.00   |
|                     |              |                               | TOTAL:                     | 2,007.72 |
| City Clerk          | General Fund | INTERNAL REVENUE SERVICE      | FICA                       | 386.90   |
|                     |              |                               | FICA                       | 453.26   |
|                     |              |                               | Medicare                   | 90.49    |
|                     |              |                               | Medicare                   | 106.01   |
|                     |              | ICMA                          | Retirement 401             | 360.05   |
|                     |              |                               | Retirement 401             | 424.27   |
|                     |              | BANKCARD CENTER 5569          | MoCCFOA SPRING INSTITUTE   | 418.20   |
|                     |              | THE BANCORP BANK              | HSA Contribution           | 125.00   |
|                     |              |                               | HSA Contribution           | 125.00   |
|                     |              |                               | TOTAL:                     | 2,489.18 |
| City Treasurer      | General Fund | INTERNAL REVENUE SERVICE      | FICA                       | 459.35   |
|                     |              |                               | FICA                       | 466.24   |
|                     |              |                               | Medicare                   | 107.43   |
|                     |              |                               | Medicare                   | 109.04   |
|                     |              | ICMA                          | Retirement 401             | 457.36   |
|                     |              |                               | Retirement 401             | 464.02   |
|                     |              | THE BANCORP BANK              | HSA Contribution           | 100.00   |
|                     |              |                               | HSA Contribution           | 100.00   |
|                     |              |                               | TOTAL:                     | 2,263.44 |
| Municipal Court     | General Fund | INTERNAL REVENUE SERVICE      | FICA                       | 95.24    |
|                     |              |                               | FICA                       | 38.34    |
|                     |              |                               | Medicare                   | 22.27    |
|                     |              |                               | Medicare                   | 8.97     |
|                     |              | ICMA                          | Retirement 401             | 92.76    |
|                     |              |                               | Retirement 401             | 37.69    |
|                     |              |                               | TOTAL:                     | 295.27   |
| City Attorney       | General Fund | INTERNAL REVENUE SERVICE      | FICA                       | 270.01   |
|                     |              |                               | FICA                       | 288.42   |
|                     |              |                               | Medicare                   | 63.15    |
|                     |              |                               | Medicare                   | 67.45    |
|                     |              | ICMA                          | Retirement 401             | 263.79   |
|                     |              |                               | Retirement 401             | 281.61   |
|                     |              | THE BANCORP BANK              | HSA Contribution           | 50.00    |
|                     |              |                               | HSA Contribution           | 50.00    |
|                     |              |                               | TOTAL:                     | 1,334.43 |
| Building Inspection | General Fund | INTERNAL REVENUE SERVICE      | FICA                       | 304.57   |
|                     |              |                               | FICA                       | 315.11   |
|                     |              |                               | Medicare                   | 71.23    |
|                     |              |                               | Medicare                   | 73.70    |
|                     |              | ICMA                          | Retirement 401             | 303.71   |
|                     |              |                               | Retirement 401             | 313.91   |
|                     |              | MACA-JANET SANDERS, TREASURER | MEMBERSHIP HERSCHEL OLIVER | 25.00    |
|                     |              |                               | MEMBERSHIP RON WHITE       | 25.00    |
|                     |              |                               | SPRING SEMINAR H OLIVER    | 210.00   |
|                     |              |                               | SPRING SEMINAR R WHITE     | 210.00   |
|                     |              | THE BANCORP BANK              | HSA Contribution           | 150.00   |
|                     |              |                               | HSA Contribution           | 150.00   |
|                     |              |                               | TOTAL:                     | 2,152.23 |

| DEPARTMENT           | FUND         | VENDOR NAME              | DESCRIPTION                | AMOUNT   |
|----------------------|--------------|--------------------------|----------------------------|----------|
|                      |              |                          | <b>800011</b>              |          |
| Building Maintenance | General Fund | AMEREN MISSOURI          | MUNICIPAL BLDG             | 2,802.33 |
|                      |              | AT & T/CITY HALL         | MAR SERVICES               | 1,701.55 |
|                      |              | BANKCARD CENTER 5569     | EPOXY, ROLLERS             | 152.87   |
|                      |              |                          | TOTAL:                     | 4,656.75 |
| Parks                | General Fund | CITY OF OSAGE BEACH      | CONCESSIONS LIQUOR LICENSE | 25.00    |
|                      |              | FLEET ONE                | PARKS FUEL                 | 97.16    |
|                      |              | AMEREN MISSOURI          | LOWER DIAMOND LIGHTS       | 10.52    |
|                      |              |                          | CITY PARK #2 DISPLAY C     | 10.31    |
|                      |              |                          | FISH HATCHERY RD SOCCER FI | 21.01    |
|                      |              |                          | CITY PARK #2 DISPLAY D     | 10.31    |
|                      |              |                          | FISH HATCHERY RD BALL FIEL | 399.73   |
|                      |              |                          | CITY PARK #2 DISPLAY B     | 9.82     |
|                      |              |                          | BALL DIAMOND CONS STAND    | 69.02    |
|                      |              |                          | CITY PARK #2 DISPLAY A     | 9.79     |
|                      |              |                          | 42 HWY BALL PARK LIGHTS    | 12.97    |
|                      |              |                          | CITY PARK #2 IRRIGATION PU | 10.31    |
|                      |              | INTERNAL REVENUE SERVICE | FICA                       | 290.48   |
|                      |              |                          | FICA                       | 330.15   |
|                      |              |                          | Medicare                   | 67.94    |
|                      |              |                          | Medicare                   | 77.21    |
|                      |              | BANKCARD CENTER 3374     | BALL PITCHER               | 43.45    |
|                      |              |                          | CASH REGISTER              | 75.00    |
|                      |              |                          | ZERO WASTE SYSTEMS         | 1,229.90 |
|                      |              | ICMA                     | Retirement 401             | 218.56   |
|                      |              |                          | Retirement 401             | 221.96   |
|                      |              | BANKCARD CENTER 5569     | 3-12VDC 1000MA AC          | 20.49    |
|                      |              |                          | 12V/5000MAH SEALED LEAD-AC | 35.49    |
|                      |              | WILLEY, BRIAN            | SMALL DISPLAY COUNTER CABI | 4.00     |
|                      |              | THE BANCORP BANK         | HSA Contribution           | 125.00   |
|                      |              |                          | HSA Contribution           | 125.00   |
|                      |              |                          | TOTAL:                     | 3,550.58 |
| Human Resources      | General Fund | INTERNAL REVENUE SERVICE | FICA                       | 118.35   |
|                      |              |                          | FICA                       | 118.35   |
|                      |              |                          | Medicare                   | 27.68    |
|                      |              |                          | Medicare                   | 27.68    |
|                      |              | LEIGH, CINDY             | TUITION REIMB              | 1,889.25 |
|                      |              | BANKCARD CENTER 3374     | LIFESTYLE MANAGEMENT GUIDE | 159.64   |
|                      |              | ICMA                     | Retirement 401             | 117.38   |
|                      |              |                          | Retirement 401             | 117.38   |
|                      |              | SCHWENN, DAVID MATTHEW   | TUITION REIMBURSEMENT      | 515.25   |
|                      |              | THE BANCORP BANK         | HSA Contribution           | 50.00    |
|                      |              |                          | HSA Contribution           | 50.00    |
|                      |              |                          | TOTAL:                     | 3,190.96 |
| Overhead             | General Fund | POSTAGE BY PHONE PLUS    | POSTAGE                    | 1,378.68 |
|                      |              | BANKCARD CENTER 3374     | WORKER'S COMP              | 15.60    |
|                      |              | CHARTER BUSINESS         | MAR SERVICE                | 6.45     |
|                      |              |                          | TOTAL:                     | 1,400.73 |
| Police               | General Fund | FLEET ONE                | PUBLIC SAFETY FUEL         | 1,223.69 |
|                      |              |                          | PUBLIC SAFETY CAR WASH     | 58.00    |
|                      |              | INTERNAL REVENUE SERVICE | FICA                       | 2,903.93 |
|                      |              |                          | FICA                       | 3,200.27 |
|                      |              |                          | Medicare                   | 679.13   |

| DEPARTMENT             | FUND         | VENDOR NAME                 | DESCRIPTION                | AMOUNT    |
|------------------------|--------------|-----------------------------|----------------------------|-----------|
|                        |              |                             | <b>000012</b>              |           |
|                        |              |                             | Medicare                   | 748.47    |
|                        |              | PETTY CASH                  | FUEL                       | 10.02     |
|                        |              |                             | PRIORITY MAIL              | 12.79     |
|                        |              | POSTAGE BY PHONE PLUS       | POSTAGE                    | 333.58    |
|                        |              | ICMA                        | Retirement 401             | 2,864.49  |
|                        |              |                             | Retirement 401             | 3,122.00  |
|                        |              | THE BANCORP BANK            | HSA Contribution           | 925.00    |
|                        |              |                             | HSA Contribution           | 925.00    |
|                        |              |                             | TOTAL:                     | 17,006.37 |
| 911 Center             | General Fund | AT & T/CITY HALL            | E 911 ACCOUNT              | 1,348.12  |
|                        |              | INTERNAL REVENUE SERVICE    | FICA                       | 789.20    |
|                        |              |                             | FICA                       | 768.92    |
|                        |              |                             | Medicare                   | 184.57    |
|                        |              |                             | Medicare                   | 179.84    |
|                        |              | ICMA                        | Retirement 401             | 795.91    |
|                        |              |                             | Retirement 401             | 773.49    |
|                        |              | THE BANCORP BANK            | HSA Contribution           | 150.00    |
|                        |              |                             | HSA Contribution           | 150.00    |
|                        |              |                             | TOTAL:                     | 5,140.05  |
| Planning               | General Fund | BANKCARD CENTER 3333        | COOKIES                    | 29.30     |
|                        |              | FLEET ONE                   | PLANNING FUEL              | 94.62     |
|                        |              | INTERNAL REVENUE SERVICE    | FICA                       | 268.73    |
|                        |              |                             | FICA                       | 276.95    |
|                        |              |                             | Medicare                   | 62.85     |
|                        |              |                             | Medicare                   | 64.77     |
|                        |              | POSTAGE BY PHONE PLUS       | POSTAGE                    | 65.15     |
|                        |              | ICMA                        | Retirement 401             | 263.27    |
|                        |              |                             | Retirement 401             | 271.22    |
|                        |              | THE BANCORP BANK            | HSA Contribution           | 75.00     |
|                        |              |                             | HSA Contribution           | 75.00     |
|                        |              |                             | TOTAL:                     | 1,546.86  |
| Engineering            | General Fund | EDELMAN, NICHOLAS           | MEAL REIMB                 | 25.00     |
|                        |              | FLEET ONE                   | CITY ENG FUEL              | 70.96     |
|                        |              | INTERNAL REVENUE SERVICE    | FICA                       | 505.74    |
|                        |              |                             | FICA                       | 518.01    |
|                        |              |                             | Medicare                   | 118.29    |
|                        |              |                             | Medicare                   | 121.16    |
|                        |              | ICMA                        | Retirement 401             | 495.83    |
|                        |              |                             | Retirement 401             | 507.70    |
|                        |              | AMERICAN PUBLIC WORKS ASSOC | MEMBERSHIP RENEWALS        | 123.00    |
|                        |              | THE BANCORP BANK            | HSA Contribution           | 150.00    |
|                        |              |                             | HSA Contribution           | 150.00    |
|                        |              |                             | TOTAL:                     | 2,785.69  |
| Information Technology | General Fund | INTERNAL REVENUE SERVICE    | FICA                       | 294.95    |
|                        |              |                             | FICA                       | 294.95    |
|                        |              |                             | Medicare                   | 68.98     |
|                        |              |                             | Medicare                   | 68.98     |
|                        |              | BANKCARD CENTER 3374        | 8GB REPLACEMENT MEMORY MOD | 800.97    |
|                        |              | ICMA                        | Retirement 401             | 286.35    |
|                        |              |                             | Retirement 401             | 286.35    |
|                        |              | VERIZON WIRELESS            | MAR SERVICES               | 86.02     |
|                        |              | THE BANCORP BANK            | HSA Contribution           | 25.00     |

| DEPARTMENT           | FUND           | VENDOR NAME                 | DESCRIPTION                | AMOUNT        |
|----------------------|----------------|-----------------------------|----------------------------|---------------|
|                      |                |                             |                            | <b>000013</b> |
|                      |                |                             | HSA Contribution           | 25.00         |
|                      |                |                             | TOTAL:                     | 2,237.55      |
| Emergency Management | General Fund   | DAVIS, TODD                 | EMERGENCY MGMT CONF MEALS  | 200.00        |
|                      |                |                             | TOTAL:                     | 200.00        |
| NON-DEPARTMENTAL     | Transportation | MO DEPT OF REVENUE          | State Withholding          | 371.50        |
|                      |                |                             | State Withholding          | 365.50        |
|                      |                | INTERNAL REVENUE SERVICE    | Fed WH                     | 1,116.57      |
|                      |                |                             | Fed WH                     | 1,099.64      |
|                      |                |                             | FICA                       | 455.10        |
|                      |                |                             | FICA                       | 450.36        |
|                      |                |                             | Medicare                   | 157.11        |
|                      |                |                             | Medicare                   | 155.47        |
|                      |                | ICMA                        | Retirement 457             | 50.00         |
|                      |                |                             | Retirement 457             | 50.00         |
|                      |                |                             | Loan Repayments            | 60.91         |
|                      |                |                             | Loan Repayments            | 60.91         |
|                      |                | THE BANCORP BANK            | HSA Contribution           | 20.00         |
|                      |                |                             | HSA Contribution           | 20.00         |
|                      |                |                             | TOTAL:                     | 4,433.07      |
| Transportation       | Transportation | AMEREN MISSOURI             | STREET LIGHTS              | 3,200.69      |
|                      |                |                             | STREET LIGHTS              | 1,175.75      |
|                      |                | FLEET ONE                   | TRANS FUEL                 | 304.91        |
|                      |                | ALLIED WASTE SERVICES #435  | TRASH SERVICES STREET DEPT | 43.21         |
|                      |                | AMEREN MISSOURI             | KK DR LTG PALISADES COMMON | 94.37         |
|                      |                | INTERNAL REVENUE SERVICE    | FICA                       | 671.80        |
|                      |                |                             | FICA                       | 664.80        |
|                      |                |                             | Medicare                   | 157.11        |
|                      |                |                             | Medicare                   | 155.47        |
|                      |                | POSTAGE BY PHONE PLUS       | POSTAGE                    | 35.11         |
|                      |                | ICMA                        | Retirement 401             | 672.90        |
|                      |                |                             | Retirement 401             | 666.13        |
|                      |                | AMERICAN PUBLIC WORKS ASSOC | MEMBERSHIP RENEWALS        | 123.00        |
|                      |                | THE BANCORP BANK            | HSA Contribution           | 241.49        |
|                      |                |                             | HSA Contribution           | 241.49        |
|                      |                |                             | TOTAL:                     | 8,448.23      |
| NON-DEPARTMENTAL     | Water Fund     | MO DEPT OF REVENUE          | State Withholding          | 226.20        |
|                      |                |                             | State Withholding          | 220.70        |
|                      |                | INTERNAL REVENUE SERVICE    | Fed WH                     | 741.20        |
|                      |                |                             | Fed WH                     | 743.08        |
|                      |                |                             | FICA                       | 313.17        |
|                      |                |                             | FICA                       | 310.54        |
|                      |                |                             | Medicare                   | 108.12        |
|                      |                |                             | Medicare                   | 107.19        |
|                      |                | ICMA                        | Retirement 457             | 25.00         |
|                      |                |                             | Retirement 457             | 25.00         |
|                      |                |                             | Loan Repayments            | 16.89         |
|                      |                |                             | Loan Repayments            | 16.89         |
|                      |                |                             | Loan Repayments            | 22.97         |
|                      |                |                             | Loan Repayments            | 22.97         |
|                      |                |                             | 401 Loan Payment           | 101.82        |
|                      |                |                             | 401 Loan Payment           | 101.82        |
|                      |                |                             | 401 Loan Payment           | 75.98         |

| DEPARTMENT       | FUND       | VENDOR NAME                     | DESCRIPTION                | AMOUNT        |
|------------------|------------|---------------------------------|----------------------------|---------------|
|                  |            |                                 |                            | <b>000014</b> |
|                  |            |                                 | 401 Loan Payment           | 75.98         |
|                  |            |                                 | Loan Repayments            | 68.06         |
|                  |            |                                 | Loan Repayments            | 68.06         |
|                  |            | CAMDEN COUNTY RECORDER OF DEEDS | WATER LIENS                | 14.00         |
|                  |            | THE BANCORP BANK                | HSA Contribution           | 30.00         |
|                  |            |                                 | HSA Contribution           | 30.00         |
|                  |            |                                 | TOTAL:                     | 3,465.64      |
| Water            | Water Fund | AMEREN MISSOURI                 | LK RD 54-59 WELL #2        | 260.01        |
|                  |            |                                 | SWISS VILLAGE WELL         | 1,630.17      |
|                  |            | FLEET ONE                       | WATER FUEL                 | 637.75        |
|                  |            | ALLIED WASTE SERVICES #435      | TRASH SERVICES WATER DEPT  | 43.21         |
|                  |            | AMEREN MISSOURI                 | BLUFF RD WATER TOWER       | 339.92        |
|                  |            |                                 | COLLEGE WELL BEHIND CHURCH | 118.12        |
|                  |            | INTERNAL REVENUE SERVICE        | FICA                       | 462.32        |
|                  |            |                                 | FICA                       | 458.41        |
|                  |            |                                 | Medicare                   | 108.14        |
|                  |            |                                 | Medicare                   | 107.20        |
|                  |            | POSTAGE BY PHONE PLUS           | POSTAGE                    | 171.36        |
|                  |            | ICMA                            | Retirement 401             | 463.03        |
|                  |            |                                 | Retirement 401             | 459.26        |
|                  |            | BRENNTAG MID SOUTH INC          | CHLORINE, FLUORIDE         | 1,391.85      |
|                  |            |                                 | DRUM RETURNS               | 325.00-       |
|                  |            | BRIZENDINE, TERRY               | MILEAGE REIMB 03/07-03/13/ | 17.76         |
|                  |            | DEGRAZIA, PHIL                  | MILEAGE REIMB 02/29-03/06/ | 48.84         |
|                  |            | DUNHAM, LOYD                    | MILEAGE REIMB 03/14-03/20/ | 51.06         |
|                  |            | AMERICAN PUBLIC WORKS ASSOC     | MEMBERSHIP RENEWALS        | 123.00        |
|                  |            | THE BANCORP BANK                | HSA Contribution           | 166.74        |
|                  |            |                                 | HSA Contribution           | 166.74        |
|                  |            |                                 | TOTAL:                     | 6,899.89      |
| NON-DEPARTMENTAL | Sewer Fund | MO DEPT OF REVENUE              | State Withholding          | 331.30        |
|                  |            |                                 | State Withholding          | 341.80        |
|                  |            | INTERNAL REVENUE SERVICE        | Fed WH                     | 1,259.80      |
|                  |            |                                 | Fed WH                     | 1,290.18      |
|                  |            |                                 | FICA                       | 485.90        |
|                  |            |                                 | FICA                       | 496.62        |
|                  |            |                                 | Medicare                   | 167.78        |
|                  |            |                                 | Medicare                   | 171.46        |
|                  |            | ICMA                            | Retirement 457             | 45.00         |
|                  |            |                                 | Retirement 457             | 45.00         |
|                  |            |                                 | Loan Repayments            | 193.04        |
|                  |            |                                 | Loan Repayments            | 193.04        |
|                  |            |                                 | Loan Repayments            | 65.23         |
|                  |            |                                 | Loan Repayments            | 65.23         |
|                  |            |                                 | 401 Loan Payment           | 177.18        |
|                  |            |                                 | 401 Loan Payment           | 177.18        |
|                  |            |                                 | Loan Repayments            | 94.62         |
|                  |            |                                 | Loan Repayments            | 94.62         |
|                  |            | CAMDEN COURT                    | Case #07CM-AC00640         | 120.21        |
|                  |            |                                 | Case #07CM-AC00640         | 151.62        |
|                  |            | CAMDEN COUNTY RECORDER OF DEEDS | SEWER LIENS                | 14.00         |
|                  |            | THE BANCORP BANK                | HSA Contribution           | 60.00         |
|                  |            |                                 | HSA Contribution           | 60.00         |
|                  |            |                                 | TOTAL:                     | 6,100.81      |

| DEPARTMENT       | FUND               | VENDOR NAME                         | DESCRIPTION                | AMOUNT    |
|------------------|--------------------|-------------------------------------|----------------------------|-----------|
|                  |                    |                                     | <b>000015</b>              |           |
| Sewer            | Sewer Fund         | AMEREN MISSOURI                     | GRINDER PUMPS & LIFT STATI | 3,653.20  |
|                  |                    |                                     | GRINDER PUMPS & LIFT STATI | 3,312.67  |
|                  |                    | FLEET ONE                           | SEWER FUEL                 | 572.68    |
|                  |                    | GARMANY, DAVID                      | MILEAGE REIMB 03/07-03/13/ | 77.70     |
|                  |                    |                                     | MILEAGE REIMB 03/13/12     | 15.54     |
|                  |                    | ALLIED WASTE SERVICES #435          | TRASH SERVICES SEWER DEPT  | 43.21     |
|                  |                    | AMEREN MISSOURI                     | 835 E 42 HWY LIFT STATION  | 15.32     |
|                  |                    |                                     | 1222 LANDSEND LIFT STATION | 20.09     |
|                  |                    |                                     | 749 43 HWY LIFT STATION    | 9.79      |
|                  |                    |                                     | 800 42 HWY LIFT STATION    | 9.79      |
|                  |                    | INTERNAL REVENUE SERVICE            | FICA                       | 717.27    |
|                  |                    |                                     | FICA                       | 733.12    |
|                  |                    |                                     | Medicare                   | 167.76    |
|                  |                    |                                     | Medicare                   | 171.45    |
|                  |                    | OWENS, BRIAN                        | MILEAGE REIMB 02/29-03/06/ | 35.30     |
|                  |                    |                                     | MILEAGE REIMB 03/07-03/13/ | 11.77     |
|                  |                    | POSTAGE BY PHONE PLUS               | POSTAGE                    | 252.85    |
|                  |                    | ICMA                                | Retirement 401             | 715.61    |
|                  |                    |                                     | Retirement 401             | 730.94    |
|                  |                    | BRENNTAG MID SOUTH INC              | CHLORINE                   | 1,006.10  |
|                  |                    |                                     | DRUM RETURNS               | 500.00-   |
|                  |                    | AMERICAN PUBLIC WORKS ASSOC         | MEMBERSHIP RENEWALS        | 123.00    |
|                  |                    | MCELROY, SHAWN                      | MILEAGE REIMB 03/13-03/20/ | 58.61     |
|                  |                    | THE BANCORP BANK                    | HSA Contribution           | 316.77    |
|                  |                    |                                     | HSA Contribution           | 316.77    |
|                  |                    |                                     | TOTAL:                     | 12,587.31 |
| NON-DEPARTMENTAL | Ambulance Fund     | MO DEPT OF REVENUE                  | State Withholding          | 325.00    |
|                  |                    |                                     | State Withholding          | 380.00    |
|                  |                    | INTERNAL REVENUE SERVICE            | Fed WH                     | 1,091.68  |
|                  |                    |                                     | Fed WH                     | 1,238.25  |
|                  |                    |                                     | FICA                       | 449.01    |
|                  |                    |                                     | FICA                       | 490.62    |
|                  |                    |                                     | Medicare                   | 155.01    |
|                  |                    |                                     | Medicare                   | 169.37    |
|                  |                    | ONE TIME VENDOR GIBSON, PEGGY       | PAID BY MEDICARE           | 350.00    |
|                  |                    |                                     | TOTAL:                     | 4,648.94  |
| Ambulance        | Ambulance Fund     | FLEET ONE                           | AMBULANCE FUEL             | 101.86    |
|                  |                    | INTERNAL REVENUE SERVICE            | FICA                       | 662.82    |
|                  |                    |                                     | FICA                       | 724.24    |
|                  |                    |                                     | Medicare                   | 155.01    |
|                  |                    |                                     | Medicare                   | 169.37    |
|                  |                    | POSTAGE BY PHONE PLUS               | POSTAGE                    | 24.66     |
|                  |                    | ICMA                                | Retirement 401             | 443.00    |
|                  |                    |                                     | Retirement 401             | 470.38    |
|                  |                    | AMBULANCE REIMBURSEMENT SYSTEMS INC | AMBULANCE BILLING          | 722.35    |
|                  |                    | THE BANCORP BANK                    | HSA Contribution           | 125.00    |
|                  |                    |                                     | HSA Contribution           | 125.00    |
|                  |                    |                                     | TOTAL:                     | 3,723.69  |
| NON-DEPARTMENTAL | Lee C. Fine Airpor | MO DEPT OF REVENUE                  | State Withholding          | 97.40     |
|                  |                    |                                     | State Withholding          | 118.40    |
|                  |                    | INTERNAL REVENUE SERVICE            | Fed WH                     | 357.15    |
|                  |                    |                                     | Fed WH                     | 413.36    |
|                  |                    |                                     | FICA                       | 168.02    |

| DEPARTMENT           | FUND               | VENDOR NAME              | DESCRIPTION                | AMOUNT        |
|----------------------|--------------------|--------------------------|----------------------------|---------------|
|                      |                    |                          |                            | <b>000016</b> |
|                      |                    |                          | FICA                       | 189.66        |
|                      |                    |                          | Medicare                   | 58.00         |
|                      |                    |                          | Medicare                   | 65.47         |
|                      |                    | ICMA                     | Retirement 457 &           | 111.31        |
|                      |                    |                          | Retirement 457 &           | 111.31        |
|                      |                    |                          | Loan Repayments            | 16.89         |
|                      |                    |                          | Loan Repayments            | 16.89         |
|                      |                    |                          | TOTAL:                     | 1,723.86      |
| Lee C. Fine Airport  | Lee C. Fine Airpor | AMEREN MISSOURI          | 1111 LCF RD WELL           | 9.79          |
|                      |                    |                          | LO STATE PARK LOCALZR      | 73.97         |
|                      |                    |                          | AIRPORT FIREHOUSE          | 127.46        |
|                      |                    |                          | TERMINAL BLDG              | 305.95        |
|                      |                    |                          | AIRPORT RD HWY 54          | 247.06        |
|                      |                    |                          | LCF AIRPORT HANGAR RENTAL  | 318.32        |
|                      |                    |                          | 1000 LCF RD NEW HANGAR     | 86.04         |
|                      |                    |                          | TBLC EXT D GG AIRPORT      | 30.57         |
|                      |                    |                          | LCF AIRPORT HANGAR         | 43.12         |
|                      |                    | MO AIRPORT MANAGERS      | MO AIRPORT MANAGERS CONF   | 85.00         |
|                      |                    | INTERNAL REVENUE SERVICE | FICA                       | 248.03        |
|                      |                    |                          | FICA                       | 279.97        |
|                      |                    |                          | Medicare                   | 58.00         |
|                      |                    |                          | Medicare                   | 65.47         |
|                      |                    | POSTAGE BY PHONE PLUS    | POSTAGE                    | 62.44         |
|                      |                    | BANKCARD CENTER 3374     | REFUND                     | 286.14        |
|                      |                    | ICMA                     | Retirement 401             | 237.68        |
|                      |                    |                          | Retirement 401             | 268.59        |
|                      |                    | MO PILOTS' ASSOCIATION   | MO AVIATION DAY SPONSORSHI | 100.00        |
|                      |                    | THE BANCORP BANK         | HSA Contribution           | 90.00         |
|                      |                    |                          | HSA Contribution           | 90.00         |
|                      |                    |                          | TOTAL:                     | 2,541.32      |
| NON-DEPARTMENTAL     | Grand Glaize Airpo | MO DEPT OF REVENUE       | State Withholding          | 69.60         |
|                      |                    |                          | State Withholding          | 54.60         |
|                      |                    | INTERNAL REVENUE SERVICE | Fed WH                     | 210.17        |
|                      |                    |                          | Fed WH                     | 173.86        |
|                      |                    |                          | FICA                       | 130.95        |
|                      |                    |                          | FICA                       | 90.48         |
|                      |                    |                          | Medicare                   | 45.21         |
|                      |                    |                          | Medicare                   | 31.24         |
|                      |                    | ICMA                     | Retirement 457 &           | 74.20         |
|                      |                    |                          | Retirement 457 &           | 74.20         |
|                      |                    |                          | TOTAL:                     | 954.51        |
| Grand Glaize Airport | Grand Glaize Airpo | CITY OF OSAGE BEACH      | GG AIRPORT UTILITIES       | 31.68         |
|                      |                    | AMEREN MISSOURI          | GG AIRPORT HANGAR          | 39.71         |
|                      |                    |                          | GG AIRPORT SHOP            | 58.87         |
|                      |                    |                          | 957 AIRPORT RD GG AIRPORT  | 9.79          |
|                      |                    |                          | GG AIRPORT HANGAR          | 13.04         |
|                      |                    |                          | GG AIRPORT SLEEPY          | 30.20         |
|                      |                    | MO AIRPORT MANAGERS      | MO AIRPORT MANAGERS CONF   | 85.00         |
|                      |                    | INTERNAL REVENUE SERVICE | FICA                       | 193.30        |
|                      |                    |                          | FICA                       | 133.56        |
|                      |                    |                          | Medicare                   | 45.21         |
|                      |                    |                          | Medicare                   | 31.24         |
|                      |                    | POSTAGE BY PHONE PLUS    | POSTAGE                    | 25.17         |

| DEPARTMENT | FUND | VENDOR NAME            | DESCRIPTION                | 000017 | AMOUNT   |
|------------|------|------------------------|----------------------------|--------|----------|
|            |      | ICMA                   | Retirement 401             |        | 193.40   |
|            |      |                        | Retirement 401             |        | 135.58   |
|            |      | H W LOCHNER INC        | GG AIRPORT LAND ACQ RETAIN |        | 659.88   |
|            |      | MO PILOTS' ASSOCIATION | MO AVIATION DAY SPONSORSHI |        | 100.00   |
|            |      | THE BANCORP BANK       | HSA Contribution           |        | 60.00    |
|            |      |                        | HSA Contribution           |        | 60.00    |
|            |      |                        | TOTAL:                     |        | 1,905.63 |

