

City of Desloge

NOTICE OF OPEN MEETING AND VOTE TO CLOSE PART OF THE MEETING DESLOGE BOARD OF ALDERMEN REGULAR MEETING

Monday November 9, 2020

7:00 p.m.

Desloge City Hall, 300 North Lincoln

Posted: November 5, 2020 at 11:00 a.m. on the outdoor City Hall bulletin board.

Faxed: November 5, 2020 at 11:00 a.m. to radio and newspaper media.

The tentative agenda for this meeting includes:

- I. Call to Order and Pledge of Allegiance
- II. Consent Agenda
 - a. Approve or Amend Agenda
 - b. Approve October 5, 2020 Monthly Meeting Minutes
 - c. Azavar Update
 - d. MIRMA Health Update
 - e. Bills for Payment
 - i. Mastercard Invoice
 - ii. UMB Bank – COP & MO DLP
 - iii. Cochran Invoice
 - iv. gWorks Invoice
 - v. SFCEC Invoice

The items on the Consent Agenda are enacted with one motion. If separate discussion is desired, that item may be removed from the Consent Agenda and place on the regular Agenda by request of a member of the Board of Aldermen.

- III. Audit Presentation
- IV. Public Comment
- V. Resolution – Fuel Policy
- VI. Ordinance
 - a. An ordinance of the City of Desloge, Missouri, Amending Schedule I., Stop Intersections, of the City Code by amending a two way stop to a four way stop at Waller and Chestnut Streets.
 - b. An Ordinance of the City of Desloge, Missouri, Amending the municipal code of the City of Desloge Title II, Article VI: Offenses Concerning Weapons and Firearms, Chapter 220: Offenses.
 - c. An Ordinance of the City of Desloge, Missouri, Amending Ordinance Number 2019.01 to change the street names of Country Lane Place Development.
- VII. Discussion Items
 - a. Employee Holiday Dinner / Christmas in the Park
 - b. Mayor Vacancy
- VIII. Mayor and Aldermen's Report
- IX. Vote to Close the meeting pursuant to RSMo 610.021 – (3) Personnel
- X. Adjourn

Individuals who require an accommodation should contact City Hall twenty-four (24) hours prior to the meeting.

Representatives of the news media may obtain copies of this notice by contacting

Stephanie Daffron, City Clerk

DESLOGE BOARD OF ALDERMEN REGULAR MONTHLY MEETING
MONDAY, NOVEMBER 9, 2020
7:00 p.m.
DESLOGE CITY HALL, 300 North Lincoln

Members present were, Mayor David Kater, Alderman David Shaw, Alderman Alvin Sutton, Alderman Chris Gremminger, Alderman Deion Christopher, Alderman Jerry Hulsey and Alderman J.D. Hodge. Staff present were City Administrator Dan Bryan, City Clerk Stephanie Daffron, Park and Recreation Director Terry Cole, Chief Water Operator Paul Pilliard, Police Chief James Bullock, Public Works Director Jason Harris and Building Inspector Brian Cato.

Visitors present were Abby Sowatsky from Hochschild, Bloom & Company LLP, Nikki Overfelt with the Daily Journal, Russ and Debra Kester.

Call to order

Mayor David Kater called the meeting to order and led in the Pledge of Allegiance.

Consent Agenda

- A. Approve or Amend Agenda
- B. Approve October 5, 2020 Monthly Meeting Minutes
- C. Azavar Update
- D. MIRMA Health Insurance Update
- E. Bills For Payment
 - i. Mastercard Invoice \$43,388.26
Mastercard Invoice – Fleet \$3,038.52
 - ii. UMB Bank COP \$16,485.01
UMB Bank DLP \$10,132.46
 - iii. Cochran Invoice \$22,396.05
 - iv. gWorks Invoice \$13,985.93
 - v. SFCEC Invoice \$8,514.00

City Administrator, Dan Bryan brought to the boards attention the MIRMA Health information. Mr. Bryan stated that the health insurance increase this year would be 0.03%.

