

SEPTEMBER 18, 2018 * RECORD OF PROCEEDINGS

CITY OF PACIFIC
REGULAR MEETING OF THE BOARD OF ALDERMEN
300 HOVEN
PACIFIC, MISSOURI 63069

The meeting was called to order at 7:00 p.m. by Acting President of the Board Adams.

A roll call was taken with the following results:

Present at Roll Call:

Alderman Nemeth
Alderman Adams
Alderman Rahn
Alderman Gass
Alderman Johnson
Alderman Stotler

A quorum was present.

Also present:

Attorney Jones
Bldg. Commissioner Seymour
City Collector Kelley
Lieutenant Meyer
Deputy City Clerk Hayden

Acting President of the Board Adams wanted it on record that Mayor Myers, Administrator Roth and City Clerk Barfield are absent tonight due to a training down at the Lake of the Ozarks.

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was given.

PRAYER

Prayer was offered this evening.

APPROVE AGENDA

Acting President of the Board Adams stated that he would like to amend the agenda tonight. We have a request from Mr. McHugh for a temporary permit at the Opera House on September 29, 2018. Motion made by Alderman Johnson, seconded by Alderman Nemeth to add request to the agenda tonight. A voice vote was taken with an affirmative result, and Acting President of the Board Adams declared the motion carried.

Acting President of the Board Adams would like to address this request right now since Mr. McHugh has another matter this evening. Motion made by Alderman Gass, seconded by Alderman Rahn to approve Andre's Banquet's and Catering, 4254 Telegraph Rd., St. Louis, MO 63129 for a temporary permit-intoxicating liquor for sale permit at the Opera House on September 29, 2018 for a wedding. A voice vote was taken with an affirmative result, and Acting President of the Board Adams declared the motion carried.

APPROVAL OF MINUTES

A. Regular meeting on September 4, 2018

Alderman Johnson would like to make a correction to the minutes. Under Collector Kelley's report, the contribution came from Pacific Soccer Association not the Pacific Youth Association. Motion made by Alderman Nemeth, seconded by Alderman Stotler to amend the minutes from the regular meeting on September 4, 2018. A voice vote was taken with an affirmative result, and Acting President of the Board Adams declared the motion carried.

Motion made by Alderman Gass, seconded by Alderman Rahn to approve the amended minutes of the regular meeting on September 4, 2018. A voice vote was taken with an affirmative result, and Acting President of the Board Adams declared the motion carried.

B. Executive Session minutes on September 4, 2018

Motion made by Alderman Nemeth, seconded by Alderman Stotler to approve the minutes of executive session on September 4, 2018. A voice vote was taken with an affirmative result, and Acting President of the Board Adams declared the motion carried.

PUBLIC PARTICIPATION

Stephen Flannery, 305 W. Pacific Street, Pacific, MO – he is here on behalf of the Pacific Partnership. He has a couple questions that he is baffled with regarding the upcoming rodeo and ticket prices. There has been some back and forth with the City Clerk, Mayor and Administrator. Historically, since we established the rodeo five years ago, the Partnership had been asked by Mayor Adams at the time, to be part of coordinating said rodeo. A rodeo committee was formed and prices were established at that time. It was \$10 for Adults, \$5 for Kids and youth who are 5 and under are free. That has been the pricing for the last five years. We know that there has been economic struggles over the community the last five years, but the economy has gotten better. As the organization contracted to provide the services of said rodeo, the Partnership and Rodeo Committee made the decision to increase the adult admission to \$15, leave children at \$5 and ages five and under are still free. Over this past five years, there has been an increase in costs to put this rodeo on. The Partnership is not taking anything from the gate. It all comes to the City. So this increase is not for their benefit. As the contract organization, they felt it was in the best interest of the City to make this price increase. With having a contract, they felt it was their duty to do what is in the best interest of the City, act with real care and diligence. So, that is what their decision making process was based on. The current Mayor is saying there needs to be a resolution adopting said prices. There has supposedly been a resolution in the past. Nobody from previous or current Rodeo Committee's recalls there being a resolution passing prices. If this Board so desires, he is requesting a resolution for the \$15 for adult admission. If it is deemed to be unnecessary, he would graciously thank them for their time. He would also ask that if any voting should take place, Alderman Nemeth and Alderman Stotler would have to abstain because they are directors of the organization. The Washington Missourian is coming out tomorrow and the new prices will be advertised as such. Acting President of

the Board Adams stated he spoke with the Mayor and City Administrator this evening. They, at this point, have an objection to the price increase. Acting President of the Board Adams advised Mr. Flannery that this is a matter that should wait until the Mayor gets back. The Partnership needs to sit down with Administration, come to an agreement, then bring that to the Board. Any type of price increase that represents the City has to have Board approval. Discussion followed.

NEW BILLS

Bill No. 4007 An Ordinance revising the Personnel Manual for the City of Pacific with regard to hiring, firing and discipline.

Motion made by Alderman Stotler, seconded by Alderman Nemeth for the first reading of Bill No. 4007. A voice vote was taken with an affirmative action. Acting President of the Board Adams declared the motion carried. As posted pursuant to the ordinance, Acting President of the Board Adams read Bill No. 4007 by title only for the first reading.

Bill No. 4008 An Ordinance providing for the approval of a Final Plat and Performance Surety for the Riverbend Heights Subdivision Plat 1 a tract of land zoned "R1-B" Single-family District located on the east side of West Congress St. south of its intersection with Old Gray Summit Road (19-6-14.0-0-099-034.000)

Attorney Jones stated this bill is still marked Bill No. 4005 and is not correct. It is actually Bill No. 4008. Bill No. 4005 was read at the last meeting. We have since learned from the developer in order to obtain the performance guarantee necessary, he will have to do this in a phase development, Plat 1 then Plat 2. Attorney Jones prepared a new bill that should have been marked Bill No. 4008. This afternoon they learned that the developer was not able to get performance guarantee until the final Plat is approved. He added the last two sentences in section 1 indicating that the owner shall submit an appropriate performance guarantee to the City for approval within 30 days of passing this ordinance. The guarantee must be approved before the owner records the final Plat at the County Recorder's Office. The City will hold the Plat and cannot be recorded until the performance guarantee is approved by the City. This should be Bill No. 4008. It is his understanding from Mr. Gullet, Bill No. 4005 is being withdrawn for our consideration Plats 1 and 2 at the same time. Mr. Gullet stated that he has to downsize the project for the bank to give him a letter of recommendation for the first plat, Plat 1. The bank would not give him this until he had the final approval from the Board. Attorney Jones stated that since Bill No. 4008 was not posted ahead of time, he will have to read this bill in its entirety tonight. Discussion followed.