----- FUND TOTALS -----

|       |                           |            |
|-------|---------------------------|------------|
| 10    | General Fund              | 113,712.53 |
| 20    | Transportation            | 12,881.30  |
| 30    | Water Fund                | 10,365.53  |
| 35    | Sewer Fund                | 18,688.12  |
| 40    | Ambulance Fund            | 8,372.63   |
| 45    | Lee C. Fine Airport Fund  | 4,265.18   |
| 47    | Grand Glaize Airport Fund | 2,860.14   |
| ----- |                           |            |
|       | GRAND TOTAL:              | 171,145.43 |
| ----- |                           |            |

| DEPARTMENT           | FUND         | VENDOR NAME                          | DESCRIPTION                | AMOUNT   |
|----------------------|--------------|--------------------------------------|----------------------------|----------|
|                      |              |                                      | <b>000018</b>              |          |
| Mayor & Board        | General Fund | LAKE PRINTING COMPANY, INC           | CAPTAINS CHAIRS            | 892.87   |
|                      |              |                                      | TOTAL:                     | 892.87   |
| City Administrator   | General Fund | STAPLES ADVANTAGE                    | PPR CLIPS                  | 5.82     |
|                      |              |                                      | TOTAL:                     | 5.82     |
| City Clerk           | General Fund | ELDON ADVERTISER                     | 2012 SUBSCRIPTION          | 44.39    |
|                      |              | MO DEPT OF REVENUE                   | FEB SALES TAX REPORT       | 35.00    |
|                      |              | STAPLES ADVANTAGE                    | CPY PPR, BNDR CLIPS        | 157.90   |
|                      |              |                                      | TOTAL:                     | 237.29   |
| City Treasurer       | General Fund | GFOA OF MO                           | GFOA SPRING CONF - M. WELT | 90.00    |
|                      |              |                                      | GFOA SPRING CONF - K. BELL | 75.00    |
|                      |              | STAPLES ADVANTAGE                    | PPR, POCKET FOLDERS        | 34.70    |
|                      |              |                                      | TONER, DUST DESTROYER      | 242.79   |
|                      |              | PARK UNIVERSITY ENTERPRISES INC      | PAYROLL LAW 2012 - P SCHRA | 199.00   |
|                      |              | PAYROLL LEGAL ALERT                  | PAYROLL LEGAL ALERT SUBSCR | 99.00    |
|                      |              |                                      | TOTAL:                     | 740.49   |
| Municipal Court      | General Fund | MACA LISA WESTFALL                   | D URLICKS NAME TAG         | 10.00    |
|                      |              |                                      | TOTAL:                     | 10.00    |
| City Attorney        | General Fund | WEST                                 | INFORMATION CHARGES        | 226.32   |
|                      |              |                                      | TOTAL:                     | 226.32   |
| Building Inspection  | General Fund | FLEET ONE                            | BLDG DEPT FUEL             | 62.06    |
|                      |              |                                      | BLDG DEPT FUEL             | 59.65    |
|                      |              | O'REILLY AUTOMOTIVE STORES INC 98850 | ANTIFREEZE                 | 32.97    |
|                      |              | INTERNATIONAL CODE COUNCIL INC       | FIRE RESISTANCE DSGN MNLS  | 45.00    |
|                      |              |                                      | TOTAL:                     | 199.68   |
| Building Maintenance | General Fund | GB MAINTENANCE SUPPLY                | TOWELS                     | 79.92    |
|                      |              | O'REILLY AUTOMOTIVE STORES INC 98850 | ABSORBENT                  | 5.79     |
|                      |              | PRAIRIEFIRE COFFEE & ROASTERS        | COFFEE, HOT CHOCOLATE      | 136.65   |
|                      |              | SHANNON PAINTER DBA B & H CLEANING   | CLEANING SERVICES          | 1,500.00 |
|                      |              | CONTROLLED HEATING & COOLING         | AMB BAY ELECTRIC ACUTATOR  | 847.55   |
|                      |              | AB PEST CONTROL                      | PEST CONTROL SPRAYING      | 75.00    |
|                      |              | STAPLES ADVANTAGE                    | TOWELS                     | 45.60    |
|                      |              |                                      | LINERS, TP, PPR TWLS, TISS | 285.16   |
|                      |              | EZARD'S 2840                         | FASTENERS, SCREWDRIVERS    | 11.10    |
|                      |              |                                      | TOTAL:                     | 2,986.77 |
| Parks                | General Fund | RAPID SIGNS                          | PEANICK PARK SIGNS         | 390.00   |
|                      |              |                                      | FIELD CLOSED SIGNS         | 117.00   |
|                      |              | MEEKS BUILDING CENTER                | KEYS, NUTS, BOLTS, SCREWS, | 22.35    |
|                      |              |                                      | TREATED LUMBER             | 49.46    |
|                      |              |                                      | DRILL BITS                 | 19.58    |
|                      |              |                                      | NUTS, BOLTS, SCREWS, WASHE | 20.86    |
|                      |              |                                      | STRAIT VALVE, FAUCET CONNE | 14.28    |
|                      |              |                                      | FLUOR BLBS, LMPHLDR, CONDU | 19.71    |
|                      |              |                                      | DUPLEX WALLPLATE           | 1.39     |
|                      |              |                                      | 4X8 OSB WAFER BOARDS       | 37.00    |
|                      |              |                                      | TAPING KNIVES              | 20.28    |
|                      |              |                                      | SILICONE                   | 4.49     |
|                      |              |                                      | DRILL BIT, NUTS, BOLTS, SC | 7.59     |
|                      |              |                                      | METAL GRID ROLLER          | 2.79     |

| DEPARTMENT | FUND         | VENDOR NAME                          | DESCRIPTION                | AMOUNT   |
|------------|--------------|--------------------------------------|----------------------------|----------|
|            |              |                                      | <b>000019</b>              |          |
|            |              | FLEET ONE                            | SINK BASKET STRAINER       | 12.99    |
|            |              |                                      | PARKS FUEL                 | 190.31   |
|            |              |                                      | PARKS FUEL                 | 179.74   |
|            |              | PERRY GRAHAM TRUCKING LLC            | TOPSOIL                    | 200.00   |
|            |              | O'REILLY AUTOMOTIVE STORES INC 98850 | FUSE HOLDERS, FUSES        | 27.12    |
|            |              | BUTLER SUPPLY CO                     | CABLE TIES                 | 27.02    |
|            |              | SHERWIN-WILLIAMS                     | PAINT, BRUSHES, PAILS      | 187.63   |
|            |              |                                      | PAINT, POLE                | 61.07    |
|            |              |                                      | PAINT                      | 39.19    |
|            |              |                                      | PAINT                      | 190.95   |
|            |              |                                      | PAINT CREDIT               | 151.76-  |
|            |              | BANKCARD CENTER 5106                 | MICROWAVES                 | 108.15   |
|            |              |                                      | TREE STORAGES              | 60.00    |
|            |              |                                      | DECKING, 5 QT CONTAINER    | 174.96   |
|            |              |                                      | KEY BOX                    | 38.24    |
|            |              |                                      | 24X30 FRAMED MIRRORS       | 204.78   |
|            |              |                                      | SOAP DISPENSERS            | 75.98    |
|            |              | DANIEL W BUSCHHORN DBA               | PEANICK PARK BATHROOM FAUC | 262.00   |
|            |              | EZARD'S 2860                         | SHARKBITE END STOPS 3/4"   | 17.98    |
|            |              |                                      | SHARKBITE COUPLINGS, ELBOW | 34.46    |
|            |              |                                      | 1/2" DRILL BITS            | 13.98    |
|            |              |                                      | SHARKBITE BALL VLV, TUBE C | 24.48    |
|            |              |                                      | SHARKBITE CONECTR, PLMBING | 12.16    |
|            |              |                                      | REGULATOR W/HOSE           | 20.99    |
|            |              |                                      | TOTAL:                     | 2,739.20 |
| Overhead   | General Fund | XEROX CORP                           | FEB BASE CHARGE            | 547.32   |
|            |              | PITNEY BOWES GLOBAL                  | POSTAGE MACHINE RENTAL     | 756.00   |
|            |              | ALPHAGRAPHS                          | WINDOW ENVELOPES           | 228.00   |
|            |              |                                      | TOTAL:                     | 1,531.32 |
| Police     | General Fund | McCLAIN RADAR SERVICE LLC            | RADAR & LASER CERTIFICATIO | 665.00   |
|            |              | WALMART COMMUNITY BRC                | BATTERIES, 3D LITE BULB    | 8.97     |
|            |              |                                      | BATTERIES                  | 25.42    |
|            |              | FLEET ONE                            | PUBLIC SAFETY FUEL         | 1,423.71 |
|            |              |                                      | PUBLIC SAFETY CAR WASH     | 52.00    |
|            |              |                                      | PUBLIC SAFETY FUEL         | 1,049.91 |
|            |              |                                      | PUBLIC SAFETY CAR WASH     | 38.00    |
|            |              | CAMDEN COUNTY SHERIFF'S OFFICE       | PRISONER BOARDING FEES     | 180.00   |
|            |              |                                      | PRISONER BOARDING FEES     | 180.00   |
|            |              |                                      | PRISONER BOARDING FEES     | 315.00   |
|            |              |                                      | PRISONER BOARDING FEES     | 630.00   |
|            |              |                                      | PRISONER BOARDING FEES     | 180.00   |
|            |              | FORD, SAM                            | NAPWDA WORKSHOP MEALS      | 225.00   |
|            |              | FBI - LEEDA                          | FBI-LEEDA ANNUAL DUES      | 50.00    |
|            |              | MO STATE AGENCY FOR SURPLUS          | AMMO BXS-GOGGLES/GLOVES-BL | 42.00    |
|            |              |                                      | HELMETS                    | 20.00    |
|            |              | SOUTHERN UNIFORM & EQUIPMENT         | UNIFORMS                   | 195.87   |
|            |              |                                      | UNIFORMS                   | 550.70   |
|            |              | STAPLES ADVANTAGE                    | ENVELOPES, CPY PPR, HILITE | 65.84    |
|            |              |                                      | BATTERIES                  | 17.10    |
|            |              |                                      | PROJECTOR SCREEN           | 94.96    |
|            |              |                                      | BATTERIES                  | 88.01    |
|            |              | RDJ SPECIALTIES INC                  | LOLLIPOPS                  | 155.12   |
|            |              | HOLIDAY INN AT SIX FLAGS             | NAPWDA WRKSHP ROOMS        | 477.26   |
|            |              | ALPHAGRAPHS                          | ENVELOPES                  | 195.12   |

**000020**

| DEPARTMENT             | FUND           | VENDOR NAME                          | DESCRIPTION                | AMOUNT     |
|------------------------|----------------|--------------------------------------|----------------------------|------------|
|                        |                |                                      | TOTAL:                     | 6,924.99   |
| 911 Center             | General Fund   | WIRELESS USA INC                     | APRIL SERVICE              | 225.00     |
|                        |                |                                      | TOTAL:                     | 225.00     |
| Engineering            | General Fund   | FLEET ONE                            | CITY ENG FUEL              | 195.36     |
|                        |                |                                      | CITY ENG FUEL              | 49.75      |
|                        |                | PRECISION AUTO & TIRE SERVICE LLC    | OIL CHG, AIR FILTER #1     | 55.87      |
|                        |                | BANKCARD CENTER 5106                 | OLIVE GARDEN               | 25.04      |
|                        |                |                                      | WELK RESORTS-BRANSON       | 220.96     |
|                        |                |                                      | CHICK-FIL-A                | 7.48       |
|                        |                |                                      | MO SOCIETY PROF ENG MEMBER | 220.00     |
|                        |                |                                      | TOTAL:                     | 774.46     |
| Information Technology | General Fund   | WORLD WIDE TECHNOLOGY, INC           | SERVICE HP P4015tn         | 125.00     |
|                        |                |                                      | FUSER IMAGE KIT HP LASERJE | 300.00     |
|                        |                | TYLER TECHNOLOGIES INC               | FORMS OVERLAY MAINTENANCE  | 479.59     |
|                        |                | MO STATE AGENCY FOR SURPLUS          | CISCO SWITCHES             | 100.00     |
|                        |                |                                      | TOTAL:                     | 1,004.59   |
| Transportation         | Transportation | MEEKS BUILDING CENTER                | BLACKTOP PATCH             | 37.96      |
|                        |                | FLEET ONE                            | TRANS FUEL                 | 500.08     |
|                        |                |                                      | TRANS FUEL                 | 389.29     |
|                        |                | GB MAINTENANCE SUPPLY                | CUPS, TOWELS               | 21.37      |
|                        |                | JACK'S MUNICIPAL SALE & SERVICE INC  | STREET SIGNS               | 292.26     |
|                        |                |                                      | FALL ST SIGNS              | 43.42      |
|                        |                | O'REILLY AUTOMOTIVE STORES INC 98850 | FUEL CAP                   | 10.31      |
|                        |                |                                      | MOTOR OIL                  | 13.99      |
|                        |                | OFFICE BUSINESS EQUIPMENT            | PHOTOCONDUCTOR UNIT        | 93.83      |
|                        |                | LAKE SUN LEADER 81525 & 1586450      | 2012 PAVEMENT MARKING BIDS | 270.00     |
|                        |                |                                      | 2012 ASPHALT OVERLAY BIDS  | 270.00     |
|                        |                | CONSOLIDATED ELECTRICAL DISTR, INC   | CMPCT FLRLMP               | 34.93-     |
|                        |                | PRAIRIEFIRE COFFEE & ROASTERS        | COFFEE, HOT CHOC, CREAM, S | 83.95      |
|                        |                | PRECISION AUTO & TIRE SERVICE LLC    | OIL CHG-ABS SENSR-MRKR LTS | 219.85     |
|                        |                | DONALD MAGGI, INC                    | OB 11-010 PASSOVER RD PHAS | 141,629.30 |
|                        |                | UNIFIRST CORPORATION                 | STREET DEPT UNIFORMS       | 33.50      |
|                        |                |                                      | STREET DEPT FLOOR MATS     | 6.45       |
|                        |                |                                      | STREET DEPT UNIFORMS       | 33.50      |
|                        |                |                                      | STREET DEPT FLOOR MATS     | 6.45       |
|                        |                |                                      | STREET DEPT UNIFORMS       | 33.50      |
|                        |                |                                      | STREET DEPT FLOOR MATS     | 6.45       |
|                        |                | STAPLES ADVANTAGE                    | TONER, INK, SPOONS, MARKER | 22.15      |
|                        |                | LAKE OF THE OZARKS APPLIANCE SERVICE | REFRIGERATOR REPAIR        | 58.67      |
|                        |                | EZARD'S 2800                         | FASTENERS                  | 0.51       |
|                        |                |                                      | HARDWARE                   | 44.75      |
|                        |                |                                      | TOTAL:                     | 144,086.61 |
| Water                  | Water Fund     | EZARD'S 2870                         | FASTENERS, LUBRICANT, WD40 | 11.24      |
|                        |                |                                      | PAINTBRUSH                 | 9.99       |
|                        |                |                                      | ALCOHOL, BATTERIES, KEYS   | 12.13      |
|                        |                |                                      | WINDEX                     | 3.29       |
|                        |                |                                      | KEYS                       | 3.18       |
|                        |                | FLEET ONE                            | WATER FUEL                 | 476.91     |
|                        |                |                                      | WATER FUEL                 | 489.60     |
|                        |                | GB MAINTENANCE SUPPLY                | CUPS, TOWELS               | 21.36      |
|                        |                | GOEHRI, GEORGE                       | APR HEALTH INS PREMIUM     | 77.69      |

| DEPARTMENT | FUND       | VENDOR NAME                          | DESCRIPTION                | AMOUNT   |
|------------|------------|--------------------------------------|----------------------------|----------|
|            |            |                                      | <b>000021</b>              |          |
|            |            | O'REILLY AUTOMOTIVE STORES INC 98850 | MOTOR OIL                  | 10.58    |
|            |            |                                      | EXTENSION                  | 8.99     |
|            |            | OFFICE BUSINESS EQUIPMENT            | PHOTOCONDUCTOR UNIT        | 93.83    |
|            |            | CONSOLIDATED ELECTRICAL DISTR, INC   | CMPCT FLRLMP               | 34.93-   |
|            |            |                                      | UR-I IDC CONN/100 PKS      | 37.52    |
|            |            | PRAIRIEFIRE COFFEE & ROASTERS        | COFFEE, CREAM, SUGAR       | 83.95    |
|            |            | BOWLING ELECTRIC MACHINE             | RELAYS                     | 47.50    |
|            |            | HD SUPPLY WATERWORKS LTD             | ADPTR RING, MTR BOX CVR    | 143.10   |
|            |            |                                      | MAIN VLV REP KIT           | 354.72   |
|            |            |                                      | HYDRNT OIL, PRIME VLV, NUT | 239.10   |
|            |            |                                      | METER TILE, BOX CVR, ADPTR | 221.84   |
|            |            |                                      | METER TILE & CVR, ADPTR RI | 247.19   |
|            |            |                                      | METER TILES & CVR, ADPTR R | 443.68   |
|            |            | UNIFIRST CORPORATION                 | WATER DEPT UNIFORMS        | 23.78    |
|            |            |                                      | WATER DEPT FLOOR MATS      | 6.45     |
|            |            |                                      | WATER DEPT UNIFORMS        | 23.78    |
|            |            |                                      | WATER DEPT FLOOR MATS      | 6.45     |
|            |            |                                      | WATER DEPT UNIFORMS        | 30.58    |
|            |            |                                      | WATER DEPT FLOOR MATS      | 6.45     |
|            |            | STAPLES ADVANTAGE                    | TONER, INK, SPOONS, MARKER | 22.14    |
|            |            | LAKE OF THE OZARKS APPLIANCE SERVICE | REFRIGERATOR REPAIR        | 58.66    |
|            |            | CORROSION TECHNOLOGIES INC           | OXYGEN SENSOR              | 98.52    |
|            |            |                                      | TOTAL:                     | 3,279.27 |
| Sewer      | Sewer Fund | MEAD O'BRIEN INC                     | INTERFACE                  | 905.57   |
|            |            | AMOS SEPTIC SERVICE INC              | PUMPED LIFT STATIONS       | 1,265.00 |
|            |            | EZARD'S 2870                         | FASTENERS                  | 46.98    |
|            |            |                                      | CABLE TIES, BUTT SPLC, WD4 | 143.78   |
|            |            |                                      | MURIATIC ACID, 3/4" COUPLE | 24.35    |
|            |            |                                      | PHOTOELECTRIC CONTROL      | 20.99    |
|            |            |                                      | FASTENERS                  | 66.46    |
|            |            |                                      | COUPL HOSES                | 2.79     |
|            |            |                                      | RED BULBS                  | 6.98     |
|            |            |                                      | CABLE WHIP 34"X6'          | 21.99    |
|            |            |                                      | RSTP SPRAY ALUM            | 8.98     |
|            |            |                                      | PRIMARY WIRE RED           | 197.97   |
|            |            |                                      | WIRE STAPLES, COND         | 4.36     |
|            |            |                                      | ECHO POWER EQUIPMENT       | 23.13    |
|            |            |                                      | GFCI SMARTLOCK             | 12.99    |
|            |            | ROEMERS HEAVY EQUIPMENT              | CLUTCH REPAIR #65          | 35.00    |
|            |            | FLEET ONE                            | SEWER FUEL                 | 389.41   |
|            |            |                                      | SEWER FUEL                 | 356.23   |
|            |            | GB MAINTENANCE SUPPLY                | CUPS, TOWELS               | 21.37    |
|            |            | TALLMAN COMPANY                      | PVC BACKWATER VALVE        | 29.78    |
|            |            | MUNICIPAL EQUIPMENT CO               | GUIDE RAIL BRACKETS        | 750.48   |
|            |            | O'REILLY AUTOMOTIVE STORES INC 98850 | TAIL LIGHT                 | 23.99    |
|            |            |                                      | 2 BATTERIES                | 153.98   |
|            |            |                                      | 2 BATTERIES                | 153.98   |
|            |            |                                      | THREAD KIT, DRILL BIT      | 29.48    |
|            |            | OFFICE BUSINESS EQUIPMENT            | PHOTOCONDUCTOR UNIT        | 93.84    |
|            |            | LAKE SUN LEADER 81525 & 1586450      | GRINDER PUMP BIDS          | 72.00    |
|            |            | LAWSON PRODUCTS INC                  | FLAT WASHERS               | 234.78   |
|            |            | CONSOLIDATED ELECTRICAL DISTR, INC   | CMPCT FLRLMP               | 34.94-   |
|            |            |                                      | SUPER 33 PLUS TAPE SPLCNG  | 146.92   |
|            |            |                                      | GALV SLOTCNHL              | 18.26    |
|            |            |                                      | 2 1/2 CRBD HL CTTR 4 OCHC  | 39.32    |

| DEPARTMENT          | FUND               | VENDOR NAME                            | DESCRIPTION                | 000022 | AMOUNT    |
|---------------------|--------------------|--|----------------------------|--------|-----------|
|                     |                    |  | 2 1/2 CRBD HL CTTR 40CHC   |        | 39.32     |
|                     |                    |  | GALV SLOTCHNLS             |        | 18.26     |
|                     |                    |  | SUPER 33 PLUS TAPE         |        | 41.20     |
|                     |                    |  | GFCI, PVC, COND            |        | 20.07     |
|                     |                    |  | 100A LD-CNTR, 2P-120/240V- |        | 96.37     |
|                     |                    |  | PVC, COND, STRAPING, LOCKN |        | 15.16     |
|                     |                    | PRAIRIEFIRE COFFEE & ROASTERS          | COFFEE, HOT CHOC, CREAM, S |        | 83.95     |
|                     |                    |  | COOLER RENTAL              |        | 35.00     |
|                     |                    | LAKE OZARK-OSAGE BEACH JOINT SEWER PLA | TREATMENT PLANT OPERATION  |        | 30,953.74 |
|                     |                    |  | TREATMENT PLANT EXPANSION  |        | 1,864.00  |
|                     |                    | BOWLING ELECTRIC MACHINE               | CAPACITORS                 |        | 216.25    |
|                     |                    | DAM STEEL SUPPLY                       | FLAT BAR                   |        | 21.00     |
|                     |                    | HD SUPPLY WATERWORKS LTD               | BRS NIPPLES, PVC, CHK VLVS |        | 440.28    |
|                     |                    |  | FLAT SEWER LID, ADPTR RING |        | 137.68    |
|                     |                    | PRECISION AUTO & TIRE SERVICE LLC      | OIL CHG #72                |        | 37.95     |
|                     |                    |  | OIL CHG, ROTATE TIRES #50  |        | 61.90     |
|                     |                    | CARD SERVICES 4091                     | DELTA INNRSIDE ALUM 59 IN  |        | 209.99    |
|                     |                    | JCI INDUSTRIES INC                     | PUMP REPAIR S/N 0242032    |        | 690.00    |
|                     |                    |  | PUMP REPAIR S/N G96112     |        | 1,125.25  |
|                     |                    |  | PUMP REPAIR SN #C17734     |        | 1,125.75  |
|                     |                    |  | PUMP REPAIR SN #0012978    |        | 3,152.74  |
|                     |                    |  | PUMP REPAIR S/N 2528       |        | 690.00    |
|                     |                    |  | PUMP REPAIR S/N 0193943    |        | 690.00    |
|                     |                    |  | PUMP REPAIR S/N 0212497    |        | 690.00    |
|                     |                    |  | PUMP REPAIR SN #00093125   |        | 690.00    |
|                     |                    |  | PUMP REPAIR S/N 0193700    |        | 690.00    |
|                     |                    | UNIFIRST CORPORATION                   | SEWER DEPT UNIFORMS        |        | 45.57     |
|                     |                    |  | SEWER DEPT FLOOR MATS      |        | 6.45      |
|                     |                    |  | SEWER DEPT UNIFORMS        |        | 45.57     |
|                     |                    |  | SEWER DEPT FLOOR MATS      |        | 6.45      |
|                     |                    |  | SEWER DEPT UNIFORMS        |        | 45.57     |
|                     |                    |  | SEWER DEPT FLOOR MATS      |        | 6.45      |
|                     |                    | STAPLES ADVANTAGE                      | TONER, INK, SPOONS, MARKER |        | 22.14     |
|                     |                    | TRAVIS HODGE HAULING LLC               | OB11-014 MANHOLE REPAIR    |        | 36,808.95 |
|                     |                    | LAKE OF THE OZARKS APPLIANCE SERVICE   | REFRIGERATOR REPAIR        |        | 58.67     |
|                     |                    | CORROSION TECHNOLOGIES INC             | OXYGEN SENSOR              |        | 98.53     |
|                     |                    |  | TOTAL:                     |        | 86,246.41 |
| Ambulance           | Ambulance Fund     | WALMART COMMUNITY BRC                  | ADJ WRENCH, PALM OX PWR DE |        | 12.11     |
|                     |                    | FLEET ONE                              | AMB FUEL                   |        | 165.31    |
|                     |                    |  | AMB FUEL                   |        | 102.36    |
|                     |                    | CLIA LABORATORY PROGRAM                | LAB FEES                   |        | 150.00    |
|                     |                    | STERICYCLE INC                         | MEDICAL WASTE              |        | 32.54     |
|                     |                    | PMI SUPPLY, INC                        | MEDICAL SUPPLIES           |        | 60.00     |
|                     |                    |  | MEDICAL SUPPLIES           |        | 83.58     |
|                     |                    |  | TOTAL:                     |        | 605.90    |
| Lee C. Fine Airport | Lee C. Fine Airpor | WALMART COMMUNITY BRC                  | BATTERIES                  |        | 16.45     |
|                     |                    |  | ICE                        |        | 22.80     |
|                     |                    | FLEET ONE                              | LCF FUEL                   |        | 71.10     |
|                     |                    | NAEGLER OIL CO                         | JetA FUEL                  |        | 27,706.70 |
|                     |                    | LAKE SUN LEADER 81525 & 1586450        | LCF RUNWAY REPAIRS         |        | 225.00    |
|                     |                    | BOWLING ELECTRIC MACHINE               | FUSES                      |        | 42.66     |
|                     |                    | FOUR SEASONS PLUMBING, LLC             | KITCHEN FAUCET REPAIR      |        | 119.86    |
|                     |                    |  | TOTAL:                     |        | 28,204.57 |

| DEPARTMENT           | FUND               | VENDOR NAME                           | DESCRIPTION      | 000023 | AMOUNT |
|----------------------|--------------------|---------------------------------------|------------------|--------|--------|
| Grand Glaize Airport | Grand Glaize Airpo | EZARD'S 2885                          | FASTENERS        |        | 5.16   |
|                      |                    |                                       | FASTENERS        |        | 5.00   |
|                      |                    |                                       | BATTERIES        |        | 8.98   |
|                      |                    | O'REILLY AUTOMOTIVE STORES INC 359121 | 2 GAL ANTIFREEZE |        | 17.98  |
|                      |                    |                                       | TOTAL:           |        | 37.12  |

