

City of Sturgeon Board of Aldermen
Regular Open Meeting Minutes
February 26, 2024 at 6:00pm
303 East Station Drive Sturgeon Mo 65284

Mayor Kevin Abrahamson will now lead the Pledge of Allegiance

Roll Call:

Mayor Kevin Abrahamson - Present
Alderman Traci Cranmer Palliser - Present
Alderman Seth Truesdell - Present
Alderman David Day - Present
Alderman Dorrie Crawford - Present

Mayor Kevin Abrahamson called the meeting to order:

Mayor Abrahamson asks for Public Comment. Each person that would like to speak to address the board. Will have two minutes to do so.

- No comments

Recreation Center Board: Johnny Robinson

- Unable to attend wants to have the insurance for the recreation center reviewed do to the significant increase. This will be addressed at a future meeting.

Maintenance Department: Robbie Hill – Not Present/No Report

Police Department: Sgt. Crawford

- Status/Happenings:

Asked for where to code the bill for the grant for the computers.

- 210-4605 for the revenue and noted as grant.
- It was not noted where to post the bill.

DWI Grant for over the holiday – the individual paying out for the grant has just returned to the office and is overwhelmed with the reimbursement requests. Reimbursements will be delayed.

Request to know the pay range for the new budget position for budgeting purposes since each department's budget will be charged a portion.

Alderman Cranmer Palliser asked if the list of properties previously given was address. Sgt Crawford said yes, all were spoken to but one. The one he was unable to contact was sent a letter.

Old:

- Monthly Meetings at Boone County Joint Communications
- Office/Evidence rooms Status
 - Organizing Old Files
- Looking at in car printers for citations
- Working with County and other Agencies to write a response plan for Active Shooters
- Waiting on LLEBG (Local Law Enforcement Block Grant) to see if we get it.
 - We were awarded the Grant.
 - Computers have already arrived.
- Reminder to call the non-emergency number or the emergency number when needing help.
 - Do not call City Hall
 - If not on duty they will get a faster response
 - 911 / 311 / (573) 442-6131

New:

- LLEBG
 - Reimbursable grant
 - Should we start a new line of accounting to record the reimbursement or can I just put it under equipment.
- Working DWI Grant with the Missouri Safety Center
 - Holiday Grant is complete and waiting on reimbursement check.
 - They have a new system, and we are waiting for instructions on how to receive the check.
 - Spring DWI Enforcement
 - March 15th through April 19th
 - Same as the Holiday grant
 - Youth Seatbelt Enforcement
 - April 1st through April 15th
 - Ensuring children are wearing their seatbelt.
- Looking at training available next year
- Currently working on yearly training requirements
- What is the salary range for the new Employee?

Equipment needed:

- Rifle- x2.
- Printer for the office
- Computer screens for the office

Citations/Cases:

50 Traffic Stops

40 warnings

- Speeding
- Expired Registration

- No Insurance
- Stop signs.
- Seat belts

10 Citations

- Speeding
- Expired Registration
- Stop Signs
- Signaling

Board of Adjustments: Brian Adkisson – Not Present

Parks & Trees Board: Ira Robinson – Not Present

Fair Grounds Board: Rob Vaughn

- Thoughts on what to bring in
- Posting ad on for volunteers
- What can the board do to assist?
- Fairgrounds lost events
- \$1400 mowing
- Round numbers for budget due March 7th
- 7 for the board, will take more if wanting
- Meet 2nd Wed at 6:00 at Youth Center

Cemetery Committee: Mike White – Not Present

Planning & Zoning Commission: Mike Jacoby

1. Approval of the sketch plat for Lexi's Acres, Birch Street
 - a. Opposition with Ron Sage and Mary Jane Sharp
 - i. Concerned with property line
 - ii. Initial survey, there is a discrepancy.
 - iii. Ron Sage and Mary Jane Sharp to hire own survey team
 - b. Full Secured Plot P&Z approved it. Lots are in te flood plain, flood study
 - c. Flood plain must raise dirt
2. What is the status of the water rights discussion with PWSD #10
 - a. Attorney advised still waiting on PWSD #10
3. Reinstating the ordinance on street and alley closures
 - a. City Attorney drafted it and will be reviewed at next meeting or work session

Infrastructure Committee: Zane Arends – Not Present

- Ameren Street lights – plans 9 new lights and layout, will be forwarded to Alderman

Lincoln Brown – Demo Grant

- Will send the demo contracts to City Attorney

- Property owners can sell if they want to, they would need to pay the \$500 deposit and the original deposit returned to the previous owner.
- Needs the signed letter for the Tribes.