Approve Consent Agenda

Alderman Gremminger made the motion to approve the consent agenda and Alderman Shaw seconded the motion. Sutton – aye; Christopher – aye; Shaw – aye; Gremminger – aye; Hulsey – aye; Hodge – aye. Motion carried.

Audit Presentation

Abby Sowatsky from Hochschild, Bloom & Company LLP presented the audit report for period July 1, 2019 to June 30, 2020. Ms. Sowatsky pointed out the auditor’s opinion paragraph and stated the city received a clean audit again for the year ending June 30, 2020 and the city is in good shape.

Public Comment

Russel and Debra Kester, 603 East Chestnut Street, asked why our street sweeper was not in use on the

roads anymore. City Administrator, Dan Bryan stated the sweeper is old and is constantly breaking down. Public Works Director, Jason Harris stated the problem we are having now is they do not make the parts anymore to fix the sweeper.

Mr. Kester stated he would like to see the Desloge City Crest on the door of all city vehicles. Mr. Bryan stated the crest is on all the vehicles but it may be on the tailgate of the public works truck and the bed of the mechanics truck. Mayor Kater stated this is something the city could do and would be easy to do.

Resolution – Fuel Policy

After the city’s annual audit, our auditor has recommended the city adopt a fuel policy.

Alderman Sutton made the motion to approve the Fuel Policy and Alderman Shaw seconded the motion. Sutton – aye; Christopher – aye; Shaw – aye; Gremminger – aye; Hulsey – aye; Hodge – aye. Motion carried.

Ordinance

BILL NO. 1381

ORDINANCE NO. 2020.21

AN ORDINANCE OF THE CITY OF DESLOGE, MISSOURI, AMENDING SCHEDULE I, STOP INTERSECTIONS, OF THE CITY CODE BY AMENDING A TWO WAY STOP TO A FOUR WAY STOP AT WALLER AND CHESTNUT STREETS. – SEVERABILITY – EFFECTIVE DATE.

Mayor Kater read the ordinance twice by title with copies available to the public. Alderman Sutton made a motion to approve the ordinance as read and Alderman Gremminger seconded the motion. Shaw – aye; Gremminger – aye; Hulsey – aye; Hodge – aye; Sutton – aye; Christopher – aye. Motion carried.

BILL NO. 1382

ORDINANCE NO. 2020.22

AN ORDINANCE OF THE CITY OF DESLOGE, MISSOURI, AMENDING THE MUNICIPAL CODE OF THE CITY OF DESLOGE TITLE II, ARTICLE VI: OFFENSES CONCERNING WEAPONS AND FIREARMS, CHAPTER 220: OFFENSES. – SEVERABILITY – EFFECTIVE DATE.

Mayor Kater read the ordinance twice by title with copies available to the public. Alderman Christopher made a motion to approve the ordinance as read and Alderman Gremminger seconded the motion. Gremminger – aye; Hulsey – aye; Hodge – aye; Sutton – aye; Christopher – aye; Shaw – aye. Motion carried.

BILL NO. 1383

ORDINANCE NO. 2020.23

AN ORDINANCE OF THE CITY OF DESLOGE, MISSOURI, AMENDING THE ORDINANCE NO. 2019.01 TO CHANGE THE STREET NAMES OF COUNTRY LANE PLACE DEVELOPMENT. – SEVERABILITY – EFFECTIVE DATE.

Mayor Kater read the ordinance twice by title with copies available to the public. Alderman Sutton made a motion to approve the ordinance as read and Alderman Shaw seconded the motion. Gremminger – aye; Hulsey – aye; Hodge – aye; Sutton – aye; Christopher – aye; Shaw – aye. Motion carried.

Employee Holiday Dinner/Christmas in the Park

City Administrator, Dan Bryan stated that we are at the point where we would normally be planning our city dinner, Mr. Bryan stated he thought we would not be able to do the dinner this year but

wanted an official confirmation from the board. Mr. Bryan stated the city does have the money budgeted, if we start dividing this money up to employees this would come down to dollars. Alderman Gremminger stated he would like to postpone the dinner until spring and possible do an outdoor event at the park. Mr. Bryan stated we would still do the holiday hams this year as usual.