----- FUND TOTALS -----

|              |                           |            |
|--------------|---------------------------|------------|
| 10           | General Fund              | 18,498.80  |
| 20           | Transportation            | 144,086.61 |
| 30           | Water Fund                | 3,279.27   |
| 35           | Sewer Fund                | 86,246.41  |
| 40           | Ambulance Fund            | 605.90     |
| 45           | Lee C. Fine Airport Fund  | 28,204.57  |
| 47           | Grand Glaize Airport Fund | 37.12      |
| GRAND TOTAL: |                           | 280,958.68 |

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City of Osage Beach  
 1000 City Parkway  
 Osage Beach, MO 65065  
 573/302-2000 Phone  
 573/302-0528 Fax  
[www.osagebeach.org](http://www.osagebeach.org)



Planning Dept.: \_\_\_\_\_  
 Sewer Dept.: \_\_\_\_\_  
 License #: \_\_\_\_\_

MAR 26 2012 *deu* 000024

**LIQUOR LICENSE APPLICATION**

Date of Application: 3-19-12 Date Application Received: 3-19-12

Trade Name of Establishment: City of Osage Beach - P+R Concessions

Mailing Address: 1000 City Parkway OR - mo 65065

Applicant Name: Nancy Viselli - Managing Officer  
*(as it is to appear on license, if corporation, name of corporation and managing officer)*

- Original Applications: Submit a copy of your Missouri voter registration card & background check performed by the Missouri State Patrol along with your application.
- Renewal Applications: Submit completed application only. (Background checks and voter registration documents do not need to be submitted with renewals.)

| Item        | Fee    | License Description   | City Code |
|-------------|--------|---|-----------|
| a. ___      | 375.00 | Manufacture and distribution (not sales) of intoxicating malt liquor not more than 5% alcohol by weight.  | MDBWT     |
| b. ___      | 150.00 | Distribution or wholesale of intoxicating liquors not more than 5% alcohol by weight.   | DBLQWT    |
| c. ___      | 300.00 | Manufacture or distilling of intoxicating liquors in excess of 5% alcohol by weight.  | MLQWT     |
| d. ___      | 750.00 | Distribution or wholesale of intoxicating liquors in excess of 5% alcohol by weight.  | DLQWT     |
| e. ___      | 75.00  | Retail sales of intoxicating liquors not more than 5% alcohol by weight in original package to be consumed on premises. (Includes Sunday Sales.)                    | BPR       |
| f. ___      | 75.00  | Retail sales of intoxicating liquors not more than 5% alcohol by weight in original package not to be consumed on premises. (Includes Sunday Sales.)                | BPK       |
| g. ___      | 450.00 | Retail sales of intoxicating liquors in excess of 5% alcohol by weight to be consumed on premises.  | LDRK1     |
| h. ___      | 750.00 | Retail sales of intoxicating liquors in excess of 5% alcohol by weight to be consumed on premises. (Includes Sunday Sales.)   | LDRK2     |
| i. ___      | 150.00 | Retail sales of intoxicating liquors in excess of 5% alcohol by weight in original package not to be consumed or opened on premises.                                | LPKG1     |
| j. ___      | 450.00 | Retail sales of intoxicating liquors in excess of 5% alcohol by weight in original package not to be consumed or opened on premises. (Includes Sunday Sales.)       | LPKG2     |
| k. <u>X</u> | 75.00  | Retail sales of malt liquor not more than 5% alcohol by weight /or light wines containing in excess of 14% alcohol by weight. <i>(pro-rated Apr-June 2012 \$25)</i> | BWDRK1    |
| l. ___      | 375.00 | Retail sales of malt liquor in excess of 5% alcohol by weight /or light wines containing in excess of 14% alcohol by weight. (Includes Sunday Sales.)               | BWDRK2    |
| m. ___      | 300.00 | Sunday Liquor Sales   | LSUN      |
| n. ___      | 15.00  | *Caterer per day.   | CTLQDY    |
| o. ___      | 10.00  | Picnic per day.   | PCLQDY    |
| p. ___      | N/C    | Change of managing officer.   | MGO       |
| q. ___      | N/C    | Wine tasting.   | WTG       |

\* If you are applying for a Caterer per day license you must state the event name, location, time and date of event.

*All renewal applications must be received by May 1st.*

City of Osage Beach  
 1000 City Parkway  
 Osage Beach, MO 65065  
 573/302-2000 Phone  
 573/302-0528 Fax  
 www.osagebeach.org



Planning Dept.: \_\_\_\_\_  
 Sewer Dept.: \_\_\_\_\_  
 License #: \_\_\_\_\_

000025

**LIQUOR LICENSE APPLICATION**

Date of Application: 3/22/12 Date Application Received: \_\_\_\_\_

Trade Name of Establishment: Lil Rizzas

Mailing Address: PO Box 2470 Lake Ozark Mo 65049

Applicant Name: William Borders  
 (as it is to appear on license, if corporation, name of corporation and managing officer)

- Original Applications: Submit a copy of your Missouri voter registration card & background check performed by the Missouri State Patrol along with your application.
- Renewal Applications: Submit completed application only. (Background checks and voter registration documents do not need to be submitted with renewals.)

| Item                                   | Fee    | License Description   | City Code |
|--|--------|---|-----------|
| a. ___                                 | 375.00 | Manufacture and distribution (not sales) of intoxicating malt liquor not more than 5% alcohol by weight.  | MDBWT     |
| b. ___                                 | 150.00 | Distribution or wholesale of intoxicating liquors not more than 5% alcohol by weight.   | DBLQWT    |
| c. ___                                 | 300.00 | Manufacture or distilling of intoxicating liquors in excess of 5% alcohol by weight.  | MLQWT     |
| d. ___                                 | 750.00 | Distribution or wholesale of intoxicating liquors in excess of 5% alcohol by weight.  | DLQWT     |
| e. ___                                 | 75.00  | Retail sales of intoxicating liquors not more than 5% alcohol by weight in original package to be consumed on premises. (Includes Sunday Sales.)              | BPR       |
| f. ___                                 | 75.00  | Retail sales of intoxicating liquors not more than 5% alcohol by weight in original package not to be consumed on premises. (Includes Sunday Sales.)          | BPK       |
| g. ___                                 | 450.00 | Retail sales of intoxicating liquors in excess of 5% alcohol by weight to be consumed on premises.  | LDRK1     |
| h. ___                                 | 750.00 | Retail sales of intoxicating liquors in excess of 5% alcohol by weight to be consumed on premises. (Includes Sunday Sales.)                                   | LDRK2     |
| i. ___                                 | 150.00 | Retail sales of intoxicating liquors in excess of 5% alcohol by weight in original package not to be consumed or opened on premises.                          | LPKG1     |
| j. ___                                 | 450.00 | Retail sales of intoxicating liquors in excess of 5% alcohol by weight in original package not to be consumed or opened on premises. (Includes Sunday Sales.) | LPKG2     |
| k. ___                                 | 75.00  | Retail sales of malt liquor not more than 5% alcohol by weight /or light wines containing in excess of 14% alcohol by weight.                                 | BWDRK1    |
| l. ___                                 | 375.00 | Retail sales of malt liquor in excess of 5% alcohol by weight /or light wines containing in excess of 14% alcohol by weight. (Includes Sunday Sales.)         | BWDRK2    |
| m. ___                                 | 300.00 | Sunday Liquor Sales   | LSUN      |
| n. <input checked="" type="checkbox"/> | 15.00  | *Caterer per day.   | CTLQDY    |
| o. ___                                 | 10.00  | Picnic per day.   | PCLQDY    |
| p. ___                                 | N/C    | Change of managing officer.   | MGO       |
| q. ___                                 | N/C    | Wine tasting.   | WTG       |

\* If you are applying for a Caterer per day license you must state the event name, location, time and date of event.  
SEE ATTACHED - Friday, April 13, 2012

All renewal applications must be received by May 1st.

City of Osage Beach  
 1000 City Parkway  
 Osage Beach, MO 65065  
 573/302-2000 Phone  
 573/302-0528 Fax  
[www.osagebeach.org](http://www.osagebeach.org)



000026

Planning Dept.: \_\_\_\_\_  
 Sewer Dept.: \_\_\_\_\_  
 License #: \_\_\_\_\_

✓ 7070-75  
 JK

**LIQUOR LICENSE APPLICATION**

Date of Application: 02-25-2012 Date Application Received: MAR 12 2012 JK

Trade Name of Establishment: ROBINS RESORT

Mailing Address: 4935 ROBINS CIRCLE, OSAGE BEACH, MO, 65065

Applicant Name: William D. Holmes  
 (as it is to appear on license, if corporation, name of corporation and managing officer)

- Original Applications: Submit a copy of your Missouri voter registration card & background check performed by the Missouri State Patrol along with your application.
- Renewal Applications: Submit completed application only. (Background checks and voter registration documents do not need to be submitted with renewals.)

| Item                                   | Fee                       | License Description   | City Code |
|--|---------------------------|---|-----------|
| a. ___                                 | 375.00                    | Manufacture and distribution (not sales) of intoxicating malt liquor not more than 5% alcohol by weight.  | MOBWT     |
| b. ___                                 | 150.00                    | Distribution or wholesale of intoxicating liquors not more than 5% alcohol by weight.   | DBLQWT    |
| c. ___                                 | 300.00                    | Manufacture or distilling of intoxicating liquors in excess of 5% alcohol by weight.  | MLQWT     |
| d. ___                                 | 750.00                    | Distribution or wholesale of intoxicating liquors in excess of 5% alcohol by weight.  | DLQWT     |
| e. ___                                 | 75.00                     | Retail sales of intoxicating liquors not more than 5% alcohol by weight in original package to be consumed on premises. (Includes Sunday Sales.)              | BPR       |
| f. <input checked="" type="checkbox"/> | <del>75.00</del><br>25.00 | Retail sales of intoxicating liquors not more than 5% alcohol by weight in original package not to be consumed on premises. (Includes Sunday Sales.)          | BPK       |
| g. ___                                 | 450.00                    | Retail sales of intoxicating liquors in excess of 5% alcohol by weight to be consumed on premises.  | LDRK1     |
| h. ___                                 | 750.00                    | Retail sales of intoxicating liquors in excess of 5% alcohol by weight to be consumed on premises. (Includes Sunday Sales.)                                   | LDRK2     |
| i. ___                                 | 150.00                    | Retail sales of intoxicating liquors in excess of 5% alcohol by weight in original package not to be consumed or opened on premises.                          | LPKG1     |
| j. ___                                 | 450.00                    | Retail sales of intoxicating liquors in excess of 5% alcohol by weight in original package not to be consumed or opened on premises. (Includes Sunday Sales.) | LPKG2     |
| k. ___                                 | 75.00                     | Retail sales of malt liquor not more than 5% alcohol by weight /or light wines containing in excess of 14% alcohol by weight.                                 | BWDRK1    |
| l. ___                                 | 375.00                    | Retail sales of malt liquor in excess of 5% alcohol by weight /or light wines containing in excess of 14% alcohol by weight. (Includes Sunday Sales.)         | BWDRK2    |
| m. ___                                 | 300.00                    | Sunday Liquor Sales   | LSUN      |
| n. ___                                 | 15.00                     | *Caterer per day.   | CTLQDY    |
| o. ___                                 | 10.00                     | Picnic per day.   | PCLQDY    |
| p. ___                                 | N/C                       | Change of managing officer.   | MGO       |
| q. ___                                 | N/C                       | Wine tasting.   | WTG       |

\* If you are applying for a Caterer per day license you must state the event name, location, time and date of event.

All renewal applications must be received by May 1st.

**Submission Date:** March 9, 2012  
**Submitted By:** Human Resources Generalist  
**Board Meeting Date:** April 5, 2012

**City of Osage Beach  
BOARD OF ALDERMEN  
AGENDA ITEM SUMMARY SHEET**

**Description of Item:**

Bill 12-07. - Amend City code Chapter 125: Human Resources System (Personnel) Rules and Regulations, Sections 125.010, 125.015, 125.020, 125.030, 125.040, 125.050, 125.070, 125.080, 125.090, 125.110, 125.120, 125.140, 125.150, 125.160, 125.180, 125.200, 125.210, 125.220, 125.230, and 125.140

**Names of Persons, Businesses, Organizations affected by this action:**

City of Osage Beach Employees

**Why is Board Action Required?**

Board of Aldermen approval required for ordinance amendments

**Type of Action Requested (Ordinance, Resolution, Motion):**

Motion to approve first and second readings of Bill 12-07 - Amendments to City code Chapter 125: Human Resources System (Personnel) Rules and Regulations, Sections 125.010, 125.015, 125.020, 125.030, 125.040, 125.050, 125.070, 125.080, 125.090, 125.110, 125.120, 125.140, 125.150, 125.160, 125.180, 125.200, 125.210, 125.220, 125.230, and 125.140

**Are there any deadlines associated with this action?**

Yes, staff would like to have changes effective March 15, 2012

**Staff Comments and Recommendation**

Bill 12-07 proposes partial changes to City code Chapter 125: Human Resources System (Personnel) Rules and Regulations, Section 125.010 Adopted - Purpose - Departmental Regulations, Section 125.015 Actions of Board - Copies of Rules and Regulations, Section 125.020 Definitions, Section 125.030 General Provisions, Section 125.040 Human Resources

Commission, Section 125.050 Pay and Compensation, Section 125.070 Applications and Applicants, Section 125.080 Examinations, Section 125.090 Employment Lists, Section 125.100 Method of Filling Vacancies, Section 125.110 Probationary Period, Section 125.120 Attendance and Leaves, Section 125.140 Transfer, Promotion, Demotion, Suspension, and Reinstatement, Section 125.150 Discipline, Section 125.160 Separation from the Service, Section 125.180 Rules of Appeal to Human Resources Commission, Section 125.190 Training of Employees, Section 125.200 Employee Health and Safety, Section 125.210 Harassment, Section 125.220 Alcohol, Drug, and Controlled Substance Abuse, Section 125.230 Supplemental Policies, and Section 125.240 Other Employee Benefits,

Attached is the detail to all changes.

The following is a summary of the changes:

- Department of Public Safety changed to Police Department
- Director of Public Safety changed to Chief of Police
- Department Head changed to Department Manager
- Human Resources Specialist changed to Human Resources Generalist
- At the suggestion of the City Attorney changes to the Human Resources Commission responsibilities were made. Termination decisions for all but the appointed officials are the responsibility of the City Administrator. The Human Resources Commission will hear any full-time employee appeal for any suspension greater than 10 days or termination.
- Expanding bereavement leave to include one day for step parents and step children.
- Verbiage has been added to the Cell Phone and Safety Policies limiting cell phone usage and prohibiting texting while driving.
- Confined space policy and procedures have been added to the Safety Policy.
- The FMLA policy has been updated to current Federal laws.
- The ADA policy has been updated to current Federal law including ADA AAA.
- Merit policy changed to mirror current approved 2012 budget.

Changes to Bill 12-07 have been made according to questions received from Aldermen.

### **City Administrator Comments and Recommendation:**

The Human Resources Generalist worked closely with the City Attorney and the Assistant City Administrator in making the changes reflected in Bill 12-07. I believe with these changes Chapter 125 is now up to date with new laws and policy changes.

AN ORDINANCE OF THE CITY OF OSAGE BEACH, MISSOURI AMENDING THE HUMAN RESOURCES SYSTEM (PERSONNEL) RULES AND REGULATIONS CHAPTER 125, BY REPEALING SEVERAL SECTIONS THEREOF AND ENACTING IN LIEU THEREOF NEW SECTIONS

WHEREAS, within Chapter 125 of the Osage Beach Municipal Code several sections are in need of amendment and clarification in particular the following, 125.010 adopted -- purpose -- departmental regulations, 125.015 actions of board -- copies of rules and regulations, 125.020 definitions, 125.030 general provisions, 125.040 human resources commission, 125.050 pay and compensation, 125.070 applications and applicants, 125.080 examinations, 125.090 employment lists, 125.100 method of filling vacancies, 125.110 probationary period, 125.120 attendance and leaves, 125.140 transfer, promotion, demotion, suspension, and reinstatement, 125.150 discipline, 125.160 separation from the service, 125.180 rules of appeal to human resources commission, 125.190 training of employees, 125.200 employee health and safety, 125.210 harassment, 125.220 alcohol, drug, and controlled substance abuse, 125.230 supplemental policies, and 125.240 other employee benefits.

NOW, THEREFORE, BE IT ORDAINED BY THE BOARD OF ALDERMEN OF THE CITY OF OSAGE BEACH, MISSOURI AS FOLLOWS:

Section 1. That the following sections, Section 125.010 Adopted - Purpose - Departmental Regulations, Section 125.015 Actions of Board - Copies of Rules and Regulations, Section 125.020 Definitions, Section 125.030 General Provisions, Section 125.040 Human Resources Commission, Section 125.050 Pay and Compensation, Section 125.070 Applications and Applicants, Section 125.080 Examinations, Section 125.090 Employment Lists, Section 125.100 Method of Filling Vacancies, Section 125.110 Probationary Period, Section 125.120 Attendance and Leaves, Section 125.140 Transfer, Promotion, Demotion, Suspension, and Reinstatement, Section 125.150 Discipline, Section 125.160 Separation from the Service, Section 125.180 Rules of Appeal to Human Resources Commission, Section 125.190 Training of Employees, Section 125.200 Employee Health and Safety, Section 125.210 Harassment, Section 125.220 Alcohol, Drug, and Controlled Substance Abuse, Section 125.230 Supplemental Policies, and Section 125.240 Other Employee Benefits, of the Osage Beach Code of Ordinances be and are hereby repealed.

Section 2. That the following new sections, Section 125.010 Adopted - Purpose - Departmental Regulations, Section 125.015 Actions of Board - Copies of Rules and Regulations, Section 125.020 Definitions, Section 125.030 General Provisions, Section 125.040 Human Resources Commission, Section 125.050 Pay and Compensation, Section 125.070 Applications and Applicants, Section 125.080 Examinations, Section 125.090 Employment Lists, Section 125.100 Method of Filling Vacancies, Section 125.110 Probationary Period, Section 125.120 Attendance and Leaves, Section 125.140 Transfer, Promotion, Demotion, Suspension, and Reinstatement, Section 125.150 Discipline, Section 125.160 Separation from the Service, Section 125.180 Rules of Appeal to Human Resources Commission, Section 125.190 Training of Employees, Section 125.200 Employee Health and Safety, Section 125.210 Harassment, Section 125.220 Alcohol, Drug, and Controlled Substance Abuse, Section 125.230 Supplemental Policies, and Section 125.240 Other Employee Benefits, of the Osage Beach Code of Ordinances be and are hereby enacted as follows:

**SECTION 125.010: ADOPTED -- PURPOSE -- DEPARTMENTAL REGULATIONS**

- A. The Board of Aldermen is authorized and directed to adopt rules and regulations for the administration of the City human resources system. The rules are designed to facilitate efficient and economical services to the public and to provide a fair and equitable system of human resources management.
- B. It is the purpose of these rules to set forth the principles and procedures which will be followed by the City in the administration of its human resources program. They are intended to establish an efficient, equitable and functional system of human resources administration based on merit principles which govern the appointment, promotion, transfer, layoff, dismissal, discipline, and other related conditions of employment. They are not intended to be a contract between the City and its employees and do not create contractual right to change the human resources policy manual at any time by ordinance as passed by the Board of Aldermen.
- C. These rules shall not be construed as limiting in any way the power and authority of any department ~~director~~ **manager** to make departmental rules and regulations governing the conduct and performance of employees. Departmental rules and regulations shall not conflict with provisions of these rules. Departmental rules shall be approved by the City Administrator and shall be published and a copy furnished to each employee to whom they apply. Such rules and regulations, when approved, published, and distributed as herein provided, shall have the force and effect of rules of that department, and disciplinary action may be based upon breach of any such rules and regulations.

**SECTION 125.015: ACTIONS OF BOARD -- COPIES OF RULES AND REGULATIONS**

Board actions relative to the human resources policies and regulations shall be filed with the City Clerk and maintained in a special file for the purpose of consistency. Duplicate copies shall be filed with the City Administrator and the Human Resources ~~Specialist~~ **Generalist**.

**SECTION 125.020: DEFINITIONS**

The following terms, whenever used in these rules, shall be defined as follows:

**ALLOCATION:** The assignment of a single position to its proper class in accordance with the duties performed, and the authority and responsibilities exercised.

**APPOINTED OFFICIAL:** The following positions shall be deemed appointed officials: City Administrator, City Clerk, Chief of Police, Building Official, City Planner, Zoning Administrator, City Engineer, City Treasurer, and City Attorney.

**APPOINTING POWER:** The officers of the City who, in their individual capacities or as a board, commission, the Mayor, or Board of Aldermen, have the final authority to make the appointment to the position to be filled.

**CITY:** The City of Osage Beach.

**CITY ADMINISTRATOR:** City Administrator as used in these rules shall be the appointed City Administrator or individual named by the City Administrator to act in his/her behalf on these matters.

**CLASS:** All positions sufficiently similar in duties, authority and responsibility to permit grouping under a common title and the application with equity of common standards of selection, transfer, promotion and salary.

**CLASSIFICATION OF EMPLOYEES:** Employees shall be classified as full-time, temporary/~~seasonal~~, part-time, PRN, contractual, ~~seasonal~~, appointed, or intermittent.

**CLASSIFIED SERVICE:** All positions of full-time status employment in the service of the City except members of boards and commissions and officers of the City.

**COMMISSION:** The Human Resources Commission, established as provided elsewhere in these regulations.

**CONFLICT OF INTEREST:** A direct or indirect interest that conflicts substantially with an employee's official duties and responsibilities.

**DEMOTION:** The movement for disciplinary purposes of an employee from one class to another class having a lower maximum rate of pay.

**DEPARTMENT MANAGER:** Full-time employee designated broad areas of responsibility within the City.

**DESIGNEE:** Staff member designated by the City Administrator to represent him/her in human resources matters.

**ELIGIBLE:** A person whose name is on an employment list.

**EMPLOYEE:**

- A. **APPOINTED OFFICIAL:** The following positions shall be deemed appointed officials: City Administrator, City Clerk, Chief of Police, Building Official, City Planner, Zoning Administrator, City Engineer, City Treasurer, and City Attorney
- B. **CONTRACTUAL EMPLOYEE:** Any employee who receives compensation and other benefits as provided for in individual contracts negotiated between the employee and the City.
- C. **EXEMPT EMPLOYEE:** An employee that does not qualify for overtime benefits as defined by the Fair Labor Standards Act.
- D. **FULL-TIME EMPLOYEE:** An employee who regularly works at least thirty-two (32) hours per week on a year-round basis and who has successfully completed the probationary period and has been appointed as a "full-time" employee.
- E. **INTERMITTENT EMPLOYEE:** An employee who fills a position which requires a large degree of flexibility in the number of hours worked either on a daily, weekly, monthly, or annual basis.
- F. **NON-EXEMPT EMPLOYEE:** An employee that does qualify for overtime benefits as defined by the Fair Labor Standards Act.
- G. **PART-TIME EMPLOYEE:** An employee who regularly works less than thirty-two (32) hours per week on a year-round basis. Part-time employees are excluded from benefits and the appeal process under these rules.
- H. **PRN STATUS EMPLOYEE:** An employee who works on an as needed basis. PRN Status employees are excluded from benefits and the appeal process under these rules.
- I. **PROBATIONARY EMPLOYEE:** Any employee serving a probationary period. They are excluded from the appeals process under these rules.
- J. **TEMPORARY/SEASONAL EMPLOYEE:** A classification of employees who may work up to forty (40) hours per week or more, but not on a year-round basis and who are excluded from benefits and the appeal process under these rules.

