

City of Desloge

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

Monday, January 13, 2020

7:00 p.m.

Desloge City Hall, 300 North Lincoln

Posted: January 9, 2020 at 10:00 a.m. on the outdoor City Hall bulletin board.

Faxed: January 9, 2020 at 10:00 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 December 9, 2019 Monthly Meeting Minutes
 - c. Bills for Payment
 - i. NB West Invoice
 - ii. The Commerce Trust Company Invoice
 - iii. First State Community Bank Mastercard Invoice
 - iv. SFCEC Invoice
 - v. Omnigo Software 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. Public Comment
- IV. Ordinances
 - a. An Ordinance of the City of Desloge, Missouri Regarding Marijuana Related Uses.
- V. Resolutions
 - a. Credit Card Policy
 - b. Accounting Manual
- VI. Bids
 - a. Lease Purchase for Fire Department Tanker Truck
- VII. Discussion Items
 - a. Future TIF Project
 - b. Proposed Project for Future Veterans Memorial Park
 - c. Bereavement Policy – Personnel Practices
 - d. Field Reservations
- 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 before 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, JANUARY 13, 2020
7:00 p.m.
DESLOGE CITY HALL, 300 North Lincoln

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

Visitors present were Macy Adams with the Daily Journal and Brad Rogers with U.S. Bank.

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. December 9, 2019 Monthly Meeting Minutes
- C. Bills for Payment
 - i. NB West Invoice \$187,582.00
 - ii. The Commerce Trust Company Invoice \$192,975.00
 - iii. First State Community Bank Mastercard \$4,488.00
 - iv. SFCEC Invoice \$10,041.35
 - v. Omnigo Software Invoice \$8,037.12

Approve Consent Agenda

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

Public Comment

No public comment

Ordinances

BILL NO. 1361 ORDINANCE NO. 2020.01

AN ORDINANCE ADDING CHAPTER 220 OF THE CODE OF CITY ORDINANCES OF THE CITY OF DESLOGE, MISSOURI REGARDING MARIJUANA RELATED

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 Sutton seconded the motion. Hodge – aye; Sutton – aye; Christopher – aye; Shaw – aye; Gremminger – aye; Hulsey – absent. Motion carried.

Resolutions

Credit Card Policy

Alderman Shaw made the motion to approve the proposed Credit Card Policy and Alderman

Christopher seconded the motion. Hodge – aye; Sutton – aye; Christopher – aye; Shaw – aye; Gremminger – aye; Hulsey – absent. Motion carried.

Accounting Manual

Alderman Shaw requested the Resolution regarding the Accounting Manual be tabled and put on the agenda for discussion next month. Alderman Shaw along with Alderman Christopher would like to revise the Accounting Manual.

Alderman Shaw made the motion to table the proposed Accounting Manual and Alderman Christopher seconded the motion. Hodge – aye; Sutton – aye; Christopher – aye; Shaw – aye; Gremminger – aye; Hulsey – absent. Motion carried.

Bids

Lease Purchase for Fire Department Tanker Truck

Belgrade State Bank	2.60%
First State Community Bank	2.85%
U.S. Bank	2.50%

Alderman Hodge made the motion to approve the bid from U.S. Bank for 2.50% and Alderman Sutton seconded the motion. Hodge – aye; Sutton – aye; Christopher – aye; Shaw – aye; Gremminger – aye; Hulsey – absent. Motion carried.

Future TIF Project

City Administrator Bryan proposed State Street as a future TIF project. Mr. Bryan stated he would like to start at Desloge Drive and end at Chestnut. Mr. Bryan would like to get all the way to Evergreen with the project; the priority would be both sides of State Street all the way to Chestnut. Another option would be double sided all the way to Orchard and then continuing on the west side, single sided and see how far we could go with the funds from Orchard south to Evergreen. The project would include new water main, storm water, guttering, sidewalks, concrete approaches at intersections and lighting. This would include the same stamped concrete look as Desloge Drive.

Mayor Kater addressed the board and asked if they would like to accept the State Street project. Mayor Kater did a roll call vote. Hodge – aye; Sutton – aye; Christopher – aye; Shaw – aye; Gremminger – aye; Hulsey – absent. All voted in favor.

