

**CITY OF BUCKNER**  
**Board of Alderman Meeting Minutes**  
*Business Session*

12/03/2020

**CALL TO ORDER**

The Board of Aldermen of the City of Buckner, Missouri, met in a Business Session on December 3, 2020 in the Council Chambers located in Buckner City Hall. Mayor Darrel Box called the meeting to order at 6:00 pm and led the Pledge of Allegiance.

The following Aldermen were present:

Alderman Jones	Alderman Norris
Alderman Ross	Alderman Kolle
Alderman Butts	Alderman Walcott

The following Aldermen were absent: None

The following staff members were present: City Administrator Bobadilla, Police Chief Sutherland and City Attorney Steve Mauer.

**MINUTES**

Alderman Butts made the motion to approve the November 19, 2020 Study Session Minutes. Alderman Jones seconded; all Aldermen voted aye.

**PUBLIC COMMENTS**      None

**NEW BUSINESS**

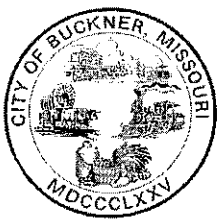
**1. ANNUAL REPORT FROM JUDGE LOGRASSO**

Judge Lograsso informed the Board of Aldermen about the changes that the State Legislators imposed on the courts.

**OLD BUSINESS**

**1. Discussion of Tyler Tech Accounting Software.**

Mayor Box stated that for the past two years he has kept track of what our main balances are every two weeks. Mayor Box also stated that there is no missing money. In fact, if you look back year over year, 12 months ago, we are \$152,000 more than this time last year. City Administrator Bobadilla explained how the accounting software works and the "Due To" and "Due From" accounts of the software. City Administrator stated that Vickie Officer, our current finance officer, was first hired on November 7, 2016. On August 3, 2018 Rick Childers terminated Vickie and hired a temporary accountant. When Vickie left all the accounts were balanced and true. On September 2018 Rick hired Vaunda Davis as the finance officer. Vaunda Davis worked until March 2, 2020. After Vaunda's departure it was discovered that she didn't keep up with the "Due From" and "Due To" accounts. City Administrator stated that after Vaunda left he contacted and hired Vickie Officer back and this proposal from Tyler Tech is to help Vickie go back to 2017 and correct the "Due To" and "Due From" accounts. Alderman Ross asked why this wasn't caught sooner and how can we prevent this from happening again. Mayor Box stated that he has developed a City Manager report that keeps track of the revenues and expenses of all major accounts. The City Administrator will present this to the



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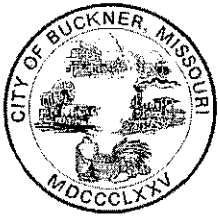
board at each meeting as part of the board's packet. The net revenue on this report should match the bank statements. City Administrator Bobadilla stated that every week, starting in August 2019, he was in Vaunda's office asking if she had everything caught up and if the city would be ready for the annual audit. Each time she stated that she was working on it and that we will be ready for the audit. Then starting in December 2019 Vaunda started to call in sick and eventually went on sick leave and resigned in March 2020. Mayor Box suggested that soon we need to have a quarterly check done by a third party. Alderman Jones made a motion to approve the proposal by Tyler Tech not to exceed \$5,400. Alderman Butts seconded the motion. All Alderman voted aye.

#### **2. Discussion on a Burning Ordinance**

City Attorney Mauer stated that he needs more instruction from the Board of Aldermen on what they want to address in the burning ordinance. Attorney Mauer gave three things to be considered. One is to allow the burning of trash, which he assumes that the board wants to prohibit. The second is the burning of leaves, grass clippings and things like that. Mayor Box stated that he would like to say yes on allowing the burning of leaves and brush if the wind conditions are favorable and the hours. Alderman Ross and Alderman Norris agreed with the Mayor. Alderman Ross stated that he liked Oak Grove's ordinance which allows a couple of weeks in the spring and fall during daytime. Finally, the recreational fire someone has a fire pit, outdoor fireplace or chimenea in their back yard. The Board of Aldermen agree to allow recreational fire. City Attorney Mauer stated that he would come back next month with a sample ordinance that will have a couple of alternatives for the Board to consider.

