

**City of  
Buckner**



Agenda  
**BOARD OF ALDERMEN**  
**BUSINESS SESSION**

**Buckner City Hall**

315 South Hudson St.

**04/01/2021**

**6:00 PM**

**Meeting called by:** Section 400.380 of the Municipal Code of Buckner, Missouri

**Type of meeting:** Open, except where noted for executive session

**Agenda Topics**

- |                                 |                                                                                                                                                                                                                                                |           |
|---------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|
| <b>I. Call to Order</b>         |                                                                                                                                                                                                                                                | Mayor Box |
| <b>II. Pledge of Allegiance</b> |                                                                                                                                                                                                                                                | Mayor Box |
| <b>III. Minutes</b>             | Approval of the Board of Aldermen March 18, 2021 Study Session Minutes.                                                                                                                                                                        | Mayor Box |
| <b>IV. Public Comments</b>      | Citizens comments on issues not on the agenda. Citizens are asked to limit their comments to 2 Minutes per person.                                                                                                                             |           |
| <b>V. Old Business</b>          |                                                                                                                                                                                                                                                | Mayor Box |
|                                 | <b>1. BILL NO. 21-02 ORDINANCE NO. 1051 AN ORDINANCE TO ADOPT A PERSONNEL MANUAL FOR ALL EMPLOYEES OF THE CITY OF BUCKNER, MISSOURI.</b><br>The Board of Aldermen will discuss adopting a new employee handbook.                               |           |
|                                 | <b>2. BILL NO. 21-01 ORDINANCE NO. 1050 AN ORDINANCE AMENDING SECTION 215.040 OF THE CITY OF BUCKNER, MISSOURI MUNICIPAL CODE.</b><br>The Board of Aldermen will discuss approval of the open burn regulation.<br>Sponsored by Alderman Norris | Mayor Box |
| <b>VI. New Business</b>         |                                                                                                                                                                                                                                                |           |
|                                 | <b>1. DISCUSSION, CONSIDERATION AND POSSIBLE ACTION regarding Mayor's Appointment to the Planning and Zoning Committee.</b><br>The Board of Aldermen will discuss appointment of Kammy Nelson to the Planning and Zoning committee.            | Mayor Box |

2. **DISCUSSION, CONSIDERATION AND POSSIBLE ACTION regarding dates for the City Wide clean up and Garage Sale.**  
The Board of Aldermen will discuss dates for the City Wide Clean up and Garage Sales.

Mayor Box

3. **DISCUSSION ON SIX- MONTH FINANCIAL REPORT.**  
City Administrator will give the Board of Aldermen the six-month financial report.

Mayor Box

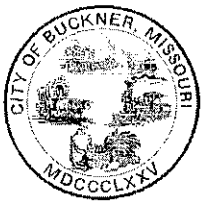
**VII. Elected Official Comments**

Mayor Box

**VIII. Adjournment**

Mayor Box

Adjourn



# CITY OF BUCKNER

## Board of Alderman Meeting Minutes

### *Study Session*

03/18/2021

#### CALL TO ORDER

1. The Board of Aldermen of the City of Buckner, Missouri, met in Study Session on March 18, 2021 in the Council Chambers located in Buckner City Hall.
2. Mayor Box called the meeting to order at 6:00 pm and led the Pledge of Allegiance.
3. The following Aldermen were present:

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

4. The following staff members were present: City Administrator Bobadilla and Police Chief Theron Sutherland.

#### MINUTES

Alderman Butts made a motion to approve the March 4, 2021 Business Session Minutes. Alderman Jones seconded the motion. All Aldermen voted aye.

#### PUBLIC COMMENTS

Keith Hamlin at 111 James Street, asked the Board of Aldermen to place a pipe in the ditch that is in his backyard and cover it with dirt and he would supply the grass seed.

#### COMMITTEE REPORTS

1. **Administration & Finance** – Mayor Box stated that the Admin and Finance committee will be meeting Thursday, March 25th at 5:00pm. Mayor Box reported that the total of all current funds is \$727,852, Water/Sewer Fund at \$135,000, Street Fund at \$129,000, Parks Capital Improvement at \$ 136,000, the General Fund at \$105,000 and the Assets Forfeiture Fund gain \$30,000 with a balance of \$45,000.
2. **Public Health & Safety** – Chief Sutherland reported that three new officers are in the hiring process.
3. **Park Board** – No Report
4. **Planning & Zoning** – City Administrator reported that Planning and Zoning will be meeting April 12<sup>th</sup> at 6:00 pm to discuss a zoning change request by Tim Camper.
5. **Public Works** – City Administrator reported on three bids from Phillips Paving for Public Works road projects and that the cost was just for budgeting propose. The projects are as follow:  
Seal coating South Hudson from Adams to Washington--\$7,750.00  
South Hudson to Broyles-\$48,000.00 (new curbs), \$58,255.00 (overlay). **Total Project Cost:\$106,255.00**  
South Hudson from Broyles to top of the hill-\$44,960.00 for overlay  
East Jefferson- \$96,000.00 (new curbs), \$4,500.00 (concrete swell), \$69,556.00 (overlay)  
**Total Project Cost: \$170,056.00**
6. **Fairs & Festivals** – No Report

