

NOTICE OF MEETING AND BOARD OF ALDERMEN AGENDA



CITY OF OSAGE BEACH BOARD OF ALDERMEN MEETING

1000 City Parkway
Osage Beach, MO 65065
573/302-2000 FAX 573/302-2039
www.osagebeach.org

TENTATIVE AGENDA

REGULAR MEETING

October 3, 2019 - 6:00 PM
CITY HALL

***** Note: Make sure your cell phone is turned off or on a silent tone only. Please sign the attendance sheet located at the podium if you desire to address the Board. Agendas and packets are available on the back table and on the City's website at www.osagebeach.org.

CALL TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL

MAYOR'S COMMUNICATIONS

CITIZENS' COMMUNICATIONS

- This is a time set aside on the agenda for citizens and visitors to address the Mayor and Board on any topic that is not a public hearing. The Board will not take action on any item not listed on the agenda, but the Mayor and Board welcome and value input and feedback from the public. Speakers will be restricted to three minutes unless otherwise permitted. Minutes may not be donated or transferred from one speaker to another.

- A. Presentation - Ozarks Technical Community College

APPROVAL OF CONSENT AGENDA

If the Board desires, the consent agenda may be approved by a single motion.

- A. Minutes of Board of Aldermen meeting September 19, 2019
- B. Bills List October 3, 2019

UNFINISHED BUSINESS

- A. Bill 19-58 - An ordinance of the City of Osage Beach, Missouri, amending the Human Resources System (Personnel) Rules and Regulations Chapter 125 Section 125.200. D. 3 Safety and Section 125.230. A. A Supplements policies - *Second Reading*
- B. Bill 19-66 - An ordinance of the City of Osage Beach, Missouri, authorizing the Mayor to enter into a Cooperation Agreement with Lake of the Ozarks Tri-County Lodging Association for a Destination Tournament Soccer Complex. *Second Reading*

NEW BUSINESS

- A. Bill 19-68 - Rezoning Case 402, Pearl Capital Management, LLC. is requesting a rezoning of property currently zoned A-1 (Agriculture) and C-1 (General Commercial) to R-3 (Multi Family). *First Reading*
- B. Bill 19-69 - An ordinance of the City of Osage Beach, Missouri, relating to the control and use of City Right of Way and establishing new sections 700.040 and 700.045 of the Municipal Code of Ordinances.
- C. Bill 19-70 - An ordinance of the City of Osage Beach, Missouri, authorizing the Mayor to execute a multi-year contract with Buxton Company for economic development tools and services in an amount not to exceed \$65,000 in year one. *First and Second Reading*

COMMUNICATIONS FROM MEMBERS OF THE BOARD OF ALDERMEN

STAFF COMMUNICATIONS

EXECUTIVE SESSION

Notice is given that the agenda includes a roll call vote to close the meeting as allowed by RSMo. Section 610.021(2), leasing, purchase or sale of real estate, by a public governmental body where public knowledge of the transaction might adversely affect the legal consideration therefor.

ADJOURN

Representatives of the news media may obtain copies of this notice by contacting the following:

Tara Berreth, City Clerk
1000 City Parkway
Osage Beach, MO 65065
573-302-2000 ex 1020

If any member of the public requires a specific accommodation as addressed by the Americans with Disabilities Act, please contact the City Clerk's office forty-eight hours in advance of the meeting at the above telephone number.

MINUTES OF THE REGULAR MEETING OF THE BOARD OF ALDERMEN
OF THE CITY OF OSAGE BEACH, MISSOURI

The Board of Aldermen of the City of Osage Beach, Missouri, met to conduct a Regular Meeting on Thursday, September 19, 2019 at 6:00 p.m. at City Hall. The following were present confirmed by roll call: Mayor John Olivarri, Alderman Richard Ross, Alderman Tyler Becker, Alderman Kevin Rucker, Alderman Phyllis Marose and Alderman Tom Walker. Absent - Alderman Greg Massey. Tara Berreth, City Clerk, was present and performed the duties of that office.