Storm Water Grant

- Recent Supreme Court Regulations have made some changes so still have a long way to go.
- Trying re-review under the new wetlands and reaching out to the Army Corps of Engineers.

New Business:

Ordinance

Mayor Kevin Abrahamson called for a motion for the first reading of Bill Number 2262024 by title only.

Alderman Truesdell made a motion for the first reading of Bill Number 2262024 by title only. The motion was seconded by Alderman Day.

Discussion: There is a \$100 fee for disconnect and reconnect. But that is in the next ordinance 700.180.

Vote passed with all in favor.

Mayor Abrahamson read Bill Number 2262024 for the first time by title only.

“AN ORDINANCE TO AMEND SECTION 700.170, OF THE STURGEON CITY CODE RELATING TO BILLING REGULATIONS”

Mayor Kevin Abrahamson called for a motion for the second reading of Bill Number 2262024 by title only.

Alderman Day made a motion for the second reading of Bill Number 2262024 by title only. The motion was seconded by Alderman Crawford with all in favor.

Mayor Abrahamson read Bill Number 2262024 for the second time by title only.

“AN ORDINANCE TO AMEND SECTION 700.170, OF THE STURGEON CITY CODE RELATING TO BILLING REGULATIONS”

City Clerk Donna Tracy moved that Bill Number 2262024 be passed and adopted by Roll Call Vote:

Alderman Dorrie Crawford - Yes

Alderman Traci Cranmer - Yes

Alderman David Day - Yes

Alderman Seth Truesdell - Yes

City Clerk Donna Tracy asked that Bill Number 2262024 shall now be Ordinance number 962.

BILL NO. 2262024

ORDINANCE NO. 962

A BILL TO CREATE AN ORDINANCE ENTITLED:

“AN ORDINANCE TO AMEND SECTION 700.170, OF THE STURGEON CITY CODE
RELATING TO BILLING REGULATIONS”

BE IT ORDAINED BY THE BOARD OF ALDERMEN OF THE CITY OF
STURGEON, MISSOURI, AS FOLLOWS:

SECTION 1. Section 700.170 of the Sturgeon City Code is hereby changed, altered, and
amended to read as follows:

Section 700.170 Billing Regulations.

A. Bills for the rates and charges herein established shall be made out by the City
Collector and shall be sent out monthly. All bills shall be payable at the office of the City
Clerk.

B. Charges for waterworks service and for sewage service shall be united in the same bill
and payment of the one (1) charge shall not be accepted without payment of the other
charge. The water meters are read on the ~~15th~~ last day of each month unless the ~~15th last~~
day falls on a weekend or holiday.

C. The bills shall be payable on the ~~first~~ fifteenth (15th) day of each month following the
reading of the water meters with a delinquent charge of 10% added to the bills ~~after~~ on
the ~~10th~~ 16th of each month.

D. If any bills for the service of the combined systems shall remain unpaid by the ~~21st of~~
~~each 3rd day of the following~~ month, the water supply for the lot, parcel of land, or
premises affected shall be disconnected ~~and a disconnect fee of twenty-five dollars~~
~~(\$25.00) will be added to the delinquent bill.~~ Services will not be reconnected until
payment of the delinquent bill plus ~~the disconnect~~ any fees are is paid in full to the office
of the City Clerk.

E. Any payments made payable to the City of Sturgeon which are returned by a banking
facility for insufficient funds, account closed, or other reasons shall be assessed a return
check fee of twenty dollars (\$20.00) and water supply may be disconnected.

F. Any payment received by the City of Sturgeon in which a signature is required by the
individual making the payment is received unsigned; the payment will be returned by
mail to the address it came from. A copy of the payment will be retained by the City
office. If the payment is not returned within a timely manner, the water supply may be
subject to disconnection and a disconnect fee will be assessed.

G. The Sturgeon Board of Aldermen shall review the rates and charges established in
this Code at least every two (2) years and revise the rates and charges as necessary to
ensure that the system generates adequate revenues to pay the cost of operation and
maintenance including replacements and that the system continues to provide for the

proportional distribution of operation and maintenance including replacement costs amount users.

H. The City will notify each user at least annually in conjunction with a regular bill, of the rate being charges for operation and maintenance including replacement.

I. The user charge rates established in this Article apply to all users regardless of their location to the City's treatment works.

SECTION 2. All ordinances or parts of ordinances in conflict herewith are hereby repealed.

SECTION 3. This ordinance shall take effect and be in full force and effect from and after the date of its passage and approval.