**EMPLOYMENT LIST--OPEN:** A list of names of persons who have applied for employment in the classified service and have qualified for consideration by demonstrating their fitness for such employment.

**EMPLOYMENT LIST--PROMOTIONAL:** A list of names of persons who are presently employed in the classified service and who have qualified for promotion to a higher class.

**EXAMINATION:**

- A. **EXAMINATION--CONTINUOUS:** An open competitive examination which is administered periodically and as a result of which names are placed on an employment list. Such examinations shall be conducted as the needs of the City dictate.
- B. **EXAMINATION--OPEN COMPETITIVE:** An examination for a particular position which is open to all persons meeting the qualifications of that position.
- C. **EXAMINATION--PROMOTIONAL:** An examination for a particular position, admission to the examination being limited to full-time and probationary employees in the classified service who meet the qualifications of that position.

**HUMAN RESOURCES DIRECTOR:** The City Administrator administers the comprehensive human resources program as established by the Osage Beach Code of Ordinances.

**MERIT INCREASE:** A salary increase granted on the basis of meritorious service within the limits of a pay range established for a class.

**NEPOTISM:** Favoritism shown to relatives of employees or the Mayor and Board of Aldermen especially in appointment to desired positions. Relatives shall include all persons related to the fourth degree either by consanguinity or affinity.

**OVERTIME:** As defined in the Fair Labor Standards Act except as per [Section 125.050\(G\)](#).

**POLICE DEPARTMENT:** All law enforcement, records, 911 center, and ambulance employees.

**PROBATIONARY PERIOD:** A trial period during which an employee is required to demonstrate fitness for the position to which appointment may be made after review of actual performance of the duties of the position by the probationary employee.

**PROMOTION:** The movement of an employee from one class to another class having a higher maximum rate of pay.

**PROTECTED CLASS:** Those persons belonging to a class which, because of race, color, religion, sex, national origin, handicap or age, is protected by State or Federal law.

**PROVISIONAL APPOINTMENT:** The appointment of a person who possesses the minimum qualifications established for a particular class and who has been appointed to a position in that class subject to successful completion of the probationary period.

**RECLASSIFICATION:** The movement of an employee, for reasons other than promotion or demotion, from one class to another class having a higher or lower maximum rate of pay.

**SENSITIVE SAFETY FUNCTIONS:** Operation of any vehicle or piece of equipment capable of causing physical injury to an employee or members of the public.

**SEXUAL HARASSMENT:** Unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature that takes place when submission to the sexual advance is a condition of keeping or getting a job, or a condition of other human resources action, whether the remarks were explicit or implicit. Sexual harassment also occurs when sexual conduct unreasonably interferes with a person's work performance or creates an intimidating, hostile work environment.

**SHIFT WORKER:** A full-time employee whose workweek is other than Monday through Friday, 8:00 AM-5:00 PM.

**SUPERVISOR:** A person who has been designated as a supervisor and has the authority and responsibility for overseeing, scheduling, and performance of other employees.

**SUSPENSION--WITH PAY:** The temporary relief from duty of an employee during a period of inquiry into actions of the employee.

**SUSPENSION--WITHOUT PAY:** The temporary separation from service of an employee without pay for disciplinary purposes.

**TRANSFER:** The change of an employee from one position to another in the same pay range.

## **SECTION 125.030: GENERAL PROVISIONS**

### **A. Non-Covered Parties**

1. Volunteers, elected officials, police reserves, contractual, intermittent, seasonal, temporary, and PRN employees are not covered by these rules unless specifically included.

2. Appointed officials are not covered by these rules except as they are covered under Sections [125.020](#), [125.030](#), [125.050](#), [125.120](#), [125.200](#), [125.210 through 125.240](#). Additional benefits may be provided to appointed officials upon approval by the Board.

B. Affirmative action program and equal opportunity policy:

1. All City Employees, Volunteers, and Police reserve are covered by this Section.
2. No City employee shall discriminate against any applicant who seeks employment with the City or any fellow City employee as regards hiring, removal, work assignment or disciplinary action.
3. No question on any test or on any application form shall be framed as to attempt to elicit information concerning sex, race, color, ancestry, national origin, political or religious opinions, handicaps, or affiliations of any applicant. Such information may be gathered by the City Administrator for statistical purposes prior to employment.
4. Selection procedures used to hire, assign, or promote employees or candidates for employment shall be regularly reviewed by the City Administrator to insure that they are truly related to the job and that the requirements for a particular job are realistic and job related.
5. The City Administrator shall serve as the affirmative action officer for the City and shall supervise and oversee the selection, promotion, assignment and disciplinary procedures of the City. Each Department ~~head~~ **Manager** shall be held fully responsible for insuring that the intent of the affirmative action plan is aggressively pursued in his/her department.
6. A person's sex will not be used as a hiring or promotional requirement, except where a person's sex is a bona fide requirement of the job.
7. The City Administrator will determine the requirement for each position. All hiring in the classified service shall be done at the direction of the City Administrator.
8. The City Administrator will also serve as employee counselor and shall assist employees in obtaining a job or personal counseling services from available sources. All employees are encouraged to discuss their employment, assignment and promotional possibilities with the City Administrator after informing the supervisor.
9. ~~The Human Resources Commission of the City shall review the City's affirmative action program and shall act as an advisor to staff and Board.~~
10. All jobs not filled by other provisions of these rules and offered to the public will be advertised in a newspaper of general local circulation.
11. Persons and organizations interested in assisting persons in obtaining employment with the City will be advised of job openings if their interest is made known in writing to the City Administrator.
12. Present employees shall be given equal opportunity in filling jobs as provided by these regulations [Section 125.100\(A\)](#).
13. ~~The City Administrator shall report to the Commission annually on the composition of the City employees by protected class.~~
14. ~~Departments whose composition of protected class employees do not approximate their percentage in the work force shall develop specific programs to insure progress toward this end. This plan, with comments of the City Administrator and the Commission, should be in the report of Subsection (13) above.~~

- C. *Political Activity.* In addition to any restrictions on political activities that may apply to the City employees by reason of any State Statute or Federally-aided program subject to the Federal Election Campaign and Federal Political Activities Act, the following restrictions shall govern City Officers and employees:
1. No person who holds any compensated appointed City position shall make, solicit or receive any contribution to the campaign funds of any candidate for municipal office or take any part in the management, affairs, or political campaign of any such candidate; but he/she may exercise any other rights of a qualified elector. No employee shall prepare or circulate or file an initiative or referendum petition with respect to his/her own conditions of employment.
  2. Any employee or officer who seeks nomination or becomes a candidate for public office in Osage Beach or a public office which might conflict with the public interests of Osage Beach shall immediately request a leave of absence during the campaign and if elected to office, shall immediately resign his/her position in the City of Osage Beach service. The provisions of this Section shall not apply to elected officials running for reelection. The Board of Aldermen shall determine whether or not a political office outside the City of Osage Beach conflicts with the public interests of Osage Beach.
  3. No officer, agent, clerk, or employee, under the government of the City, and no candidate for any City office shall directly or indirectly, solicit or receive, or be in any manner concerned in soliciting or receiving any assessment, subscription, contribution, or political service, whether voluntary or involuntary for any political purpose whatsoever, from anyone on the lists or holding any position under the provisions of this Chapter. No officer or employee in the competitive service shall, directly or indirectly, solicit or receive, or be in any manner concerned in soliciting or receiving, any assessment, subscription or contributions, whether voluntary or involuntary, for any purpose affecting his/her working conditions, from any person other than an officer or employee in the competitive service.
  4. Nothing in this Section shall be construed to prevent employees and officers from:
    - a. Becoming or continuing to be members of any political party, club, or organization;
    - b. Attending political meetings;
    - c. Expressing their views on partisan political matters outside of working hours and off City premises;
    - d. Circulation of petitions on a public question except as hereinabove restricted; or
    - e. Voting with complete freedom in any election.
- D. *Violation of Rules.* Violation of the provisions of these rules shall be grounds for disciplinary action.
- E. *Amendment and Revision of Rules.* Proposed amendments and revisions of these rules may be suggested by an interested person to the City Administrator. The City Administrator will refer these suggestions, with his/her comments, to the Commission for its review and referral to the Board for action. The Board may, by ordinance, change or modify these rules. Amendments and revisions to these rules shall become effective upon adoption of an appropriate ordinance by the Board of Aldermen.

F. *City Administrator*. The human resources program established by this Chapter shall be administered by the City Administrator or his/her designee, who shall be responsible for administering the classification and compensation plan, benefit program, recruiting, testing, performance rating system, and related programs. The City Administrator or his/her designee shall be responsible for training, health and safety, wage and salary administration, benefit and service award programs, human resources relations, human resources research studies and for employee counseling. The City Administrator or his/her designee shall:

1. Attend all meetings of the Human Resources Commission;
2. Administer the provisions of this Chapter and of the human resources rules and compensation plan; and
3. ~~Prepare and recommend revisions and amendments of the human resources rules to the Human Resources Commission.~~

G. *Employee Human Resources Records*. The City Administrator and the Human Resources ~~Specialist~~ **Generalist** shall maintain a human resources file, to be known as the employee's human resources file, on each employee. Employees have the right to review their individual human resources folder and to have copies of any materials. They may request that any material be removed from their folders. Denial of **such a** request may be appealed. Employees have the right to prepare and submit a rebuttal to any material in the file. Employee's access to his/her human resources file shall be scheduled at the convenience of the employee and the ~~City Administrator~~ **Human Resources Generalist** and shall be reviewed only in the presence of the ~~City Administrator~~ **Human Resources Generalist** and the employee. ~~The right to copies shall be reasonable. Accusations will not be placed in an employee's human resources file. Accusations must be proven to be justified and discipline taken before it can be placed in the file.~~

H. *Access to Human Resources Records*. Human resources files shall be protected from access by persons other than the following:

1. City Administrator
2. Human Resources ~~Specialist~~ **Generalist**.
3. Information may be shared with the City Attorney at the discretion of the City Administrator.
4. Information Systems employees may have access by virtue of their Information Systems responsibilities.
5. Department Managers for employees of his/her department(s);
6. Supervisors for employees directly supervised; and
7. The employee.
8. ~~If an employee appeals any matter to the Commission, the members thereof shall have access to his/her human resources records.~~

A City employee who reveals any information contained in another employee's human resources records to any person except as provided for herein shall be subject to disciplinary action.

The following information is generally available without authorization from the employee through the Human Resources ~~Specialist~~ **Generalist**:

1. Verification of data sufficient to insure proper identity of an employee; and
  2. Verification of current employment status.
  3. Requests for kinds of information not included above may only be considered when accompanied by a signed authorization from the employee or as provided in Subsection (I) below.
- I. *Request for materials.* Records subpoenaed or otherwise received in connection with some legal action or investigation must be submitted in itemized form. Items not specifically identified will not be provided. When an investigator seeks information, only the material specifically identified and requested shall be disclosed, and the investigator's credentials shall be checked by the ~~City Administrator~~ **Human Resources Generalist**. If there is any doubt concerning the validity of the credentials or appropriateness of the information requested, a written request for the material including verification of the credentials ~~can~~ **may** be required before disclosure. All such requests shall be directed to the ~~City Administrator~~ **Human Resources Generalist**. For the purposes of this Section "*investigator*" shall be an individual specifically named by a court of competent jurisdiction.
- J. *Conflict of Interest.* In addition to State Statutes regulating and defining conflict of interest, no employee shall accept any gift, favor, or service that might reasonably tend to improperly influence the officer or employee in the discharge of official duties.

No employee of the human resources office, or examiner, or other person shall defeat, deceive or obstruct any person in his/her right to examination, eligibility, certification or appointment under this act, or furnish to any person any special or secret information for the purpose of affecting the rights or prospects of any persons with respect to employment in the City of Osage Beach.

No employee shall have a direct or indirect financial interest that conflicts substantially with his/her official duties and responsibilities; nor accept or solicit a fee, payment or expense, gratuity or any other thing of monetary value; nor influence or coerce others in the City Government to gain a financial or other advantage for themselves or a family member or other interest; nor engage directly or indirectly in a financial transaction as a result of or primarily relying on information not available to the general public, nor accept contemporaneously with his/her City employment, any other employment for compensation that would tend to conflict with City duties or tend to reflect unfavorably upon the appearances and purposes of the City of Osage Beach.

- K. *Nepotism* In addition to any restrictions or prohibitions placed upon the employment of relatives by the Missouri Constitution, the following guidelines are set in place: Persons related to an elected official of the City shall not be employed by the City during the tenure of said elected official unless the employment precedes the election.
1. Persons related to an appointed commissioner or board member shall not be employed by the City in any department directly associated with that commission or board during the tenure of said appointed official, unless the employment precedes the appointment.
  2. Persons related to each other shall not be employed by the City in the same department. This shall apply to all city employees. **For purposes of this section employees working within the departments of Law Enforcement, 911 Center, and Ambulance shall be considered as working within one department.**

3. For purposes of determining the applicability of this section to candidates for employment by the City, the term “related” shall be defined to include any relationship by blood or marriage within the fourth degree.

L. *Gender.* When any subject matter, party or person is described or referred to by words imparting the masculine or feminine, the other sex shall be deemed to be included.

M. The City believes that employment with other employers may result in negative impact on the City of Osage Beach. Therefore, secondary employment must be approved by the appointee in direct line of supervision. Such approvals shall be filed in the individual's employee human resources file. Denial of secondary employment may be appealed under [Section 125.170](#).

#### **SECTION 125.040: HUMAN RESOURCES COMMISSION**

A. *Appointment Human Resources Commission.* The Commission will consist of the following members:

1. Chairman shall be the City Administrator or in the absence of the City Administrator, the Assistant City Administrator who shall vote only in case of a tie.
2. Three (3) department managers who shall serve rotating ~~two (2)~~ four (4) year terms **appointed by the City Administrator.**
3. Three (3) employees who will be ~~chosen by the rank and file~~ **elected by the non-supervisory employees and/or non management employees** and which will consist of one (1) employee from the ~~Department of Public Safety~~ **Police Department** one (1) employee from ~~Administration~~ **Administration** and one (1) employee from the ~~Departments of Public Works and Airports~~ **Departments** to serve for ~~two (2)~~ four (4) years. No person shall serve successive terms.
4. The City Clerk shall be the Secretary.

B. *Duties of the Commission.*

- ~~1. Members shall elect a Vice Chairman from their members.~~
2. The ~~initial~~ Commission ~~appointed by the Board~~ shall ~~adopt~~ **recommend** rules and regulations governing the conduct of their business ~~within six (6) months of appointment~~ and submit them to the Board for approval. Any future rules, regulations, or amendments shall be submitted to the Board for approval.
3. ~~The Commission shall review and approve of all suspensions and all involuntary separations from City service~~ **The Commission shall hear all appeals as specified in Section 125.180.**
4. ~~The Commission shall act as a sounding board for matters relating to City employment and the City's Affirmative Action Report as provided in~~ [Section 125.030\(B\)\(13\)](#) ~~above.~~

C. *Meetings.* ~~The Human Resources Commission shall hold regular meetings as provided in the rules adopted by the Commission. Regular meetings may be adjourned to a certain time and place designated. The Commission may hold special meetings upon the call of the Chairman or a majority of the Commission members. A majority of the members shall constitute a quorum for the transaction of business. Meetings shall be conducted formally~~ **informally** in accordance with such rules ~~and procedures~~ as may be adopted by the ~~Human Resources Commission~~ **Board**. All members of the Commission shall be notified at least twenty-four (24) hours before the special meeting.

#### **SECTION 125.050: PAY AND COMPENSATION**

It is the policy of the City of Osage Beach that a Classification and Compensation System be established and maintained to provide a means to assist in recruiting, retaining, and rewarding qualified employees. The Classification and Compensation System shall seek to establish wage and salary ranges that are competitive with the labor market. ~~All non-elected positions within the City shall be included in the system.~~

The objectives of the system are as follows:

1. To maintain pay structures that are competitive with labor markets from which employees are recruited and is reflective of the values and goals of the City.
  2. To ensure the most effective and efficient use of the City's financial resources.
  3. To provide a rational basis for making pay decisions eliminating arbitrary salary assignments, thereby establishing and ensuring internal fairness and equity.
- A. *Preparation of Plan.* The City Administrator or the person or firm employed for that purpose shall ascertain and record the duties and responsibilities for all positions in the classified service and shall recommend a classification plan for such positions. The classification plan shall consist of classes of positions in the classified service defined by class specifications, including job titles. The classification shall be developed and maintained to insure that all positions substantially similar with respect to duties, responsibilities, authority, and character of work are included within the same class, and that the same schedules of compensation may be made to apply with equity under like working conditions to all positions in the same class. Job descriptions shall reflect normal duties but shall not preclude the assignment of additional duties as best meets the needs of the City.
- B. *Maintenance of the Classification and Compensation Plan.* The Human Resources ~~Specialist~~ **Generalist** and City Administrator are responsible for implementation and maintenance of the Classification and Compensation System. These responsibilities include assessment of proposed new positions, reassessment of existing positions, preparation and maintenance of job descriptions and assignment of position titles and pay levels, and maintenance of the overall City pay structure.
- C. *Assessment of New Positions*
1. Following approval to create a new position, the supervisor completes the Job Analysis Questionnaire (JAQ) describing the duties to be assigned to the position.
  2. The Department Manager submits the JAQ to the Human Resources ~~Specialist~~ **Generalist** and City Administrator for assessment.
  3. The Human Resources ~~Specialist~~ **Generalist** conducts an assessment of the duties and responsibilities of the position and in consultation with the City Administrator, assigns a position title and pay ~~grade~~ **level**.
  4. The Department Manager is notified in writing of the position title and pay ~~grade~~ **level**.
- D. *Reassessment of an Existing Position*
1. Except in unusual circumstances, requests for reassessment may be made annually in concert with budget preparation. Each year the Human Resources ~~Specialist~~ **Generalist** will notify departments of the period within which any position reassessments must be

considered. A review of a position's classification is warranted when there has been a material, significant, and permanent change in job duties. The supervisor or Department Manager is responsible for recognizing such job changes. Additionally, an employee who believes his or her job is not properly classified may request a reassessment.

2. When the supervisor and Department Manager concludes that a material, significant, and permanent change in job duties has occurred, the JAQ should be completed and sent through administrative channels to the Human Resources ~~Specialist~~ **Generalist**.
  3. Upon receipt of a JAQ, an assessment of the duties and responsibilities of the position will be made. This process usually includes an interview with the employee and supervisor. Following a complete evaluation, the Human Resources ~~Specialist~~ **Generalist** in consultation with the City Administrator will determine if the job should remain as presently classified or if a new classification is appropriate. The Department Manager is notified in writing of the reassessment results.
- E. *Periodic Position Review and Maintenance of Job Descriptions.* In order to ensure that jobs remain in the appropriate classification and job descriptions are relevant, the Human Resources ~~Specialist~~ **Generalist** is responsible for establishing procedures so that all positions are reviewed every four years.
- F. *Annual Review of Pay Structure.* It is the policy of the City to pay at a level that is competitive with market rates for City positions. Through annual review of the Pay Plan, the City Administrator will recommend necessary modifications and the Board of Aldermen ~~will address discrepancies~~ **may consider the need for any changes** between the City's level of pay and market pay level for jobs. Modification of the Pay Plan will be based on changes in the market and the City's available resources.

The Human Resources ~~Specialist~~ **Generalist** will annually compare pay ranges established in the Pay Plan with market pay for similar jobs.

- G. *Individual Employee Pay Adjustments.* Individual pay adjustments may be made in any of the following ways:
1. Merit and Lump Sum Increases--Refer to Merit Increase Policy dated 01/01/10~~2~~.
  2. Overtime/Comp. Time/Flex Time--Refer to policy dated 05/01/05.
  3. Tuition Reimbursement--Refer to policy dated 05/01/05.
  4. Education Incentive--Refer to policy dated 01/01/09.
  5. Travel and Expense--Refer to policy dated 01/01/10.
  6. Uniform/Dress--Refer to policy dated 01/01/10.
  7. City wide merit adjustment--The Board of Aldermen may authorize a City wide merit adjustment. The Board may authorize a percentile range for the adjustments.
  8. Call Out Pay.
    - a. Employees will be paid a minimum of three (3) hours when called to work during off duty hours for emergency or imperative work that can not be addressed during business hours or as determined by the department manager.
    - b. An employee called out within three (3) hours or less from the start of his/her regular scheduled shift shall be paid for actual hours worked at his/her regular wage rate and mileage reimbursement does not apply.

- c. Round trip mileage, calculated from the employee's residence to the City (appropriate departmental location) and back to the residence, shall be paid upon departmental authorization on call outs, excluding exception listed above in item (b).
9. Pager Pay.
- a. Employees with pre-determined positions requiring a pager for a determined time period for the purpose of on-call status (may be a cell phone or other electronic device used for contact on a continuous on-call period) shall receive eight (8) hours of his/her regular wage per week (week = a seven (7) day period and for time periods other than a week, paid hours shall be pro-rated) to compensate for this on-call status.
  - b. Employees are required to be able to report to work upon call-in within a reasonable time period based on the equivalent travel time from his/her specific residence.
  - c. The same 'fit for duty' expectations apply as if the employee is reporting for work during his/her regular scheduled hours of work.
  - d. Employees shall forfeit his/her scheduled pager pay if employee is unable to perform the duties required for any reason and/or is unable to report to work within the reasonable time frame stated above.
  - e. Unless otherwise stated in this policy, City code Section 125.150: Discipline shall be followed when imposing discipline for violation of this policy.

#### **SECTION 125.070: APPLICATIONS AND APPLICANTS**

- A. *Announcement.* All examinations for City employment not filled by the special conditions of [Section 125.100](#) below must be advertised in a newspaper of general, local circulation. Job announcements must also be sent to any interested individuals or groups active in assisting persons in obtaining City employment. The ~~City Administrator~~ **Human Resources Generalist** must also take whatever steps may be necessary to insure public awareness of City employment opportunities. He/she may advertise outside the community when appropriate.
- B. *Application Forms.* Applications shall be made as prescribed on the job announcements. Application forms shall require information covering training, experience, and other pertinent information, and may include certificates of one (1) or more examining physicians, references and fingerprinting. All applications must be signed by the person submitting the application.
- C. *Disqualification.* The City Administrator shall reject any application which indicates that the applicant does not possess the minimum qualifications required for the position. Applications may be rejected if the applicant is unfit for the performance of the duties of the position to which he/she seeks appointment, has made any false statement of any material fact, or has practiced any deception or fraud in his/her application.

#### **D. SECTION 125.080: EXAMINATIONS**

- A. *Nature and Types of Examinations.* The selection techniques used in the examination process shall be impartial and shall be job related. Examinations shall consist of selection techniques which will fairly test the qualifications of candidates. Such tests may be, but are not necessarily limited to applications, achievement and aptitude tests, other written tests, evaluation of daily work performance, work records, medical tests, oral examinations, or any combination of these or other accepted tests.

- B. *Promotional Examinations.* Promotional examinations may be conducted whenever, in the opinion of the City Administrator, the needs of the service require such examination. Promotional examinations may include any selection technique mentioned in Subsection (A) above, or any combination of techniques. Only full-time or probationary employees who meet the requirements set forth in the promotional examination announcements will normally compete in promotional examinations. The City Administrator may, however, open promotions to later entry when deemed necessary.
- C. *Notification of Examination Results.* Each candidate in a promotional examination shall be given written notice of the results thereof.
- D. *Review of Examination Papers.* Any candidate shall have the right to inspect his/her own examination papers within ten (10) calendar days after the notice of examination results are mailed or posted. Any error in computation, if called to the attention of the City Administrator within this period, shall be corrected. Such correction shall not, however, invalidate appointments previously made.

#### **SECTION 125.090: EMPLOYMENT LISTS**

- A. *Employment Lists.* As soon as possible after the completion of an examination for which employment lists are maintained, the ~~City Administrator~~ **Human Resources Generalist** shall prepare and keep available an employment list consisting of the names of candidates who qualified in the examination.
- B. *Duration of Lists.* Employment lists shall remain in effect for a period prescribed by the City Administrator, unless sooner exhausted, and may be extended prior to their expiration dates by the City Administrator. In no event shall an employment list remain in effect for more than one (1) year.
- C. *Reemployment Lists.* The names of full-time employees who have been laid off shall be placed on appropriate reemployment lists in the order of total continuous cumulative time served in probationary and full-time status. Such names shall remain thereon for a period of one (1) year unless such persons are reemployed. Employees who have been laid off shall assume the responsibility for advising the ~~City Administrator~~ **Human Resources Generalist** of a current address and telephone number where they may be reached in the event that appropriate jobs become open. In the event reasonable attempts by the ~~City Administrator~~ **Human Resources Generalist** to contact an employee who has been laid off fail, that employee shall be removed from the reemployment list until such time as he/she contacts the ~~City Administrator~~ **Human Resources Generalist** and advises him/her of an address and telephone number where he/she may be reached.
- D. *Removal of Names From List.* The name of any person appearing on an employment, reemployment or promotional list shall be removed by the City Administrator if the eligible person requests in writing that his/her name be removed; if he/she fails to respond to a notice sent by certified mail to his/her last known address; or for any of the reasons specified in [Section 125.070\(C\)](#) of these rules. The names of persons on promotional employment lists who resign from service shall automatically be dropped from such lists.

#### **SECTION 125.100: METHOD OF FILLING VACANCIES**

- A. *Appointment.* Full-time positions deemed vacant by the City Administrator shall be opened to all City employees for a five (5) day period. Such jobs shall be posted on all official employee boards. Applicants shall meet the minimum qualifications specified in the relevant job description and shall be selected by merit and qualifications. Vacant Department

Manager positions may not be posted, although the City Administrator will review the qualifications of current City employees to assure that equal opportunity is afforded them in filling the vacancy. Any of the selection techniques outlined in Section 125.080(A) above of these rules may be used if more than one (1) qualified applicant applies for a position posted under this rule. The employee selected will be required to serve a minimum six (6) month training period/probationary period.

- B. *Training Positions.* The City Administrator may place an individual in any vacant job as an on-the-job training position. Upon placement, the City Administrator may set the length of the training period. Upon successful completion of the training period, the trainee may be appointed if a full-time position is available. An employee not successful in meeting the job criteria at the end of the training period shall be returned to his/her previous position or a comparable position as best meets the needs of the City. Persons not previously City employees placed in training positions may be terminated at any time.
- C. *Temporary Employees.* The City Administrator may authorize temporary hiring as best meets the needs of the City ~~within the currently approved classification plan.~~
- D. *Other Appointments.* Positions not filled by provisions of Section 125.090 above or Subsections (A) through (C) of this Section shall follow the recommendations of Section 125.070 above.