MAYOR'S COMMUNICATIONS

Attended a meeting with Citizens and Sports Tourism Group. The meeting was well received and well attended.

CITIZENS' COMMUNICATIONS

Tim Jacobsen – LOCVB will have the wrap-up meeting from Bike Fest on October 2 but wanted to make sure that he came and Thanked Osage Beach for the donation to Bike Fest. It was a great success. As soon as the wrap-up meeting is done, he will return with a full report on Bike Fest 2019.

Dan Calvino – Why should the citizens pay for the Soccer Complex with a Tri-County Lodging tax? The group wanting to put in the soccer fields should pay for everything. Wasted money on the round-about and a dead-end road on Mace Road. When are the police going to get body cameras?

APPROVAL OF CONSENT AGENDA

Alderman Marose made a motion to approve the Consent Agenda (Minutes of September 5, 2019 and Bills List September 5, 2019) with the notation of a scrivener's error on page 6 in the motion to set aside should have been set over. This motion was seconded by Alderman Rucker. Motion passes unanimously.

UNFINISHED BUSINESS

Bill 19-57 - An ordinance of the City of Osage Beach, Missouri, establishing selected fee reimbursement provision to encourage development of projects or property where traditional economic development tools are insufficient or inapplicable to adequately support or encourage the project.

Alderman Ross made a motion to approve the second reading of Bill 19-57 as presented. This motion was seconded by Alderman Walker. The following roll call was taken to approve the second and final reading of Bill 19-57 and to pass same into ordinance: "Ayes" Alderman Ross, Alderman Becker, Alderman Rucker, Alderman Marose and Alderman Walker "Nays" – 0. "Absent" Alderman Massey. Bill 19-57 was passed and approved as Ordinance 19.57.

Bill 19-60 - An ordinance of the City of Osage Beach, Missouri, authorizing the expenditure of funds for the Veteran's Day Parade 2019 Event Support Request.

Alderman Rucker made a motion to approve the second reading of Bill 19-60 as presented. This motion was seconded by Alderman Marose. The following roll call was taken to approve the second and final reading of Bill 19-60 and to pass same into ordinance: "Ayes" Alderman Becker, Alderman Rucker, Alderman Marose, Alderman Walker and Alderman Ross "Nays" – 0. "Absent" Alderman Massey. Bill 19-60 was passed and approved as Ordinance 19.60.

Bill 19-61 - An ordinance of the City of Osage Beach, Missouri, Amending the Osage Beach Code of Ordinances by Repealing and Replacing Schedule I. Speed Limits, Table 1-A Speed Limits of the Osage Beach Municipal Code Chapter 320 Speed Regulations

Alderman Rucker made a motion to approve the second reading of Bill 19-61 as presented. This motion was seconded by Alderman Marose. The following roll call was taken to approve the second and final reading of Bill 19-61 and to pass same into ordinance: "Ayes" Alderman Rucker, Alderman Marose, Alderman Walker, Alderman Ross and Alderman Becker "Nays" – 0. "Absent" Alderman Massey. Bill 19-61 was passed and approved as Ordinance 19.61.

Bill 19-63 - An ordinance of the City of Osage Beach, Missouri, authorizing the Mayor to execute Construction Contract OB19-012 Woodland Shores Overlay to Capital Paving & Construction, LLC in an amount not to exceed \$9,988.20.

Alderman Rucker made a motion to approve the second reading of Bill 19-63 as presented. This motion was seconded by Alderman Walker. The following roll call was taken to approve the second and final reading of Bill 19-63 and to pass same into ordinance: “Ayes” Alderman Marose, Alderman Walker, Alderman Ross, Alderman Becker and Alderman Rucker “Nays” – 0. “Absent” Alderman Massey. Bill 19-63 was passed and approved as Ordinance 19.63.

