

Mayor King called the regular meeting to order at 6:35 pm with the reciting of the Pledge of Allegiance. Board Members McWilliams, Hackworth, Pearce and Fraser present; refer to sign in for others present.

#### MINUTES

Hackworth made the motion to approve the minutes of Jan 15, Feb 5, & Feb 12, 2019. Pearce 2<sup>nd</sup> the motion and passed with 4 ayes.

#### WATER/WWIP

McWilliams made the motion to approve the Directors Report and Adjustment Report of \$335.61. Pearce 2<sup>nd</sup> the motion and passed with 4 ayes.

Mr. Bond is out for medical issues, so no report given for the WWIP.

#### STREETS/PARKS/GROUNDS

Mr. Keithley gave a verbal report, stating that SMCOG had to move the night of the Park Town Meeting due to weather. Looking and working with them to get new date(s).

PLANNING AND ZONING - No new business.

#### POLICE

Interim Chief Bennett submitted a monthly written report.

Interim Chief Bennett was asked to get pricing on tasers for the police department. Returning with 3 options:

1. Purchase outright 5 tasers, holsters, cartridges, training cartridges, battery packs \$8,445.00
2. 5 year payment option of 5 tasers, holsters, cartridges, training cartridges, battery packs \$7,805.00
3. 5 year payment option of 5 tasers, holsters, unlimited cartridges, unlimited training cartridges, unlimited battery packs \$11,325.00

Each option comes with a 1 year factory warranty and a 4 year company warranty on the taser itself.

Alderman Fraser asked about training of the officers, are all officers going to be trained as instructors or is it just one officer trained as instructor and they are to train the rest of the officer on how to properly use tasers? Interim Chief Bennett stated that the training class that the company provides is a 5-day course for \$1,500.00, so the thought would be to send one officer to become an instructor. Mr. Chastain asked if there was any financing or interest on the purchase that could be removed for outright purchase of the unlimited option. Per the quotes there is not any listed financing or interest charges. The unlimited plan is a pay over time and has a higher rate but you get unlimited consumable goods for the full 5 years.

Mr. Gann stated that he feels with the cost and the time it may take to get the training, training needs to be completed before purchasing the tasers. Mayor stated that they could purchase them now and in the lead time to have them delivered they may find a person close that can train the whole department on the use of them.

Ms. Dale Maisel stated that maybe they should purchase less tasers and look in to a possible grant later when they are available.

Alderman Fraser asked is there was even a need for tasers especially at the high school and middle school levels. Chief Interim Bennett explained that taser are there to allow a level of protection just under lethal force and allows to subdue a subject.

Alderman Fraser stated that she would like more information on trainings. Officer Schulz stated that they could look at Christian County Sheriff's Department to see if they would be able to help out. Mr. Maples asked what happened to the old tasers that they used to have. Interim Chief Bennett stated that they were old and obsolete now. That company is no longer making them as well. Mrs. Fuller stated that she can see the high school but would like to know about the middle school. Is there a body size, type, or weight. Interim Chief Bennett stated that the size or body type does not play into effect with tasers. But you have to look at the fact that they are not only dealing with the children but also parents and other adults who come into the building.

Fraser made the motion to table the discussion and vote of the purchase of tasers until the next regular scheduled meeting in March. This will allow time for the Chief to get information on trainings and quotes on the purchase of 4 tasers instead of 5.

Alderman McWilliams stated that he would like to know more about the grant information.

Alderman Fraser stated that she would like to amend her motion and then resended her amendment.

Alderman Hackworth 2<sup>nd</sup> the motion to table the discussion and vote with the notation that there will be a decision made at the next meeting. Vote: McWilliams – Aye, Hackworth – Aye, Pearce -Naye (stating this has been going on and needs to be done), Fraser – Aye. Motion carries.

COURT – written

#### FINANCIALS

Hackworth made the motion to approve the financials as submitted: Revenues: Adm \$64,173.44 St \$5,094.62 Lib \$147.88 Crt \$1,814.07 Water \$67,867.39 Sewer \$44,904.34 Expenditures: Adm \$51,417.09 St \$0.00 Lib 857.50 Crt 1,814.07 Water \$38,329.50 Sewer \$53,897.40 Pearce 2<sup>nd</sup> the motion and passed with 4 ayes.