#### **SECTION 125.110: PROBATIONARY PERIOD**

- A. *Regular Appointment Following Probation Period.* All original appointments shall be tentative and subject to a probationary period of not less than six (6) months actual service. The City Administrator may establish a longer probationary period for specified classes. The probation period may be extended by the City Administrator.
- B. *Objectives of the Probationary Period.* The probationary period shall be regarded as a part of the testing process and shall be utilized for closely observing the employee's work and for securing the most effective adjustment of a new employee to the position. The Department Manager concerned shall evaluate all probationary employees in accordance with established City policies. The Department Manager concerned shall communicate in memorandum form indicating how the individual has been trained, counseled and given every reasonable opportunity to perform the duties of the position, and if the employee should be given regular status, probation extended, or terminated
- C. *Rejection of Probationer.* During the probationary period, an employee may be terminated without right of appeal. Notification of termination in writing shall be forwarded to the probationer and a copy filed with the probationer's file.
- D. *Completion of Probation.* Upon successful completion of the six (6) month probationary period, employees shall be eligible for a three percent (3%) increase in their base pay upon the recommendation of their supervisor and approval by the City Administrator. ~~If the employee does not successfully complete the six (6) month probationary period he/she will be terminated.~~
- E. *Full-Time Employees.*
  - 1. If a full-time employee is placed on a 3-month or 6-month probation due to the result of a merit evaluation, bi-weekly meetings will be scheduled with the employee and the Department Manager/ Supervisor to review the employee's progress. The City Administrator will be notified and given regular updates as to the progress being made.

At the end of the probation, if the employee has brought their performance up to 'Meets Expectations', they will receive a merit increase for the remaining months of the annual evaluation. The employee will be re-evaluated again on their regular annual evaluation date, but will not be reimbursed for the months spent on probation.

2. If an employee is placed on a 3-month probation and has not improved his/her performance, the employee will be given an additional 3 months to improve. If no improvement is made at that time, he/she will be terminated immediately. At no time will a probation period be extended beyond 6 months.
3. When possible, the employee should be provided at least 90 days warning of the developing problems. This can be done through informal counseling and oral and written reprimands. Records of these actions should be kept by the supervisor, with copies of reprimand forms sent to the Department Manager and the Human Resources Specialist **Generalist**.

### **SECTION 125.120: ATTENDANCE AND LEAVES**

- A. *Attendance.* Employees shall be in attendance at their work in accordance with the rules regarding hours of work, holidays, and leaves. All departments shall keep daily attendance records of employees, which shall be reported to the City Administrator in the form and on dates specified. Employees that are absent after exhausting all leave balances will be subject to disciplinary action up to and including termination. Failure on the part of an employee, absent without leave, to return to duty within twenty-four (24) hours after notice to return to or within seventy-two (72) hours after such notice was mailed to his/her last address, shall be cause for immediate discharge, and such employee automatically waives all appeal rights under the rules.
- B. *Annual Vacation Leave.* The purpose of annual vacation leave is to enable each eligible employee to return to his/her work mentally refreshed. All full-time employees in the classified service shall be granted annual vacation leave with pay. Probationary employees who have served less than one (1) year in the service of the City may not take vacation leave; however, vacation credits for the time so served shall be granted to each probationary employee who receives full-time employment.
  1. Full-time employees shall receive vacation credits at the following rates:
    - a. Full-time employees with more than one (1) year of continuous service shall receive one (1) times the number of hours in a standard workweek, excluding overtime.
    - b. Full-time employees who have between two (2) years of continuous service and eight (8) years of continuous service shall receive two (2) times the number of hours in a standard workweek, excluding overtime.
    - c. Full-time employees who have more than eight (8) years of continuous service and up to fourteen (14) years of continuous service shall receive three (3) times the number of hours in a standard workweek, excluding overtime.
    - d. Full-time employees with more than fourteen (14) years of continuous service shall receive four (4) times the number of hours in a standard workweek, excluding overtime.
  2. Vacation is granted at the end of each year of service. Therefore vacation awarded for the first (1st) year of service does not belong to the employee until the end of the year, on the first (1st) day of the second (2nd) year. The employee will be credited with appropriate hours of vacation after each year of uninterrupted service. The vacation leave granted for the previous year must be used prior to the end of the year when it is granted

- or the employee forfeits all rights to use or ownership. Also see Subparagraphs (3) and (4) below.
3. The times during a calendar year at which an employee may take his/her vacation shall be determined by the Department Manager with due regard for the wishes of the employee and particular regard for the needs of the service. If the requirements of the service are such that an employee cannot take part or all of his/her annual vacation in a particular service year, such vacation shall be taken during the following service year. Length of service shall be used to resolve conflicts over vacation period between employees of the same class. Also see Subsection (A) hereinabove and Subparagraph (4) hereinbelow.
  4. No employee may accrue more vacation leave than could be earned in twelve (12) months of service without written permission of the Department Manager and the City Administrator. If employee is ~~is~~ hospitalized while on vacation, those days will be charged to ~~sick~~ personal leave with approval of the City Administrator or Department Manager.
  5. In the event one (1) or more municipal holidays fall within an annual vacation leave, such holiday shall not be charged as vacation leave; and the vacation leave shall be extended or credited accordingly.
  6. Employees who have satisfactorily completed probation and completed at least one (1) year of service, and who terminate employment shall be paid in a lump sum for all granted vacation leave earned, but not used or forfeited, prior to the effective date of termination.
  7. Employees with fourteen (14) or more years of continuous service may, at their option, exchange ~~up to~~ one-week vacation for ~~up to~~ one week's wage/salary.
- C. *Personal Leave.* This category of leave shall be granted to all full-time employees within the classified service. This type leave is to allow employees to take time during normal working hours to handle their personal tasks. This leave is a benefit, not a right, of the employee and therefore the needs of the City shall be paramount when deciding if this leave may be granted.
1. Use of personal leave must be approved by the supervisor. This approval should be sought in advance of the use of personal leave. In exceptional cases, such as illness, the supervisor should be notified within one-fourth (1/4) hour of the start of the workday or according to departmental rules. If additional notification is required, the supervisor may deny use of personal leave.
  2. Personal leave may be used in increments as small as fifteen (15) minutes.
  3. Personal leave may be accumulated without limit, however, because this is a benefit and not a right of the employee, there will not be any compensation for accrued personal leave upon, or prior to, an individual's separation from City service. The individual has no right to "use up" accrued personal leave prior to separation.
  4. Personal leave shall accrue at the following rates and only accrue when full-time employees are in a paid leave status:
    - a. Full-time employees who normally work an eight (8) hour shift and the annual number of hours worked is two thousand eighty (2,080) hours, then the employee

shall accrue eight (8) hours personal leave on the first (1<sup>st</sup>) pay check of the following month.

- b. Full-time employees who normally work a twelve (12) hour shift and the annual number of hours worked exceeds two thousand eighty (2,080), then the employee shall accrue twelve (12) hours personal leave on the first (1<sup>st</sup>) pay check of the following month.
5. Probationary employees will accrue personal leave during probationary period but cannot use personal leave until the successful completion of the probationary period.
6. Employees who do not use any personal leave in a given calendar year and have accumulated a minimum of eighty (80) hours may cash in the hours earned that year, over the eighty (80) minimum, at a rate of one (1) hour pay for each two (2) hours cashed in. This will be paid on the last pay period in December.
7. Employees that leave the service of the City after 10 years of employment and have accrued more than six (6) weeks of personal leave may convert their personal hours to 401A retirement dollars based on the following vesting schedule with a maximum payout of \$10,000. Amount not to exceed maximum contribution in the 401A for the calendar year.

Employed with the City for Ten (10) years through Fourteen (14) years – Twenty-Five percent (25%)

Employed with the City for Fifteen (15) years through Nineteen (19) years – Fifty percent (50%)

Employed with the City for Twenty (20) years or more - Seventy-Five percent (75%)

D. *Donation of Leave.* Refer to the Donation of Leave policy dated ~~05/01/05~~.03/15/12

E. *Occupational Leaves.*

1. *Worker's Compensation.* An employee injured while performing assigned duties shall be entitled to the provisions of the Worker's Compensation Act. Refer to the Worker's Compensation Policy dated ~~05/01/05~~.03/15/12
2. *Maternity/Paternity Leave.* Shall be according to the Family Medical Leave Act. Refer to the FMLA Policy dated ~~05/01/05~~.03/12/12
3. *Bereavement Leave.* Paid leave may be granted in the event of the death of a member of the employee's immediate family. Immediate family shall consist of the employee's spouse, children, parents, brothers, sisters, or spouse's children, parents, brothers, sisters, mother-in-law, father-in-law, grandparents, or other dependents. No more than three (3) working days bereavement leave shall be granted in each case. **One day may be granted to attend services for step-parents. Personal time may be taken for any additional time needed.**
4. *Educational Leave.* The City Administrator may authorize special leaves of absences, with or without pay, for any period not to exceed six (6) calendar months in any one (1) calendar year for attendance at a school or university for the purpose of training in subjects relating to the work of the employee which will benefit the employee and the City service.
5. *Military Leave.* Leave of absence to perform military duties mandatory--discrimination against militia members a misdemeanor--hours of leave, how computed.

- ~~a.~~ All employees of the City of Osage Beach who are or may become members of the National Guard or of any reserve component of the Armed Forces of the United States shall be entitled to leave of absence from their respective duties without loss of time, pay, regular leave, impairment of efficiency rating, or of any other rights or benefits to which otherwise entitled for all periods of military services during which they are engaged in the performance of duty or training in the service of this State at the call of the Governor and as ordered by the Adjutant General without regard to length of time and for all periods of military services which they are engaged in the performance of duty in the service of the United States under competent orders for a period not to exceed a total of one hundred twenty (120) hours in any Federal fiscal year. ~~Before any payment of salary is made covering the period of the leave, the employee shall file with their immediate supervisor an official order from the appropriate military authority as evidence of such duty for which military pay is granted which order shall contain the certification of the employee's commanding officer of performance of duty in accordance with the terms of such order.~~
  - b. Before any payment of salary is made covering the period of the leave, the employee shall file with their immediate supervisor an official order from the appropriate military authority as evidence of such duty for which military pay is granted which order shall contain the certification of the employee's commanding officer of performance of duty in accordance with the terms of such order.
  - c. No member of the organized militia shall be discharged from employment by the City because of being a member of the organized militia, nor shall he/she be hindered or prevented from performing any militia service he/she may be called upon to perform by proper authority nor otherwise be discriminated against or dissuaded from enlisting or continuing his/her service in the militia by threat or injury to him/her in respect to his/her employment. Any employee of the City violating any of the provisions of this Section is guilty of a misdemeanor.
  - d. Notwithstanding the provisions of any other administrative rule or law to the contrary, any person entitled to military leave pursuant to the provisions of Subparagraph (a) of this Subsection shall only be charged military leave for any hours which that person would otherwise have been required to work had it not been for such military leave. The minimum charge for military leave shall be one (1) hour and additional charges for military leave shall be in multiples of the minimum charge.
  - e. Any individual released from active duty with the National Guard of any reserve component of the Armed Forces of the United States shall report to the City for return to active status with the City within thirty (30) days of release from active duty. Failure to contact the City may result in a loss of benefits under this Section.
6. *Leave Of Absence Without Pay.* The City Administrator may grant a full-time or probationary employee a leave of absence without pay or change in seniority. No such leave shall be granted except upon written request of the employee, setting forth the reason for the request; and the approval shall be in writing. Upon expiration of a regularly approved leave, the employee shall be reinstated in the position held at the time leave was granted or in a comparable position. Failure on the part of an employee on leave to report promptly upon expiration of his/her leave may be cause for discharge. No leave benefits or time in grade accrues to individuals while in this status.
7. *Jury Leave.* Every employee of the City who is required to serve as a trial juror shall be entitled to absent themselves from their duties with the City during the period of such service or while necessarily being present in court as a result of such call. Under such

circumstances, the employee will be compensated 100% by the City in addition to any compensation received as a result of jury duty.

8. *Family and Medical Leave.* Family and medical leave shall be granted pursuant to provisions of the Family and Medical Leave Act of 1993 (FMLA). The FMLA entitles the employee up to twelve workweeks of unpaid leave in a given 12-month period. The 12-month period shall be established on the first day family and medical leave is granted. Proper certification must be provided prior to leave being granted. Time in grade shall not accrue while on unpaid family and medical leave. Refer to family and medical leave policy and procedures dated ~~05/01/05~~. **03/15/12**
9. *Holidays.* The holidays to be observed by full-time employees except shift workers are:
  - a. New Year's Day.
  - b. Dr. Martin Luther King, Jr. Birthday
  - c. Good Friday
  - d. Memorial Day
  - e. Independence Day
  - f. Labor Day
  - g. Veterans Day
  - h. Thanksgiving Day
  - i. Friday after Thanksgiving
  - j. Christmas Day.
  - k. Any Friday immediately following a City holiday which falls on Thursday.

All full-time employees of the City shall receive normal compensation for the legal holidays listed above and any other days or part of a day during which the public offices of the City shall be closed. All full-time employees shall receive compensation in proportion to the average number of hours normally scheduled to work. Probationary employees shall be considered for purposes of this Section to be full-time employees.

It shall be the policy of the City to insure that all full-time employees enjoy the same number of holidays each year. The standard shall be the number of holidays in a particular year which will be celebrated by employees when a holiday falls on Sunday, the following Monday shall be observed as the holiday. When a holiday falls on Saturday, the preceding Friday shall be observed as the holiday.

Any regular employee in the City service who shall be required to perform work or render services on a regularly scheduled holiday shall:

Receive a day off at his/her regular pay rate in lieu of the holiday missed; or

At the option of the City he/she may be compensated at the City's approved overtime rate for his/her service on the regularly scheduled holiday. The recommendation for payment must be recommended for approval by his/her appointed official and approved by the City Administrator.

*Shift Workers.* Due to difficulty in scheduling, shift workers shall receive the same number of paid hours, credited as special leave, as other City employees receive in holiday hours. The hours of special holiday leave will be credited to each employee's holiday leave bank after each holiday is observed. No shift worker may carry over more than twenty-four (24) hours of holiday leave from one (1) calendar year to the next; requests for carry over must be in writing. All hours of holiday leave not used or carried over shall be paid for on a special paycheck in December of each year. Upon separation, any accumulated or approved carry over holiday leave hours shall be paid to the employee.

**SECTION 125.140: TRANSFER, PROMOTION, RECLASSIFICATION, DEMOTION, SUSPENSION AND REINSTATEMENT**

- A. Transfer. No employee shall be transferred to a position for which he/she does not possess the minimum qualifications unless the City Administrator authorizes an on-the-job training appointment. An employee who transfers from one position to another position within the same pay range shall retain his/her salary.
- B. Promotion. Insofar as is consistent with the best interests of the City, vacancies in the classified service ~~shall~~ **may** be filled by promotion from within the classified service. Employees who are promoted from one pay grade to a higher pay grade shall receive a three percent (3%) increase for each pay grade increase or the minimum salary level for the new position.
- C. ~~Demotion.~~ **Reclassification** An employee may request a ~~demotion~~ **reclassification** to a position assigned a lower pay grade. If the position requested by the employee is in the career ladder or promotional path of the employee, the employee's salary will be reduced only to the extent required to bring the employee within the salary range of the new position.
- D. **Demotion.** The City Administrator may demote an employee ~~whose ability~~ **who is unable** to perform his/her required duties ~~fall below standard,~~ or for disciplinary purposes. In this event, the employee's pay may be reduced to the minimum of the new pay level. Written notice of the demotion shall be given to the employee before the effective date of the demotion. In the event the employee cannot be located, notice will be given by certified mail to the employee's last listed mailing address.
- E. Suspension Without Pay. The City Administrator may suspend an employee at any time for ~~a disciplinary purpose~~ **violation of City code**. Suspension without pay shall not exceed thirty (30) calendar days, ~~nor shall any employee be penalized by suspension for more than thirty (30) calendar days in any fiscal year.~~ Department Managers may suspend a subordinate employee for not more than three (3) working days at any one time, and not more than once in a thirty (30) calendar day period. Any suspension shall be reported immediately to the City Administrator.
- F. Suspension With Pay. **The City Administrator or** Department Managers may suspend an employee with pay for up to three (3) working days for the purpose of conducting an investigation ~~of an allegation, which if true, may result in disciplinary action up to and including termination.~~ The City Administrator may authorize a longer period if necessary. All such suspensions shall be reported immediately to the City Administrator.
- G. Reinstatement. Former employees with less than thirty (30) days break in service may be reinstated ~~at the request of~~ **at the same pay, benefits, and seniority by** the City Administrator. Other former employees, except those on reemployment lists will be treated in the same manner as all other applicants and subject to all normal selection processes.

## **SECTION 125.150: DISCIPLINE**

### *A. Policy.*

1. It shall be the duty of all City employees to comply with and assist in carrying into effect the provisions of the City's human resources rules and regulations.
2. It is the duty of every supervisor to discuss improper, inappropriate or inadequate performance with their employees in order to correct the deficiencies and to avoid the need to exercise negative disciplinary action. Discipline shall be, whenever possible, of a progressive nature requiring documentation using the steps listed:
  - a. Warning.
    - (1) Verbal.
    - (2) Written.
  - b. Suspension.
  - c. Demotion.
  - d. Probation
  - e. Termination.
3. It is the duty of every employee to attempt to correct any improper, inappropriate or inadequate performance, and make every effort to avoid conflict with the city's rules and regulations and policies.

### *B. The continuing employment of every employee in the City service shall be contingent upon acceptable conduct, needs of the City, and satisfactory performance of duties. Failure to meet such standards of conduct and work performance for any of the following listed reasons, such reasons not to be considered all-inclusive, are sufficient grounds for disciplinary action, up to and including ~~dismissal~~ termination.*

1. Falsification of any information required by or presented to the City.
2. Absenteeism.
3. Tardiness.
4. If the employee is incompetent or inefficient in the performance of his/her duties.
5. Refusing to obey a reasonable order.
6. A felony conviction.
7. Misappropriation, destruction, theft, or unauthorized use of municipal property.
8. Prohibited political activities, under [Section 125.030\(C\)](#).
9. Use of drugs, narcotics, or liquor affecting the employee's job performance.
10. Discrimination or harassment by an employee on the basis of age, race, color, sex, national origin, marital status, handicap, political or religious affiliations toward any other employee or applicant.
11. Neglect or carelessness resulting in physical or legal damage to municipal property or equipment.

12. Abusiveness in attitude, language or conduct to fellow employees or to the public.
13. Acceptance of gratuities, kickbacks or bribes.
14. Employee subsequently becomes physically or mentally unfit for the performance of duties.
15. Acts of misconduct.
16. Willful disregard of orders.
17. Failure to properly report accidents or personal injuries.
18. Repeated convictions during employment on misdemeanors.
19. Revealing confidential information from human resources files (see [Section 125.030\(F\)-\(H\)](#)).
20. Violation of any aspect of alcohol, drug, and controlled substances rules ([Section 125.220](#)).
21. Violation of harassment rules ([Section 125.210](#)).

#### **SECTION 125.160: SEPARATION FROM THE SERVICE**

- A. *Termination.* ~~An employee~~ **All non-probationary employees** in the classified service may be terminated for cause at any time by the City Administrator ~~with approval of the Commission.~~ An employee who has been terminated shall be furnished a written statement of the reasons for such action and shall be entitled to a hearing if he/she so requests, as provided in these rules. ~~Exception for probationary employees. See Section 125.110.~~
- B. *Lay Off.* The City Administrator may lay off an employee in the classified service because of material change in duties or organization or shortage of work or funds. The employee shall be placed on an appropriate reemployment list as provided by these rules.
- C. *Resignation.*
  1. An employee wishing to leave the classified service in good standing shall file with the City Administrator through his/her Department Manager a written resignation stating the effective date ~~and reasons for leaving~~, at least two (2) weeks before leaving the service, unless such time limit is waived by the City Administrator. Failure to give notice as required by this Section shall be cause for denying future employment by the City.
  2. If the employee provides two (2) weeks' notice and the City chooses not to use the services of the employee for those two (2) weeks, the employee shall receive compensation for that two (2) week period as per their normal work schedule.

## **SECTION 125.180: RULES OF APPEAL TO HUMAN RESOURCES COMMISSION**

The provisions of this Section shall not be pursued until the employee has pursued the grievance procedures outlined in [Section 125.170](#).

- A. *Right of appeal.* Any full-time employee in the classified service shall have the right of appeal to the Human Resources Commission **for any disciplinary action suspension greater than 10 days or termination.** ~~or interpretation of alleged violation of these rules.~~
- B. *Method of appeal.* The appeal shall be a written statement, addressed to the Human Resources Commission, filed with the City Administrator, **describing action appealed and relief requested.** ~~explaining the matter appealed and setting forth therein a statement of the action desired by the appellant, with his/her reasons therefore.~~ Appeals must be filed within fifteen (15) calendar days of the date of the decision to be appealed. ~~The formality of a legal pleading is not required.~~
- C. *Notice.* Upon the filing of an appeal, the City Administrator shall set a date ~~and place with concurrence of the Commission Chairman~~ for a hearing on the appeal ~~not less than ten (10) days, nor more than thirty (30) days from the date of filing.~~ The City Administrator shall notify all interested parties **employee and supervisor** of the time and place of hearing. The appellant **employee will cooperate with Commission.** ~~shall appear personally, unless physically unable to do so, before the Human Resources Commission at the time and place of the hearing. Hearings shall be conducted by rules set by the Human Resources Commission and approved by City Board.~~
- D. *Findings and implementations Recommendations.* The findings **recommendations** of the Human Resources Commission shall be forwarded to the City Administrator. ~~for his/her implementation within sixty (60) days or appeal to the Mayor and Board of Aldermen.~~
- E. *Process to appeal to the Mayor and Board of Aldermen.*
- ~~1. Any full time employee aggrieved by an action of the Commission or the City Administrator may appeal to the Mayor and Board of Aldermen by filing a written request to the Commission within ten (10) days of the ruling by Commission. The appeal must include the reason for the appeal and ruling of the Commission. The Mayor and Board of Aldermen may reject hearing the appeal.~~
  - ~~2. The Mayor and Board of Aldermen's decision to hear or reject the appeal will be stated within ten (10) days of receipt of the request.~~
  - ~~3. The Mayor and Board of Aldermen may suspend the ruling of the Commission after receiving the request for hearing, pending the hearing completion.~~
  - ~~4. The Mayor and Board of Aldermen, if they hear the appeals shall schedule the hearing within thirty (30) days of their decision to hear the appeal.~~
  - ~~5. The process shall be conducted in an informal manner and the Mayor and Board of Aldermen shall make every effort to avoid the appearance of conducting a trial in a court of law.~~
  - ~~6. The hearing shall be open to the public at the discretion of the Mayor and Board of Aldermen, subject to the requirements of law.~~
  - ~~7. The Mayor and Board of Aldermen, after the hearing, shall issue a decision within ten (10) days.~~

- ~~8. Failure of the employee to attend or notify the Commission Chairman of his/her inability to attend the hearing will constitute cause for dismissal of the hearing and imposition of the Commission's actions.~~
- ~~9. The Mayor and Board of Aldermen shall return their decision to the City Administrator for implementation~~

## **SECTION 125.200: EMPLOYEE HEALTH AND SAFETY**

- A. *Employee Health.* The health and physical condition of the employee is an important factor in accident prevention and job performance. The alert, physically fit, well-trained employee has fewer accidents and performs more satisfactorily on the job.
- B. *Pre-Employment Examinations.* A pre-employment physical examination may be made to determine whether or not the applicant is physically and mentally fit to perform the specific task for which application has been made, or to permit assignment to a job compatible with the applicant's personal efficiency, safety, or health. The scope of a pre-employment physical shall be sufficient to assure that an applicant is physically capable of handling the duties of his/her position, based upon bona fide requirements of the class. The result of a pre-employment physical will be made a part of the permanent personal record of the employee.
- C. *Special Physical Examination.*
  1. Employees who have been absent from work for health reasons may be required to undergo a return to work physical or mental examination ~~at the discretion of the individual's Department Manager or~~ unless waived by the City Administrator. Confirmation of the employee's full capability or physical limitations incurred as a result of any injury or illness shall be made a matter of record and noted in the employee's human resources file. Supervisors shall use this information in considering any subsequent job assignments.
  2. Transfer of an employee from one job to another which may call for a higher degree of physical or mental fitness may require a medical examination. When there is a question of the employee's physical or mental fitness to perform the new job, the desirability of the transfer will be evaluated by a physician selected by the City.
  3. *Recurrence Of Disability.* Any employee suffering a recurring disability resulting from an accident or illness may be required to be examined by a physician selected by the City at the beginning of his/her disability or sick leave and again prior to the employee's return to work. Any employee repeatedly suffering disability recurrence on the same job should be considered for reassignment to a job which is more compatible with his/her physical and mental capabilities.
- D. *Safety.*
  1. The City of Osage Beach recognizes the importance of individual health and safety and the protection of the environment for the successful operation of the City. As an organization, we are committed to conducting our operations safely and to preventing loss, whether it be injury or illness to people, damage to property or interruption of business process, we strive to provide all the employees with the best possible working conditions. We will make every reasonable effort to provide guidance and assistance to eliminate or control occupational and environmental hazards associated with the operation of the City.

2. Employment with the City requires that all employees accept responsibility for their own safety. City employees will make every effort to prevent destruction of City property, equipment and materials and to extend the same effort of protection of property and materials of the general public.
3. To accomplish our goal of individual health and safety and protection of the environment, individual attitudes, practices and continued cooperation are key to sustain and support our safety program. City employees should follow all reasonable safe practices and the City will provide the necessary tools, guidance and assistance for accomplishment. Refer to Safety Policy dated ~~01/01/10~~03/15/12.

**SECTION 125.210: HARASSMENT**

The City of Osage Beach is committed to providing all its employees with a workplace free of harassment. The City maintains a strict policy prohibiting sexual harassment and harassment on the basis of race, color, national origin, religion, sex, physical or mental disability, age, veteran status, or any other characteristic protected by applicable law. These harassments by any employee, Commission member, Board member, Mayor, member of the public, or employees of outside organizations will not be tolerated. Refer to the Prohibited Harassment Policy dated ~~05/01/05~~03/15/12

**SECTION 125.220: ALCOHOL, DRUG AND CONTROLLED SUBSTANCE ABUSE**

- A. The City of Osage Beach has an obligation to its employees to take reasonable steps to assure a drug free and safe place to work. The City of Osage Beach also has an obligation to the citizens and to the public at large to provide quality and safe services through a policy and program prohibiting the use of controlled substances and the misuse of alcohol by City employees.
- B. The City will not tolerate the use, abuse, possession or sale of controlled substances or misuse of alcohol by any of its employees, including part-time and seasonal employees. Drug and alcohol testing will be an integral part of the City's program in order to meet the goals of providing a safe and efficient service and a safe and healthy workplace.
- C. The purpose of this policy is to assure worker fitness for duty and to protect employees and the public from the risks posed by the use of alcohol and controlled substances. This policy is also intended to comply with all applicable federal and state regulations governing work place alcohol and controlled substance abuse programs. The United States Department of Transportation (DOT) 49 CFR Part 29 the "Drug Free Work Place Act of 1988", the "Omnibus Transportation Act of 1991", and the DOT 49 CFR Part 40 requires certain reporting of certain drug related offenses, mandates urine drug testing and breathalyzer alcohol tests for safety sensitive positions, and other positions when so noted, and prevents performance of their functions when there is a positive test result.
- D. It is the City's policy to give in detail the prohibitions against the use of alcohol and controlled substances in the workplace; however, the City will make every effort to encourage employees to seek professional assistance when personal problems, including alcohol and controlled substance dependency, adversely affect their ability to perform assigned duties.