Bill 19-64 - An ordinance of the City of Osage Beach, Missouri, authorizing the Mayor to execute Construction Contract OB19-013 Woodland Shores Trash Enclosure to Lake Central Fence, LLC in an amount not to exceed \$2,384.68.

Alderman Marose made a motion to approve the second reading of Bill 19-64 as presented. This motion was seconded by Alderman Becker. The following roll call was taken to approve the second and final reading of Bill 19-64 and to pass same into ordinance: “Ayes” Alderman Marose, Alderman Walker, Alderman Ross, Alderman Becker, Alderman Rucker and “Nays” – 0. “Absent” Alderman Massey. Bill 19-64 was passed and approved as Ordinance 19.64.

NEW BUSINESS

Bill 19-58 An ordinance of the City of Osage Beach, Missouri, amending the Human Resources System (Personnel) Rules and Regulations Chapter 125 Section 125.200. D. 3 Safety and Section 125.230. A. A Supplements policies - *First Reading*

At the previous Board meeting both the Safety Policy (#5 in the Motor Vehicle Operations Policy section as well as the Motor Vehicle Safety Checklist) and the Mobile Device Policy (Section #7 Safety and Security a.) to allow employees to use hands free technology and clarified exemptions.

Alderman Ross made a motion to approve the first of reading Bill 19-58. This motion was seconded by Alderman Rucker. Motion passes unanimously.

Bill 19-65 - An ordinance of the City of Osage Beach, Missouri, authorizing the Mayor to execute Construction Contract OB19-014 with Hessling Construction, Inc. for the Osage Beach Parkway Sidewalk Improvements, Phase 5, in an amount not to exceed \$177,486.09. *First and Second Reading*

This project is to install sidewalks along Osage Beach Parkway from Barry Prewitt to Dumar Plaza. This project was requested by the Osage Beach Special Road District. They are funding the sidewalk portion of the project at 100 %. Bids were opened on August 30. There were four bidders. The low bidder was Hessling Construction Inc. with a bid amount of \$177,486.09. Phase 5 of the sidewalk project which is funded by the Osage Beach Special Road District is in the amount of \$154,845.37. The remaining work on this project is replacing the remaining concrete for the City Portion of Stonecrest Circle and replacing some guard rail and end terminals. This work is to be funded by Road Repair and Maintenance in the amount of \$22,640.72. For the total project cost of \$177,486.09.

Alderman Ross made a motion to approve the first of reading Bill 19-65. This motion was seconded by Alderman Marose. Motion passes unanimously.

Alderman Rucker made a motion to approve the second reading of Bill 19-65 as presented. This motion was seconded by Alderman Walker. The following roll call was taken to approve the second and final reading of Bill 19-65 and to pass same into ordinance: “Ayes” Alderman Walker, Alderman Ross, Alderman Becker, Alderman Rucker and Alderman Marose. “Nays” – 0. “Absent” Alderman Massey. Bill 19-65 was passed and approved as Ordinance 19.65.

Bill 19-66 - An ordinance of the City of Osage Beach, Missouri, authorizing the Mayor to enter into a Cooperation Agreement with Lake of the Ozarks Tri-County Lodging Association for a Destination Tournament Soccer Complex. *First Reading*

The Mayor, City Administrator, and the City Attorney have been working through the details of the agreement in collaboration with outside legal and financial sources. This is the final negotiated agreement between the City and the Tri-

County Lodging Association (TCLA) and is necessary to move forward with the project.

Alderman Rucker wanted to make sure that operating expenses will come from the lodging tax and user fees with very little if any coming from the City budget.

Mayor Olivarri – Not saying that the City will not contribute any money, but it is an unknown at this time.

Alderman Becker made a motion to approve the first of reading Bill 19-66. This motion was seconded by Alderman Ross. Motion passes unanimously.