OLD BUSINESS - NONE



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

03/18/2021

**NEW BUSINESS**

**1. DISCUSSION, CONSIDERATION AND POSSIBLE ACTION regarding the selling Police Department and Public Works Equipment.**

City Administrator Bobadilla presented a list for public works that included a backhoe attachment for a bobcat skid steer, John Deere 1050 tractor with sickle cutter, two 72" mowers, and outdoor lights. Police Chief stated that they would like to surplus the oldest police car that has over 170,000 miles. Alderman Kolle made a motion to approve the selling of all equipment except for the two mowers. Aldermen Butts seconded the motion. All Aldermen voted aye.

**2. DISCUSSION, CONSIDERATION AND POSSIBLE ACTION regarding hiring a new Parks/Public Works employee.**

Alderman Kolle stated that he has concerns that the public works crew will be overwhelmed with the addition of the spray park and would like to see a dedicated employee for the parks. Mayor Box stated that he would prefer to wait until the new tax revenue starts coming in and determine the impact before hiring any new employees. No motion was made.

**3. DISCUSSION, CONSIDERATION AND POSSIBLE ACTION regarding purchasing new equipment for public works.**

Alderman Kolle asked to table this discussion.

**ELECTED OFFICIALS COMMENTS**

Alderman Norris asked what the plans were to sanitize the equipment at the proposed spray park. Tony Miles replied that it is unnecessary because it is outdoor equipment just like the other playground equipment in the park.

**ADJOURN**

- Alderman Butts moved to adjourn. Alderman Jones seconded the motion. All Aldermen voted aye. Adjourned at 6:24 p.m.

Attest

\_\_\_\_\_  
Darrel Box, Mayor

\_\_\_\_\_  
Joe Bobadilla, City Administrator/Clerk

BILL NO. 21-02

ORDINANCE NO. 1051

VOTED FOR:

FIRST READING: April 1, 2021

VOTED AGAINST:

SECOND READING: April 1, 2021

**AN ORDINANCE TO ADOPT A PERSONNEL MANUAL FOR ALL EMPLOYEES OF  
THE CITY OF BUCKNER, MISSOURI**

WHEREAS, the Board of Aldermen desires to adopt the Personnel Manual provided to the Board in order to ensure compliance with rules, regulations and standards for all individuals employed by the City of Buckner.

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

The City of Buckner Personnel Manual shall govern all employment with the City of Buckner and be in full force and effect from and after the date of its passage and approval.

FIRST READ by the Board of Aldermen this 1st day of April, 2021

SECOND READ AND PASSED by the Board of Aldermen this 1st day of April, 2021.

APPROVED by the Mayor this 1st day of April, 2021.

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Mayor Darrel Box

ATTEST:

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Joe Bobadilla, City Administrator/Clerk

A. For the purposes of salary administration, eligibility of overtime payments, and employee benefits, the City classifies its employees as follows:

1. Full-Time: A position regularly scheduled for year-round employment that includes not less than thirty (30) hours in a standard period of seven (7) days for general city employees and 80 hours in a standard period of fourteen (14) days for sworn police officers. Full-time employees are eligible for all employee benefits.
2. Part-Time: A position scheduled to work more than 20 hours but less than 30 hours in a standard period of seven (7) days. Part-time employees regularly scheduled to work in excess of 1500 hours in a calendar year are eligible for employee benefits to include insurance and paid time off.
3. Restricted-Time: A position scheduled to work not more than 20 hours in a standard period of seven (7) days and not more than 999.9 hours in an employment year. Restricted-time employees are not eligible for employee benefits but are eligible for pro-rated time off at a rate of .25% of what the corresponding Full-Time person works. Example a Restricted-Time employee is hired to work 10 hours a week; the formula to calculate their PTO is  $(10/40=.25) 2.5 \times 7.5=1.875$  hours per pay period.
4. Temporary or Seasonal: A position scheduled to fill job requirements which occur intermittently for a program or project, or during certain times of the year. The anticipated date of separation is known prior to commencement of employment. During the period of employment, hours of work may vary according to job requirements but generally are based on a forty (40) hour work week not to exceed six months. Temporary and seasonal employees are not eligible for employee benefits.