Motion made by Alderman Gass, seconded by Alderman Stotler to approve the first reading of Bill No. 4008 in its entirety. A voice vote was taken with an affirmative results, and Acting President of the Board Adams declared the motion carried. As posted pursuant to the ordinance, Attorney Jones read Bill No. 4008 for the first reading.

Motion made by Alderman Nemeth, seconded by Alderman Rahn to amend Bill No. 4008 changing the spelling of Gullet. A voice vote was taken with an affirmative result, and Acting President of the Board Adams declared the motion carried.

Motion made by Alderman Nemeth, seconded by Alderman Gass for the second reading of Bill No. 4008. A voice vote was taken with an affirmative result, and Acting President of the Board Adams declared the motion carried. As posted pursuant to the ordinance, Attorney Jones read Bill No. 4008 as amended in its entirety. Motion made by Alderman Gass, seconded by Alderman Nemeth to approve Bill No. 4008. A roll call vote was taken with the following results. Ayes Alderman Nemeth, Alderman Rahn, Alderman Adams, Alderman Gass, Alderman Johnson, Alderman Stotler. Nays: none Whereupon, Acting

President of the Board Adams declared the motion carried 6-0 and Bill No. 4008 becomes Ordinance No. 3092.

Consideration of Bills Previously Introduced

Bill No. 4004 An Ordinance authorizing the City of Pacific to accept a deed from Osage Estates 2011 for certain property adjacent to Lisa Lane.

Motion made by Alderman Stotler, seconded by Alderman Nemeth to read Bill No. 4004 for the second reading. A voice vote was taken with an affirmative result, and Acting President of the Board Adams declared the motion carried.

As posted pursuant of the ordinance, Acting President of the Board Adams read Bill No. 4004 by title only for the second reading. Motion made by Alderman Nemeth, seconded by Alderman Gass to approve Bill No. 4004. A roll call vote was taken with the following results. Ayes: Alderman Nemeth, Alderman Alderman Rahn, Alderman Adams, Alderman Gass, Alderman Johnson, Alderman Stotler. Nays: none. Whereupon, Acting President of the Board Adams declared the motion carried 6-0 and Bill No. 4004 becomes Ordinance No. 3091.

Bill No. 4006 An Ordinance authorizing the City of Pacific to execute a Road Relinquishment Agreement with MHTC and to accept a deed from MHTC for a section of Thornton Street Road for Orr St. to Westmore Place.

Motion made by Alderman Gass, seconded by Alderman Rahn for the second reading of Bill No. 4006. A voice vote was taken with an affirmative result, and Acting President of the Board Adams declared the motion carried.

As posted pursuant to the ordinance, Acting President of the Board Adams read Bill No. 4006 by title only for the second reading. Motion made by Alderman Gass, seconded by Alderman Rahn to approve Bill No. 4006. A roll call vote was taken with the following results. Ayes: Alderman Nemeth, Alderman Adams, Alderman Rahn, Alderman Gass, Alderman Johnson, Alderman Stotler. Nays: none. Whereupon, Acting President of the Board Adams declared the motion carried 6-0 and Bill No. 4006 becomes Ordinance No. 3093.

New Business

Resolution No. 2018-38 A Resolution authorizing and directing the Mayor to execute a Land Lease with Jerry Holloway for a portion of City right-of-way.

Acting President of the Board Adams read Resolution No. 2018-38 by title only. Motion made by Alderman Johnson, seconded by Alderman Rahn to approve Resolution No. 2018-38. A voice vote was taken with an affirmative result, and Acting President of the Board Adams declared the motion carried.

CITY ATTORNEY REPORT

a. Burns-McDonnell Contract Amendment

As the City Administrator indicated in his report to the Board, there is a request from Burns-McDonnell to amend the professional services agreement to include some additional work. The price was based upon the project budget and taking a pro-rated share of 12.8%, because that was the same percentage that the initial project budget had to the initial contract maximum. This would be an increase of \$33,680 to a not

to exceed price of \$202,240, previous not to exceed was \$168,650. Acting President of the Board Adams did talk to Administrator Roth and this is the understanding. Alderman Gass asked the representative from Burns-McDonnell what work did they do. The A-B Building, the electrical equipment that was flooded in 2015 and 2017 was ruined. When he got back in and looked at it, you could raise that equipment but there isn't enough square footage. So what we did was build a deck with an awning over the top of it adjacent to the existing UE. This way if there is another flood, you are back in business.

Motion made by Alderman Stotler, seconded by Alderman Gass to approve amending the contract. A voice vote was taken with an affirmative result, and Acting President of the Board Adams declared the motion carried.

MISCELLANEOUS

- a. Approve hiring, Communication Dispatch employee

Motion made by Alderman Nemeth, seconded by Alderman Johnson to approve the hiring, Communication Dispatch employee. A voice vote was taken with an affirmative result, and Acting President of the Board Adams declared the motion carried.

- b. Approve the list of bills.

Motion made by Alderman Rahn, seconded by Alderman Stotler to approve the list of bills. A voice vote was taken with an affirmative result, and Acting President of the Board Adams declared the motion carried.

- c. Approve temporary liquor license for sale by the drink to Rodney Leadbetter, SUBOB Management Company for the Pacific Music Festival on September 22, 2018.

No action taken. Event has been cancelled.

REPORTS OF CITY OFFICIALS

Alderman Nemeth – No report

Alderman Adams – No report

Alderman Rahn – No report.

Alderman Gass – stated he had a couple of things.

Needs somebody to look at the concrete being dumped on the other side of the gate at the access road out of Hawthorne. Building Commissioner Seymour will look into it.

Out on Inez Lane, the gentleman at the very end on the west side of the roadway, where the water line trench is, is there a way we can put some dirt in the trench to level it up some. Building Commissioner Seymour will relay the message to Public Works Comm. Brueggemann.

Alderman Johnson – has a couple things.

Tomorrow night at the Senior Citizen's Center at 6:30 pm there will be a presentation on Purina Farms by the Historical Society. It is open to the public and if you would like you can bring a covered dish.

Wants to know if we found out anything about the AT&T substation in the front yard on Hwy. N. Building Commissioner Seymour stated he has not looked into this yet. He will contact tomorrow.

Addressed a question to Alderman Adams as to what are we doing with Red Cedar Inn. Alderman Adams stated they had a short meeting. They are looking at all the different architects and will narrow it down to 2-5 architects.

Alderman Stotler – has been asked if Null & Crossbones could park their Hearst somewhere else. They don't like seeing it when you come right off the highway.

Lieutenant Meyer – No report.

Building Commissioner Seymour – No report.

Collector Kelley – wanted it known that what the Board approved for the bulky trash pickup literature is different from what went out to residents. There were some changes and wanted everyone aware of it.

ADJOURNMENT

Motion made by Alderman Gass, seconded by Alderman Nemeth to adjourn. A voice vote was taken with an affirmative result, and Acting President of the Board Adams declared the motion carried.

