

AMENDED – THE ADDITION OF RESOLUTION R-3008-17

TENTATIVE AGENDA

RAYTOWN BOARD OF ALDERMEN

AUGUST 1, 2017

REGULAR SESSION NO. 8

RAYTOWN CITY HALL

10000 EAST 59TH STREET

RAYTOWN, MISSOURI 64133

OPENING SESSION

7:00 P.M.

Mayor Michael McDonough called the August 1, 2017 Board of Aldermen meeting to order at 7:02 p.m. Rev. Pat Jackson of Blue Ridge Presbyterian Church provided the invocation and led the pledge of allegiance.

Roll Call

Roll was called by Teresa Henry, City Clerk, and the attendance was as follows:

Present: Alderman Karen Black, Alderman Frank Hunt, Alderman Jim Aziere, Alderman Jason Greene, Alderman Ryan Myers, Alderman Mark Moore, Alderman Steve Meyers, Alderman Bill Van Buskirk, Alderman Bonnaye Mims

Absent: Alderman Eric Teeman

Public Comments

None

Communication from the Mayor

The Mayor attended the following events:

July 20, an MML Civic Leadership Award was given to Kim LeSage of Raytown Emergency Medical Services. LeSage's family, Tom Cole, Chief Jim Lynch, Alderman Van Buskirk, Alderman Moore, Alderman Meyers, Alderman Mims, Alderman Black and Alderman Myers were in attendance from the City.

July 21, The Raytown Arts Council production of *Chitty Chitty Bang Bang* and presented the Council with a proclamation for its 20th anniversary.

July 23, Junkyard Jamboree Car Show hosted by Ragin' Rats Car Club, KC and the Raytown Main Street Association

Communication from the City Administrator

The response by Public Works, Community Development, the Police Department, and EMS to address recent storm damage and debris has been remarkable. Legal counsel has returned their comments on the personnel policies included on tonight's agenda, and a ¾ majority vote is required to pass agenda items that propose changes to the Personnel Manual. The 59th Street Sidewalk Project will be presented to the Board on August 15. An RFP for legal services was issued July 25, 2017. Staff continues to work towards a 2017-2018 budget and departments have completed the first iteration of their respective budgets.

Committee Reports

Alderman Black attended the Junkyard Jamboree Car Show on July 23 and dunked Mayor McDonough in the event's dunk tank.

Alderman Van Buskirk and the budget committee met on July 26, and the Police Pension Board met on July 28. He attended and enjoyed the local production of *Chitty Chitty Bang Bang*. He also continues to receive any potential items that could be presented to the State legislature.

LEGISLATIVE SESSION

1. **CONSENT AGENDA**

All matters listed under the Consent Agenda are considered to be routine by the Board of Aldermen and will be enacted by one motion without separate discussion or debate. The Mayor or a member of the Board of Aldermen may request that any item be removed from the consent agenda. If there is no objection by the remaining members of the board, such item will be removed from the consent agenda and considered separately. If there is an objection, the item may only be removed by a motion and vote of the board.

Approval of the Regular July 18, 2017 Board of Aldermen meeting minutes.

Alderman Black, seconded by Alderman Mims, made a motion to adopt. The motion was approved by a vote a 9-0-1.

Ayes: Aldermen Black, Mims, Aziere, Greene, Myers, Moore, Meyers, Van Buskirk, Hunt

Nays: None

Absent: Alderman Teeman

REGULAR AGENDA

NEW BUSINESS

2. **R-3004-17: A RESOLUTION AMENDING THE FISCAL YEAR 2016-2017 BUDGET RELATED TO CITY-WIDE CLEANUP.** Point of Contact: Tom Cole, City Administrator.

The resolution was read by title only by Teresa Henry, City Clerk.

Tom Cole, City Administrator, explained that this transfer of funds will allow for a 30-day enhancement of the Public Works clean-up voucher program and then remained available for any discussion.

Discussion included that many Aldermen have supported this initiative and they look forward to its positive impact on the community.

Alderman Greene, seconded by Alderman Mims, made a motion to adopt. The motion was approved by a vote of 9-0-1.