Due to federal and state laws and the City's needs, different policies and procedures exist for each type of position. Throughout this document, policies and procedures for each position type will be clarified. Where not specifically stated, these policies and procedures apply to all types of positions.

B. In addition, all positions are classified into one of two classifications for wage and hour purposes under state and federal law:

1. Exempt: Job positions which are "exempt" from federal and/or state wage and hour laws regarding the payment of overtime wages. Employees who hold "exempt" positions are typically paid a weekly salary amount regardless of hours worked.
2. Non-Exempt: Job positions which are subject to federal and/or state wage and hour laws, including payment for overtime. Employees who hold "non-exempt" positions are paid an hourly rate for all hours worked.

- A. All full-time employees of the City shall be scheduled off or paid at 1.5 times their hourly rate if working the following holiday. If half or more of a shift is on a holiday than the employee receives 1.5 time for the whole shift. Employees may take PTO for holidays or take them without pay if they lack enough PTO to cover time off.

New Year's Day	First Day of January
Martin Luther King Jr. Day	Third Monday in January
Presidents' Day	Third Monday in February
Memorial Day	Last Monday in May
Independence Day	Fourth day in July
Labor Day	First Monday in September
Thanksgiving	Fourth Thursday In November
Christmas Day	The 25 <sup>th</sup> Day of December

- B. Holidays that fall on a Saturday will be observed on the preceding Friday, and those which fall on a Sunday will be observed on the following Monday.

#### **700.6 Military Leave**

It is the City's policy to comply with the Uniformed Services Employment and Reemployment Rights Act of 1994, as amended, and/or applicable similar state law. Employees who need military leave should contact Human Resources.

#### **700.7 Maternity Leave**

- A. A pregnant employee may request a leave of absence for childbirth and/or recovery there from. The City will provide a leave of absence for a reasonable period of time following childbirth per the written instructions of the attending physician.
- B. Any employee who requests and is approved for a leave of absence under this policy may use any accrued and unused paid time off to cover the leave. If no such benefits are available, the leave will be unpaid.
- C. Following childbirth and within a reasonable time approved for the leave of absence, and upon providing the City with reasonable notice of the employee's intent to return to work, the City will reinstate the employee to her original job or to a position of similar pay and status without loss of seniority or other benefits.

Regular full-time and part-time employees are eligible for PTO accrued as follows:

YEARS EMPLOYED	FULL-TIME EMPLOYEES	PART-TIME and RESTRICTED EMPLOYEES
0 - 5	7.50 hours per pay period	Pro-rated based on the number of scheduled hours
6 - 10	10 hours per pay period	Pro-rated based on the number of scheduled hours
11+	12 hours per pay period	Pro-rated based on the number of scheduled hours

- C. PTO begins to accrue from the date of hire into a part-time or full-time position and may not be taken until it is earned. PTO accrual is based on each employees' anniversary date. A maximum of 2 times your annual accrual may be accumulated. When maximum is reached no more hour are accrued until such time as balance drops below the maximum allowed. Maximum accrual of PTO shall be capped at 240 hours.
- D. PTO not approved in advance, or PTO in excess of the maximum accrual for the employment year, constitutes Unscheduled Paid Time Off (UPTO). Such absence shall be evaluated on a case-by-case basis, but may be subject to the following disciplinary schedule:

UPTO incidences in <i>any</i> 12-month period	Disciplinary Action
Four absences in first 90 days	Immediate Termination
1 <sup>st</sup> , 2 <sup>nd</sup> , 3 <sup>rd</sup> & 4 <sup>th</sup> incidence	No Disciplinary Action
5 <sup>th</sup> incidence	Verbal Warning
6 <sup>th</sup> incidence	Written Warning; Permanent File
7 <sup>th</sup> incidence	3 – 7 Days Unpaid Mandatory Leave
8 <sup>th</sup> incidence	Termination
2 <sup>nd</sup> Written Warning in 24 months	Termination

- E. Employees will be paid for unused PTO upon separation from the City after eighteen months of employment at 75% of the full value of the time unused or at \$4,000, whichever is less.

#### **700.10 Transition to Paid Time Off**

- A. The transition period for initiation of Paid Time Off shall be through 12/31/2022. During that transition period employees shall accrue Paid Time Off, but may also use prior earned vacation and personal leave.
- B. Accrued sick leave may be carried forward for all current employees, provided however that such carryover shall count against the maximum carryover of 240 hours and no additional Paid Time Off above the 240 hour maximum shall be accrued. Employees starting work after the adoption of these policies shall be fully covered by the requirements



- C. **ICMA**  
Employee contributions up to 3% of annual salary will be matched

<b>YEARS EMPLOYED</b>	<b>EMPLOYEE VESTING</b>
0-1 Years	0%
2 <sup>nd</sup> Year	25%
3 <sup>RD</sup> Year	50%
4 <sup>th</sup> Year	75%
5 <sup>th</sup> Year	100%

### **800.3 Benefits Upon Resignation/Termination**

The effective date of termination for benefits will be the employee's last working day. The employee will receive benefit continuation information in accordance with COBRA guidelines. This information will be mailed to the employee's home address. It is the employee's obligation to ensure that upon resignation, termination or departure from City employment for any reason, the City has the employee's current home address.