The meeting adjourned at 7:52 p.m.

Steve Myers, Mayor

ATTEST:

City Clerk

MEMORANDUM

Steve Roth
City Administrator

636-271-0500 ext. 213
sroth@pacificmissouri.com

September 28, 2018

TO: Mayor and Board of Aldermen
RE: City Administrator report, 10-2-18 Board of Aldermen meeting

Hello everyone,

Please note the following with respect to agenda items and other information for the October 2 meeting.

1. Bill No. 4007, Personnel Manual revisions. This bill was drafted by the City Attorney following earlier Board discussion and was given a first reading at the last meeting. The revisions remove the requirement that all hirings be subject to approval by the Board of Aldermen. The revisions also give the City Administrator authority to terminate an employee, with an appeal process to the Board of Aldermen if the employee chooses.

This subject has been discussed at various times since I was appointed in 2016. The City Administrator code provision (115.260.A.7) stipulates that the City Administrator "shall act as the Personnel Officer of the City..." and shall "have the power to appoint and remove (in accordance with personnel system regulations approved by the Board of Aldermen) all subordinate employees of the City of Pacific. The City Administrator shall make recommendations of appointment and removal of Department Heads."

The intent of the Personnel Manual revisions then is to clarify these appointment and removal powers as provided for in 115.260. I am certainly comfortable in exercising these authorities as granted in the proposed revisions in this bill, and feel the appeal process is an effective "check and balance" on the City Administrator authority.

Please note that I would not recommend a second and final reading on this bill until the issue has been thoroughly discussed and vetted through the Board. The Board should understand that personnel administration and HR policies and procedures in general are subject to numerous provisions of federal and state law, and we must have a system that operates within all applicable provisions of law and regulation. We have recognized a need to update the Personnel Manual in general, and the provisions included in this bill are a step in that direction.

2. Resolution 2018-39, City banking services. This Resolution authorizes the Mayor to enter into an agreement with First State Community Bank for the City's depository and banking services. The agreement is for a three-year term, with two one-year extensions at the option of the City. The agreement includes the interest rate proposal (80 percent of Federal Funds Target Rate, with a .35 percent floor) as included in the FSCB proposal. The agreement also includes the other provisions of the FSCB proposal. The agreement provides that the City intends to move its funds no later than January 1, 2019. Assuming Board approval, we would begin this process as soon as possible. The City Clerk will be responsible for handling most of the items associated with the move.

As noted in discussion at the Sept. 4 meeting, we feel the FSCB proposal was the most advantageous of the three we received, and feel that the interest rate proposal in particular represents excellent value for the City. We would respectfully request Board approval.

3. Waste Connections contract extension. The existing contract with Waste Connections terminates at the end of this year. The contract includes a provision for extension for up to three years. Upon discussion we have invited Waste Connections to submit pricing for an extension, which is included in the Board packet and re-copied below. We have also requested a new contract document, which they have also provided.

Please note that we are not asking the Board to authorize a contract extension with Waste Connections. Rather the decision is whether to seek bids, or to direct staff to negotiate a contract extension with Waste Connections for consideration at a future meeting.

At this point we feel satisfied with the Waste Connections service and feel that the pricing they have proposed is reasonable and in fact would be no increase in 2019. While we could seek bids, it would be our recommendation to re-negotiate the existing contract along the lines of the terms proposed by Waste Connections here.

Cost of services per Residential Dwelling Unit/Per Month

Household Waste and Recyclables picked up one (1) day /week with Waste Cart and Recycling Cart provided:

2019: \$19.51 per month

2020: \$19.99 per month

2021: \$20.49 per month

Senior Discount: 10%

Extra Cart: \$5.00/month

Bulk Disposal: 10 loads taken at Valley Park Transfer at no disposal charge yearly.

4. Liberty Field Outside Walking Museum. The Tourism Commission had previously been working with Patrick Smiley, who assisted the City with establishment of the Liberty Field Outside Walking Museum. The memorial plaques that were initially acquired are in need of replacement, and Mr. Smiley had found a vendor, Laser Imaging & Design, which specializes in granite murals and memorials. The company specializes in Veterans and War memorials and has worked on the Missouri Military Memorial Foundation memorial at Jefferson Barracks park. The company's work can be viewed at <https://www.veteranwarmemorials.com>.

The Laser Imaging and Design quote is \$20,303.25 for the 33 plaques. A copy of their quotation is included in the packet. The Tourism Commission has budgeted \$15,000 for this purpose, and there is \$2,131 remaining in the Liberty Field Walk fund. The total City outlay then would be roughly \$3,000.

The vendor has advised that the pricing they have quoted may go up if the Board does not order the materials soon. The granite for this projected is sourced from China and may be subject to additional tariffs in the near future.

Assuming Board approval, we would need to correct typographical errors and other errors in the original plaques. We would do this work ourselves, and also request feedback from the families and sponsors that participated in the plaques initially. I have posted all the plaques on the City website, <http://www.pacificmissouri.com/258/Liberty-Field-Outside-Walking-Museum>, and would reach out to individuals later assuming the Board moves forward.

In summary we feel the vendor’s credentials for this project are well-established, and completion of this project is a clear priority for the Tourism Commission. We would request Board approval then to move forward with this project, at a not-to-exceed price as quoted by the vendor.

5. Red Cedar Architect selection update. A committee to review the Red Cedar architect proposals met on Sept. 26 to score and rank the proposals. The committee was tasked with ranking the 10 proposals on a scale of 1 to 5, with 1 being the highest, according to the criteria as listed in the initial RFO. Upon discussion the committee agreed to schedule interviews with the four top-ranked firms, as follows: Strata / Bond Architects; G. Clinton Borrer; Patterhn Ives, and Arcturis. Interviews have been scheduled for Tuesday, October 9 beginning at 2 p.m. in the Board of Aldermen chambers. These interviews are open to the public. Following the interviews, the committee may recommend a top-ranked firm to the full Board of Aldermen, or may take further actions.

6. Bulk Trash pick-up. The Bulk Trash pick-up is set to begin the week of October 8. We mailed flyers to all utility billing addresses earlier this week. We have divided the City into two sections, with the west side beginning on October 8, and the east side on October 15. We have a map on the flyer and have a more interactive map posted on the website. <http://www.pacificmissouri.com/259/Bulk-Trash-Pick-up-Fall-2018>. As noted in the flyer, residents must set out bulk trash on the Monday of the week for pick-up. We cannot back-track to residents who don’t have trash out by the time of the pick-up. We also can’t pick up construction debris, tires, hazardous materials, etc. Hopefully with good cooperation the pick-up will go smoothly.