#### **3. Discussion and Approval of Intragovernmental Fund Transfer Agreement.**

Mayor Box stated that since March or April we had the Fund 20 bank account set up. This past Friday or Monday he was contacted by Joe stating that we need to transfer money to pay the loan payment for City Hall and some other past due bill owed by the General Fund. Mayor Box also stated that it was not because we didn't have the money but rather the monthly Fund 20 revenue was left in the General Fund. Mayor Box stated that's the reason he was told that the funds were not placed into the Fund 20 account was because of cash flow in the General Fund. Mayor Box also stated that Vickie told him the reason why the Fund 20 revenue is placed in the General Fund is because the State will not split the proceeds into two accounts. Mayor Box stated that these funds should be transferred into the Fund 20 accounts as soon as they are received. City Administrator Bobadilla explained that all payroll and benefits are paid out of the General Fund and that there is only one payroll account in the bank, and it is connected to the General Fund. After each pay period Vickie Officer transfers money from all the other departments back into General Fund to pay their portions of salaries, taxes and benefits. Mayor Box stated that by ordinances we are only allowed to take 7.5% out of the water/sewer fund and asked if that 7.5% included the cost of reimbursing for payroll. Alderman Norris asked if there is a way to change the way payroll is done to where every department pays for their own salaries. Attorney Mauer stated that paying salaries for each department would work except that there are several employees that get



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paid by several departments such as the City Administrator. City Administrator Bobadilla stated the finance officer, the water clerk, and the accounts payable clerk are split among several departments. Mayor Box asked the City Attorney for the standpoint of literal versus intent does the 7.5% from water/sewer fund include subsidizing the salaries or just purely overhead. Attorney Mauer stated the 7.5% was for other cost not salaries. Mayor Box stated that then we must make the clean journal entry showing payroll and then transfers back into the General Fund. City Administrator Bobadilla stated that is what was currently being done and that when payroll is completed the accounting software creates a 32-page report that tells Vickie how much reimbursements are due to the General Fund by the other departments to cover salaries, taxes and benefits. Alderman Jones made a motion to approve. Alderman Norris seconded the motion. All Aldermen voted aye.

#### **4. Discussion on IT Services.**

Alderman Butts stated that his concerns were the cameras in the park not so much the services he provides for the City. Alderman Butts stated that he talked with the Park Board and his concern was the amount of time it took and that he was paid in full before the work was completed. City Administrator stated that IT9 Solutions was not paid before the job was completed. One payment for \$3,878.19 was issued on 11-22-2019 in accordance to the contract to pay for the equipment. The final payment was issued on 12-14-2019 for labor. Alderman Butts stated that the job wasn't completed in December. City Administrator Bobadilla stated that the cameras were installed in December; it wasn't until afterwards that he was told of all the issues with the placements of the cameras. Alderman Butts asked if we can check other IT companies and get prices. City Administrator stated would contact other companies.

#### **5. Discussion on South Hudson Road.**

City Administrator Bobadilla stated that public works and himself walked South Hudson and determined that six spots needed repair. Based on the size of the areas, he prepared an estimated cost of \$15,000.00 and two weeks if public works did the work themselves. Bobadilla also stated that he met with a local contractor and asked them to give an estimated cost if it was outsourced. City Administrator also stated that it is too late this year for this project and a spring start time would be better if the Board decides to go ahead with this project.

### **ELECTED OFFICIALS COMMENTS**

Alderman Jones asked the City Administrator about the City's stock of salt and salt brine. City Administrator Bobadilla stated that last week 52 tons of salt was delivered, and the salt bins are full and that last month 3,000 gallons of salt brine was purchased and the two tanks are also full.

Alderman Kolle asked about considering hiring a part time code enforcement officer.

Mayor Box thanked Alderman Jones for running the last meeting during his absence and thanked all the Aldermen for their patience.



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**ADJOURN**

- Alderman Norris made the motion to adjourn, seconded by Alderman Butts. All Aldermen voted aye.
- Meeting adjourned at 7:17 pm.

Darrel Box, Mayor

Attest

Joe Bobadilla, City Administrator/Clerk