Bill 19-67 - An ordinance of the City of Osage Beach, Missouri, authorizing the Mayor to execute Amendment #2 to the State Block Grant Agreement for the Grand Glaize Airfield Pavement Maintenance and Installation of Hold Sign, Project 17-045A-1 with the Missouri Highway and Transportation Commission. First and Second Reading

This agreement will allow the Grand Glaize airfield pavement maintenance and installation of Hold sign project time period to be extended from December 1, 2018 to November 30, 2019, to allow for completion of the final paperwork. The engineering and a majority of the construction was completed in FY2018. Final paperwork as well as final grants funds will be requested during this period of extension. This was a MODOT aviation 90% funded grant.

Alderman Marose made a motion to approve the first of reading Bill 19-67. This motion was seconded by Alderman Becker. Motion passes unanimously.

Alderman Rucker made a motion to approve the second reading of Bill 19-67 as presented. This motion was seconded by Alderman Becker. The following roll call was taken to approve the second and final reading of Bill 19-67 and to pass same into ordinance: “Ayes” Alderman Ross, Alderman Becker, Alderman Rucker, and Alderman Marose and Alderman Walker. “Nays” – 0. “Absent” Alderman Massey. Bill 19-67 was passed and approved as Ordinance 19.67.

Motion to change the date of the October 17, 2019 Board of Aldermen meeting to October 24, 2019.

Alderman Marose made a motion to change the Board of Alderman meeting from October 17, 2019 to October 24, 2019. This motion was seconded by Alderman Rucker. Motion passes.

COMMUNICATIONS FROM MEMBERS OF THE BOARD OF ALDERMEN

Alderman Rucker – Congratulations to Jeana for running and winning a seat on the MML Executive Board. Thank you to Ty for the Lee C Fine report. And Thank you to the city for allowing me to attend MML Conference. Got something out of every session and in the upcoming weeks I am going to make appointments with various departments to go over some information from those sessions at MML.

Alderman Marose – Congratulations to Jeana. Thank you TCLA and staff that have been working so hard on the Soccer Complex. Took a lot of notes from the MML Conference, very informative. Customer Appreciation Day – September 21, 2019. Hope to see everyone there.

Alderman Ross – Wing Fest Tickets still for sale. The event will be held at the Regalia Hotel and Conference Resort on Wednesday, September 25, 2019.

STAFF COMMUNICATIONS

Parks Director Vandevoort – Peanick Park is completed except a few touch ups. Elks Lodge donated \$3,500 for benches. As soon as the bench are put in place there will a ribbon cutting ceremony.

Human Resources Director Leigh – The City-Wide Rummage sale was a success. There were 27 additional locations that participated.

Airport Director Dinsdale – Phase 2 construction is done, and the final walk thru is coming up.

EXECUTIVE SESSION

Alderman Marose moved to close the meeting pursuant to RSMo. Section 610.021(3), Hiring, firing, disciplining or promoting of particular employees by a public governmental body when personal information about the employee is discussed or recorded. Alderman Becker seconded the motion. The following roll call was taken to close the meeting. Ayes: Alderman Walker, Alderman Ross, Alderman Becker, Alderman Rucker and Alderman Marose. Absent - Alderman Massey

ADJOURN

CLOSED SESSION

Alderman Ross moved to open the meeting. Alderman Marose seconded the motion. The following roll call vote was taken to open the meeting: "Ayes": Alderman Ross, Alderman Rucker, and Alderman Becker, Alderman Marose, and Alderman Walker. Absent - Alderman Massey. The meeting was therefore opened.

No announcements were made following the closed session.

ADJOURN

There being no further business to come before the Board, the meeting adjourned at 7:01 p.m.

I, Tara Berreth, City Clerk of the City of Osage Beach, Missouri, do hereby certify that the above foregoing is a true and complete journal of proceedings of the regular meeting of the Board of Aldermen of the City of Osage Beach, Missouri, held on September 19, 2019 and approved on October 3, 2019.