7. Health Insurance plan renewal. The City’s Group health Insurance plan is set for renewal November 1, so the Board will be asked to adopt a plan at the October 16 meeting. The preliminary renewal information is included in the Board packet, along with information I’ve provided to the Local 148 representatives. The overall increase is 15.39 percent, which represents an approximate \$68,451 increase in the FY 18-19 budget. Obviously this is a hefty increase, which significantly affects the budget available for pay increases. We are meeting with the health insurance representatives Tuesday to discuss the renewal in more detail, and I can provide updated information to the Board at the meeting if desired. The below table provides a summary of the expected increases. Please note that the 2018-19 figures are based on expected plan usage, which includes one additional employee over the 2017-18 figures.

Total Premium Costs, City	<u>2017-18</u>	<u>2018-19</u>	<u>Increase / (Decrease)</u>	<u>Pct Increase / (Decrease)</u>
Employee	\$13,024.20	\$15,415.26	\$2,391.06	18.36%
Employee Spouse	\$6,441.58	\$8,345.72	\$1,904.15	29.56%
Employee Child	\$6,865.00	\$6,802.95	(\$62.05)	-0.90%
Family	\$10,722.69	\$12,193.79	\$1,471.10	13.72%
Total City Plan Costs, Monthly	\$37,053.47	\$42,757.72	\$5,704.25	15.39%

Total City Plan Costs, Annual \$444,641.58 \$513,092.58 \$68,451.00 15.39%

Employee Share of Premium Costs			<u>Increase /</u>	<u>Pct Increase</u>
	<u>2017-18</u>	<u>2018-19</u>	<u>(Decrease)</u>	<u>/ (Decrease)</u>
Employee only	\$0.00	\$0.00	\$0.00	-
Employee Spouse	\$269.02	\$309.16	\$40.14	14.92%
Employee Child	\$206.92	\$237.79	\$30.88	14.92%
Family	\$540.20	\$620.81	\$80.61	14.92%

With respect to pay increases, as the Board will recall the adopted FY 19 budget did not include any pay increases. Instead we planned to address pay mid-year, with January 1 as the target date. The Franklin County Prop P sales tax goes into effect October 1, with the first disbursements coming to the City in January, 2019. Thus we intend to propose the Prop P pay increase to take effect January 1, with pay increases for the rest of the City employees also proposed to be enacted at the same time.

Please note that my budget target is for a 1.5 percent minimum pay increase for all employees. I would hope that we can do more but I am not far along enough in my planning to make a firm recommendation. The health insurance increase again significantly cuts into the available budget for pay increases. I do not think the current level of health insurance benefits is sustainable for the City in the long-term. Having said this I understand the benefits package is highly valued among many employees and I do hope we can continue to fund it in the current budget year.

6. Information items: Please note the following with respect to items we have been working in recent weeks:

- **FMA NOI.** We have submitted a Notice of Interest to SEMA for the FY 19 Flood Mitigation Assistance (FMA) program. This is the flood buyout program which requires properties be insured under the NFIP in order to participate. SEMA has made initial inquiries to the City, and at this point we feel we may be asked to apply for the FY 19 round. If so we will contact eligible property owners and determine the level of interest. Any full application of course would require authorization from the Board.
- **Franklin County Transportation grant.** We have received \$43,500 through the Franklin County Transportation Grant program for the Candlewick Phase 1 project. We intend to submit final plans in October, with approval hopefully coming in time to go out for bid before the end of the year. If possible we would like to open bids in mid-January, with award and notice to proceed coming in early spring. I would note to the Board that our difficulties with the MoDOT process relative to this project are not unusual. In fact the Franklin County Transportation Committee upon discussion at the last meeting moved to send a letter to MoDOT detailing difficulties with the MoDOT Local Roads program, and asking for improvement.
- **Flood Mitigation Study, HR Green.** HR Green has completed its final draft Flood Mitigation Study; copies are included in the Board packet. I just received this on Friday and have not had time to review in any detail. However we want to give the Board time to review prior to October 16, when we have scheduled a presentation from HR Green on the study. If you have questions / comments please feel free to contact me. The consultants have indicated a willingness to meet with the Board in a workshop or committee setting if necessary.

- **FMA 18 buyouts.** We have initiated contact with property owners in what we are calling the "Round 1" flood buyout project, and have issued RFQs for the property appraisals and title work. These quotations are expected to be presented to the Board at the October 16 meeting. Depending on schedules we do remain hopeful that we can make our first offers before the end of the year. However this remains an ambitious schedule and we may need to wait until early 2019 to start this process. We understand there is urgency on the part of some property owners, and we don't want any unnecessary delays. Meanwhile we do remain on hold with the Round 2 and Round 3 projects. My contact with SEMA remains confident that the projects will get funded, but to date we have not received the actual award(s).
- I would note that both Mayor Myers and City Clerk Barfield were recognized at the recent Missouri Municipal League conference in Branson. Mayor Myers was recognized for receiving the "Certified Municipal Official" designation, as part of the MML's Municipal Governance Institute. A municipal official must complete 16 hours of training conducted or endorsed by the MGI. Ms. Barfield was recognized for achieving the next level of City Clerk certification, the "Missouri Registered City Clerk, Sustaining Certification." This is the final level before achieving Master City Clerk status. I feel the MML programs in general are excellent and the City has been well-served by our membership and participation in MML. Congratulations to both Mayor Myers and City Clerk Barfield for their designations.

As always, if you have questions or need further information please don't hesitate to contact me.

Respectfully submitted,



Steve Roth
City Administrator

SPONSOR: _____

AN ORDINANCE REVISING THE PERSONNEL MANUAL FOR THE CITY OF PACIFIC WITH REGARD TO HIRING, FIRING AND DISCIPLINE.

WHEREAS, the Personnel Manual for the City of Pacific includes provisions with regard to hiring, firing, and discipline; and

WHEREAS, Section 115.260.A.7 of the Code provides that the City Administrator shall act as the Personnel Officer of the City, with the power to appoint and remove all subordinate employees of the City of Pacific, and to make recommendations of appointment and removal of department heads, but these powers are subject to the personnel system regulations approved by the Board of Aldermen; and

WHEREAS, the Board of Aldermen wishes to revise the Personnel Manual so that it is consistent with the City's Code.

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

Section 1: The third paragraph of Section 103 – Hiring Procedures shall be removed and replaced with the following:

Persons seeking employment with the City of Pacific must complete an application at the Personnel Office. An interview with the applicant will be scheduled with the appropriate department head, personnel officer and/or Mayor if the applicant meets all qualifications for the position. The final selection is made by the City Administrator, based on the following factors: experience, education and other training, oral interview, previous employment record, personal references, special departmental requirements, written examination when required, psychological examination when required and a physical examination/urinalysis drug test.