READ TWO TIMES AND PASSED by the Board of Aldermen of the City of Sturgeon, Missouri this 26th day of February 2024.

THIS ORDINANCE APPROVED by the Mayor of the City of Sturgeon, Missouri this 26th day of February 2024.

Minutes & Expenditures:

Mayor called for a motion to approve the minutes.

Alderman Crawford made a motion to approve the Open January 22, 2024, and the Work Session Meeting Minutes from February 12, 2024, with correction to the work session from \$75000 should be \$7500. The motion was seconded by Alderman Day with all in favor.

Mayor called for a motion to approve the monthly expenditures and to pay all bills prior to the next meeting.

Alderman Day made a motion to approve the monthly expenditures and to pay all bills prior to the next meeting. The motion was seconded by Alderman Crawford with all in favor.

City Clerk Donna Tracy: The MRCC conference is March 12th, 13th, 14th in Columbia. Approval to go? Consensus approved. Cost is \$205.

City Attorney Jackie Rodgers:

- The ordinance does have a \$100 to reconnect to have Zane and or Robbie to review to advise is sufficient.
- For P & Z – still working o the PDF of City of Columbia Standards
- Working with Robbie on the st updating the ordinance on street cutting etc.
- Jacoby asked about City of Columbia, Attorney advised ok to just reference.
- As to streets, if an existing street, paving, or repaving is sufficient curb and gutter applies to new plats or developments.

- City Limits on Hwy V. Spoke with MODOT, the new manager would confirm with the right of way manager. Even if the City does Annex the right of way, MODOT would retain the right to the position of the speed and city limit sign. For it to be moved, the city would accept the deed or right of way to the highway. But that may not be possible as there are 2 properties on the North side that may not be within the city limits.
- Issue with the Fairgrounds. There is an issue that some of the Fairgrounds property may not be within the city limits. A survey needs to be considered to determine what is or is not within the city limits. Technically the Sturgeon police are not able to respond. We have a deed but no an appropriate legal description.
- Sgt Crawford and Attorney have been playing phone tag on the Abatement. Still working to get it coordinated. They now have each other's cell phone numbers

Alderman David Day: None

Alderman Dorrie Crawford:

Discuss and Vote on potential personnel policy updates.

Either change policy carry over to two weeks -

Employees are allowed to roll over two weeks (80 hours) of paid time off into the next year.

Part-time or temporary employees shall not accrue paid time off. If a paid holiday occurs during an employee's paid time off the holiday is not counted as a day of paid time off.

or

Put an accrual process in place instead of a lump sum. Currently appears to be 4.61 hours per pay period for the 3 weeks per year. Alderman Truesdell was to see if the current pay system will allow for an accrual method instead of a lump sum. Then a max accrual would be determined and set. 400 hours appears to be the standard maximum. Once it is determined what is possible with the current payroll system will visit the paid time off policy and rollover.

City clerk advised that the system is an accrual system. The personnel policy is 4.61 for new employees and she is at 6.15 as she has been here the longest. PTO is earned as you go. Can only carry forward 40 hours from one calendar year to the next. Can accrue more during the year but only carry forward a week into the next year.

No vote was taken. Will review at the next work session.

The other personnel policy update is regarding computer usage. Alderman Cranmer passed out the computer use for the policy. Current employees will need to sign the computer use agreement along with the mayor and alderman. Also contracted employees, such as Rochelle Hill. Mayor confirmed that each individual now has their own logins and passwords. The draft does not need to be added to the personnel policy,

Vote on suggested policy for G-Works - Each department head will have read only access for the purpose of reviewing reports, preparing, and monitoring their budgets. The maintenance department will have access only to utility billing and be able to update customer billing accounts as needed. The front office staff will have full access as this is part of their duties. It is understood that Sgt Crawford has read only access, Maintenance has utility billing and the front

office full access. But Donna and Connie each need their own logins. City Attorney will review and advise if all in line or if any changes need to be made. The "rough draft 1" needs to be removed from the top. This will be reviewed and voted on at the work session.

The city clerk brought it to Alderman Cranmer Palliser attention that all police expenses were coming out of general revenue instead of the police revenue. Alderman Cranmer Palliser with the assistance of Alderman Crawford reviewed the FY 2022 year and will still need to complete the review of the FY 2023. A report was distributed. There was a coding error in the system that had the expenses coming from general instead of police. By the work session, the FY 2023 will be complete and the budget adjustments to be transferred. A vote will be required. The only revenue that was going into the police was the sales tax. But the dog tags, permits and etc. were not going into the revenue. The fines are not going into as revenue, but they are not to be used as revenue for the police department. The budget will need to be correctly updated with what revenues are going into the police revenue and what should be going into general.