Ayes: Aldermen Greene, Mims, Hunt, Moore, Van Buskirk, Black, Aziere, Myers, Meyers

Nays: None

Absent: Alderman Teeman

3. **R-3005-17: A RESOLUTION REPEALING AND REPLACING RESOLUTION R-2985-17 AND AUTHORIZING AND APPROVING AMENDMENTS TO THE CITY OF RAYTOWN PERSONNEL MANUAL ADOPTED DECEMBER 20, 2016 RELATING TO SECTION 1–IN GENERAL.** Point of Contact: Tom Cole, City Administrator.

The resolution was read by title only by Teresa Henry, City Clerk.

Tom Cole, City Administrator, remained available for any discussion.

The Board expressed gratitude to City Hall staff for the long hours and hard work put into the review and amendment of the Personnel Manual, especially City Clerk, Teresa Henry.

It was emphasized that legal review ensures that amendments to the Personnel Manual are legally compliant and it remains up to the Board to decide whether or not to approve the amendments.

Alderman Mims, seconded by Alderman Myers, made a motion to adopt. The motion was approved by a vote of 9-0-1.

Ayes: Aldermen Mims, Myers, Aziere, Greene, Meyers, Black, Hunt, Van Buskirk, Moore

Nays: None

Absent: Alderman Teeman

4. **R-3006-17: A RESOLUTION** REPEALING AND REPLACING RESOLUTION R-2987-17 AND AUTHORIZING AND APPROVING AMENDMENTS TO THE CITY OF RAYTOWN PERSONNEL MANUAL ADOPTED DECEMBER 20, 2016 RELATING TO SECTION 3–COMPENSATION AND CLASSIFICATION PLAN PREVIOUSLY CATEGORIZED PROVISIONS APPLICABLE TO UNCLASSIFIED EMPLOYEES. Point of Contact: Tom Cole, City Administrator

The resolution was read by title only by Teresa Henry, City Clerk.

Tom Cole, City Administrator, remained available for any discussion.

Alderman Mims, seconded by Alderman Myers, made a motion to adopt. The motion was approved by a vote of 9-0-1.

Ayes: Aldermen Mims, Myers, Van Buskirk, Hunt, Greene, Moore, Aziere, Black, Meyers

Nays: None

Absent: Alderman Teeman

5. **R-3007-17: A RESOLUTION** REPEALING AND REPLACING RESOLUTION R-2988-17 AND AUTHORIZING AND APPROVING AMENDMENTS TO THE CITY OF RAYTOWN PERSONNEL MANUAL ADOPTED DECEMBER 20, 2016 RELATING TO SECTION 4–EMPLOYMENT AND BENEFITS PREVIOUSLY CATEGORIZED PROVISIONS APPLICABLE TO CLASSIFIED EMPLOYEES. Point of Contact: Tom Cole, City Administrator

The resolution was read by title only by Teresa Henry, City Clerk.

Tom Cole, City Administrator, remained available for any discussion.

Discussion included that sick leave is generally granted when an employee notifies their supervisor of the need to use it.

Alderman Mims, seconded by Alderman Myers, made a motion to adopt. The motion was approved by a vote of 9-0-1.

Ayes: Aldermen Mims, Myers, Moore, Black, Meyers, Greene, Hunt, Van Buskirk, Aziere

Nays: None

Absent: Alderman Teeman

6. **Amended R-2989-17: AN AMENDED RESOLUTION** AUTHORIZING AND APPROVING AMENDMENTS TO THE CITY OF RAYTOWN PERSONNEL MANUAL ADOPTED ON DECEMBER 20, 2016 RELATING TO SECTION 5-VIOLENCE IN THE WORKPLACE. Point of Contact: Tom Cole, City Administrator

The resolution was read by title only by Teresa Henry, City Clerk.

Tom Cole, City Administrator, remained available for any discussion.

Alderman Van Buskirk, seconded by Alderman Greene, made a motion to amend section 5-3 (b). The motion was approved by a vote of 9-0-1.

Ayes: Aldermen Van Buskirk, Greene, Hunt, Meyers, Aziere, Mims, Black, Moore, Myers
Nays: None
Absent: Alderman Teeman

Alderman Van Buskirk, seconded by Alderman Mims, made a motion to adopt. The motion was approved by a vote of 9-0-1.