Refer to the Drug Free Workplace Policy dated ~~01/01/09~~03/15/12

**SECTION 125.230: SUPPLEMENTAL POLICIES**

A. Supplemental employee related policies:

1. Americans with Disabilities Act (ADA) Policy dated ~~05/01/05~~.03/15/12
2. Information Security Policy dated ~~05/01/05~~.03/15/12
3. Facility Access Policy dated ~~09/15/06~~.03/15/12
4. Vehicle and Equipment Policy dated 01/01/10.
5. Tool Policy - Department of Public Works dated 01/01/10.
6. Cell Phone Policy dated 03/15/12.

B. A copy of each of these policies are held on file in City Hall and made a part hereof as if fully set forth herein.

**SECTION 125.240: OTHER EMPLOYEE BENEFITS**

A. *Insurance.*

1. The City provides the following insurance benefits to full-time employees without cost: Health, Dental, Short Term Disability, and Group Life. Health, Dental, and life insurance coverage for dependents of full-time employees is optional to the employee. The City will provide ~~fifty percent (50%)~~ a portion of the cost of dependent health coverage. Vision insurance coverage is offered to employees and dependents.
2. Full-time employees who can provide proof of coverage from another health insurance program may opt out of participating in the City's health insurance program. The City will provide an incentive in the amount of forty percent (40%) of the cost of single coverage to employees who qualify for the opt-out program. Payments shall be spread evenly over the pay periods in a calendar year. If an employee is no longer an employee of the City, payments cease and the employee has no right to any amounts not paid in the calendar year.
3. Full-time employees who retire due to age or disability and have completed 10 years of employment with the City may make arrangements to continue their coverage under the City's health insurance program at their own expense by providing a thirty (30) day notice to the Human Resources ~~Specialist~~ Generalist.

B. *Cafeteria Plan.* Employees may take advantage of reducing their taxable income through utilization of the cafeteria plan. Additional supplemental insurance policies, such as cancer, accident, and intensive care are available and premium amounts for these and dependent medical are deducted from gross income prior to income tax deductions.

C. *Medical Reimbursement.* The City provides each full time employee \$250 per year for medical expenses in a medical reimbursement account. Employees may also reduce taxable income by setting aside predesignated amounts into the plan for dependent care and medical expenses not covered by insurance. Enrollment is restricted to within thirty (30) days of employment for new employees and during an annual enrollment for current employees.

D. *Retirement Plans*

1. The City will provide full-time employees six percent (6%) of gross wages under Section 401a of the Internal Revenue Service Code into accounts. There is a five (5) year vesting

period. Employees should contact the Human Resources ~~Specialist~~ **Generalist** for detailed information.

- 2. *Deferred Compensation.* All employees and elected officials may elect to participate in a deferred compensation program offered by the City. The City will not participate monetarily in this program.

Section 3. Severability

The chapters, sections, paragraphs, sentences, clauses and phrases of this ordinance are severable, and if any phrase, clause, sentence, paragraph or section of this ordinance shall be declared unconstitutional or otherwise invalid by the valid judgment or degree of any Court of any competent jurisdiction, such unconstitutionality or invalidity shall not affect any of the remaining phrases, clauses, sentences, paragraphs, or sections of this ordinance since the same would have been enacted by the Board of Aldermen without the incorporation in this ordinance of any such unconstitutional or invalid phrase, clause, sentence, paragraph or section.

Section 4. Repeal of Ordinances not to affect liabilities, etc.

Whenever any part of this ordinance shall be repealed or modified, either expressly or by implication, by a subsequent ordinance, that part of the ordinance thus repealed or modified shall continue in force until the subsequent ordinance repealing or modifying the ordinance shall go into effect unless therein otherwise expressly provided; but no suit, prosecution, proceeding, right, fine or penalty instituted, created, given, secured or accrued under this ordinance previous to its repeal shall not be affected, released or discharged but may be prosecuted, enjoined and recovered as fully as if this ordinance or provisions had continued in force, unless it shall be therein otherwise expressly provided.

Section 5. That this Ordinance shall be in full force and effect from and after the date of passage and approval of the Mayor.

READ FIRST TIME: \_\_\_\_\_ READ SECOND TIME: \_\_\_\_\_

PASSED AND APPROVED THIS \_\_\_\_ DAY OF \_\_\_\_\_, 2012.

I hereby certify that the above Ordinance No. 12.07 was duly passed on \_\_\_\_\_, 2012 by the Board of Aldermen of the City of Osage Beach. The votes thereon were as follows:

Ayes \_\_\_\_\_ Nays \_\_\_\_\_

Abstaining \_\_\_\_\_ Absent \_\_\_\_\_

This Ordinance is hereby transmitted to the Mayor for her signature.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Diann Warner, City Clerk

Approved as to form:

\_\_\_\_\_  
Edward B. Rucker,  
City Attorney

I hereby APPROVE the above Ordinance No. 12.07.

\_\_\_\_\_  
Penny Lyons, Mayor

\_\_\_\_\_  
Date

ATTEST:

\_\_\_\_\_  
Diann Warner, City Clerk

**Submission Date:** March 27, 2012

**Submitted By:** City Clerk

**Board Meeting Date:** April 5, 2012

City of Osage Beach  
BOARD OF ALDERMEN  
AGENDA ITEM SUMMARY SHEET

**Description of Item:**

Certification of Election Results

**Names of Persons, Businesses, Organizations affected by this action:**

City, elected officials, citizens of Osage Beach

**Why is Board Action Required?**

Board must accept the election results.

**Type of Action Requested (Ordinance, Resolution, Motion):**

Motion to accept the election results.

**Are there any deadlines associated with this action?**

Yes. Election results must be certified before elected officials take the oath of office.

**Department Comments:**

**Camden County**

**Mayor**

Penny Lyons  
W. W. Stone

**Alderman Ward I**

Kevin Rucker

**Alderman Ward II**

Lois Farmer

**Alderman Ward III**

Fred Catcott

**City Collector**

John Berry

000058

**Miller County**

Mayor

Penny Lyons  
W.W. Stone

Alderman Ward 1

Kevin Rucker

City Collector

John Berry

**City Administrator Comments and Recommendation:**

The election results should be available prior to the April 5<sup>th</sup> Board of Aldermen meeting and the numbers will be provided as soon as we have these counts.

**Submission Date:** March 27, 2012

**Submitted By:** City Clerk

**Board Meeting Date:** April 5, 2012

**City of Osage Beach  
BOARD OF ALDERMEN  
AGENDA ITEM SUMMARY SHEET**

**Description of Item:**

Oath of Office

**Names of Persons, Businesses, Organizations affected by this action:**

City, elected officials, citizens of Osage Beach

**Why is Board Action Required?**

Elected officials must take an oath before taking office.

**Type of Action Requested (Ordinance, Resolution, Motion):**

**Are there any deadlines associated with this action?**

Yes.

**Department Comments:**

Elected officials are sworn in following the certification of election results.

**City Administrator Comments and Recommendation:**

As stated above, this action must take place following the Certification of the Election Results.

**Submission Date:** March 27, 2012

**Submitted By:** City Clerk

**Board Meeting Date:** April 5, 2012

**City of Osage Beach  
BOARD OF ALDERMEN  
AGENDA ITEM SUMMARY SHEET**

**Description of Item:**

Election of the Acting President of the Board of Aldermen

**Names of Persons, Businesses, Organizations affected by this action:**

City, elected officials, citizens of Osage Beach

**Why is Board Action Required?**

According to the Osage Beach Code of Ordinances Section 110.170, the Board of Aldermen shall elect one of their own to be Acting President of the Board of Aldermen and who shall serve for a term of one year.

**Type of Action Requested (Ordinance, Resolution, Motion):**

Election

**Are there any deadlines associated with this action?**

Yes.

**Department Comments:**

The election is held annually following the April election.

**City Administrator Comments and Recommendation:**

Request the Board nominate an Acting President as stated above.

**Submission Date:** March 26, 2012

**Submitted By:** City Engineer

**Board Meeting Date:** April 5, 2012

**City of Osage Beach  
BOARD OF ALDERMEN  
AGENDA ITEM SUMMARY SHEET**

**Description of Item:**

Bill 12-08 - To authorize the Mayor to sign the Kaiser Industrial Park Sewer Service Agreement with the Kaiser Industrial Park Property Owner's Association, Inc. for the City to extend sewer services to the Kaiser Industrial Park which is outside City Limits

**Names of Persons, Businesses, Organizations affected by this action:**

Citizens of Osage Beach, City Staff, and Kaiser Industrial Park

**Why is Board Action Required?**

Board approval required for Ordinance.

**Type of Action Requested (Ordinance, Resolution, Motion):**

A motion to approve first and second readings of Bill 12-08.

**Are there any deadlines associated with this action?**

Before the Kaiser Industrial Park begins sewer construction, they would like to have this agreement in place.

**Comments and Recommendation of Department:**

The Kaiser Industrial Park and City Staff have been talking for some time about extending City Sewer into the Industrial Park. The Kaiser Industrial Park is interested in connecting onto City Sewer. This project, which will be built by the Kaiser Industrial Park, will convert their existing sewer treatment facility into a pump station. This pump station will pump sewer into the City's sewer system. There will not be a sewage pump station for every building. The industrial park will maintain their gravity lines. The City will bill the industrial park association instead of individual owners.

Part of this area has already annexed into the City of Osage Beach. It is possible that future annexation could occur, and it is possible that other City Services could be extended. The agreement takes this into account.

The Engineering Department recommends approval. A first and second reading is requested.

**City Administrator's Comments and Recommendation:**

Concur with the recommendation of the City Engineer.

AN ORDINANCE OF THE CITY OF OSAGE BEACH, MISSOURI, AUTHORIZING THE MAYOR TO EXECUTE THE AGREEMENT WITH THE KAISER INDUSTRIAL PARK PROPERTY OWNER'S ASSOCIATION, INC.

BE IT ORDAINED BY THE BOARD OF ALDERMEN OF THE CITY OF OSAGE BEACH, AS FOLLOWS:

Section 1. That the Board of Aldermen of the City of Osage Beach has determined it is in the best interest of the City to authorize the Mayor to execute the agreement with the Kaiser Industrial Park Property Owner's Association, Inc. to allow the Association to connect their sewage treatment facility to the City sanitary sewer system.

Section 2. That the Board of Aldermen agrees to the terms and conditions as set out in the attached agreement with the Kaiser Industrial Park Property Owner's Association, Inc. and hereby authorizes the Mayor to execute same on behalf of the City of Osage Beach.

Section 3. That this Ordinance shall be in full force and effect upon date of passage.

READ FIRST TIME: \_\_\_\_\_ READ SECOND TIME: \_\_\_\_\_

I hereby certify that Ordinance No. 12.08 was duly passed on \_\_\_\_\_ by the Board of Aldermen of the City of Osage Beach. The votes thereon were as follows:

Ayes: \_\_\_\_\_ Nays: \_\_\_\_\_  
Abstentions: \_\_\_\_\_ Absent: \_\_\_\_\_

This Ordinance is hereby transmitted to the Mayor for her signature.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Diann Warner, City Clerk

Approved as to form:

\_\_\_\_\_  
Edward B. Rucker, City Attorney

I hereby APPROVE Ordinance No. 12.08.

\_\_\_\_\_  
Penny Lyons, Mayor

\_\_\_\_\_  
Date

ATTEST:

\_\_\_\_\_  
Diann Warner, City Clerk

**KAISER INDUSTRIAL PARK SEWER SERVICE AGREEMENT**

This Agreement made and entered into this \_\_\_\_\_ day of \_\_\_\_\_ 2012, by and between the City of Osage Beach, Missouri, a city of the fourth class, hereinafter referred to as "City", and Kaiser Industrial Park Property Owner's Association, Inc., the managing association for the Kaiser Industrial Park Property located adjacent to the City of Osage Beach, hereinafter referred to as "Association".

**WHEREAS**, the Kaiser Industrial Park, hereafter "Park" lies adjacent to the city of Osage Beach and is situated in Miller County, Missouri; and

**WHEREAS**, the Association is currently the operator of a sewage treatment facility serving the Park property; and

**WHEREAS**, there are currently seventeen (17) users of the Association sewage treatment facility; and

**WHEREAS**, the parties hereto have determined that it would be mutually beneficial to the City, the Association and its members to connect the Association sewage treatment facility into the City sanitary sewer system under the terms and conditions as set forth hereafter; and

**WHEREAS**, the City through its governing body has resolved that its mayor, as attested by the City Clerk enter into this Agreement on behalf of the City; and

**WHEREAS**, the Association, by and through its members has directed its board to enter into this Agreement on behalf of the Association; and

**WHEREAS**, §250.190 of the Revised Statutes of Missouri authorizes the City to enter into such an Agreement as set forth herein.

**NOW THEREFORE**, in consideration of the premises, provisions, conditions, mutual covenants and agreements herein contained, and the performance thereof by the parties hereto, the parties promise, covenant and agree as follows:

1. **TERM OF AGREEMENT.** The term of this Agreement shall begin on the date of its execution by the last of the parties to sign and shall be in effect thereafter, unless mutually modified or amended by the parties hereto.

2. **TRANSFER OF WASTEWATER SYSTEM:** The Association will relinquish ownership of its pressurized sewage and wastewater system to the City by virtue of the Permanent Sewer Easement attached hereto and incorporated herein by reference as Exhibit A including the sewage lift station and connecting sewer main connecting the Park to the City sewer system.

3. **BILLING RATES AND PROCEDURES.** The current classification of the Association's use is "Class A Flat Rate Outside" City at forty-two dollars and 17/100 (\$42.17) per month per user for a current charge of five hundred ninety dollars and 38/100 (\$590.38) for the current fourteen (14) customers which will be paid directly by the Association each month to the City.

Billing rates will change when the Board of Aldermen adjusts water and sewer rates by ordinance in the future. The Association and all users in the Kaiser Industrial Park will be bound by §710.480 (relating to sewer billing) of the Osage Beach Municipal Code and any future amendments thereto.

Property owners currently on the City water system will be billed individually for City water and sewer at the appropriate rate depending on whether they are within the city limits of Osage Beach or not.

If, in the future property owners in the Park connect to city water, those properties will be billed directly by City for water and sewer and the Association will no longer be responsible for paying that portion of the monthly usage.

4. **ANNEXATION OF PROPERTY INTO CITY LIMITS.** If individual properties within the Park are annexed into the City of Osage Beach but are not serviced by city water, the City shall continue to bill the Association for sewer usage, for which bill shall consist of the outside city flat rate for those properties outside the city limits and the inside city flat rate for those properties inside the city limits as the rates are then in effect.

5. **RIGHT TO INSPECT.** The City will have the right of entry and inspection at all reasonable times and places to verify current use made of each property.

6. **CHANGE OF OWNERSHIP OR USE OF PROPERTY WITHIN PARK.** The Association shall be responsible for notifying the City of any changes in ownership of any parcel within the Kaiser Industrial Park.

In the event of a change of use at any property, the Association will promptly notify the City of that change of use. In the event of a change of use that would require adjustment to the monthly sewer fee paid by an individual user, the Association will continue to be responsible for the proportional increase, which will be reflected in the monthly charges paid by the Association.

7. **RESTRICTIONS OR SUBSTANCES USED IN SEWER SYSTEM.** Only domestic wastewater shall be put into the sewer system. Domestic wastewater may be defined as originating from personal sanitary conveniences. If the volume or strength of domestic wastewater from a source is so great that operation of the system is hindered, the Association may require that

the responsible owner either reduce the volume and strength of the wastewater or pay such additional charges as are necessary to enable the wastewater to be properly treated.

**8. NEW OR ADDITIONAL CONSTRUCTION WITHIN PARK.**

Any change in the use of property significantly affecting the quantity or quality of sewage flow, or in the event that any new or additional buildings are hereafter erected or existing buildings expanded within the Park that would impact the City sewer system is subject to the Osage Beach City Code with respect to billing and to the sewer system including inspection of said work and a reasonable fee therefore not to exceed one hundred fifty dollars (\$150.00).

**9. MAINTENANCE OF EXISTING INFRASTRUCTURE NOT TO BE TRANSFERRED TO CITY.** The Association as well as additional property owners within the Kaiser Industrial Park shall be responsible for the care and maintenance and replacement, when necessary, of the existing gravity flow infrastructure not transferred to the City by this Agreement such as sewer service and connection lines.

**10. ASSOCIATION LIABILITY FOR DEVELOPMENT CHARGES AND PLANT CAPACITY FEES.** The Association and individual owners, will be jointly liable for any additional fees charged by the City pursuant to its water and sewer ordinances in the nature of sewer development charges or plant capacity fees, which result from the change of use for existing buildings, or the development of new buildings and new uses within the Kaiser Industrial Park.

**11. RESPONSIBILITY OF NEW CONSTRUCTION TO BE EQUIPPED WITH NECESSARY VALVES OR OTHER INFRASTRUCTURE.** Any new development, building, repair, or redevelopment of an existing building or sewer for a structure within the Kaiser Industrial Park will contain the placement of necessary valves or other infrastructure to manage the connection of individual properties accessing the City sewer system.

**12. LIST OF CURRENT OWNERS ATTACHED.** A list of all current owners and uses at the time of this Agreement are attached hereto and incorporated herein by reference as Exhibit B.

**13. CITY RESPONSIBILITY FOR GROUND REPAIR AFTER MAINTENANCE.** Upon completion of any maintenance, replacement, improvement or any other repair to the sanitary sewer system, the City will fill and grade the site. After the site is filled and graded, further landscaping or cosmetic repair is the responsibility of the Association or any Lessee under the Association.

**14. "ACTS OF GOD".** In the event of a circumstance or occurrence





## Exhibit A

**CITY OF OSAGE BEACH      Permanent Sewer Easement**

Date\_\_

THIS EASEMENT, entered into by: KAISER INDUSTRIAL PARK PROPERTY OWNER'S ASSOCIATION, INC.; RALPH L. DAVIS, a single person and ALLEN W. SCOTT and JONNA A. SCOTT, husband and wife, **herein referred to as GRANTORS**, whose mailing address is: \_\_\_\_\_, **and City of Osage Beach, a municipality, GRANTEE**, whose mailing address is: 1000 City Parkway, Osage Beach, MO, 65065. Wherein GRANTORS, in consideration of the sum of ONE and 00/100 DOLLARS (\$1.00) and other valuable consideration, receipt of which is hereby acknowledged, do by these presents GRANT, BARGAIN AND SELL, CONVEY AND CONFIRM unto GRANTEE, its and their respective successors, assigns and licensees, a permanent sewer easement to construct, operate, maintain, inspect, replace and remove such municipally owned and operated sewer improvements and all appurtenances thereto, as may be required by Grantee from time to time, upon, over and across a parcel of Grantors' land situated in Miller County, State of Missouri, and described as follows:

An easement for the installation and maintenance of sewer lines and appurtenances thereto lying in part of the Northeast quarter of Section 8 and in part of the Northwest quarter of Section 09 all in Township 39 North, Range 15 West, Miller County, Missouri and being more particularly described as follows;

"Commencing from the west quarter corner of Section 09, Township 39 North, Range 15 West and running North 08 degrees 30 minutes 38 seconds West a distance of 2,401.65 feet to an

existing iron pin located on the easterly right-of-way of Kaiser Road a 40 feet wide County Road and marking the southwest right-of-way corner of a tract of land described in Deed Book 2011 at Page 1617 as recorded at the Miller County Recorder's Office for the POINT OF BEGINNING; thence departing the said corner North 13 degrees 01 minutes 44 seconds East along and with the said easterly right-of-way a distance of 10.25 feet; thence departing the said right-of-way South 89 degrees 44 minutes 38 seconds East a distance of 170.29 feet; thence South 00 degrees 13 minutes 15 seconds West a distance of 253.34 feet to an existing iron pin located on the northerly right-of-way of Kaiser Industrial Road a 40 feet wide road and marking the southwest corner of a tract of land described in Deed Book 2008 at Page 5965 at the Miller County Recorder's Office; thence departing said corner along and with the said northerly right-of-way the following two (2) bearings and distances: (1) South 89 degrees 45 minutes 51 seconds East a distance of 483.15 feet to the P.C. of a 08 degree 37 minute 16 second degree curve to the left having a radius of 654.60 feet and (2) thence along and with the said curve in a easterly direction a distance of 137.05 feet; thence departing the said right-of-way South 08 degrees 22 minutes 35 seconds East a distance of 40.07 feet to the southerly right-of-way of said Kaiser Industrial Road on a 08 degree 14 minute 55 second degree curve to the left having a radius of 694.60 feet; thence along and with the said southerly right-of-way and curve in a easterly direction a distance of 37.08 feet to a point marking the most northerly right-of-way corner of a tract of land described in Deed Book 431 at Page 419 at the Miller County, Recorder's Office; thence along and with the property boundary line of the said tract the following six (6) bearings and distances: (1) thence departing the said southerly right-of-way South 02 degrees 57 minutes 06 seconds East a distance of 18.83 feet to an existing iron pin, (2) South 29 degrees 06 minutes 00 seconds East a distance of 56.71 feet to another existing iron pin, (3) South 28 degrees 52 minutes 00 seconds East a distance of 65.00 feet to another existing iron pin, (4) South 61 degrees 07 minutes 00 seconds West a distance of 65.00 feet to another existing iron pin, (5) North 28 degrees 52 minutes 00 seconds West a distance of 95.00 feet to another existing iron pin and (6) North 02 degrees 43 minutes 00 seconds West a distance of 62.49 feet to a point located on the abovementioned southerly right-of-way on a 08 degree 14 minute 55 second degree curve to the left having a radius of 694.60 feet; thence departing the said property boundary and right-of-way North 08 degrees 22 minutes 35 seconds West a distance of 30.76 feet to a point located on a 08 degree 45 minutes 10 second degree curve to the right having a radius of 664.60 feet; thence along and with the said curve staying parallel to the northerly right-of-way of said Kaiser Industrial Road in a westerly direction a distance of 128.53 feet to the P.T. of the said curve; thence departing the said curve North 89 degrees 45 minutes 51 seconds West running parallel to the said northerly right-of-way a distance of 523.14 feet; thence North 00 degrees 13 minutes 15 seconds East a distance of 253.34 feet to a point located on the south boundary line of the abovementioned tract of land described in Deed Book 2011 at Page 1617; thence North 89 degrees 44 minutes 38 seconds West along and with the said south line a distance of 132.57 feet, returning to the point of beginning."

Subject to the right-of-way of Kaiser Road a 40 feet wide county road and to any other rights-of-way, easements or restrictions of record.

The basis of bearings for the above description is the call of North 89 degrees 44 minutes 38 seconds West along the south line of a tract of land recorded in Deed Book 2011 at Page 1617 at the Miller County Recorder's Office, Miller County Missouri.

"SEWER EASEMENT" is for identification purposes only and is not part of the above description.

TO HAVE AND TO HOLD same, with all rights and appurtenances to the same belonging unto Grantee, its successors, assigns and licensees, until the use of the easement is relinquished or abandoned, including the right of ingress and egress to and from the easement by reasonable routes across Grantors' property.

Grantee, its successors, assigns and licensees, shall repair and restore the property and pay for damage to crops and other property following construction and maintenance work. Further, Grantors reserve the right to use and enjoy their interests in the easement area insofar as the exercise thereof does not endanger or interfere with the construction, operation and maintenance of said sewer extension. Grantors warrant that they are the owners of the land here conveyed, and they have the right to make this conveyance and receive the payment therefor, and Grantors covenant that Grantee, its successors, assigns and licensees, may quietly enjoy the premises for the uses herein stated, subject to the aforesaid previously conveyed easement.

GRANTOR  
KAISER INDUSTRIAL PARK PROPERTY OWNER'S  
ASSOCIATION, INC.

\_\_\_\_\_  
SCOTT SAPP, President

\_\_\_\_\_  
ALLEN SCOTT, Secretary

\_\_\_\_\_  
RALPH L. DAVIS GRANTOR

\_\_\_\_\_  
ALLEN W. SCOTT GRANTOR

\_\_\_\_\_  
JONNA A. SCOTT GRANTOR

#### ACKNOWLEDGEMENT

State of Missouri

County of

On this \_\_\_\_\_ day of \_\_\_\_\_, 2012 before me, personally appeared SCOTT SAPP, to me

personally known, who being by me duly sworn, did say that he is President of KAISER INDUSTRIAL PARK PROPERTY OWNER'S ASSOCIATION, INC., a Missouri Corporation, at that the seal affixed to the foregoing instrument is the corporate seal of said corporation and that said instrument was signed and sealed in behalf of said corporation by authority of its board of directors and said SCOTT SAPP acknowledged said instrument to be the free act and deed of said corporation.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my official seal in the County and State aforesaid, the day and year first above written.

\_\_\_\_\_  
Notary Public

My Commission Expires: \_\_\_\_\_

State of Missouri

County of

On this \_\_\_\_\_ day of \_\_\_\_\_, 2012, before me, personally appeared RALPH L. DAVIS, a single person, known to me to be the person whose name is subscribed to the foregoing instrument, and acknowledged to me that he executed the same for his use, purpose and consideration therein expressed as his free and voluntary act and deed.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my official seal in the County and State aforesaid, the day and year first above written.

\_\_\_\_\_  
Notary Public

My Commission Expires: \_\_\_\_\_

**000073**

**Exhibit B  
List of Users  
(to be provided)**

**Submission Date:** March 26, 2012

**Submitted By:** City Engineer

**Board Meeting Date:** April 5, 2012

**City of Osage Beach  
BOARD OF ALDERMEN  
AGENDA ITEM SUMMARY SHEET**

**Description of Item:**

Bill 12-09 - To allow the Mayor to execute a Memorandum of Understanding with HR Green, Inc. for the traffic study assessment for the Nichols Road area from the Expressway to Osage Beach Parkway

**Names of Persons, Businesses, Organizations affected by this action:**

Citizens of Osage Beach, City Staff, and Missouri Department of Transportation

**Why is Board Action Required?**

Board approval required for Ordinance.

**Type of Action Requested (Ordinance, Resolution, Motion):**

A motion to approve first and second readings of Bill 12-09.

**Are there any deadlines associated with this action?**

We need to have this MOU executed to proceed with the project.