Proposed Project for Future Veterans Memorial Park

City Administrator Bryan stated the small section of land across from the Police Department by Hocker Oil is a Desloge Park. Public Works Department has been cleaning this up and have removed a few trees. If the Board allows, Chief Water Operator Paul Pilliard has been working with Parks and Recreation Director Terry Cole to come up with a Veterans Memorial Park. This would be operating under donations. Mr. Pilliard explained that he would be working with the local VFW Halls for funding. The park would have a circle of blocks that will be sold and he would have a monument company do the engraving. They would also have bronze boots displayed along with benches and six flags.

Mayor Kater addressed the board and asked if they would like to accept the proposed Veterans Memorial Park Project. Mayor Kater did a roll call vote. Hodge – aye; Sutton – aye; Christopher – aye; Shaw – aye; Gremminger – aye; Hulsey – absent. All voted in favor.

Bereavement Policy – Personnel Manual

Mayor Kater read the Bereavement Policy. City Administrator Bryan discussed with the board the fact that the policy made no mention of stepparent, step grandparent, son-in-law, and daughter-in-law. Mr. Bryan stated these days we have blended families and asked the board to think about expanding the relationships that the board would allow for bereavement. Alderman Gremminger stated he did not think three days was enough time for bereavement, he requested the board to consider forty hours which is comparable to the State of Missouri Bereavement Policy. Alderman Shaw felt the three days was sufficient with the option for the employee to take additional vacation time if approved by their supervisor. Resolution will be presented at February Meeting.

Alderman Shaw made the motion to expand the Bereavement Policy to include the additional family members, to keep the time to three days with the option of additional unpaid leave with permission from supervisor. Alderman Hodge seconded the motion. Hodge – aye; Sutton – nay; Christopher – aye; Shaw – aye; Gremminger – nay; Hulsey – absent. Motion carried.

Field Reservations

Park and Recreation Director Terry Cole requested the board to amend Ordinance Number 2015.21, Section 130.090 regarding prescribed hours; Mr. Cole would like to add the City Administrator or Parks and Recreation Director to be included as authorization. Section 130.115 Mr. Cole discussed with the board the option of increasing the field reservation to \$25.00 with an hourly fee of \$2.00. Parks and Recreation Director added to be able to approve play and practice schedules, to approve, amend or reject submitted schedules. Mr. Cole would also like to add to the ordinance a tournament fee of \$150.00 with the option to add an additional day with a fee of \$50.00 per day. Section 130.40 Scope of Authority; add Director Responsibilities and Section 130.160 add Director Duties. New ordinance to be presented at February Meeting.

Mayor and Alderman Reports

Alderman Christopher stated that the light is out on Desloge Drive, third light up from the bank. Public Works Director Jason Harris stated that it has already been taken care of.

Alderman Sutton asked about the property located on South Harry Jr. City Administrator stated he is working with the City Attorney Scott Reid on this.

Alderman Gremminger had nothing to report

Alderman Hodge stated the property located by Cartee's has a large hole where they cut the line for gas line service. Public Works Director Harris stated he would call Spire to fill it.

Alderman Shaw stated that the Missouri Municipal League is looking for applications regarding the innovation award, is Desloge Drive something we can submit for this. City Administrator Bryan stated this does not fit the scope of what they are looking for. Alderman Shaw also asked why the fire department is dispatched on every call. Alderman Gremminger explained that it was from when we did not have the number of ambulance's available as we do today. Fire chief Gremminger is working on cutting back on the number of calls and coming to an agreement on what calls they may be dispatched on.

Alderman Hulsey was absent.

Mayor Kater thanked all departments.

Vote to Close the Meeting

Alderman Hodge made the motion to close the meeting pursuant to RSMo 610.021 (3) Personnel and Alderman Shaw seconded the motion. Hodge – aye; Sutton – aye; Christopher - aye; Shaw – aye; Gremminger – aye; Hulsey – absent. Motion carried.

EXECUTIVE SESSION BEGAN

8:18 p.m.

RETURN TO OPEN SESSION

8:33 p.m.

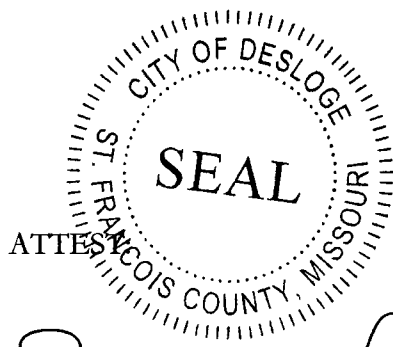
Alderman Shaw made a motion to return to open session and Alderman Sutton seconded the motion. Alderman Hodge – aye; Sutton – aye; Christopher – aye; Shaw – aye; Gremminger - aye; Hulsey – absent. Motion carried.