Section 2: The last paragraph of Section 117 – Discipline Policy and Standards of Conduct shall be removed and replaced with the following:

The City Administrator and every supervisor or department head has the authority to issue warnings and written reprimands to employees violating the rules of this Personnel Manual, City Code or for Police Officers, the Police Manual. The City Administrator on his/her own or with recommendation of the department head or supervisor, shall have the authority to suspend an employee with or without pay, place an employee on probation or terminate employment. An employee that is terminated may appeal such termination in writing within 5 working days to the City Administrator. Upon receipt of a timely appeal, the City Administrator shall schedule an executive session with the Board of Aldermen to consider the appeal and determine whether the decision of the City Administrator shall be affirmed, reversed or modified.

Section 3: The last paragraph of Section 121 – Employees and Supervisors Responsibilities shall be removed and replaced with the following:

Supervisors have the responsibility to discuss improper or inadequate performance with the employee in order to correct the deficiencies and to avoid the need to exercise disciplinary action. Supervisors will be

held accountable for employees' compliance with established safety policies by employees under his/her supervision. Discipline shall be of a progressive nature, if appropriate; the steps of progression are:

- (a) verbal warning
- (b) written warning
- (c) demotion
- (d) suspension
- (e) dismissal.

In circumstances where an employee's misconduct or rule violation is especially egregious, discipline up to and including termination of employment, may be imposed without regard to the progressive disciplinary system. Supervisors shall only have the authority to issue verbal and written warnings without City Administrator approval except the Police Chief as outlined in General Order RR 1-2 of the Pacific Police Department. When the supervisor believes that more serious discipline is warranted, the supervisor shall report to the City Administrator and proceed pursuant to the procedures and authority within Section 117. Nothing herein shall preclude the City Administrator from taking action without supervisor's suggestion in accordance with the procedures and authority within Section 117.

Section 4: This Ordinance shall be in full force and effect from and after its passage and approval.

PASSED this _____ day of _____, 2018. _____
Steve Myers, MAYOR

APPROVED this _____ day of _____, 2018. _____
Steve Myers, MAYOR

ATTEST:

City Clerk

RESOLUTION NO. 2018-39

A RESOLUTION AUTHORIZING AND DIRECTING THE MAYOR TO EXECUTE A DEPOSITORY AGREEMENT WITH FIRST STATE COMMUNITY BANK.

WHEREAS, the City of Pacific issued a request for proposals with regard to depository and banking services and selected First State Community Bank.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF ALDERMEN FOR THE CITY OF PACIFIC, MISSOURI, AS FOLLOWS:

SECTION 1. The Mayor is hereby authorized and directed, on behalf of the City of Pacific, to execute a Depository Agreement with First State Community Bank. The Depository Agreement is attached hereto as Exhibit A and made fully a part hereof.

Adopted by the Board of Aldermen and approved by the Mayor on this 2nd day of October, 2018.

Steve Myers, Mayor

ATTEST:

City Clerk

**Terms of Depository Relationship
Between
City of Pacific and First State Community Bank**

The following constitutes the agreed upon terms of depository services by and between the City of Pacific, Missouri and First State Community Bank.

Term

The term of this agreement will be for a period of 3 years from the commencement date. The City will have two, 1-year options. The commencement date will be the date this agreement is executed by the City. The City and FSCB agree that it is the intent of the City to move its deposits to FSCB no later than January 1, 2019.

Fee Structure

The following services will be provided to City of Pacific with no fees:

- No fee E-checking account for any employee of the city.
- All account statements are cut on the 30th day of the month.
- Electronic statement immediately available on-line.
- Checks will be sorted numerically.
- Printed deposit slips and checks.
- Cashier checks & stop payments.
- Permit & facilitate wire transfers both incoming and outgoing.
- Online banking
- Remote Deposit Capture – electronically deposit to bank
- Positive Pay – fraud protection tool.
- Payroll Cards – for those employees that do not have checking accounts.
- Endorsement stamps.
- ACH services for direct deposit of payroll.
- Locked bags.
- Envelopes.

Interest Rate

FSCB will pay an interest rate on all City of Pacific deposits with FSCB at 80% of the published Federal Funds Rate. FSCB will also incorporate a floor rate of .35%. This rate shall be paid through the term of this agreement. The Federal Funds Rate is determined by what is reported by the Federal Reserve Board.

Should the City wish to utilize Certificates of Deposit, FSCB will offer our current rates at that time, less .10%.

Collateral Requirements

All State & Federal laws applicable to public deposits, regarding the furnishing of securities, will be adhered to. FSCB will secure the deposits of the Public Fund by pledging securities that are accepted by law as suitable collateral for public deposits. The parties shall execute a Pledge and Custodial Agreement and UMB Bank, National Association shall serve as Custodian.

Interim Financing and Overdraft Protection

FSCB agrees to provide short-term financing (amount to be determined at the time of need) to the City of Pacific on a prompt and competitive basis through FS Leasing. Short-term financing is subject to normal underwriting and approval requirements. Short-term secured loans will be priced at Prime Rate floating with a 3.50% floor. Other rate and terms can be priced at time of request. The Bank reserves the right to adjust the pricing based on extended loan terms and/or lack of collateral being offered.

City of Pacific would have the capability to initiate transfers between FSCB accounts via online banking to avoid potential overdraft situations. FSCB would also evaluate establishing a revolving line of credit with sweep capabilities to avoid potential overdraft situations. Any extension of credit would be subject to normal underwriting and approval requirements.

On-Line Banking Services

FSCB agrees to provide online banking services at no cost to the City of Pacific. View and download all statements. Allow multiple users with varying levels of access and authorizations. Transfer funds between accounts. This is the portal to access ACH, Positive Pay or Wire Services.

Wire Transfer Services

This is provided to the City at no cost. Make secure & expedited payments and easily access and submit domestic wire transfers through online banking.

ACH Debit/Credit Services

FSCB will provide ACH services at no cost to City of Pacific via FirstNet for Business online banking. Make vendor payments and payroll easier and less time consuming. Reduces paper checks and you can schedule regular payments to suppliers.

ACH Blocker and Filters

FSCB has all of the ACH security measures in place, however, the City of Pacific would need to sign an ACH agreement which also states the City's responsibilities.

Direct Deposit for Payroll

FSCB has the ability to transmit ACH files no earlier than two (2) business days prior to the deposit date and no later than 3:00 PM the business day prior to the deposit date. Direct Deposits into the employee's accounts will be processed between 8:00 AM – 8:30 AM on the deposit date.

Utility Bank Draft

FSCB offers this function and the ACH debits for utility payments may be processed up to one (1) business day prior to the collection date by 3:00 PM.

On-Line Bill Payments

Online bill payment is available via online banking.

Returned Checks

FSCB will notify the City of Pacific via mail upon receipt of an insufficient deposited check. This notification will be originated from the Farmington branch.

Night Depository Services

FSCB will provide night deposit bags at no cost to the City of Pacific. All night deposit bags are removed and processed under dual control. If a discrepancy is discovered, the Bank will make the adjustment, complete the deposit and notify the City's designated representative.