Tara Berreth, City Clerk

John Olivarri, Mayor

**CITY OF OSAGE BEACH
BILLS LIST
October 3, 2019**

Bills Paid Prior to Board Meeting	318,270.03
Payroll Paid Prior to Board Meeting	121,376.58
SRF Transfer Prior to Board Meeting	246,723.06
TIF Transfer Dierbergs	132,210.94
TIF Transfer Prewitt's Pt	275,516.08
Bills Pending Board Approval	267,829.60
Total Expenses	<u>1,361,926.29</u>

DEPARTMENT	FUND	VENDOR NAME	DESCRIPTION	AMOUNT
NON-DEPARTMENTAL	General Fund	MIDWEST PUBLIC RISK	ADJUST PAYROLL DEDUCTIONS	26.38
			ADJUST PAYROLL DEDUCTIONS	36.09
			ADJUST PAYROLL DEDUCTIONS	14.00-
			Dental Insurance Premiums	501.22
			Dental Insurance Premiums	514.41
			Health Insurance Contribut	924.35
			Health Insurance Contribut	924.35
			Health Insurance Contribut	519.68
			Health Insurance Contribut	557.40
			Vision Insurance Contribut	100.80
			Vision Insurance Contribut	112.00
			Vision Insurance Contribut	23.52
			Vision Insurance Contribut	21.56
			Vision Insurance Contribut	78.40
			Vision Insurance Contribut	74.48
		MO DEPT OF REVENUE	AUG CVC COLLECTIONS	881.49
		FAMILY SUPPORT PAYMENT CENTER	Case #31550944	138.46
			Cse #16CMDR00112	173.08
			Case ID41477632	207.69
		MO DEPT OF REVENUE	State Withholding	3,320.00
		MO TREASURER BUDGET DIRECTOR	AUG PEACE OFFICER TRAINING	124.00
		INTERNAL REVENUE SERVICE	Fed WH	9,990.37
			FICA	6,851.63
			Medicare	1,602.38
		LEGALSHIELD	ADJUST PAYROLL DEDUCTIONS	0.11-
			Pre-Paid Legal Premiums	164.49
			Pre-Paid Legal Premiums	164.49
		ICMA	Loan Repayment	315.59
			Loan Repayment	245.55
			Loan Repayment	182.93
			Loan Repayment	233.04
			Loan Repayment	63.78
			Loan Repayment	213.53
			Retirement 457 &	2,005.00
			Retirement 457	1,145.00
			Loan Repayments	130.57
			Loan Repayments	674.35
			Loan Repayments	577.14
			Loan Repayments	231.28
			Loan Repayments	330.32
			Loan Repayments	271.97
			Loan Repayments	108.24
			Loan Repayments	74.15
			Loan Repayments	79.18
			Retirement Roth IRA %	42.83
			Retirement Roth IRA	325.00
		CAMDEN COUNTY ASSOC COURT	OTHER AGENCY CASH BOND	300.00
		COLONIAL LIFE & ACCIDENT	ADJUST PAYROLL DEDUCTIONS	0.01-
			Colonial Supplemental Insu	30.86
			Colonial Supplemental Insu	30.86
		CITIZENS AGAINST DOMESTIC VIOLENCE	AUG CADV COLLECTIONS	246.13
		AMERICAN FIDELITY ASSURANCE COMPANY	ADJUST PAYROLL DEDUCTIONS	1.94
			American Fidelity	1,564.13
			American Fidelity	1,564.13
			American Fidelity	1,211.20
			Amerian Fidelity	390.11-