Adjourn

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

MEETING ADJOURNED

8:33 p.m.



David Kater, Mayor

Stephanie M. Daffron, City Clerk

RESOLUTION
CREDIT CARD POLICY

WHEREAS, the Board of Aldermen of the City of Desloge, Missouri desires to provide specific policies and procedures for the use of credit cards and responsibilities of the cardholders; and,

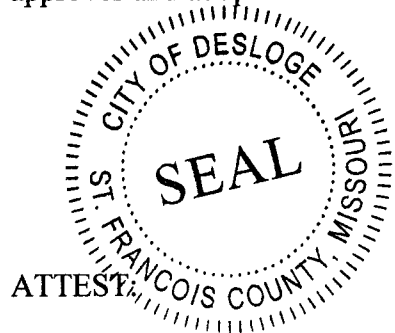
WHEREAS, the City of Desloge is to include the Mayor and Board of Alderman acting as the Purchasing Authority and,

WHEREAS, credit cards are issued at the discretion of the City of Desloge to current employees who are granted a formal delegation of the City of Desloge purchasing authority and,

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

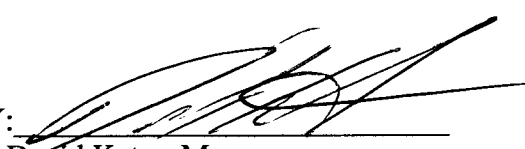
NOW, THEREFORE, BE IT RESOLVED that the City of Desloge, Missouri hereby approves the attached Credit Card Policy.

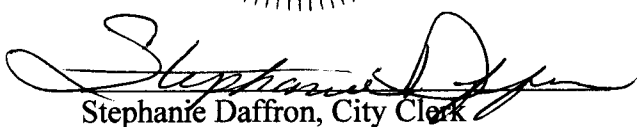
BE IT FURTHER RESOLVED that on January 13, 2020 the Board of Aldermen of the City of Desloge acting in its capacity as the governing body of the City of Desloge, Missouri, hereby approves and adopts the Credit Card Policy.



CITY OF DESLOGE, MISSOURI

BY:


David Kater, Mayor


Stephanie Daffron, City Clerk

City of Desloge - Credit Card Policy

Adopted 1/13/2019

CREDIT CARD CARDHOLDER AGREEMENT

Introduction

The First State credit card is a purchase card system benefiting the City of Desloge and the cardholder through prompt payment to suppliers and delegate's responsibility for low value purchase authority to those making the commitment. For the purpose of this policy the "City of Desloge" is defined to include the mayor and board of Aldermen.

Policy

Credit cards are issued at the discretion of the City of Desloge to current employees who are granted a formal delegation of City of Desloge purchasing authority. Delegation of City of Desloge purchasing authority governs the use of the credit card as a tool for purchasing materials and services for \$3,000.00 or less for the City Administrator and for \$750.00 or less for Department Heads. The cardholder agrees to comply with all applicable City of Desloge policies and procedures and this cardholder agreement. When signed and accepted, this form acts to assign the formal delegation of purchase authority to a current City of Desloge employee to execute credit card purchases.

Compliance with Policy, Violations and Consequences

Employee violations to this agreement or to any policy regarding the purchase of goods or services will be investigated and may result in either one or more of the following actions: written warning, revocation of credit card privileges, cancellation of delegation of purchasing authority, disciplinary action, and termination and/or criminal prosecution. Human error and extraordinary circumstances may be taken into consideration when investigating any violation to this agreement.

The City of Desloge is to include the Mayor and Board of Aldermen. The City of Desloge and City Administrator have the authority to investigate and to determine whether a violation of procurement policy has occurred, and to recommend actions that may be taken because of such determinations. The City of Desloge will consider the facts and circumstances of each incident, and will take action as deemed appropriate, and as permitted by applicable law and/or City of Desloge policy.

Credit Card violations include but are not limited to:

- Purchase of items for personal use.
- Purchase of items in violation of the City of Desloge travel policy.
- Use of the credit card for cash advances.