**Comments and Recommendation of Department:**

This is the agreement for traffic assessment services for the Nichols Road area. The area to be studied on Nichols Road is between Osage Beach Parkway and the 54 Expressway. This work must be completed by September 30, 2012. We have discussed doing the traffic study Memorial Day Weekend. This will give us an idea of the peak volume traffic during morning rush and afternoon rush to and from work and during peak season events.

In order for the traffic study to begin, we have to execute this Memorandum of Understanding. This MOU is between the City of Osage Beach and HR Green, Inc. for the engineering services.

Funding can be obtained from 20-00-773100 Engineering. The City's cost is \$10,494.38.

The Engineering Department recommends approval of the ordinance. A first and second reading is requested.

**City Administrator's Comments and Recommendation:**

Concur with the recommendation of the City Engineer.

BILL NO. 12-09

ORDINANCE NO. 12.09

AN ORDINANCE OF THE CITY OF OSAGE BEACH, MISSOURI, AUTHORIZING THE MAYOR TO EXECUTE THE MEMORANDUM OF UNDERSTANDING WITH HR GREEN, INC. TO CONDUCT A TRAFFIC STUDY ALONG NICHOLS ROAD FROM ROUTE 54 EXPRESSWAY TO OSAGE BEACH PARKWAY.

BE IT ORDAINED BY THE BOARD OF ALDERMEN OF THE CITY OF OSAGE BEACH, AS FOLLOWS:

Section 1. That the Board of Aldermen of the City of Osage Beach has determined it is in the best interest of the City to authorize the Mayor to execute the Memorandum of Understanding with HR Green, Inc. to conduct a traffic study along Nichols Road from Route 54 Expressway to Osage Beach Parkway.

Section 2. That the Board of Aldermen agrees to the terms and conditions as set out in the attached Memorandum of Understanding with HR Green, Inc. and hereby authorizes the Mayor to execute same on behalf of the City of Osage Beach.

Section 3. That this Ordinance shall be in full force and effect upon date of passage.

READ FIRST TIME: \_\_\_\_\_ READ SECOND TIME: \_\_\_\_\_

I hereby certify that Ordinance No. 12.09 was duly passed on \_\_\_\_\_ by the Board of Aldermen of the City of Osage Beach. The votes thereon were as follows:

Ayes:

Nays:

Abstentions:

Absent:

This Ordinance is hereby transmitted to the Mayor for her signature.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Diann Warner, City Clerk

Approved as to form:

\_\_\_\_\_  
Edward B. Rucker, City Attorney

I hereby APPROVE Ordinance No. 12.09.

\_\_\_\_\_  
Penny Lyons, Mayor

\_\_\_\_\_  
Date

ATTEST:

\_\_\_\_\_  
Diann Warner, City Clerk

**MEMORANDUM OF UNDERSTANDING  
BETWEEN THE CITY OF OSAGE BEACH  
AND HR GREEN, INC.**

(Appendix 6)

WHEREAS the City of Osage Beach feels that the safe and efficient flow of traffic and the safety of pedestrians and bicyclists are major concerns; and

WHEREAS the City of Osage Beach desires to have conducted accurate and timely traffic studies to determine effective countermeasures for these concerns *along Nichols Road (from the Route 54 Expressway to Osage Beach Parkway)*; and

WHEREAS the City of Osage Beach has neither the funds nor the engineering expertise necessary to conduct such an expert traffic engineering study; and

WHEREAS the City of Osage Beach desires to participate in the Federally funded Transportation Engineering Assistance Program (TEAP) as administered by the Missouri Department of Transportation.

NOW, THEREFORE, the City of Osage Beach hereby agrees that it shall commit 56.7% of the project estimate on the TEAP Project Estimate Form for professional services performed by HR Green, Inc., who has been selected from a pool of qualified TEAP consultants. The project estimate for this project is \$18,494.38, of which the City of Osage Beach agrees to fund \$10,494.38. In-kind services are not acceptable for funding of City of Osage Beach's share of project costs. All City of Osage Beach's responsibility must be monetary in order to receive the \$8,000.00 Federal match. The Consultant will be reimbursed \$8,000 of the project estimate by MoDOT and only the remaining cost of \$10,491.38 shall be the responsibility of the City of Osage Beach.

IN WITNESS WHEREOF, the City of Osage Beach and HR Green, Inc. acknowledge this Memorandum of Understanding.

Acknowledged by the City of Osage Beach this \_\_\_\_ day of \_\_\_\_\_, 2012.

By: \_\_\_\_\_

Title: \_\_\_\_\_

000078

Acknowledged by *HR Green, Inc.* this \_\_\_\_\_ day of \_\_\_\_\_, 2012.

By: \_\_\_\_\_

Title: \_\_\_\_\_

**Submission Date:** March 29, 2012

**Submitted By:** City Attorney

**Board Meeting Date:** April 4, 2012

**City of Osage Beach  
BOARD OF ALDERMEN  
AGENDA ITEM SUMMARY SHEET**

**Description of Item:**

Bill 12-10 - To repeal and reenact section 340.180 of the traffic code to address the problem of complaint from local business about drivers cutting across private property to avoid intersections and access other public roads. Complaints have been received by the Police Department in relation to the one way couple on Osage Beach Parkway.

**Names of Persons, Businesses, Organizations affected by this action:**

City businesses, residents, drivers and police officers.

**Why is Board Action Required?**

Board action is required to adopt an ordinance.

**Type of Action Requested (Ordinance, Resolution, Motion):**

Motion to approve first and second readings of Bill 12-10.

**Are there any deadlines associated with this action?**

No

**Comments and Recommendation of Department:**

Recommend the adoption of Bill 12-10.

**City Administrator Comments and Recommendation:**

Concur with the recommendation of the City Attorney.

BILL NO. 12-10

ORDINANCE NO. 12.10

AN ORDINANCE FOR THE CITY OF OSAGE BEACH, MISSOURI, REPEALING AND REENACTING SECTION 340.180 RELATING TO TRAVELING ACROSS PRIVATE PROPERTY TO AVOID INTERSECTIONS OF TO ACCESS PUBLIC ROADWAYS

Whereas the Board of Aldermen find that Section 340.180 relating to corner cutting also known as traveling across private property to avoid intersections or to access public roadways is in need of clarification:

NOW THEREFORE, BE IT ORDAINED BY THE BOARD OF ALDERMEN OF THE CITY OF OSAGE BEACH, MISSOURI, AS FOLLOWS, WIT.

Section 1 Section 340.180 of Chapter 340 Title III the Traffic Code of Ordinances of the City of Osage Beach is hereby repealed to be replaced with a new section as set out in section 2 of this ordinance.

Section 2 Section 340.180 of Chapter 340 Title III the Traffic Code of Ordinances of the City of Osage Beach is hereby enacted to read as follows:

It shall be unlawful for any person to drive any motor vehicle upon or across any sidewalk, driveway, filling station or other commercial driveway or other similar surface

a) located at the corner of any intersection for the purpose of avoiding the intersection;

or

b) to gain access to another public road by crossing the private property.

Section 3 Severability

The chapter, sections, paragraphs, sentences, clauses and phrases of this ordinance are severable, and if any phrase, clause, sentence, paragraph or section of this ordinance shall be declared unconstitutional or otherwise invalid by the valid judgement or degree of any Court of any competent jurisdiction, such unconstitutionality or invalidity shall not affect any of the remaining phrases, clauses, sentences, paragraphs, or sections of this ordinance since the same would have been enacted by the Board of Aldermen without the incorporation in this ordinance of any such unconstitutional or invalid phrase, clause, sentence, paragraph or section.

Section 4 Repeal of Ordinances not to affect liabilities, etc.

Whenever any part of this ordinance shall be repealed or modified, either expressly or by implication, by a subsequent ordinance, that part of the ordinance thus repealed or modified shall continue in force until the subsequent ordinance repealing or modifying the ordinance shall go into effect unless therein otherwise expressly provided; but no suit, prosecution, proceeding, right, fine or penalty instituted, created, given,

secured or accrued under this ordinance previous to its repeal shall not be affected, released or discharged but may be prosecuted, enjoined and recovered as fully as if this ordinance or provisions had continued in force, unless it shall be therein otherwise expressly provided.

Section 5 This Ordinance shall be in full force and effect upon the date of passage and approval by the Mayor.

READ FIRST TIME: \_\_\_\_\_ READ SECOND TIME: \_\_\_\_\_

I hereby certify that the above Ordinance No. 12.10 was duly passed on \_\_\_\_\_, 2010 by the Board of Aldermen of the City of Osage Beach. The votes thereon were as follows:

Ayes: \_\_\_\_\_ Nays: \_\_\_\_\_

Abstentions: \_\_\_\_\_ Absent: \_\_\_\_\_

This Ordinance is hereby transmitted to the Mayor for her signature.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Diann Warner, City Clerk

Approved as to form:

\_\_\_\_\_  
Edward B. Rucker, City Attorney

I hereby APPROVE the above ordinance 12.10.

\_\_\_\_\_  
Penny Lyons, Mayor

\_\_\_\_\_  
Date

ATTEST:

\_\_\_\_\_  
Diann Warner, City Clerk

**Submission Date:** March 29, 2012  
**Submitted By:** City Treasurer and City Attorney  
**Board Meeting Date:** April 5, 2012

**City of Osage Beach  
BOARD OF ALDERMEN  
AGENDA ITEM SUMMARY SHEET**

**Description of Item:**

Bill 12-11 – To authorize a contract for professional services for WM Financial Strategies to advise the City on the feasibility and potential refinance of the City's Tax Increment Revenue Bonds (Prewitt's Point Project), Series 2002.

**Names of Persons, Businesses, Organizations affected by this action:**

City Staff, Board of Aldermen, WM Financial Strategies, Bondholders.

**Why is Board Action Required?**

Board action is required to enter into a contract.

**Type of Action Requested (Ordinance, Resolution, Motion):**

Motion to approve first and second readings of Bill 12-11 authorizing the City to enter into a contract with WM Financial Strategies.

**Are there any deadlines associated with this action?**

No, but potential savings are less if postponed.

**Comments and Recommendation of Department:**

Due to the original structure of the 2002 Tax Increment Bond issue, it is only after the May 1<sup>st</sup> 2012 payment of principal that the remaining balance of bonds are callable and should be analyzed for a potential refinancing. According to the contract, the City will compensate WM Financial Strategies only if an agreeable proposal is accepted by the City and the bonds are refinanced. We recommend this contract with Joy Howard; she has assisted the City in these matters previously. City staff has confidence in her and her firm's abilities and professionalism.

If the City chooses to refinance a budget amendment for the TIF Fund may be required. There may be up-front costs, including this contract that will be offset by long-term savings. A detailed analysis will be provided to the Board if a reasonable refinancing option is located

**City Administrator Comments and Recommendation:**

Concur with the recommendation of the City Treasurer and City Attorney.

**FINANCIAL ADVISORY AGREEMENT**

THIS FINANCIAL ADVISORY AGREEMENT (the "Agreement") dated as of \_\_\_\_\_, 2012 is between Joy A. Howard /dba/ WM Financial Strategies and the City of Osage Beach, Missouri (the "City").

WHEREAS, The City is considering issuing bonds (the "Bonds") to refinance the City's Tax Increment Revenue Bonds (Prewitt's Point Project), Series 2002 (the "Bonds"), and

WHEREAS, In order to obtain independent financial advice relating to the financing terms and structure, the City has engaged WM Financial Strategies as its financial advisor.

NOW THEREFORE, In consideration of the terms set forth herein, WM Financial Strategies and the City agree as follows:

1. AGREEMENT TO HIRE AND PROVIDE SERVICES The City hereby engages WM Financial Strategies to provide advisory services set forth below.

- A. Collect, review and develop data to be used in determining the feasibility of the refunding.
- B. Prepare a request for underwriting proposals and a Bond Financing report describing the refunding that will be sent with the request for proposals for a purchaser or underwriter of the Bonds.
- C. Analyze the proposals, if any, received and recommend the underwriter to be selected or the rejection of all proposals.
- D. Negotiate the terms of the borrowing in the best interest of the City including timing of Bond sale, maturity schedule, redemption features, reserve funding, provisions for additional borrowing, investment provisions, and other covenants required to place or sell the Bonds.
- E. Work in conjunction with bond counsel in preparing the legal documents required for Bonds issuance and assist in the development of the terms to be included in such documents.
- F. Coordinate the parties to the transaction to insure completion of the financing on a timely basis.
- G. To analyze different debt patterns, WM Financial Strategies will prepare maturity schedules and other schedules showing mathematical results. The schedules will be updated to reflect final interest rates and costs of issuance as they become available.
- H. Supervise and assist in providing services required to complete the financing such as the acquisition of CUSIP numbers and wiring funds at the time of the Bond closing.

2. COMPENSATION. For its services WM Financial Strategies shall receive a fee equal to \$10,000 payable at the time of and contingent upon the Bond closing.

3. PROPERTY OWNERSHIP. All reports, studies and data obtained or compiled as part of this Agreement shall be the property of the City. All such reports, studies and data shall be delivered promptly to the City as completed.

4. TERMINATION. The City and WM Financial Strategies agree that the City retains the right to refuse an opportunity to close on new bonds or refinance for any reason and WM Financial Strategies retains the right to terminate this contract without penalty at any time.

THE CITY OF OSAGE BEACH,  
MISSOURI

WM FINANCIAL STRATEGIES

BY: \_\_\_\_\_

BY: \_\_\_\_\_

BILL NO. 12-11

ORDINANCE NO. 12.11

AN ORDINANCE OF THE CITY OF OSAGE BEACH, MISSOURI, AUTHORIZING THE MAYOR TO EXECUTE THE AGREEMENT WITH WM FINANCIAL STRATEGIES TO ADVISE THE CITY ON THE FEASIBILITY AND POTENTIAL REFINANCE OF THE CITY'S TAX INCREMENT REVENUE BONDS, SERIES 2002.

BE IT ORDAINED BY THE BOARD OF ALDERMEN OF THE CITY OF OSAGE BEACH, AS FOLLOWS:

Section 1. That the Board of Aldermen of the City of Osage Beach has determined it is in the best interest of the City to authorize the Mayor to execute the agreement with WM Financial Strategies to advise the City on the feasibility and potential refinance of the City's Tax Increment Revenue Bonds, Series 2002.

Section 2. That the Board of Aldermen agrees to the terms and conditions as set out in the attached agreement with WM Financial Strategies and hereby authorizes the Mayor to execute same on behalf of the City of Osage Beach.

Section 3. That this Ordinance shall be in full force and effect upon date of passage.

READ FIRST TIME: \_\_\_\_\_ READ SECOND TIME: \_\_\_\_\_

I hereby certify that Ordinance No. 12.11 was duly passed on \_\_\_\_\_ by the Board of Aldermen of the City of Osage Beach. The votes thereon were as follows:

Ayes: \_\_\_\_\_ Nays: \_\_\_\_\_  
Abstentions: \_\_\_\_\_ Absent: \_\_\_\_\_

This Ordinance is hereby transmitted to the Mayor for her signature.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Diann Warner, City Clerk

Approved as to form:

\_\_\_\_\_  
Edward B. Rucker, City Attorney

I hereby APPROVE Ordinance No. 12.11.

\_\_\_\_\_  
Penny Lyons, Mayor

\_\_\_\_\_  
Date

ATTEST:

\_\_\_\_\_  
Diann Warner, City Clerk

**Submission Date:** March 26, 2012  
**Submitted By:** Assistant City Administrator  
**Board Meeting Date:** April 4, 2012

**City of Osage Beach  
BOARD OF ALDERMEN  
AGENDA ITEM SUMMARY SHEET**

**Description of Item:**

Approval of one - 2012 scoreboard advertisement contract.

**Names of Persons, Businesses, Organizations affected by this action:**

Citizens of Osage Beach, city staff

**Why is Board Action Required?**

Board Action required to approve contracts

**Type of Action Requested (Ordinance, Resolution, Motion):**

Motion to approve the Sports Nation's 2012 scoreboard advertising contract.

**Are there any deadlines associated with this action?**

Yes. Staff would like to mail out the signed copy of the contract as soon as possible to begin on the artwork process.

**Comments and Recommendation of Department:**

Sports Nation is a new listing this year for advertisement on one of our park's scoreboards for an annual advertisement amount of \$950 (General Fund monies: 10-00-450450). Staff recommends approval of the attached contract.

**City Administrator's Comments and Recommendation:**

Concur with the recommendation of the Assistant City Administrator.



# City of Osage Beach

# 000088

## Osage Beach and Peanick Park Scoreboard Advertising 2012 Invoice/Contract

**Advertiser Information:**

Contact Name Joseph Saab  
 Company Sports Nation  
 Address 1772 East Hwy 54, Suite 7  
 City Camdenton State MO Zip 65052  
 Phone (573) 873-2166 Fax (573) 873-2165  
 Email joe@sportsnationla.com  
 Web Address www.sportsnationla.com

**Billing Information:**Check if same as above 

Company Sports Nation  
 Address 228 Business Park Road  
 City Linn Creek State MO Zip 65052  
 Phone 573-346-0333 Fax 573-346-0337

**Advertisement Details: (NEW Contracts ONLY)**Online Listing YES  NO 

Location Osage Beach City Park BB/SB Fields - Field # \_\_\_\_\_ 2 ft. X 8 ft.  
 Osage Beach City Park Soccer Fields - Field # \_\_\_\_\_ 2 ft. X 10 ft.  
 Peanick Park BB/SB Fields - Field # \_\_\_\_\_ 2 ft. X 8 ft.

Artwork For new contracts, a general description of artwork is necessary and ALL artwork with logos, special designs, etc. must be supplied electronically in jpg., pdf., or similar file for production. Final artwork will be supplied to advertiser before going to print.

**Artwork/Ad Materials Due**Billing Details: NEW Contract  Renewal Contract 

Month/Year Term \_\_\_\_\_  
 Cost \$ 950.00  
 Design & Production \$ 150.00 \*New Contracts Only  
 Total Contract \$ 1,100.00

► **Select pay option below & remit payment(s) accordingly. (pay options #2 & #3, additional billings will be mailed)**

|   |  |   |
|---|--|---|
| Payment Option #1 - Pay In Full <input type="checkbox"/>  | Total Due \$ <u>1,100.00</u>   | Due Date <u>January 15, 2012</u>  |
| Payment Option #2 - Two Pay* <input type="checkbox"/><br>* Includes Payment Option Fee              | First Payment:<br>25% Down \$ <u>275.00</u><br>Initial Artwork/Design \$ _____<br>First Pay Due \$ <u>275.00</u><br>Final Payment:<br>Final Pay Due \$ <u>840.00</u>   | Due Date <u>January 15, 2012</u><br>Due Date <u>April 1, 2012</u>                                 |
| Payment Option #3 - Three Pay* <input checked="" type="checkbox"/><br>* Includes Payment Option Fee | First Payment:<br>25% Down \$ <u>275.00</u> ✓<br>Initial Artwork/Design \$ _____<br>First Pay Due \$ <u>275.00</u><br>Second Payment:<br>Second Pay Due \$ <u>375.00</u><br>Final Payment:<br>Final Pay Due \$ <u>465.00</u> | Due Date <u>January 15, 2012</u><br>Due Date <u>April 1, 2012</u><br>Due Date <u>July 1, 2012</u> |

**P.A.I.D.**  
\$275 3/20/12

Continued on back...

000089

Terms of Agreement:

1. Advertising space shall be on a first come, first served basis and shall be based on available space, product, ad copy and graphics.
2. Rates may be adjusted annually and contracted advertiser shall have first right of refusal or opportunity to enter into a new contract.
3. Advertising rates are due and payable to the City upon due dates specified, if no due date specified rates are due and payable with execution of contract.
4. For renewal contracts, amount is payable at execution of contract otherwise the City shall remove the advertisement for non-payment.
5. All advertising shall be commercial in nature and shall be approved by the City and the City reserves the right to refuse advertising.

Joseph M. Saab, President      [Signature]      3-15-12  
Print Name & Title      Authorized Signature      Date

For internal use  
 Current Amounts Paid \$ 275.00 ~~375.00~~      Date 3/26/12  
 Payments Due (if applicable) \$ 375.00 / \$465.00      Date(s) 4/1/12 / 7/1/12, respectively  
 Ad Materials Rec'd by \_\_\_\_\_      Date \_\_\_\_\_  
 Ad Approved by \_\_\_\_\_      Date \_\_\_\_\_  
 \_\_\_\_\_      Date \_\_\_\_\_  
Authorized City Representative Signature

For office use only - Do Not Write Below this line.

**Submission Date:** March 28, 2012

**Submitted By:** City Engineer

**Board Meeting Date:** April 5, 2012

**City of Osage Beach  
BOARD OF ALDERMEN  
AGENDA ITEM SUMMARY SHEET**

**Description of Item:**

Award the proposed Construction Contract No. OB12-006 for the 2012 Pavement Marking of city streets slurry sealed and overlay in 2012.

**Names of Persons, Businesses, Organizations affected by this action:**

Citizens of Osage Beach, contractors, material suppliers, and City Staff.

**Why is Board Action Required?**

Board approval required for contracts over \$5000.

**Type of Action Requested (Ordinance, Resolution, Motion):**

A motion to approve the contract award.

**Are there any deadlines associated with this action?**

As soon as possible to have the roads completed for the summer season.

**Comments and Recommendation of Department:**

Bids were opened on March 28, 2012. The apparent low bidder is K.W. Luetkemeyer with a low bid of \$15,483.05. The Bid Tab is attached. This project was budgeted under Item No. 20-00-764208, Road Striping in the amount of \$25,000.00. The description of work is attached.

The Engineering Department has reviewed the bidding documents and found them to be in order. They have fully researched the bidder's qualifications and find them qualified to perform the work of this contract.

Accordingly, it is hereby recommended that the bid for Construction Contract OB12-006, for the 2012 Pavement Marking Project be awarded to K.W. Luetkemeyer in the amount of \$15,483.05.

**City Administrator's Comments and Recommendation:**

Concur with the recommendation of the City Engineer.

**BID TABULATION**  
**City of Osage Beach, Missouri**  
**2012 Pavement Marking OB12-006**

| Item No.              | Description                | Est. Quantity | Unit | Engineers Estimate |                  | K.W. Luedtke Meyer Jefferson City, MO |                  | America's Parking St. Louis, MO |                  | Park-Mark St. Louis, MO |                  | APAC-Missouri Linn Creek, MO |                  |
|-----------------------|----------------------------|---------------|------|--------------------|------------------|---------------------------------------|------------------|---------------------------------|------------------|-------------------------|------------------|------------------------------|------------------|
|                       |                            |               |      | Unit Price         | Extension Figure | Unit Price                            | Extension Figure | Unit Price                      | Extension Figure | Unit Price              | Extension Figure | Unit Price                   | Extension Figure |
| 1                     | Double Yellow Lines        | 16,258        | LF   | \$ 0.27            | \$ 4,389.66      | \$ 0.19                               | \$ 3,089.02      | \$ 0.278                        | \$ 4,516.47      | \$ 0.334                | \$ 5,430.17      | \$ 0.320                     | \$ 5,202.56      |
| 2                     | White Shoulder Lines       | 63,031        | LF   | \$ 0.15            | \$ 9,454.65      | \$ 0.13                               | \$ 8,194.03      | \$ 0.139                        | \$ 8,761.31      | \$ 0.167                | \$ 10,526.18     | \$ 0.180                     | \$ 11,345.58     |
| 3                     | 12" Wide Stop Lines        | 244           | LF   | \$ 3.50            | \$ 854.00        | \$ 3.75                               | \$ 915.00        | \$ 3.50                         | \$ 854.00        | \$ 1.50                 | \$ 366.00        | \$ 5.50                      | \$ 1,342.00      |
| 4                     | Painted Directional Arrows | 10            | EA   | \$ 75.00           | \$ 750.00        | \$ 75.00                              | \$ 750.00        | \$ 65.00                        | \$ 650.00        | \$ 65.00                | \$ 650.00        | \$ 220.06                    | \$ 2,200.60      |
| 5                     | Peanut Park Parking Lot    | 1             | LS   | \$ 900.00          | \$ 900.00        | \$ 680.00                             | \$ 680.00        | \$ 362.00                       | \$ 362.00        | \$ 653.00               | \$ 653.00        | \$ 765.82                    | \$ 765.82        |
| 6                     | Osage Beach Parking Lot #1 | 1             | LS   | \$ 300.00          | \$ 300.00        | \$ 280.00                             | \$ 280.00        | \$ 325.00                       | \$ 325.00        | \$ 218.00               | \$ 218.00        | \$ 233.27                    | \$ 233.27        |
| 7                     | Osage Beach Parking Lot #2 | 1             | LS   | \$ 1,250.00        | \$ 1,250.00      | \$ 1,030.00                           | \$ 1,030.00      | \$ 610.00                       | \$ 610.00        | \$ 2,074.00             | \$ 2,074.00      | \$ 1,375.40                  | \$ 1,375.40      |
| 8                     | Osage Beach Parking Lot #3 | 1             | LS   | \$ 625.00          | \$ 625.00        | \$ 565.00                             | \$ 565.00        | \$ 392.00                       | \$ 392.00        | \$ 558.00               | \$ 558.00        | \$ 716.31                    | \$ 716.31        |
| <b>TOTAL BASE BID</b> |                            |               |      |                    | \$ 18,523.31     |                                       | \$ 15,483.05     |                                 | \$ 16,470.78     |                         | \$ 20,475.35     |                              | \$ 23,181.54     |



## 2012 PAVEMENT MARKINGS

## DESCRIPTION OF WORK

This project consists of performing preparatory work, traffic control, and installation of Pavement Markings on designated portions of existing streets within the City of Osage Beach. The work will be performed on the following streets:

The following roads will be marked in their entirety with 4" shoulder stripes except at intersections with other roadways or in areas with curb and gutter: Indian Trace, Cherokee Lane, Golfview Lane, Pheasant Place, Quail Drive, Autumn Lane, Mockingbird Lane, Bluebird Circle, Gamble Circle, Drasky Lane, Parrish Lane, Palmer Lane, Raintree Court and Bayview Court.

Lazy Days Road shall be marked with 4" double yellow stripes from the intersection of Osage Beach Parkway and continuing for a distance of approximately 5,000 feet to Intersection with Rockwood Court.

Three Seasons Road shall be marked with 4" double yellow centerline and 4" white shoulder stripes from the intersection of KK approximately 5,755 feet to the End of City Maintenance Sign. Contractor shall remove existing arrows and paint new directional arrows, which shall include two right and two left turn arrows. There shall be a 4" white stripe dividing the left turn and right turn movements at the Highway KK intersection. The 4" shoulder stripes shall not be placed at intersections with other city streets.

Malibu Road shall be marked with 4" double yellow centerline from the intersection of Osage Beach Parkway for a distance of approximately 238 feet and 4" white shoulder stripes from the intersection of Osage Beach Parkway for a distance of approximately 3,800 feet with both ending at a location designated by the Contracting Officer. Contractor shall remove existing arrows and paint new directional arrows, which shall include two right and two left turn arrows. There shall be a 4" white stripe dividing the left turn and right turn movements. The 4" white shoulder stripes shall not be placed at intersections with other city streets.