Mr. Bryan stated that the library board voted not to do Christmas in the park this year. Park and Recreation Director, Terry Cole stated the library board discussed an alternative to Christmas in the park and possible would like, with the board of aldermen approval, have a Santa parade. This would start at Christine's Café, travel along Chestnut Street to Lincoln Street and end at the firehouse. Mr. Cole has talked to Chief Bullock and Chief Gremminger and both have said they would not have a problem with this. This parade would have Santa in the fire truck with elves handing out treat bags. Mr. Cole would also like to talk to the schools and see if the choirs could sing Christmas carols in the parade as well. The Board was in favor of the Santa parade. Mr. Cole stated the parade would be the first Saturday in December, December 5, 2020.

Mayor Vacancy

Alderman Gremminger stated we are looking at a three-month vacancy. City Administrator, Dan Bryan stated he spoke with the Missouri Municipal League and there recommendation was to leave the Mayor seat vacant until the election, the Mayor Pro Temp would fill in for the three months. Alderman Sutton asked the board if anyone had the desire to run for Mayor because he is considering it, however, he wants what is best for the city and the last thing he wants to do is cause turmoil among the board if someone else wants to run he would gladly step aside and stay where he is. Alderman Shaw asked if Alderman Sutton is intending to run, Alderman Sutton state yes if no other board member wanted to. Mayor Kater stated he would be at the December meeting and we could talk further.

Alderman Gremminger made the motion to continue with the Mayor Pro Temp in the absence of the Mayor and Alderman Christopher seconded the motion Christopher - aye; Shaw - aye; Gremminger - aye; Hulsey - aye; Hodge - aye; Sutton - aye. Motion carried

Mayor and Alderman Reports

Alderman Christopher stated he would like to see a banner in the Santa Parade with information for Fire Department volunteers.

Alderman Sutton had nothing to report.

Alderman Gremminger thanked all departments.

Alderman Hodge stated since we received the new board chairs maybe we could put a few signs around stating not to push the arms underneath so they don't tear up. Alderman Hodge also wanted to know what time the new well pump would be arriving, Chief Water Operator stated the pump would be here by 7:00 a.m. and up and running by noon. Mr. Pilliard explained the situation regarding the well pump.

Alderman Shaw thanked Public Works Director, Jason Harris for his help with a situation on School Street. Alderman Shaw also thanked Parks and Recreation, he received a call from a couple of citizens that are pleased with the asphalt stops that have been installed.

Alderman Hulsey stated that the stop sign on the corner of Chestnut and Washington is loose and would like Public Works to check it. Alderman Hulsey also question the possible drug activity along

State Street next to the old 7up building.

Mayor Kater thanked all departments and the board for giving their time.

Vote to Close

Alderman Hodge moved to close the meeting pursuant to RSMo 610.021 – (3) Personnel. Alderman Sutton seconded the motion. Gremminger – aye; Hulsey – aye; Hodge – aye; Sutton – aye; Christopher – aye; Shaw – aye. Motion Carried.

EXECUTIVE SESSION BEGAN
7:50 p.m.

Vote to Return to Open Session

Alderman Sutton made a motion to return to open session and Alderman Christopher seconded the motion.


RETURN TO OPEN SESSION
8:20 p.m.

Adjourn

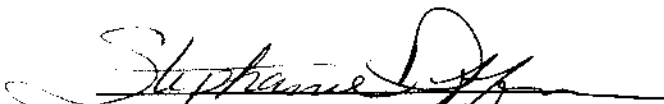
Alderman Sutton moved to adjourn and Alderman Christopher seconded the motion. Hulsey – aye; Hodge – aye; Sutton – aye; Christopher – aye; Shaw – aye; Gremminger – aye. Motion carried.

MEETING ADJOURNED
8:25 p.m.