#### ADMINISTRATION

Discussion on paid time off and holiday pay. New policy is as follows:

#### CHAPTER 5-BENEFITS

All benefits are payable to all full-time employees after they have completed their ninety (90) day probationary period, unless it is specifically stated otherwise for each benefit.

#### HOLIDAY PAY

The following, and such other days as may be designated by the Mayor and/or Board of Aldermen, are paid holidays, up to 8 hours, for full time employees who have not worked or will not be compensated for at least 80 hours in the pay period in which the holiday falls and must be taken off unless the employee is scheduled to work or called in by the Mayor and/or Board of Aldermen or their respective supervisor. Any employee

required to work on a designated holiday, shall receive their normal compensation plus their hourly rate of pay for number of hours worked up to 8 hours per designated holiday. No employee will receive normal compensation and holiday pay more than 80 hours for any pay period unless they have worked a Designated Holiday.

The following days will be observed in which all City offices will be closed:

New Year’s Day, Martin Luther King Jr. Day, President’s Day, Memorial Day, Independence Day, Labor Day, Columbus Day, Veteran’s Day, Thanksgiving Day, Day After Thanksgiving, Christmas Eve, Christmas Day, Employees Birthday (may float to another day in the year with approval of Supervisor).

When a holiday falls on a Sunday, the following Monday shall be considered the Designated Holiday.

Whenever a holiday falls on a Saturday, the preceding Friday or following Monday shall be considered the Designated Holiday, as determined by the Mayor. Holiday list and dates will be set by December 31st of the previous year.

If a holiday falls within a vacation time frame, it is required that holiday time be used for that holiday.

Religious observances: Employees who need time off to observe religious practices or holidays not already scheduled by the City should speak with their supervisor. Depending upon business needs, the employee may be able to work on a day that is normally observed as a holiday and then take time off for another religious day. Employees may also be able to switch a scheduled day with another employee, or take vacation time, or take off unpaid days. The City will seek to reasonably accommodate individuals’ religious observances.

In lieu of the above holiday pay policy, non-exempt commissioned officers will accrue 104 hours of holiday pay annually at the rate of 4.0 hours per pay period. Holiday hours will be accumulated from date of hire. The Holiday hours may be accumulated to a maximum balance of 120 hours. Holiday time may be taken in half-hour increments. Upon accumulation of the 120 hours the employee shall not receive additional holiday time until some of the holiday hours are used. If employment is terminated for any reason, voluntary or otherwise, all accumulated Holiday time shall be forfeited. Religious observances: Employees who need time off to observe religious practices or holidays not already scheduled by the City should speak with their supervisor. Depending upon business needs, the employee may be able to work on a day that is normally observed as a holiday and then take time off for another religious day. Employees may also be able to switch a scheduled day with another employee, or take vacation time, or take off unpaid days. The City will seek to reasonably accommodate individuals’ religious observances.

VACATION LEAVE

Annual vacations are determined by length of service and are accrued as follows:

Length of Service	Hours of Vacation Accrued Annually
0 years through 4 years	80
5 years through 9 years	120
Over 10 years	160

### Leave Accrual

Full-time employees eligible to accrue vacation leave will, on the employee's anniversary date of employment, begin to accrue vacation leave weekly in accordance with their years of service as outlined below.

0- 4 years	3.08 hours per pay period	80 hours per year
5- 9 years	4.62 hours per pay period	120 hours per year
10 years & over	6.15 hour per pay period	160 hours per year

New employees will accrue vacation leave from date of hire, and will be eligible to take vacation leave upon successful completion of the ninety (90) day probationary period. Vacation days may be taken in half-hour increments. All full day vacation days should be scheduled one week in advance in writing. No more than 80 hours may be taken at a time (unless approved by Supervisor). Vacations will be approved by your Supervisor according to departmental needs.

The Board of Aldermen of the City of Clever understands that it is not always possible for an employee to use all of their vacation time within the time allowed. Therefore, the Board of Aldermen has agreed to make a provision to compensate an employee in lieu of taking their vacation for a maximum of one (1) week (40 hours) of vacation per year, if the employee has at least two (2) weeks of eligible vacation.