Data Equipment Compatibility

Online Banking for FSCB is compatible with Quickbooks and Quicken.

Positive Pay

This service allows you to upload a file with a summary of the checks written. This service is provided at no charge to the City. Then as checks are presented to be cashed or cleared, FSCB checks against this file to ensure there is no fraud. Should a check come through that is not in this file, it would not be cashed or cleared without City approval.

Remote Deposit Capture

Remote Deposit Capture allows the City of Pacific to electronically transmit checks to FSCB for deposit. Benefits include: accelerated clearings, reduced return item risk, improved availability of funds and reduced transportation cost. There are additional agreements required with this service. FSCB would provide the service and scanner free of charge.

City of Pacific, Missouri

First State Community Bank

Steve Myers, Mayor

Al Baldwin, Senior Vice President

Date: _____

Date: _____

PACIFIC PRICE QUOTATION SHEET

Cost of services per Residential Dwelling Unit/Per Month

Household Waste and Recyclables picked up one (1) day /week with Waste Cart and Recycling Cart provided:

2019: \$19.51 per month

2020: \$19.99 per month

2021: \$20.49 per month

Senior Discount: 10%

Extra Cart: \$5.00/month

Bulk Disposal: 10 loads taken at Valley Park Transfer at no disposal charge yearly.

777 W. Main St. Suite A Lebanon, Ohio 45036
Phone: 513-934-1824 Fax: 513-934-1876
www.imageinstone.com

Date	Estimate #
9/25/2018	5012 - rev

Name / Address
Patrick Smiley

P.O. No.

Name On Stone	
---------------	--

Item	Description	U/M	Rate	Total
Tile	Liberty Field project 33 - jet black granite tiles 36" x 24" x 3/4" blind hardware included Plexiglass template will be included for mounting NOTE: Shipping costs are not included A deposit of \$5075.00 is required before granite will be ordered.		615.25	20,303.25

Total	\$20,303.25
--------------	-------------

City of Pacific
Application for Liquor License

DATE 9/25/2018
NAME OF APPLICANT Jerry D. Evermeyer
RESIDENCE 2148 S. Hwy N. Pacific MO 63069
(Street) (City) (State)
HOW LONG AT THE ABOVE ADDRESS? 16 years
BIRTH DATE 12/1/59 DRIVER'S LICENSE NO. MO T981378939

ADDRESS AND DESCRIPTION OF LOCATION OF BUSINESS APPLYING FOR LICENSE:
Pacific Eagles
707 W. Congress, Pacific MO 63069

Documents required to be submitted with application:

IS APPLICANT A LEGAL VOTER IN THE STATE OF MISSOURI? yes

IF, "YES", NAME CITY AND /OR COUNTY Pacific
(Submit copy of voter registration)

IS APPLICANT A PROPERTY TAX PAYING CITIZEN IN THE STATE OF MISSOURI? yes IF "YES", NAME CITY AND/ OR COUNTY Pacific
(Submit copy of Tax receipt)

BACKGROUND CHECKS ARE TO BE SUBMITTED WITH THE APPLICATION AND CAN BE OBTAINED AT WWW.MACHS.MSHP.DPS.MO.GOV

FORMER RESIDENCE N/A

FORMER PLACE OF BUSINESS N/A

HAVE YOU EVER BEEN CONVICTED OF AN OFFENSE OR FELONY? NO

TYPE OF LICENSE REQUESTED Temp permit Intoxicating liquor for Sale
(See attached Schedule)

Jerry D. Evermeyer
SIGNATURE OF APPLICANT

Benefit BBQ, Oct 6, 2018 at 707 W. Congress Pacific MO

For office use only:
Confirmation of voter status _____
Confirmation of property taxes paid in full _____

APPROVED _____

DENIED _____

Date: _____ Signature: _____



Hochschild, Bloom & Company LLP
Certified Public Accountants
Consultants and Advisors

15450 South Outer Forty Road, Suite 135
Chesterfield, Missouri 63017-2066, 636-532-9525

1000 Washington Square, P.O. Box 1457
Washington, Missouri 63090-8457, 636-239-4785

*EAST OSAGE COMMERCIAL AREA COMMUNITY
IMPROVEMENT DISTRICT--KIM BARFIELD
300 HOVEN DRIVE
PACIFIC, MO 63069*

Client No. C02041

Invoice No. 69570

Date 09/21/2018

PROFESSIONAL SERVICES RENDERED AS FOLLOWS:

PREPARATION OF COMPILED FINANCIAL STATEMENT FOR THE YEAR
ENDED JUNE 30, 2018

\$ 550.00

A FINANCE CHARGE OF 1.5% PER MONTH (ANNUAL RATE OF
18%) WILL BE CHARGED ON BALANCES OVER 30 DAYS.



Hochschild, Bloom & Company LLP
Certified Public Accountants
Consultants and Advisors

15450 South Outer Forty Road, Suite 135
Chesterfield, Missouri 63017-2066, 636-532-9525

1000 Washington Square, P.O. Box 1457
Washington, Missouri 63090-8457, 636-239-4785

OSAGE COMMERCIAL AREA COMMUNITY
IMPROVEMENT DISTRICT
C/O KIM BARFIELD
300 HOVEN DRIVE
PACIFIC, MO 63069-1157

Client No. C06637

Invoice No. 69569

Date 09/21/2018

PROFESSIONAL SERVICES RENDERED AS FOLLOWS:

PREPARATION OF COMPILED FINANCIAL STATEMENT FOR THE YEAR
ENDED JUNE 30, 2018

\$ 550.00

A FINANCE CHARGE OF 1.5% PER MONTH (ANNUAL RATE OF
18%) WILL BE CHARGED ON BALANCES OVER 30 DAYS.



Hochschild, Bloom & Company LLP
Certified Public Accountants
Consultants and Advisors

15450 South Outer Forty Road, Suite 135
Chesterfield, Missouri 63017-2066, 636-532-9525

1000 Washington Square, P.O. Box 1457
Washington, Missouri 63090-8457, 636-239-4785

VIADUCT COMMERCIAL AREA COMMUNITY
IMPROVEMENT DISTRICT
C/O KIM BARFIELD
300 HOVEN DRIVE
PACIFIC, MO 63069-1157

Client No. C09075

Invoice No. 69571

Date 09/21/2018

PROFESSIONAL SERVICES RENDERED AS FOLLOWS:

PREPARATION OF COMPILED FINANCIAL STATEMENT FOR THE YEAR
ENDED JUNE 30, 2018

\$ 550.00

A FINANCE CHARGE OF 1.5% PER MONTH (ANNUAL RATE OF
18%) WILL BE CHARGED ON BALANCES OVER 30 DAYS.



COMMISSION ORDER

STATE OF MISSOURI }
County of Franklin } ss.