Murphy Road shall be marked with 4" shoulder stripes from the intersection of Osage Beach Parkway for a distance of approximately 1,170 feet to the Dead End Street Sign which is located near the Hanauer Drive Intersection. The 4" shoulder stripes shall not be placed at intersections with other city streets.

Winn Road shall be marked with 4" double yellow centerline from the intersection of Osage Beach Parkway for a distance of approximately 900 feet near the intersection of Aqua Drive and 4" white shoulder stripes from the intersection of Osage Beach Parkway for a distance of approximately 1,950 feet ending near the Kapilana Sign. Contract shall paint new directional arrows, which shall include one right and one left turn arrow. A 4" white shoulder stripes shall be placed for approximately 45' from the Osage Beach Parkway Intersection to differentiate the right and left turn lanes. The 4" white shoulder stripes shall not be placed at intersections with other city streets.

Jefferies Road shall be marked with 4" double yellow centerline and 4" white shoulder stripes from the intersection of Jefferies Road and Kalfran Road approximately 2,510 feet to the End of City Maintenance sign. The 4" shoulder stripes shall not be placed at intersections with other city streets.

Oak Road shall be marked with a 4" double yellow centerline and 4" white shoulder stripes the entire length of road, approximately 910 feet.

Broadwater Lane shall be marked with 4" double yellow centerline and 4" white shoulder stripes from the intersection of Sycamore Valley to the intersection of Bayview Court approximately 945 feet. The 4" shoulder stripes shall not be placed at intersections with other city streets.

Peanick Park Parking Lot & Osage Beach City Park Parking Lots 1-3 shall be marked with 4" white parking stripes according to Project Drawings, and blue accessible parking symbols, as specified in the Project Drawings.

## 2012 PAVEMENT MARKINGS

The following roads shall be marked with 12" white stop lines as specified by the Contracting Officer: Three Seasons Rd, Pheasant Place at both ends of street, Golfview Lane, Mockingbird Lane at both ends of street, Cardinal Circle, Quail Drive, Autumn Lane, Bluebird Circle at both ends of street, Malibu Road, Winn Road, Drasky Lane, Parrich Lane, Palmer Lane, Aqua Drive, Lazy Days, Cherokee Lane, Gamble Circle, Hawthorne, Indian Trace, Oak Road, Broadwater Lane, Locust Court and Bayview Court. Contractor shall remove any existing stop lines.

Portions of the above roads are scheduled to receive slurry seals or asphalt overlay under separate contracts, that work must be complete before the commencement of pavement marking work.

The city reserves the right to add or delete portions of the work to meet budgetary requirements. All work shall be performed under a single contract.

END

**Submission Date:** March 28, 2012

**Submitted By:** City Engineer

**Board Meeting Date:** April 5, 2012

**City of Osage Beach  
BOARD OF ALDERMEN  
AGENDA ITEM SUMMARY SHEET**

**Description of Item:**

Award the proposed Construction Contract No. OB12-007 for the 2012 Asphalt Overlay project for Locust Court, portions of Forrester Road, Jeffries Road, old Zebra Road (currently gravel), and Redbud Road.

**Names of Persons, Businesses, Organizations affected by this action:**

Citizens of Osage Beach, contractors, material suppliers, and City Staff.

**Why is Board Action Required?**

Board approval required for contracts over \$5,000.

**Type of Action Requested (Ordinance, Resolution, Motion):**

A motion to approve the contract award.

**Are there any deadlines associated with this action?**

We would like to get this work completed before summer season.

**Comments and Recommendation of Department:**

Bids were opened on March 28, 2012. The apparent low bidder is APAC-Missouri, Inc., with a bid of \$97,974.93. APAC-Missouri, Inc., was the only bidder. The Bid Tab is attached. This project was budgeted under Item No. 20-00-764207, Asphalt Overlay in the amount of \$139,000.

We have done work with APAC-Missouri in the past with good results.

The Engineering Department recommends approval of the contract award.

**City Administrator's Comments and Recommendation:**

Concur with the recommendation of the City Engineer.

**BID TABULATION**  
**City of Osage Beach, Missouri**  
**2012 Asphalt Overlay OB12-007**

Bid Opening March 28, 2012

| Item No.              | Description                            | Est. Quantity | Unit   | Engineers Estimate |                      | APAC-Missouri<br>Linn Creek, MO |                     |
|-----------------------|--|---------------|--------|--------------------|----------------------|---------------------------------|---------------------|
|                       |  |               |        | Unit Price         | Extension Figure     | Unit Price                      | Extension Figure    |
| 1                     | Aggregate Base Course for Old Zebra Rd | 1792          | SQ YDS | \$ 15.00           | \$ 26,880.00         | \$ 4.03                         | \$ 7,221.76         |
| 2                     | Bituminous Concrete Pavement           | 855           | TONS   | \$ 90.00           | \$ 76,950.00         | \$ 99.93                        | \$ 85,440.15        |
| 3                     | Valve Box Extensions                   | 3             | EA     | \$ 300.00          | \$ 900.00            | \$ 104.34                       | \$ 313.02           |
| 4                     | Force Account Work                     | 1             | LS     | \$ 5,000.00        | \$ 5,000.00          | \$ 5,000.00                     | \$ 5,000.00         |
| <b>TOTAL BASE BID</b> |  |               |        |                    | <b>\$ 109,730.00</b> |                                 | <b>\$ 97,974.93</b> |

000097



**Submission Date:** March 26, 2012  
**Submitted By:** City Engineer  
**Board Meeting Date:** April 5, 2012

**City of Osage Beach  
BOARD OF ALDERMEN  
AGENDA ITEM SUMMARY SHEET**

**Description of Item:**

Award the proposed Construction Contract No. OB12-010 for the Pavement Maintenance of the runway at Lee C. Fine Airport.

**Names of Persons, Businesses, Organizations affected by this action:**

Citizens of Osage Beach, contractors, material suppliers, and City Staff.

**Why is Board Action Required?**

Board approval required for contracts over \$5000.

**Type of Action Requested (Ordinance, Resolution, Motion):**

A motion to approve the contract award.

**Are there any deadlines associated with this action?**

The contract needs to be awarded as soon as possible to get the work done prior to Memorial Day.

**Comments and Recommendation of Department:**

Bids were opened on March 28, 2012. The apparent low bidder is McConnell's of St. Louis, Inc. with a low bid of \$298,868.28. The Bid Tab is attached.

This project was budgeted under Item No.45-00-774128 in the amount of \$450,000. This account is for the engineering and construction.

The Engineering Department has reviewed the bidding documents and found them to be in order.

The Engineering Department recommends that the bid for Construction Contract OB12-010, for the Lee C. Fine Pavement Maintenance be awarded to McConnell's of St. Louis, Inc. in the amount of \$298,868.28, subject to MoDOT Aviation's approval.

**City Administrator's Comments and Recommendation:**

Funding for this project comes from grant money from MoDOT Aviation with a match from the City. There is some question as to whether the match will be 5% or 10%. We budgeted 5%, but this may have changed recently with the new Aviation Federal Bill. The City budgeted \$22,500 as our original match; so with the bid at \$298,868.28, our match will either be \$14,943.41 or \$29,886.83 if it's 10%. The increase, if the match is 10%, of \$7,386.83 would just be deducted from our anticipated ending balance which is now in excess of \$186,000. If it is only 5%, then there would be a savings of \$7,556.59 in the City's matching funds. The remaining funds in the grant can be used for future airport projects.

**BID TABULATION**  
**City of Osage Beach, Missouri**  
**Lee C. Fine-Pavement Maintenance OB12-010**

| Item No.              | Description                                  | Est. Quantity | Unit | Engineers Estimate   |                  | McCormell's of St. Louis St. Louis, MO |                  | Huff Sealing Corp. Albion, IL |                  |
|-----------------------|--|---------------|------|----------------------|------------------|--|------------------|-------------------------------|------------------|
|                       |  |               |      | Unit Price           | Extension Figure | Unit Price                             | Extension Figure | Unit Price                    | Extension Figure |
| 1                     | 2" Crushed Aggregate Base Course             | 223           | SY   | \$ 10.00             | \$ 2,230.00      | \$ 12.10                               | \$ 2,698.30      | \$ 9.000                      | \$ 2,007.00      |
| 2                     | Geotextile Grid                              | 223           | SY   | \$ 7.00              | \$ 1,561.00      | \$ 6.85                                | \$ 1,527.55      | \$ 19.000                     | \$ 4,237.00      |
| 3                     | 14" Portland Cement Concrete Pavement        | 223           | SY   | \$ 90.00             | \$ 20,070.00     | \$ 188.00                              | \$ 41,924.00     | \$ 320.00                     | \$ 71,360.00     |
| 4                     | Pavement Removal-HMA & PCC Layers            | 223           | SY   | \$ 20.00             | \$ 4,460.00      | \$ 45.50                               | \$ 10,146.50     | \$ 34.00                      | \$ 7,582.00      |
| 5                     | Pavement Removal-Aggregate & Subgrade        | 223           | SY   | \$ 10.00             | \$ 2,230.00      | \$ 23.25                               | \$ 5,184.75      | \$ 50.00                      | \$ 11,150.00     |
| 6                     | Airport Runway Pavement Marking (White)      | 71,571        | SF   | \$ 1.00              | \$ 71,571.00     | \$ 1.10                                | \$ 78,728.10     | \$ 0.710                      | \$ 50,815.41     |
| 7                     | Airport Taxiway Pavement Marking (Yellow)    | 1,856         | SF   | \$ 1.50              | \$ 2,784.00      | \$ 1.10                                | \$ 2,041.60      | \$ 0.985                      | \$ 1,828.16      |
| 8                     | Airport Pavement Marking (Black)             | 1,720         | SF   | \$ 1.00              | \$ 1,720.00      | \$ 1.10                                | \$ 1,892.00      | \$ 0.795                      | \$ 1,367.40      |
| 9                     | Crack and Joint Sealing (MO-622)             | 12,100        | LF   | \$ 1.25              | \$ 15,125.00     | \$ 0.85                                | \$ 10,285.00     | \$ 1.00                       | \$ 12,100.00     |
| 10                    | Pavement Friction Sealcoat Surface Treatment | 72,880        | SY   | \$ 1.75              | \$ 127,540.00    | \$ 1.29                                | \$ 94,015.20     | \$ 1.42                       | \$ 103,489.60    |
| 11                    | Pavement Marking Removal                     | 73,291        | SF   | \$ 1.00              | \$ 73,291.00     | \$ 0.58                                | \$ 42,508.78     | \$ 0.511                      | \$ 37,451.70     |
| 12                    | Rock Base                                    | 223           | SY   | \$ 20.00             | \$ 4,460.00      | \$ 35.50                               | \$ 7,916.50      | \$ 35.00                      | \$ 7,805.00      |
| <b>TOTAL BASE BID</b> |  |               |      | <b>\$ 327,042.00</b> |                  | <b>\$ 298,868.28</b>                   |                  | <b>\$ 311,193.27</b>          |                  |



**Submission Date:** March 26, 2012

**Submitted By:** Chief of Police

**Board Meeting Date:** April 5, 2012

**City of Osage Beach  
BOARD OF ALDERMEN  
AGENDA ITEM SUMMARY SHEET**

**Description of Item:**

Award Vehicle Maintenance and Repair Contract

**Names of Persons, Businesses, Organizations affected by this action:**

Police Department and Ambulance Division

**Why is Board Action Required?**

Contract Award

**Type of Action Requested (Ordinance, Resolution, Motion):**

Motion to award bid to Hedrick Motiv Werks.

**Are there any deadlines associated with this action?**

The current contract with Lakeside Auto Repair expired on March 15, 2012.

**Comments and Recommendation of Department:**

I recommend that we award the bid to Hedrick Motiv Werks. After reviewing all submitted bids, Hedrick Motiv Werks provided the low bid for Schedule A and Schedule B Services, as well as shop labor. The three submitted bids are attached. These charges are coded to 10-14-743200 and 40-00-743200 respectively.

**City Administrator Comments and Recommendation:**

Concur with the recommendation of the Police Chief.



Bid for OB Police and Ambulance Departments' Vehicle Maintenance and Repair

| Preventive Maintenance Items   | Schedule A Services               | Schedule B Services                | Schedule III Services - As Needed Services* |                            |
|--|-----------------------------------|------------------------------------|---|----------------------------|
|  | - 5,000 Mile Vehicle Maintenance* | - 30,000 Mile Vehicle Maintenance* | FEE   |                            |
|  | FEE \$ <u>29.25</u>               | FEE \$ <u>140.19</u>               |   |                            |
| 1 Change Engine Oil  | X                                 | X                                  | Shop Labor - Per Hour                       | \$ <u>50<sup>00</sup></u>  |
| 2 Change Engine Oil Filter   | X                                 | X                                  | Tires**                                     |                            |
| 3 Check Air Filter Condition   | X                                 | X                                  | Mount                                       | \$ <u>7<sup>00</sup></u>   |
| 4 Check & Adjust Serpentine Belt   | X                                 | X                                  | Balance                                     | <u>20</u>                  |
| 5 Check Battery Electrolyte Level, Add Water as needed, Clean & Tighten Terminals          | X                                 | X                                  | Batteries                                   | \$ _____                   |
| 6 Check Brake Fluid Level  | X                                 | X                                  | Brakes                                      | \$ _____                   |
| 7 Check Brakes - Fluid & Hoses   | X                                 | X                                  | Alignments                                  |                            |
| 8 Check Transmission Fluid - Add if needed   | X                                 | X                                  | 2 Wheel                                     | \$ _____                   |
| 9 Check Rear Differential Fluid - Add if needed  | X                                 | X                                  | 4 Wheel                                     | \$ <u>39.00</u>            |
| 10 Check Transfer Case Fluid - Add if needed   | X                                 | X                                  | Machine Work                                | \$ <u>50<sup>00</sup></u>  |
| 11 Check Engine Cooling System - Hoses & Clamps  | X                                 | X                                  | Wiper Blades                                | \$ _____                   |
| 12 Check Exhaust System  | X                                 | X                                  | Coolant System Flush                        | \$ <u>55<sup>00</sup></u>  |
| 13 Check Front & Rear Shocks for Wear/Leakage  | X                                 | X                                  | Transmission Fluid                          |                            |
| 14 Check Exterior & Interior Lights  | X                                 | X                                  | Flush/Filter                                | <u>200 not Race Fluids</u> |
| 15 Check Power Steering Fluid - Add if needed  | X                                 | X                                  | Differential Service                        | \$ <u>39.00</u>            |
| 16 Check Tire Pressure & Condition   | X                                 | X                                  | Filters                                     |                            |
| 17 Check Windshield Wiper Operation, Blade Condition, Washer Solvent Level - Add if needed | X                                 | X                                  | Fuel  | \$ _____                   |
| 18 Lubricate Chasis / CV Boots   | X                                 | X                                  | Air   | \$ _____                   |
| 19 Lubricate / Inspect Steering Linkage  | X                                 | X                                  |   |                            |
| 20 Check Front Brake Pads & Rotors   | X                                 | X                                  |   |                            |
| 21 Check Back Brake Pads & Rotors  | X                                 | X                                  |   |                            |
| 22 Check Parking Brake Operation   | X                                 | X                                  |   |                            |
| 23 Rotate Tires  | X                                 | X                                  |   |                            |
| 24 Check Headlight Alignment   | X                                 | X                                  |   |                            |
| 25 Lubricate Door Latches, Lock & Hinges   | X                                 | X                                  |   |                            |
| 26 Replace Fuel Filter   |                                   | X                                  |   |                            |
| 27 Transmission Service - Filter / Fluid   |                                   | X                                  |   |                            |
| 28 Check Air Conditioner System, Freon Level & Compressor Operation                        |                                   | X                                  |   |                            |

All Parts Cost + 10%

\*Per manufacturer's specifications  
 \*\*The City reserves the right to purchase tires on State Bid.

Hedrick Motor Works

Bid for OB Police and Ambulance Departments' Vehicle Maintenance and Repair

| Preventive Maintenance Items  | Schedule A Services                       | Schedule B Services                | Schedule III Services<br>- As Needed Services*   |
|---|---|------------------------------------|--|
|   | - 5,000 Mile Vehicle Maintenance*         | - 30,000 Mile Vehicle Maintenance* |  |
|   | FEE \$ <u>40.00</u> *<br>for Pass Car/Trk | FEE \$ <u>200.00</u>               | FEE  |
| 1 Change Engine Oil   | X   | X                                  | Shop Labor - Per Hour \$ <u>75.00</u>            |
| 2 Change Engine Oil Filter  | X   | X                                  | Tires**  |
| 3 Check Air Filter Condition  | X   | X                                  | Mount \$ <u>2</u>                                |
| 4 Check & Adjust Serpentine Belt<br>Check Battery Electrolyte Level, Add<br>Water as needed, Clean & Tighten<br>Terminals           | X   | X                                  | Balance \$ <u>10.00</u>                          |
| 5   | X   | X                                  | Batteries \$ <u>110.00</u>                       |
| 6 Check Brake Fluid Level   | X   | X                                  | Brakes \$ <u>75.00/hr</u>                        |
| 7 Check Brakes - Fluid & Hoses<br>Check Transmission Fluid - Add if<br>needed   | X   | X                                  | Alignments Plus Parts \$ <u>49.00</u>            |
| 8   | X   | X                                  | 2 Wheel \$ <u>59.00</u>                          |
| 9 Check Rear Differential Fluid - Add if<br>needed  | X   | X                                  | 4 Wheel \$ <u>59.00</u>                          |
| 10 Check Transfer Case Fluid - Add if<br>needed   | X   | X                                  | Machine Work \$ <u>N/A</u>                       |
| 11 Check Engine Cooling System -<br>Hoses & Clamps  | X   | X                                  | Wiper Blades \$ <u>9.00</u>                      |
| 12 Check Exhaust System<br>Check Front & Rear Shocks for<br>Wear/Leakage  | X   | X                                  | Coolant System Flush \$ <u>99.00</u>             |
| 13  | X   | X                                  | Transmission Fluid Flush/Filter \$ <u>109.00</u> |
| 14 Check Exterior & Interior Lights<br>Check Power Steering Fluid - Add if<br>needed  | X   | X                                  | Differential Service \$ <u>59.00</u>             |
| 15  | X   | X                                  | Filters  |
| 16 Check Tire Pressure & Condition<br>Check Windshield Wiper Operation,<br>Blade Condition, Washer Solvent<br>Level - Add if needed | X   | X                                  | Fuel \$ <u>24.00</u><br>Plus labor               |
| 17  | X   | X                                  | Air \$ <u>15.00</u>                              |
| 18 Lubricate Chasis / CV Boots  | X   | X                                  |  |
| 19 Lubricate / Inspect Steering Linkage   | X   | X                                  |  |
| 20 Check Front Brake Pads & Rotors  | X   | X                                  |  |
| 21 Check Back Brake Pads & Rotors   | X   | X                                  |  |
| 22 Check Parking Brake Operation  | X   | X                                  |  |
| 23 Rotate Tires   | X   | X                                  |  |
| 24 Check Headlight Alignment<br>Lubricate Door Latches, Lock &<br>Hinges  | X   | X                                  |  |
| 25  | X   | X                                  |  |
| 26 Replace Fuel Filter  |   | X                                  |  |
| 27 Transmission Service - Filter / Fluid<br>Check Air Conditioner System, Freon<br>Level & Compressor Operation                     |   | X                                  |  |
| 28  |   | X                                  |  |

\*Per manufacturer's specifications  
\*\*The City reserves the right to purchase tires on State Bid.

\* Diesel oil change on Ambulances \$165.00 + air/fuel filter

Parcell TIRE

City of Osage Beach  
IFB FORM

Appendix B

Bid for OB Police and Ambulance Departments' Vehicle Maintenance and Repair

| Preventive Maintenance Items   | Schedule A Services               | Schedule B Services                | Schedule III Services - As Needed Services* |
|--|-----------------------------------|------------------------------------|---|
|  | - 5,000 Mile Vehicle Maintenance* | - 30,000 Mile Vehicle Maintenance* |   |
|  | GAS FEE \$ 49.00<br>Disc 69.00    | GAS FEE \$ 78.00<br>Disc 375.00    | FEE   |
| 1 Change Engine Oil  | X                                 | X                                  | Shop Labor - Per Hour \$ 80.00              |
| 2 Change Engine Oil Filter   | X                                 | X                                  | Tires**                                     |
| 3 Check Air Filter Condition   | X                                 | X                                  | Mount \$ 5.00                               |
| 4 Check & Adjust Serpentine Belt   | X                                 | X                                  | Balance \$ 5.50                             |
| 5 Check Battery Electrolyte Level, Add Water as needed, Clean & Tighten Terminals          | X                                 | X                                  | Batteries <i>MOST In Cabca \$ 95.00</i>     |
| 6 Check Brake Fluid Level  | X                                 | X                                  | Brakes <i>PER AXLE</i> \$ 160.00            |
| 7 Check Brakes - Fluid & Hoses   | X                                 | X                                  | Alignments                                  |
| 8 Check Transmission Fluid - Add if needed   | X                                 | X                                  | 2 Wheel \$ 59.95                            |
| 9 Check Rear Differential Fluid - Add if needed  | X                                 | X                                  | 4 Wheel \$ 85.00                            |
| 10 Check Transfer Case Fluid - Add if needed   | X                                 | X                                  | Machine Work \$ N/C                         |
| 11 Check Engine Cooling System - Hoses & Clamps  | X                                 | X                                  | Wiper Blades \$ 17.00                       |
| 12 Check Exhaust System  | X                                 | X                                  | Coolant System Flush \$ 110.00              |
| 13 Check Front & Rear Shocks for Wear/Leakage  | X                                 | X                                  | Transmission Fluid Flush/Filter \$ 190.00   |
| 14 Check Exterior & Interior Lights  | X                                 | X                                  | Differential Service \$ 58.00               |
| 15 Check Power Steering Fluid - Add if needed  | X                                 | X                                  | Filters                                     |
| 16 Check Tire Pressure & Condition   | X                                 | X                                  | Fuel \$ 139.5                               |
| 17 Check Windshield Wiper Operation, Blade Condition, Washer Solvent Level - Add if needed | X                                 | X                                  | Air \$ 9.5                                  |
| 18 Lubricate Chasis / CV Boots   | X                                 | X                                  |   |
| 19 Lubricate / Inspect Steering Linkage  | X                                 | X                                  |   |
| 20 Check Front Brake Pads & Rotors   | X                                 | X                                  |   |
| 21 Check Back Brake Pads & Rotors  | X                                 | X                                  |   |
| 22 Check Parking Brake Operation   | X                                 | X                                  |   |
| 23 Rotate Tires  | X                                 | X                                  |   |
| 24 Check Headlight Alignment   | X                                 | X                                  |   |
| 25 Lubricate Door Latches, Lock & Hinges   | X                                 | X                                  |   |
| 26 Replace Fuel Filter   |                                   | X                                  |   |
| 27 Transmission Service - Filter / Fluid   |                                   | X                                  |   |
| 28 Check Air Conditioner System, Freon Level & Compressor Operation                        |                                   | X                                  |   |

\*Per manufacturer's specifications  
 \*\*The City reserves the right to purchase tires on State Bid.

*Precision Auto & TIRE*

City of Osage Beach  
 IFB FORM

Appendix B

**Submission Date:** March 20, 2012  
**Submitted By:** Public Works Superintendent  
**Board Meeting Date:** April 5, 2012

**City of Osage Beach  
BOARD OF ALDERMEN  
AGENDA ITEM SUMMARY SHEET**

**Description of Item:**

Purchase ABS Grinder Pumps

**Names of Persons, Businesses, Organizations affected by this action:**

Citizens, visitors, staff

**Why is Board Action Required?**

Capital purchase over \$5,000

**Type of Action Requested (Ordinance, Resolution, Motion):**

Motion to purchase ABS Grinder Pumps.

**Are there any deadlines associated with this action?**

As soon as possible

**Comments and Recommendations of Department:**

Bids were sent to several vendors with one responding: Municipal Equipment. The budgeted amount is \$115,483.00. The bid received was \$114,688.00 for 55 S20/2W pumps at \$63,718.00 and 15 M50/2W pumps, 6.7 HPs at \$50,970.00. Staff recommends the bid be awarded to Municipal Equipment. This will be charged to account #35-774255.

**City Administrator Comments and Recommendation:**

Concur with the recommendation of the Public Works Superintendent.





March 13, 2012

City Clerk  
City Hall  
1000 City Parkway  
Osage Beach, MO 65065

Reference: **Sealed Bid: 2012 Grinder Pumps**

Please find below our pricing for the **ABS** pumps as specified in you invitation to bid:

|                                    |                     |
|------------------------------------|---------------------|
| Fifty-five (55) S20/2W pumps       | \$63,718.00         |
| Fifteen (15) M50/2W pumps, 6.7 HPs | \$50,970.00         |
| <b>Total Bid</b>                   | <b>\$114,688.00</b> |

Should you have any questions or need any further information please call me.

Respectfully submitted,

Mark Mintun

**Submission Date:** March 6, 2012  
**Submitted By:** Public Works Superintendent  
**Board Meeting Date:** April 5, 2012

**City of Osage Beach  
BOARD OF ALDERMEN  
AGENDA ITEM SUMMARY SHEET**

**Description of Item:**

Purchase Panels for Sewer Stations

**Names of Persons, Businesses, Organizations affected by this action:**

Staff, Citizens, Visitors

**Why is Board Action Required?**

Capital Purchase over \$5,000

**Type of Action Requested (Ordinance, Resolution, Motion):**

Motion to purchase panels for sewer stations.

**Are there any deadlines associated with this action?**

As soon as possible

**Comments and Recommendation of Department:**

Bids were sent to seven (7) vendors with one responding: Municipal Equipment. The budgeted amount is \$62,512.00 for 5 simplex 5hp, 12 duplex 5hp, 12 simplex 2hp, and 5 duplex 2hp panels. The bid received was \$58,597.27. Staff recommends the bid be awarded to Municipal Equipment. This will be charged to account #35-774255.

**City Administrator Comments and Recommendation:**

Concur with the recommendation of the Public Works Superintendent.





006113

February 29th, 2012

City Clerk  
City Hall  
1000 City Parkway  
Osage Beach, MO 65065

Reference: Sealed Bid: 2012 Duplex/Simplex Panels

Please find below our pricing for the ABS panels as specified in you invitation to bid:

|             |                               |                    |
|-------------|-------------------------------|--------------------|
| Twelve (12) | S20 simplex control panels    | \$13,925.02        |
| Five (5)    | S20 Duplex control panels     | \$9,089.64         |
| Five (5)    | M50/2W simplex control panels | \$7,441.75         |
| Twelve (12) | M50/2W duplex control panels  | \$28,140.86        |
|             | <b>Total Bid</b>              | <b>\$58,597.27</b> |

Should you have any questions or need any further information please call me.

Respectfully submitted,

Mark Mintun