- Exceeding bank credit line limit.
- Exceeding approved purchase limit.
- Use of the credit card for purchase of more than \$3,000 by the Mayor and City Administrator or more than \$750.00 by department heads by splitting purchases into more than one transaction.
- Failure to return the credit card when an employee is reassigned, terminated or upon request.
- Failure to turn in packing slips, receipts or other back up documentation to the City Clerk within 30 days of the purchase needed for the purpose of establishing accountable reconciliation procedures.

Ownership and Cancellation of the Credit Card

The credit card remains property of the City of Desloge. It may not be transferred to, assigned to, or used by anyone other than the designated Cardholder. The Cardholder is accountable for the activity on the card. The bank or City of Desloge may suspend or cancel Cardholder privileges at any time for any reason. The Cardholder will surrender the credit card upon request to the City of Desloge or any authorized agent of the Bank.

Spending Limits

Each credit card has a pre-set limit this is including shipping, handling and tax that may not be exceeded under any circumstances.

Receipts

It is the Cardholder's responsibility to obtain transaction receipts from the merchant each time a credit card is used. Individual transaction receipts are to be submitted to the City Clerk. The City Clerk will be responsible for review and approval of statements. The City of Desloge must keep statement data and proof of reconciliation, including receipts and packing slips, on file for a period consistent with the record retention requirements of State law.

Disputed Items

It is the Cardholder's responsibility to follow-up on any erroneous charges, returns or adjustments to ensure proper credit is given on subsequent statements.

Protecting the Credit Card

The credit card is valuable property which requires proper treatment by the Cardholder to protect it from misuse by unauthorized parties.

Validation and Safekeeping

The cardholder shall sign the credit card immediately upon receipt. The credit card should always be treated with the same care as personal credit cards, bankcards, cash and checks. The cardholder shall keep their assigned card(s) in an accessible, but secure location. When using a credit card for internet purchases, cardholders should ensure the site utilizes industry recognized encryption transmission tools.

When an expiration date is passed and/or after the cardholder has received a new credit card, the old credit card shall be turned in to the City Clerk for disposal.

Make sure the credit card is returned to the cardholder after each charge and verify that the returned credit card has your name on it.

Lost or Stolen Credit Cards

If a credit card is lost or stolen, the cardholder shall contact the Bank's 24-hour toll-free number immediately as well as the City Clerk.

GENERAL

City of Desloge employees must receive approval from the City of Desloge to use the City of Desloge credit cards.

A credit card may be used by City of Desloge employees who have authority to buy goods and services on behalf of the City of Desloge.

Each credit card bears a Cardholder's name but is actually issued to the City of Desloge, which is responsible for making prompt payment to the Bank. However, Cardholders are responsible for ensuring proper use of the card.

The Desloge City Clerk helps ensure proper use of credit cards by overseeing City of Desloge implementation and use of assigned cards.

CARDHOLDERS

Cardholders must use the card responsibly and in accordance with this policy.

Cardholder responsibilities include:

- Purchasing items for City of Desloge business use only.
- Never lending or sharing the credit card or account number.
- Purchasing only goods and services that are approved by the City of Desloge Board or are in accordance with the City of Desloge policies.
- Keeping all individual purchases to less than \$3,000 for the City Administrator and Mayor and \$750.00 for Department Heads.

- Returning the Credit Card to the City of Desloge City Clerk upon leaving the City of Desloge position which entitled use of the card or upon ending employment with the City of Desloge or upon request of the City Clerk.
- Forwarding purchasing documents, such as sales receipts, to the City Clerk.

DESLOGE CITY CLERK

The Desloge City Clerk is responsible for:

1. Ensuring that these procedures are in place for all cards before employees are given card privileges.
2. Timely reconciliation
3. Appropriate record keeping
4. Handling these administrative duties:
 - a. Knowing the credit card limitations and restrictions.
 - b. Developing and implementing internal procedures that govern the City of Desloge use of the credit cards.
 - c. Sharing new program information with cardholders.
 - d. Answering cardholder questions about use of cards.
 - e. Monitoring card usage to ensure that City of Desloge internal policies and procedures are being followed.
 - f. Assigning credit card privileges to employees.
 - g. Communicating with the board when new or modified cards are required.
 - h. Requesting new cards from the Bank.
 - i. Communicating with the board when card cancellations are required.
 - j. Terminating accounts and inactive cards and individual authority to use cards.