

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

October 29, 2015

The Board of Aldermen of the City of Osage Beach, Missouri, met at 6:00 p.m. on Thursday, October 29, 2015 at City Hall. The following were present: Mayor Penny Lyons, Alderman Jeff Bethurem, Alderman Phyllis Marose, Alderman John Olivarri, Alderman Kevin Rucker, Alderman Ron Schmitt and Alderman Tom Walker. City Administrator Jeana Woods, City Attorney Ed Rucker, Assistant City Administrator Mike Welty, City Treasurer Karri Bell, City Planner Cary Patterson, Airport Manager Ty Dinsdale, Parks Manager Matt Vandevort, Building Official Ron White and City Clerk Diann Warner were also present.

Human Resources.

Human Resources Generalist, Cindy Leigh contacted the human resources department at the hospital regarding using Survey Monkey to conduct an employee satisfaction survey. City Administrator Jeana Woods said many products are available through MPR and the survey could be done in house. Depending upon the results, the Board could decide to look into the issues. Mrs. Woods would also like to conduct a survey in 2016 for economic development.

Alderman Rucker commented that after a survey is taken when the data has been analyzed, the Board could decide to hire a consultant. City Administrator Woods will contact other cities to see what they do.

Discussion followed on a flashing light at a lift station that the SCADA system did not recognize however, dispatch contacted the on call employee and they responded and resolved the problem. It was noted that the SCADA system should work even if there is a power failure. Public Works will monitor the lift station to assure SCADA is operating correctly.

Alderman Marose commented that the mayor is paid only \$5,000 per year. Mayor Lyons responded that she knew the amount when she ran for office, and if the office paid more, people would run because of the money. Alderman Rucker said compensation was discussed in 2008 and the City was in line with other cities at that time.

Discussion followed on salary surveys which are conducted by CBiz. A certain number of positions are analyzed each year and the company makes recommendations. Cindy Leigh, Human Resources Generalist, said no changes occurred between 2009 and 2014, however, when recommendations for increases are made, only those positions on the lower end of the level realize an increase. Consensus was to look at the entire compensation package and not just salaries.

Lee C. Fine. There are no legal restrictions on airport funds. City Administrator Jeana Woods explained restricted and unrestricted funds. Significant changes include heating and cooling for the rental house is over budget. The rental house at Lee C. Fine is ageing and the roof needs to be replaced along with siding, new carpet and floors. Building Official Ron White pointed out that the windows do not meet code because they will not open.

Upon a question to Building Official White whether the house meets building codes, he responded in the negative. There were no objections to leaving \$28,000 in the budget for upgrades and repairs to the rental house.

Grand Glaize Airport. Funds are not restricted, and 2016 will show an increase in revenue because of the property that was purchased. It was noted that hangars cannot be rented unless there is a related aviation purpose.

Public Works Director Nick Edelman discussed the study the US Fish and Wildlife is conducting on the Northern Longeared Bat that is holding up the tree clearing project. He anticipated the project will be ready to bid out next November.

City Administrator Woods explained the process for budget adjustments for carry overs to the next fiscal year. She explained that during the budget process staff submitted a five to ten year plan so she could forecast the needs of the city between 2015 and 2020. City Administrator Woods is comfortable that the budget is efficient and she wants to keep operation and maintenance and personnel under the revenue stream; and 75% of items staff has requested could be done. After analysis, City Administrator Woods said that there are eight months of money in reserve and she is confident there are adequate funds to keep operation and maintenance and personnel expenses within the revenue stream.

Alderman Rucker commented that in the past there had been a request to evaluate fees. City Administrator Woods said there was an evaluation on all fees with minor adjustments to some, park fees were just completed, and SDC and impact fees were evaluated. Ambulance fees will be increased in 2016.

Parks.

Significant changes are maintenance and repair costs have increased to \$45,000. A renewal contract with Turf Mark will cost \$14,000; repairs to the irrigation system are also budgeted. Rental of a track hoe to set a box culvert to try to eliminate flooding and to clean out other culverts is being budgeted. Installing a well at the City Park is being requested which will benefit community events.

Discussion followed on the cost of a small transformer at the park versus solar power. It was noted that all scoreboards are solar and they require a great deal of maintenance. Discussion followed on a dog park. Park Manager Matt Vandervoort said he has asked the State Parks about using property between the Park and Osage Beach Parkway for a dog park but he has had no response yet.

A walk-in cooler will provide the ability to bring in more products at the park. Coke will provide the cooler. The concession stand had revenues of \$19,000 and expenses of \$8,250 in 2015. Buying in bulk will save money.

The concession building at Peanick Park is in bad condition and is bigger than needed for a small park. Mr. Vandervoort suggested bringing in a mobile snack wagon in 2017. He said demolishing the building will provide the ability to add a pavilion.

Building Inspection.

The Planning and Building Departments share a secretary since neither department can justify a full time position. The cost of health insurance caused the projected year end expenses to be over budget.

Building Maintenance. A part time position for building maintenance is being requested. Building Official Ron White said a part time employee will eliminate many projects from being bid out. He discussed the heating and air conditioning units and the cost of repairing same. Mr. White said that the EPA regulates the number of times a unit may be recharged.

City Administrator Woods said replacing the chairs in the board room was considered however the cost was too high, therefore a decision was made to clean the carpet instead.

Planning Department.

50% of the cost of a secretary has been added in 2016. The Administrative Assistant for the City Administrator spends 60% of her time for the administrator; and the remaining time for Parks and Human Resources, attending Planning Commission and Board of Adjustment meetings. City Planner Cary Patterson said filling the compliance officer position is being suspended temporarily. Code enforcement and building inspection did not see the need for that position at this time; however, if development increases the position would be necessary. Alderman Rucker commended City Administrator Woods for evaluating the need for positions and not automatically filling vacancies.

Alderman Olivarri questioned the reason vehicle and cell phone line items are not reduced. City Planner Patterson said he plans to use the Explorer that will come from the Police Department. Human Resources Generalist Cindy Leigh said the bigger impact is \$21,000 by not replacing the compliance officer.

City Treasurer.


Two new employees have been in training for the last six months and she is requesting funds for the staff accountant to attend Incode training in Phoenix next year and possibly the utility billing clerk in 2017. City Treasurer Karri Bell said she is pleased with the progress of the two new employees.

TIF Funds. City Treasurer Bell reported that both state required TIF reports have been filed and are available for review online. On November 1, an interest and principle payment will be made on the Prewitt's 2012 issue and interest only on the 2006 issue. City Treasurer Karri Bell said she anticipates dipping into reserves to make the 2015 spring payment. Regarding the Dierbergs TIF, it is a pay as you go project; however, nothing has been paid on the principle; only interest payments have been made. Alderman Olivarri said he would like to know how Dierbergs is doing versus projections. City Treasurer Bell will provide an update to the Board.

There being no further business to come before the Board of Aldermen, the meeting adjourned at 8:40 p.m.

I, Diann Warner, City Clerk, do hereby certify that the above foregoing is a true and complete journal of proceedings of the meeting of the Board of Aldermen of the City of Osage Beach, Missouri, held on October 29, 2015.


Diann Warner, City Clerk


Penny Lyons, Mayor