DEPARTMENT	FUND	VENDOR NAME	DESCRIPTION	AMOUNT
		AMERICAN FIDELITY ASSURANCE CO FLEX AC	Amerian Fidelity	841.93
			ADJUST PAYROLL DEDUCTIONS	40.88-
			Flexible Spending Accts -	23.75
			Flexible Spending Accts -	23.75
		TEXAS LIFE INSURANCE CO	ADJUST PAYROLL DEDUCTIONS	0.04-
			Texas Life After Tax	140.08
			Texas Life After Tax	140.08
		HSA BANK	HSA Contribution	189.58
			HSA Family/Dep. Contributi	1,490.16
		SHERIFFS RETIREMENT SYSTEM	AUG COLLECTIONS	359.50
		PRINCIPAL LIFE INSURANCE COMPANY	ADJUST PAYROLL DEDUCTIONS	39.48-
			ADJUST PAYROLL DEDUCTIONS	73.88-
			Group Life Ins and Buy Up	73.11
			Group Life Ins and Buy Up	73.11
			Group Life Ins and Buy Up	25.00
			Group Life Ins and Buy Up	25.00
		ONE TIME VENDOR	Bond Refund:131877315-01	300.00
		O'SHEA, ANGELA	O'SHEA, ANGELA:OVERPAY LEA	15.00
			TOTAL:	43,392.96
Mayor & Board	General Fund	VISELLI, NANCY	PLANNING COMMISSION MEETIN	25.00
		INTERNAL REVENUE SERVICE	FICA	134.33
			Medicare	31.43
		ICMA	Retirement 401%	8.17
			Retirement 401%	2.50
			Retirement 401	130.00
		RUCKER, KEVIN	MILEAGE/MEALS REIMB - MML	250.60
		MAROSE, PHYLLIS	MILEAGE/MEAL REIMB - MML	250.60
		MYLER, MICHELLE	PLANNING COMMISSION MEETIN	25.00
		CHISHOLM, DON	PLANNING COMMISSION MEETIN	25.00
		KIRN, TONY	PLANNING COMMISSION MEETIN	25.00
		BLAIR, ALAN	PLANNING COMMISSION MEETIN	25.00
		ROSS, RICHARD	MILEAGE/MEALS REIMB- MML	235.60
		MASSEY, GREGORY	MILEAGE/MEAL REIMB - MML	100.60
		STURN, DON	PLANNING COMMISSION MEETIN	25.00
		SCHUMAN, KELLI	PLANNING COMMISSION MEETIN	25.00
		BANKCARD SERVICES	NAME PLATES - ALDERMAN/MAY	68.49
			NAME PLATE - ALDERMAN	9.25
			FLOWERS- J.JOHNS BABY	71.56
			TOTAL:	1,468.13
Collector	General Fund	INTERNAL REVENUE SERVICE	FICA	6.20
			Medicare	1.45
			TOTAL:	7.65
City Administrator	General Fund	MIDWEST PUBLIC RISK	Dental Insurance Premiums	92.85
			Dental Insurance Premiums	92.85
			Health Insurance Contribut	2,119.83
			Health Insurance Contribut	2,119.83
			Vision Insurance Contribut	16.80
			Vision Insurance Contribut	16.80
		INTERNAL REVENUE SERVICE	FICA	511.40
			Medicare	119.61
		ICMA	Retirement 401%	82.97
			Retirement 401%	1.52
			Retirement 401%	0.58