Tuesday, September, 25, 2018
Contract/Agreements

**IN THE MATTER OF ACCEPTING
THE RECOMMENDATION OF THE
FRANKLIN COUNTY TRANSPORTATION
COMMITTEE AND AUTHORIZING THE
EXPENDITURE OF THE TRANSPORTATION
SALES TAX REVENUE**


WHEREAS, on the 17th day of July, 2007 the Franklin County Commission adopted Commission Order 07-214 pertaining to the establishment and operation of the reconstituted Franklin County Transportation Committee; and

WHEREAS since establishment and reconstruction the Franklin County Transportation Committee has made recommendations how to best accomplish the mission and objectives assigned to it by the Franklin County Commission; and

WHEREAS, on September 25, 2018, the members of the Franklin County Transportation Committee recommended the attached distribution of monies from the County's Transportation Sales Tax by a unanimous vote.

IT IS THEREFORE ORDERED by the Franklin County Commission that the recommendations of the Franklin County Transportation Committee as attached hereto are hereby approved.

IT IS FURTHER ORDERED that Debbie Door, Clerk of the County Commission, send a copy of this order to Ron Williams, Highway Administrator.



Presiding Commissioner



Commissioner of 1st District



Commissioner of 2nd District

2018 FRANKLIN COUNTY TRANSPORTATION GRANT APPLICATIONS

Sponsoring Agency	Total Project Cost	Amount Requested	Amount Awarded	Project Description	Score	Comments/ Cost Share
Washington Special Road District	\$394,065.75	\$187,032.87	\$43,500.00	Pottery Road Widening, storm sewer and curb and gutter	43	Grant Funding 47.5% WSRD funding 52.5% Limited to 25% of allocated funding for last 5 years – limited to \$110,948.30 in 2018
City of Pacific	\$440,000.00	\$75,000.00	\$43,500.00	Candlewick Lane Phase 1 Storm sewer improvements and concrete pavement repair	61	Grant Funding 17.0% Federal Funding 48.9% Pacific funding 34.1%
City of Union	\$124,532.04	\$62,266.02	\$43,500.00	Koko Beach Road Pavement widening and construct sidewalks	67	Grant Funding 50.0% Union funding 50.0%
City of St. Clair	\$318,977.00	\$50,000.00	\$43,500.00	Paul Parks Drive and St. Clair Plaza Sidewalk Add sidewalks and street lighting	47	Grant Funding 15.7% Federal Funding 69.1% St. Clair funding 15.2%
City of New Haven	\$194,060.00	\$60,000.00	\$43,500.00	Industrial Drive Phase 2,3 & 4 Milling, pavement wedging and overlay with new curb and gutter and storm sewer system	65	Grant Funding 30.9% Other Funding 30.9% New Haven funding 38.2%
City of Gerald	\$200,056.74	\$50,000.00	\$43,500.00	Repaving Various Streets 1 st Street and Canaan Road	53	Grant Funding 25.0% Gerald funding 75.0%
City of Washington	\$268,028.35	\$50,000.00	\$43,500.00	Main Street Sidewalks Construction of sidewalk and reconstruction of Catawba Place	57	Grant Request 18.6% Federal Funding 45.0% Washington funding 36.4%
		\$534,298.89	\$304,500.00			

MEMORANDUM

Steve Roth
City Administrator

636-271-0500 ext. 213
sroth@pacificmissouri.com

September 26, 2018

TO: Tony Fisher, Business Rep, Local 148
RE: Health Insurance costs

Hello,

Please find the attached information relating to the City's Health Insurance Plan renewal for 2018-19.

There is a lot of information here. What is probably of most interest to the Public Works Employees is the impact on their premium costs. I have highlighted those numbers in the report, and have recopied them here for reference.

Employee Costs, monthly

	<u>Current</u> <u>2017-18</u>	<u>Proposed</u> <u>2018-19</u>	<u>Increase,</u> <u>dollars</u>	<u>Increase,</u> <u>pct.</u>
Employee only	\$0.00	\$0.00	\$0.00	-
Employee Spouse	\$269.02	\$309.16	\$40.14	14.92%
Employee Child	\$206.92	\$237.79	\$30.88	14.92%
Family	\$540.20	\$620.81	\$80.61	14.92%

Thus, an employee who has family coverage would pay an additional \$80.61 per month. This roughly equates to an hourly increase of 46 cents.

I remain hopeful that we can do a minimum 1.5 percent increase. Whether this gets applied equally across the board (as was done last year) or as a percentage increase, remains to be seen. Regardless at 1.5 percent the increase would not be enough to offset the premium increase for those employees who have family coverage. A 1.5 percent increase would cover the premium increases for those with child and spouse plans, but the remaining "take-home" pay would be quite small. Those employees who elect employee-only coverage of course would not have any out-of-pocket health insurance premium costs.

I hope this information is helpful. I do not think the current level of health insurance benefits is sustainable over the long-term. However I welcome employee input on this question and will be interested to hear the feedback from your meeting.

Thank you,



Steve Roth
City Administrator

Health Insurance costs worksheet
November 1, 2018 plan renewal

	<u>2017-18</u>	<u>2018-19</u> <u>proposed</u>	<u>Increase /</u> <u>(Decrease)</u>	<u>Pct Increase /</u> <u>(Decrease)</u>
Stop Loss Premium				
Employee	\$153.03	\$167.65	\$14.62	9.55%
Employee Spouse	\$298.88	\$327.82	\$28.94	9.68%
Employee Child	\$265.21	\$290.85	\$25.64	9.67%
Family	\$445.90	\$489.29	\$43.39	9.73%
Aggregate Composite	\$32.13	\$31.96	(\$0.17)	-0.53%
Administrative Costs				
Claims Fee	\$25.00	\$26.00	\$1.00	4.00%
PPO / UR Fee	\$17.60	\$17.34	(\$0.26)	-1.48%
Nurseline fee	\$0.26	\$0.26	\$0.00	0.00%
Broker Fee	\$25.00	\$25.00	\$0.00	0.00%
COBRA fee	\$0.00	\$0.75	\$0.75	-
BAS Monthly Banking Fee	\$0.00	\$0.23	\$0.23	-
Compliance Fee	\$0.95	\$0.95	\$0.00	0.00%
Admin Fee	\$1.89	\$2.08	\$0.19	10.05%
Total Administrative	\$70.70	\$72.61	\$1.91	2.70%
Aggregate Claims Liability				
Employee	\$395.35	\$461.84	\$66.49	16.82%
Employee Spouse	\$787.53	\$919.98	\$132.45	16.82%
Employee Child	\$697.00	\$814.22	\$117.22	16.82%
Family	\$1,182.88	\$1,381.81	\$198.93	16.82%
Total Monthly Premium				
	<u>2017-18</u>	<u>2018-19</u>	<u>Increase /</u> <u>(Decrease)</u>	<u>Pct Increase /</u> <u>(Decrease)</u>
Employee	\$651.21	\$734.06	\$82.85	12.72%
Employee Spouse	\$1,189.24	\$1,352.37	\$163.13	13.72%
Employee Child	\$1,065.04	\$1,209.64	\$144.60	13.58%
Family	\$1,731.61	\$1,975.67	\$244.06	14.09%
City Premium portion				
Employee	\$651.21	\$734.06	\$82.85	12.72%
Employee Spouse	\$920.23	\$1,043.22	\$122.99	13.37%
Employee Child	\$858.13	\$971.85	\$113.73	13.25%
Family	\$1,191.41	\$1,354.87	\$163.46	13.72%
Employee Costs				
Employee only	\$0.00	\$0.00	\$0.00	-
Employee Spouse	\$269.02	\$309.16	\$40.14	14.92%
Employee Child	\$206.92	\$237.79	\$30.88	14.92%
Family	\$540.20	\$620.81	\$80.61	14.92%