### SICK LEAVE

Sick leave is granted to all full-time employees at the rate of 1.54 hours per pay period starting from date of hire. Sick leave may not be used during the ninety (90) day probationary period. Sick leave may be granted if the absence is due to sickness, bodily injury, quarantine, required medical examinations/treatments, or illness of immediate family member(s). Absence resulting from intemperance, immorality, or willful misconduct shall not be allowed as sick leave. Sick leave may be used in half-hour increments. To receive compensation while absent on sick leave, the employee shall notify his/her supervisor or Mayor prior to or within one (1) hour after the time set to begin daily duties, except in case of an emergency. When an absence is for more than three (3) days, the employee is required to have a physician's certificate. Sick leave may be accumulated up to 120 hours. If employment is terminated for any reason, voluntary or otherwise, all accumulated sick leave shall be forfeited.

### GROUP HEALTH INSURANCE

All full-time employees are eligible to participate in the health insurance program after they have completed their ninety (90) day probationary period. The City will pay the entire cost of the employee's health/dental insurance premium. The employee may elect dependent coverage but will be responsible for the difference in premium through payroll deductions.

COBRA gives employees and their qualified beneficiaries the opportunity to continue health insurance coverage under the City of Clever's health plan when a "qualifying event" would normally result in loss of eligibility. Some common qualifying events are resignation, termination of employment, death of an employee, a reduction in an employee's hours, leave of absence, employee's divorce or legal separation and a dependent child no longer meeting eligibility requirements. Under COBRA, the employee or beneficiary pays the full cost of coverage under the City of Clever's health plan plus an administration fee not to exceed two (2%) percent.

## MO LOCAL GOVERNMENT EMPLOYEE'S RETIREMENT (LAGERS)

All full-time employees are covered under Benefit Program L-1 (final average salary over 36-month period, regular retirement age) after six months of employment. Each eligible employee is required to have four (4%) percent withheld for his/her portion to LAGERS. The City contributions are those required by Sections 70.705 and 70.730 RSMo, 1978, as amended.

## LIFE INSURANCE

Each full-time employee is eligible for no less than a \$25,000.00 group life insurance policy paid for by the City. The policy will take effect the first day of the following month of employee's hire date. Employees can purchase additional employee and dependent coverage plans offered by other excepted plans through payroll deductions.

Mrs. Fuller asked if in the new policy do they accrue at the start and can they use time in the first 90 days of work. The new policy does start the accrual at the start of employment but does not allow for the use of it during probationary time frame. Special circumstances do apply and can be worked out with supervisors or Board.

Fraser made the motion to approve the new Chapter 5 – Benefits as presented. Pearce 2<sup>nd</sup> the motion and passed with 4 ayes.

McWilliams made the motion to retro pay/accrue the holiday section to January 1, 2019 for commissioned officers. Fraser 2<sup>nd</sup> the motion and passed with 4 ayes.

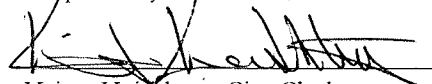
Fraser made the motion to retro all employees to start the accrual of vacation from the anniversary date per new Chapter 5 policy. McWilliams 2<sup>nd</sup> the motion and passed with 4 ayes.

McWilliams made the motion to take a small break at 8:36pm. Hackworth 2<sup>nd</sup> the motion and passed with 4 ayes.

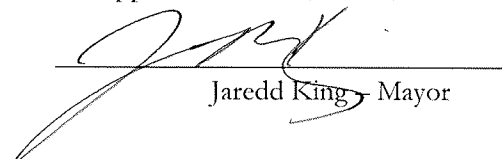
Hackworth made the motion to enter into Executive Session pursuant 610.021.3 personnel at 8:48pm. McWilliams 2<sup>nd</sup> the motion and passed by roll call vote: McWilliams – Aye, Hackworth – Aye, Pearce – Aye, Fraser – Aye.

Hackworth made the motion to adjourn at 10:41 pm. Pearce 2<sup>nd</sup> the motion and passed with 4 ayes.

Respectfully Submitted,

  
Kristy Keithley – City Clerk

Date Approved: 03/20/2019

  
Jared King – Mayor