DEPARTMENT	FUND	VENDOR NAME	DESCRIPTION	AMOUNT
			Retirement 401%	0.15
			Retirement 401%	0.57
			Retirement 401	514.73
		HSA BANK	HSA Family/Dep. Contributi	225.00
		PRINCIPAL LIFE INSURANCE COMPANY	Group Dependent Life Ins	3.21
			Group Dependent Life Ins	3.21
			Group Life Ins and Buy Up	3.98
			Group Life Ins and Buy Up	3.98
			Group Life Ins and Buy Up	16.43
			Group Life Ins and Buy Up	16.43
			Short Term Disability Ins	18.00
			Short Term Disability Ins	18.00
		BANKCARD SERVICES	MML WEBINAR - J.WOODS	20.00
			MO GFOA MEMBERSHIP-J.WOODS	50.00
			TOTAL:	6,068.73
City Clerk	General Fund	MIDWEST PUBLIC RISK	Dental Insurance Premiums	30.95
			Dental Insurance Premiums	61.90
			Dental Insurance Premium	17.76
			Health Insurance Contribut	268.79
			Health Insurance Contribut	603.23
			Vision Insurance Contribut	1.96
			Vision Insurance Contribut	3.92
			Vision Insurance Contribut	7.84
		INTERNAL REVENUE SERVICE	FICA	255.85
			Medicare	59.83
		ICMA	Retirement 401%	34.06
			Retirement 401%	1.56
			Retirement 401%	0.38
			Retirement 401%	1.13
			Retirement 401	222.81
		AMERICAN FIDELITY ASSURANCE COMPANY	Amerian Fidelity	31.26
			Amerian Fidelity	10.42
		HSA BANK	HSA Contribution	37.50
		PRINCIPAL LIFE INSURANCE COMPANY	Group Dependent Life Ins	2.14
			Group Dependent Life Ins	2.14
			Group Life Ins and Buy Up	7.96
			Group Life Ins and Buy Up	7.96
			Short Term Disability Ins	12.00
			Short Term Disability Ins	12.00
		BERRETH, TARA	MEALS/MILEAGE REIMB - MML	330.60
			TOTAL:	2,025.95
City Treasurer	General Fund	MIDWEST PUBLIC RISK	Dental Insurance Premiums	92.85
			Dental Insurance Premiums	92.85
			Dental Insurance Premium	17.76
			Dental Insurance Premium	17.76
			Health Insurance Contribut	537.58
			Health Insurance Contribut	537.58
			Health Insurance Contribut	706.61
			Health Insurance Contribut	706.61
			Health Insurance Contribut	602.92
			Health Insurance Contribut	603.23
			Vision Insurance Contribut	5.60
			Vision Insurance Contribut	5.60
			Vision Insurance Contribut	1.96

DEPARTMENT	FUND	VENDOR NAME	DESCRIPTION	AMOUNT
			Vision Insurance Contribut	1.96
			Vision Insurance Contribut	19.60
			Vision Insurance Contribut	11.76
		GFOA OF MO	MEMBERSHP RENWL 10/1/19-9/3	50.00
		INTERNAL REVENUE SERVICE	FICA	564.79
			Medicare	132.09
		ICMA	Retirement 401%	64.45
			Retirement 401%	11.07
			Retirement 401%	4.39
			Retirement 401%	0.39
			Retirement 401%	1.13
			Retirement 401%	0.15
			Retirement 401	489.52
		HSA BANK	HSA Contribution	75.00
			HSA Family/Dep. Contributi	150.00
		PRINCIPAL LIFE INSURANCE COMPANY	Group Dependent Life Ins	4.28
			Group Dependent Life Ins	4.28
			Group Life Ins and Buy Up	7.96
			Group Life Ins and Buy Up	7.96
			Group Life Ins and Buy Up	13.41
			Group Life Ins and Buy Up	13.41
			Short Term Disability Ins	12.00
			Short Term Disability Ins	12.00
			Short Term Disabilty Ins	10.53
			Short Term Disabilty Ins	10.53
			TOTAL:	5,590.37
Municipal Court	General Fund	MIDWEST PUBLIC RISK	Dental Insurance Premiums	22.34
			Dental Insurance Premiums	25.33
			Health Insurance Contribut	510.12
			Health Insurance Contribut	578.25
			Vision Insurance Contribut	4.05
			Vision Insurance Contribut	4.58
		INTERNAL REVENUE SERVICE	FICA	84.90
			Medicare	19.85
		ICMA	Retirement 401%	12.77
			Retirement 401%	1.41
			Retirement 401%	0.19
			Retirement 401	86.28
		HSA BANK	HSA Family/Dep. Contributi	44.95
		PRINCIPAL LIFE INSURANCE COMPANY	Group Dependent Life Ins	0.78
			Group Dependent Life Ins	0.87
			Group Life Ins and Buy Up	2.87
			Group Life Ins and Buy Up	3.25
			Short Term Disability Ins	4.33
			Short Term Disability Ins	4.91
			TOTAL:	1,412.03
City Attorney	General Fund	MIDWEST PUBLIC RISK	Dental Insurance Premiums	30.95
			Dental Insurance Premiums	30.95
			Health Insurance Contribut	706.61
			Health Insurance Contribut	706.61
			Vision Insurance Contribut	5.60
			Vision Insurance Contribut	5.60
		INTERNAL REVENUE SERVICE	FICA	339.76
			Medicare	79.46