Expected Plan Costs / Enrollment

Employee	20	21
Employee Spouse	7	8
Employee Child	8	7
Family	9	9

Total Premium Costs, City

Employee	\$13,024.20	\$15,415.26	\$2,391.06	18.36%
Employee Spouse	\$6,441.58	\$8,345.72	\$1,904.15	29.56%
Employee Child	\$6,865.00	\$6,802.95	(\$62.05)	-0.90%
Family	\$10,722.69	\$12,193.79	\$1,471.10	13.72%
Total City Plan Costs, Monthly	\$37,053.47	\$42,757.72	\$5,704.25	15.39%
Total City Plan Costs, Annual	\$444,641.58	\$513,092.58	\$68,451.00	15.39%

Stop Loss Terms		Current	Option 1	
Carrier		Gerber Life Insura	Gerber Life Insura	
Specific Deductible		35,000	35,000	
Unlimited Lifetime Maximum				
Contract		15/12	15/12	
Coverages		Med, Rx	Med, Rx	
Aggregate				
Contract		15/12	15/12	
Coverages		Med, Rx	Med, Rx	
Annual Maximum		1,000,000	1,000,000	
Stop Loss Premium (Fixed)				
Specific	Employee	20	153.03	167.65
	Employee plus Spouse	7	298.88	327.82
	Employee plus Child	8	265.21	290.85
	Family	9	445.90	489.29
Annual Specific Premium			135,450.48	148,537.80
Aggregate Composite		44	32.13	31.96
Annual Aggregate Premium			16,964.64	16,874.88
Total Annual Premium			152,415.12	165,412.68
Administrative Costs (Fixed)				
Claims Fee		44	25.00	26.00
PPO / UR Fee		44	17.34	17.34
Nurseline Fee		44	0.26	0.26
Broker Fee		44	25.00	25.00
COBRA Fee		44		0.75
BAS Monthly Banking Fee				100.00
Compliance Fee		44	0.95	0.95
Admin Fee		44	1.89	2.08
Annual Administration Costs			37,192.32	39,416.64
Annual Fixed Costs			189,607.44	204,829.32
Aggregate Claim Liability				
Medical	Employee	20	395.35	461.84
	Employee plus Spouse	7	787.53	919.98
	Employee plus Child	8	697.00	814.22
	Family	9	1,182.88	1,381.81
Maximum Claim Liability			355,699.56	415,520.52
Expected Claim Liability			284,559.65	332,416.42
Expected Plan Cost			474,167.09	537,245.74
Maximum Plan Cost			545,307.00	620,349.84



City Clerk Kim Barfield
City of Pacific
300 Hoven Drive
Pacific, MO 63069

*Please let me know if you
plan on attending & I
will RSVP for our group.
Kim*

Dear Kim:

The City of Washington is honored to host the Franklin County Municipal League Dinner Meeting on Wednesday, October 17, 2018 at Jesuit Hall, 100 Cedar Street, Washington, Missouri.

The social hour will begin at 6:00 p.m. followed by dinner and meeting at 7:00 p.m. The speaker for the evening is Luke Holtschneider, Deputy Director with the Missouri Department of Economic Development.

Please RSVP to the City Clerk's office at 636-390-1006 or email mtrentmann@washmo.gov no later than Friday, October 5, 2018 to let me know how many will be attending.

We look forward to seeing you there.

Sincerely,

Mary Trentmann
City Clerk



Missouri Intergovernmental Risk Management Association

3002 Falling Leaf Court Columbia, Missouri 65201

Phone: (573) 818-2525 Fax: (573) 441-0511 www.mirma.org

September 24, 2018

Ms. Kim Barfield
City Clerk
City of Pacific
300 Hoven Street
Pacific, MO 63069

Dear Kim,

This letter recaps my visit on September 12th, 2018. The purpose for my visit was to conduct various hazard surveys.

Initial contact was made at city hall where I met with you to answer any of your Mirma related questions and to discuss current events within the city and Mirma. I then met with Mr. Steve Roth, City Administrator, to discuss a no-smoking policy while using city vehicles and equipment. Mirma would support the city's decision to implement a no-smoking policy in city vehicles or equipment. Smoking while driving is a visual distraction because drivers are searching for a cigarette lighter or cigarette, a cognitive distraction because your brain is focusing on finding and lighting their cigarette, and manual distraction because drivers are required to remove both hands from the wheel to light a cigarette. Once lit, the driver will continue to drive with one hand on the steering wheel. Another risk management concern is exposing employees who do not smoke to second hand smoke health issues. If the city needs sample policies, please contact me.

I then proceeded to Blackburn Park. There is a fence along the edge of the bluff that appears to be properly maintained. I also visited Adams Garden Park at the bottom of the bluff. Both parks were seen clean and mowed. There is no play equipment at either park. No unsafe conditions were observed.

I then visited the lift stations at Old Franklin Road and Lift Station #2. At Lift station #2 employees were seen doing morning inspections. The lift station is fenced and was secured by the employees. The employees were wearing appropriate work clothes. The lift station located on Old Franklin Road was seen with the doors secured. There is no fence at this location. The city should discuss installing a fence around this lift station. The lift station is more than six feet tall with no guardrail. The city should install a guardrail to prevent an employee from falling.

I would like to thank you for your time and assistance during my visit. If you have any questions about this letter, please call or email.

Sincerely,

Jeff Arp, ARM-P
Loss Control Specialist

CITY OF PACIFIC

SEPTEMBER 12th, 2018

RECOMMENDATIONS

Old Franklin Street Lift Station

G-2018-01 Install a guardrail on the lift station deck to prevent an employee from falling.

**** The following recommendations are being restated due to non-compliance.**

Dog Park

G-2013-01 The play area should be divided into two spaces, one for small dogs and the other for large dogs. The additional area needs to be double gated also.