Ayes: Aldermen Van Buskirk, Mims, Meyers, Greene, Myers, Moore, Aziere, Hunt, Black
Nays: None
Absent: Alderman Teeman

7. **Amended R-2990-17: AN AMENDED RESOLUTION** AUTHORIZING AND APPROVING AMENDMENTS TO THE CITY OF RAYTOWN PERSONNEL MANUAL ADOPTED ON DECEMBER 20, 2016 RELATING TO SECTION 6-SUBSTANCE ABUSE. Point of Contact: Tom Cole, City Administrator

The resolution was read by title only by Teresa Henry, City Clerk.

Tom Cole, City Administrator, remained available for any discussion.

Alderman Mims, seconded by Alderman Myers, made a motion to adopt. The motion was approved by a vote of 9-0-1.

Ayes: Aldermen Mims, Myers, Hunt, Moore, Greene, Van Buskirk, Black, Aziere, Meyers
Nays: None
Absent: Alderman Teeman

8. ~~**R-2991-17: A RESOLUTION**~~ AUTHORIZING AND APPROVING AMENDMENTS TO THE CITY OF RAYTOWN PERSONNEL MANUAL ADOPTED ON DECEMBER 20, 2016 RELATING TO SECTION 7-SUBSTANCE ABUSE. Point of Contact: Tom Cole, City Administrator

★ Due to reorganization of the Personnel Manual this Resolution is no longer needed.

9. **Amended R-2992-17: AN AMENDED RESOLUTION** AUTHORIZING AND APPROVING AMENDMENTS TO THE CITY OF RAYTOWN PERSONNEL MANUAL ADOPTED DECEMBER 20, 2016 RELATING TO THE ON-CALL POLICY. Point of Contact: Tom Cole, City Administrator

The resolution was read by title only by Teresa Henry, City Clerk.

Tom Cole, City Administrator, remained available for any discussion.

Alderman Mims, seconded by Alderman Moore, made a motion to adopt. The motion was approved by a vote of 9-0-1.

Ayes: Aldermen Mims, Moore, Aziere, Hunt, Black, Meyers, Greene, Myers, Van Buskirk
Nays: None
Absent: Alderman Teeman

10. **Amended R-2993-17: AN AMENDED RESOLUTION** AUTHORIZING AND APPROVING AMENDMENTS TO THE CITY OF RAYTOWN PERSONNEL MANUAL ADOPTED DECEMBER 20, 2016 RELATING TO AN ON-CALL POLICY-POLICE DEPARTMENT. Point of Contact: Tom Cole, City Administrator

The resolution was read by title only by Teresa Henry, City Clerk.

Tom Cole, City Administrator, remained available for any discussion.

Alderman Van Buskirk, seconded by Alderman Mims, made a motion to permanently table the resolution. The motion was approved by a vote of 9-0-1.

Ayes: Aldermen Van Buskirk, Mims, Greene, Hunt, Meyers, Aziere, Black, Moore, Myers
Nays: None
Absent: Alderman Teeman

11. **Amended R-2994-17: AN AMENDED RESOLUTION AUTHORIZING AND APPROVING AMENDMENTS TO THE CITY OF RAYTOWN PERSONNEL MANUAL ADOPTED DECEMBER 20, 2016 RELATING TO THE TAKE HOME CITY OWNED VEHICLES POLICY.** Point of Contact: Tom Cole, City Administrator

The resolution was read by title only by Teresa Henry, City Clerk.

Tom Cole, City Administrator, remained available for any discussion.

Discussion examined the application of this policy on law enforcement and other City department vehicle use as well as with the personal use of City vehicles for on-call personnel. More time will be needed to review the resolution's attached documents.

Alderman Greene, seconded by Alderman Van Buskirk, made a motion to amend the policy statement to keep "will" in the language regarding the installation of GPS tracking devices, and keep the policy title as "Take-home". The motion was approved by a vote of 9-0-1.

Ayes: Aldermen Greene, Van Buskirk, Black, Hunt, Aziere, Myers, Moore, Meyers, Mims
Nays: None
Absent: Alderman Teeman

Alderman Meyers, seconded by Alderman Mims, made a motion to table R-2994-17 to a date certain of September 5, 2017. The motion was approved by a vote of 9-0-1.

Ayes: Aldermen Meyers, Mims, Van Buskirk, Hunt, Greene, Moore, Aziere, Black, Meyers, Myers
Nays: None
Absent: Alderman Teeman

12. **Amended R-2995-17: AN AMENDED RESOLUTION AUTHORIZING AND APPROVING AMENDMENTS TO THE CITY OF RAYTOWN PERSONNEL MANUAL ADOPTED ON DECEMBER 20, 2016 RELATING TO THE TIME CLOCK POLICY.** Point of Contact: Tom Cole, City Administrator

The resolution was read by title only by Teresa Henry, City Clerk.