**BILL NO. 21-01**

**ORDINANCE NO. 1050**

**FIRST READING APRIL 1, 2021**

**SECOND READING APRIL 1, 2021**

**AN ORDINANCE AMENDING SECTION 215.040 OF THE CITY OF BUCKNER, MISSOURI MUNICIPAL CODE.**

**BE IT ORDAINED BY THE GOVERNING BODY OF THE CITY OF BUCKNER, MISSOURI.**

**SECTION 1.** Section 215.040 "Burning Prohibited" of the City of Buckner, Missouri Municipal Code is hereby amended to read as follows:

Section 215.040 "Burning Solid Waste Prohibited, Yard Waste Permitted, Recreational Fires"

- A. No person shall burn upon his premises or upon any street, sidewalk, or any other place within the City any animal or vegetable waste or other matter without following the guidelines set by the Missouri Department of Natural Resources under 10 CSR 10-6.045 Open Burning Requirements.
- B. If the safety of the community or the public may be endangered, the Code Officer may invoke a temporary burning ban.
- C. If climatological conditions indicate open burning may create a health hazard, the Codes Officer may invoke a temporary burning ban.

Any person engaged in open burning in violation of this Section shall be summonsed for a misdemeanor violation.

First Reading by the Board of Aldermen this 1<sup>st</sup> Day of April 2021

Second Reading by the Board of Aldermen PASSED by the Board of Aldermen on the 1<sup>st</sup> day of April 2021.

**APPROVED** by the Mayor this 1<sup>st</sup> Day of April, 2021

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Darrel Box, Mayor

**ATTEST:**

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Joe Bobadilla, City Administrator/Clerk

**City of Buckner, Missouri**  
**Statement of Revenues And Expenditures**

*For the Period Ending March 31, 2021*

	<u>General Fund</u>	<u>Fund 20</u>	<u>Street Fund</u>	<u>Fairs and Festival Fund</u>	<u>Park Operations Fund</u>	<u>Park Capital Improvement Fund</u>	<u>Water and Sewer Fund</u>	<u>Total</u>
<b>Revenues:</b>								
Tax Revenues	\$354,386.23	\$47,091.20	\$95,419.43	\$478.00	\$10,041.54	\$32,916.73	\$4,972.98	\$545,306.11
Franchise Fees	\$106,471.66							\$106,471.66
Licenses/Permits	\$14,953.16							\$18,928.10
Charges for Services	\$450.00							\$397,193.25
Fines/Forfeitures	\$26,931.33							\$26,931.33
Other Revenue	\$156,650.06							\$156,650.06
<b>Total Revenues</b>	<b>\$659,842.44</b>	<b>\$47,091.20</b>	<b>\$95,419.43</b>	<b>\$478.00</b>	<b>\$10,041.54</b>	<b>\$32,916.73</b>	<b>\$405,691.17</b>	<b>\$1,251,480.51</b>
<b>Expenditures:</b>								
Wages and Benefits	\$353,763.26		\$10,280.48				\$129,073.99	\$493,117.73
Contractual Services	\$73,964.39		\$1,482.94	\$109.32		\$12,056.87	\$157,780.39	\$245,393.91
Supplies and Materials	\$8,755.78		\$9,422.67		\$306.71		\$47,263.79	\$65,748.95
Equipment	\$45,079.61		\$5,026.44				\$27,606.10	\$77,712.15
Utilities	\$13,225.17		\$25,890.12		\$5,085.73		\$18,734.31	\$62,935.33
Others	\$18,237.60		\$24,000.00	\$345.19	\$605.13	\$7,747.29	\$6,312.30	\$57,247.51
Taxes and Licenses							\$690.46	\$690.46
<b>Total Expenditures</b>	<b>\$513,025.81</b>		<b>\$76,102.65</b>	<b>\$454.51</b>	<b>\$5,997.57</b>	<b>\$19,804.16</b>	<b>\$387,461.34</b>	<b>\$1,002,846.04</b>
	\$146,816.63	\$47,091.20	\$19,316.78	\$23.49	\$4,043.97	\$13,112.57	\$18,229.83	\$248,634.47

These unaudited statements were prepared from the recorded revenue and expenditures as shown on the books and records of the City of Buckner, Missouri, and in compliance with Missouri Statutes Section 79.160