A future vote will be needed on budget adjustments once all have been calculated.

Vote on obtaining an audit of the city's finances. Alderman Cranmer and Crawford to present findings on some budget issues. Alderman Cranmer Palliser discussed the \$48,000 transfer the Aldermen approved in December. It appears that a transfer of \$7,500 was made from the water instead. It was to be \$22,000 from each sewer and road, and \$4000 from water. An adjustment will still need to be made. When Donna requested the adjustments, G Works said no, but the board needs it completed for budget accuracy. The direction needs to be given to G Works to do it the way Alderman voted for it to be done. City Clerk will follow up with GWorks. City clerk advised we did receive our chart of account engineering expense 700-810-7252 \$4000 out of water. Then we did get our 710-820-7272 sewer. Got the line items for the expenses. Revenue sharing 8810, wanted to put it down in streets, but GWorks said to pull it straight out of street and road cash. Alderman Cranmer Palliser advised if we do that we would be out of budget. Moving it to an adjustment to stay in balance. Move it to an internal department. It is an inter department transfer. City Clerk agreed and will follow up with GWorks again. City clerk suggest that Alderman Cranmer Palliser come in for a day and review with GWorks. City Clerk has GWorks do the journal entries. No vote needed a prior vote already completed.

Chapter 700 - need to discuss language and make corrections. The language needs to be reviewed. Treatment works as listed in Chapter 700 is Sewer only – does not include water. There is a question on how the money in the money market is spent. If it is coming from Chapter 700 then it can only be used for Sewer. How can the money be spent? It is an Enterprise fund and we need to be careful with those. Zane wanted it to be sewer and water but if it is treatment works can be sewer only. City Attorney will review.

Plan the budget process - each department with Budget – Budget worksheets, GL Expense history for each department, GL revenue for each department - Need to get this started ASAP. Set first budget work session for March 2024. All preliminary budgets are due from all boards and departments by March 7, 2024. When the department heads or chairmen turn in their budget,

they are to give a copy to the city clerk and keep the original. Mayor will send an email to department heads and chairman. It is only a rough draft by March 7.

Another budget item is the MECO inspections. What, if any, inspections have been done? Have there been any reports? If so, who received them?

- There have been regular inspections and MECO has reported to the mayor and/or Robbie. Only one bill so far. May will follow up with Don for updates.

The water audit has been cancelled and determined to no longer be needed.

Known budget items that will need to be amended and voted on:

- IT service-
- REDI - \$1000 budget
- BCRSD-
- MECO-\$48,000

Alderman Seth Truesdell: Nothing

Alderman Traci Cranmer Palliser-

- Payroll process – when are timesheets due, who approves etc.
 - Pay period ends on Saturday. City Clerk pulls the timesheets. Enters the data into GWorks, does the calculations and then Connie reviews. The mayor reviews and then signs the checks. May need to be relook at it. Alderman Cranmer Palliser was curious as to the process if we are ever audited.
 - Jacoby asked how the employees are logging in for their timesheets, clocking in and out. Mayor advised there is a computer to clock in and out. There are a couple of ways to do it. The police department clocks in and out on their phones. The rest use the timeclock. The officers take the vehicles home and anytime they are driving the police vehicle they are to be clocked in.
- Put an ad on Facebook for volunteers for the Fair board.
- Trash - when is the contract up for renewal? go back to twice a week? Ordinance with a time frame of when trash can be put out at the curb. City clerk provided examples of the trash bid. It has been noticed that trash is picked up on Monday, and by Wednesday trash is being set out. It was suggested that the police issue citations for trash that is set out inappropriately.
- Rough draft of Budget due to Donna by March 7th - Purpose: When the rough draft is brought to Donna, Donna makes a copy and returns the original copy to the department head / chairperson.
- Clarification on the petty cash and change fund - policy? vouchers for petty cash?
 - No policy on it. The city has a Pcard – purchase card. There is \$130 cash in a bag that is mainly used for postage as the post office will not take a credit card for postage. Caleb used it at dollar general to get mean green for cleaning the youth center. The change fund is needed to make change when people come in to pay their bills. Will discuss petty cash in the future budget. Petty cash really only used for registered mail as post office won't take a credit card.
- Discuss the Police Fund expenses being paid out of the General Fund – previously used.