David Kater, Mayor


Stephanie M. Daffron, City Clerk

RESOLUTION

FUEL POLICY

WHEREAS, the Board of Aldermen of the City of Desloge, Missouri desires to provide specific policies and procedures for fuel purchases; and,

WHEREAS, the City of Desloge is to include the Mayor and Board of Alderman acting as the Purchasing Authority and,

WHEREAS, The City of Desloge is to implement and monitor controls over fuel to ensure that purchases and usage is reasonable, authorized and that only city-owned vehicles and equipment are receiving the fuel.

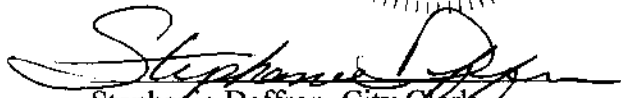
WHEREAS, that the Board of Aldermen of the City of Desloge has reviewed the policy and procedures and considered the Fuel Policy, attached as exhibit "A" and,

NOW, THEREFORE, BE IT RESOLVED that the City of Desloge, Missouri hereby approves the attached Fuel Policy.

BE IT FURTHER RESOLVED that on November 9, 2020 the Board of Aldermen of the City of Desloge acting in its capacity as the governing body of the City of Desloge, Missouri, hereby approves and adopts the Fuel Policy.

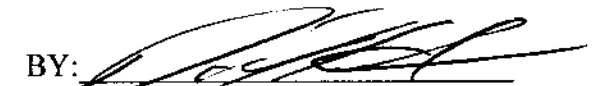


ATTEST:


Stephanie Daffron, City Clerk

CITY OF DESLOGE, MISSOURI

BY:


David Kater, Mayor

CITY OF DESLOGE FUEL POLICY AND PROCEDURES

POLICY

The City of Desloge is to implement and monitor controls over fuel (gasoline and diesel) to ensure that purchases and usage is reasonable, authorized, and that only city-owned vehicles and equipment are receiving the fuel. Managements' failure to ensure that employees complete and maintain accurate records places the City of Desloge at a significant risk of the unauthorized use or theft of the city's fuel. Personal use or theft of fuel will result in automatic termination and possible legal action.

FUEL CARD PURCHASES

1. The Clerk is to maintain an accurate listing of all fuel credit cards, including the card number, department and vehicle that each card is assigned. The department head is responsible for notifying the Clerk of any changes to card assignments.
2. The Clerk is to periodically conduct an inventory of all cards and any lost or stolen cards are to be terminated immediately. Department heads must notify the Clerk immediately of any lost or stolen cards.
3. Employees are to enter accurate information (e.g., vehicle odometer reading) at the vendor's pump and obtain receipts to submit to the Clerk. Failure to enter accurate information and submit receipts may result in disciplinary action. Employees are responsible for receipts, these receipts must be legible and include all relevant information. All receipts must include last four of card number, date, amount, odometer reading and vendor. Employees with fleet cards should not be charging fuel on a City of Desloge credit account.
4. It is the department heads responsibility to turn in all receipts to the clerk for review.
5. It is the department heads responsibility to turn in mileage on all department vehicles quarterly.
6. Each month, the Clerk is to reconcile/agree the fleet card receipts (turned in by department heads) to the vendor's monthly statement.
7. The monthly vendor statements are to be carefully reviewed for completeness (e.g., odometer readings) and any unusual activity (e.g., purchase made out-of-town, more than one purchase on the same day, etc.) and immediately report any exceptions or concerns to the appropriate department head and administrator.

Monthly Fuel Reporting

1. The Clerk is to use the information recorded on the credit card statement to prepare a monthly summary of fuel usage.
2. The Clerk is to calculate the following data monthly for each vehicle/equipment:

- Total number of gallons received (calculate using the vendor statement)
 - Total number of miles traveled (calculate using odometer readings on vendor statement)
 - Miles per gallon (calculate by dividing the total number of miles traveled by the total number of gallons received)
3. Present the summary report and the monthly data on each vehicle/equipment to the board at its regular monthly meeting.