Tom Cole, City Administrator, remained available for any discussion.

Alderman Mims, seconded by Alderman Black, made a motion to adopt. The motion was approved by a vote of 9-0-1.

Ayes: Aldermen Mims, Black, Hunt, Van Buskirk, Meyers, Moore, Myers, Greene, Aziere
Nays: None
Absent: Alderman Teeman

13. **Amended R-2996-17: AN AMENDED RESOLUTION AUTHORIZING AND APPROVING AMENDMENTS TO THE CITY OF RAYTOWN PERSONNEL MANUAL ADOPTED DECEMBER 20, 2016 RELATING TO THE TUITION REIMBURSEMENT POLICY.** Point of Contact: Tom Cole, City Administrator

The resolution was read by title only by Teresa Henry, City Clerk.

Tom Cole, City Administrator, remained available for any discussion.

Alderman Greene, seconded by Alderman Moore, made a motion to adopt. The motion was approved by a vote of 9-0-1.

Ayes: Aldermen Greene, Moore, Hunt, Van Buskirk, Black, Aziere, Myers, Mims, Meyers

Nays: None

Absent: Alderman Teeman

14. **R-3008-17: A RESOLUTION** AUTHORIZING AND APPROVING THE EXPENDITURE OF FUNDS WITH CDW FOR THE PURCHASE OF COMPUTER EQUIPMENT IN THE AMOUNT OF \$11,087.64 AND AMEND THE FISCAL YEAR 2016-2017 BUDGET FOR A TOTAL AMOUNT NOT TO EXCEED \$25,106.00. Point of Contact: Jim Lynch, Police Chief

The resolution was read by title only by Teresa Henry, City Clerk.

Tom Cole, City Administrator, remained available for any discussion.

Alderman Myers, seconded by Alderman Mims, made a motion to amend the funding to be 100% from the Public Safety Sales Tax.

Recess

After a 10-minute recess, Mayor McDonough called the meeting to order at 8:52 p.m.

Further discussion clarified that an amended resolution was produced to reflect the budget transfer of funds from the Public Safety Sales Tax to increase the capital expenditure line item and a new resolution of R-3009-17 was added amending the purchase.

Alderman Myers withdrew his motion to amend the funding to be 100% from the Public Safety Sales Tax.

Alderman Myers, seconded by Alderman Mims, made a motion to amend the agenda adding R-3009-17 as item 15. The motion was approved by a vote of 9-0-1.

Ayes: Aldermen Myers, Mims, Meyers, Greene, Van Buskirk, Moore, Aziere, Hunt, Black

Nays: None

Absent: Alderman Teeman

- 14a. **AMENDED R-3008-17: A RESOLUTION** AMENDING THE FISCAL YEAR 2016-2017 BUDGET RELATED TO THE PURCHASE OF BODY WORN CAMERAS.

Alderman Black, seconded by Alderman Mims, made a motion to adopt R-3008-17. The motion was approved by a vote of 9-0-1.

Ayers: Aldermen Black, Mims, Myers, Moore, Meyers, Greene, Hunt, Van Buskirk, Aziere

Nays: None

Absent: Alderman Teeman

15. **R-3009-17 A RESOLUTION** AUTHORIZING AND APPROVING THE EXPENDITURE OF FUNDS WITH CDW FOR THE PURCHASE OF COMPUTER EQUIPMENT IN THE AMOUNT OF \$11,087.64 FOR A TOTAL AMOUNT NOT TO EXCEED \$25,106.00 FOR FISCAL YEAR 2016-2017. Point of Contact: Jim Lynch, Police Chief

Alderman Mims, seconded by Alderman Moore, made a motion to adopt. The motion was approved by a vote of 9-0-1.

Ayes: Aldermen Mims, Moore, Meyers, Greene, Van Buskirk, Myers, Aziere, Hunt, Black
Nays: None
Absent: Alderman Teeman

ADJOURNMENT

Alderman Myers, made a motion to adjourn. The motion was approved by a majority of those present.

The meeting adjourned at 9:04 p.m.

Teresa M. Henry, MRCC
City Clerk