Updates on the following -

- Abatement on Ruby Street - received a letter from citizen – let's get this moving.
- Letters were mailed out regarding cleaning up properties – houses with inoperable vehicles, trash in a lot of yards. Previously discussed.
- Demo grant - when can the city move forward. Previously discussed.
- Did Mike follow up with the school regarding the sewer? Still waiting to hear back.
- Did Garret Kelly pay the invoice from October? Mayor had the invoice.

Mayor Kevin Abrahamson: there are something happening regarding a possible industrial park. I

Called for motion to go into closed session.

Mayor Kevin Abrahamson Called for a Motion to go into Closed Session

Alderman Truesdell made a motion that the Board of Alderman of the City of Sturgeon, Missouri hold a closed meeting and closed vote now, and the specific reason for closing the meeting and having a closed vote in subsection 610.021 (3) RSMo, the hiring, firing, disciplining, or promoting employees by the City of Sturgeon where personal information about the employee will be discussed or recorded. The Revised Statutes of Missouri. The motion was seconded by Alderman Palliser Cranmer

Roll Call Vote:

Alderman Traci Cranmer – Yes

Alderman Dorrie Crawford – Yes

Alderman Seth Truesdell – Yes

Alderman David Day – Yes

Before the Aldermen went into closed session, Mayor Abrahamson allowed Garrett Kelly to speak regarding the October water main break. He typed the invoice for what he had into the repairs also. Found the pipes the right way, the material that was in the ditch was not sufficient or adequate, the service line marks were not correct. Its not Robbie's fault, just some old maps and a wild guess. So broke down for Kevin what Garrett had in it from his guys and his time. Just charging as anyone the same rates that Robbie charges for rocks. Charged 5 hours of dump 16 hours of labor. The locate issues, there was a locate issue in the past and he wanted it noted that he did the locate properly but was given wrong information.

The City Attorney requested the City Clerk take roll call vote again to go into closed session.

Roll Call Vote:

Alderman Traci Cranmer – Yes

Alderman Dorrie Crawford – Yes

Alderman Seth Truesdell – Yes

Alderman David Day – Yes

Mayor and Alderman are now in closed session. *Minutes from the closed session are attached.*
The minutes have been submitted for review and approval. Minutes prepared by Alderman Traci Cranmer Palliser.

Mayor and Alderman came out of closed session at 8:58pm.

Alderman Traci Cranmer Palliser made a motion to adjourn the regular meeting. The motion was seconded by Alderman David Day. All in favor.

Meeting adjourned at 8:59pm

Minutes submitted review and approval by Alderman Dorrie Crawford.

The news media may obtain copies of this notice by contacting:
City of Sturgeon, 303 E Station Dr, Sturgeon Missouri 65284

City of Sturgeon Board of Aldermen
Closed Session Meeting Minutes
February 26, 2024
303 Station Dr., Sturgeon, MO 65284

Mayor Kevin Abrahamson called for a motion to go into closed session. Alderman Seth Truesdell made a motion that the Board of Aldermen go into closed session for specific reasons stated in the Revised Statutes of Missouri subsection 610.021 (3) RSMo, the hiring, firing, disciplining, or promoting employees by the City of Sturgeon where personnel information is discussed. The motion was seconded by Alderman Traci Cranmer Palliser.

Roll call vote:

Alderman David Day – Yes

Alderman Dorrie Crawford – Yes

Alderman Seth Truesdell – Yes

Alderman Traci Cranmer Palliser - Yes

At 7:28pm the City of Sturgeon's Board of Aldermen and Mayor went into closed session for specific reasons stated in the Revised Statutes of Missouri subsection 610.021 (3) RSMo, the hiring, firing, disciplining, or promoting employees by the City of Sturgeon where personnel information was discussed.

Alderman Seth Truesdell made a motion to suspend City Clerk, Donna Tracy, with pay indefinitely. The motion was seconded by Alderman Dorrie Crawford.

Roll call vote taken:

Alderman David Day – Yes

Alderman Dorrie Crawford – Yes

Alderman Seth Truesdell – Yes

Alderman Traci Cranmer Palliser – Yes

Alderman Traci Cranmer Palliser made a motion to go out of closed session. This motion was seconded by David Day.

Roll call vote:

Alderman David Day – Yes

Alderman Dorrie Crawford – Yes

Alderman Seth Truesdell – Yes

Alderman Traci Cranmer Palliser – Yes

At 8:58pm the Board of Aldermen came out of closed session.

The minutes are pending review and approval by the Board of Aldermen. Minutes prepared and submitted by Alderman Traci Cranmer Palliser.