DEPARTMENT	FUND	VENDOR NAME	DESCRIPTION	AMOUNT
		ICMA	Retirement 401	332.85
		HSA BANK	HSA Family/Dep. Contributi	75.00
		PRINCIPAL LIFE INSURANCE COMPANY	Group Dependent Life Ins	1.07
			Group Dependent Life Ins	1.07
			Group Life Ins and Buy Up	13.23
			Group Life Ins and Buy Up	13.23
			Short Term Disability Ins	6.00
			Short Term Disability Ins	6.00
			TOTAL:	2,353.99
Building Inspection	General Fund	MIDWEST PUBLIC RISK	Dental Insurance Premiums	77.38
			Dental Insurance Premiums	77.38
			Dental Insurance Premium	17.76
			Dental Insurance Premium	17.76
			Health Insurance Contribut	268.79
			Health Insurance Contribut	268.79
			Health Insurance Contribut	706.61
			Health Insurance Contribut	706.61
			Health Insurance Contribut	904.38
			Health Insurance Contribut	904.85
			Vision Insurance Contribut	5.60
			Vision Insurance Contribut	5.60
			Vision Insurance Contribut	1.96
			Vision Insurance Contribut	1.96
			Vision Insurance Contribut	5.88
			Vision Insurance Contribut	5.88
		INTERNAL REVENUE SERVICE	FICA	430.86
			Medicare	100.78
		ICMA	Retirement 401%	50.59
			Retirement 401%	2.51
			Retirement 401%	0.96
			Retirement 401	427.25
		MACA	FALL CONF REG. - PHELPS/OL	300.00
		WEX INC	BLDG DEPT FUEL	240.65
		HSA BANK	HSA Contribution	37.50
			HSA Family/Dep. Contributi	187.50
		PRINCIPAL LIFE INSURANCE COMPANY	Group Dependent Life Ins	2.68
			Group Dependent Life Ins	2.68
			Group Life Ins and Buy Up	1.99
			Group Life Ins and Buy Up	1.99
			Group Life Ins and Buy Up	15.76
			Group Life Ins and Buy Up	15.76
			Short Term Disability Ins	21.00
			Short Term Disability Ins	21.00
			TOTAL:	5,838.65
Building Maintenance	General Fund	INTERNAL REVENUE SERVICE	FICA	49.29
			Medicare	11.53
		SURECUT LAWN CARE LLC	AUG GRND MAINT, IRRIG REPA	2,316.43
		LOWE'S	INSECT/PEST TRAP	7.55
			WATER FILTER FOR REFRIGERA	47.50
			TOTAL:	2,432.30
Parks	General Fund	MIDWEST PUBLIC RISK	Dental Insurance Premiums	61.90
			Dental Insurance Premiums	61.90
			Dental Insurance Premium	17.76

DEPARTMENT	FUND	VENDOR NAME	DESCRIPTION	AMOUNT
			Dental Insurance Premium	17.76
			Health Insurance Contribut	268.79
			Health Insurance Contribut	268.79
			Health Insurance Contribut	1,413.22
			Health Insurance Contribut	1,413.22
			Vision Insurance Contribut	11.20
			Vision Insurance Contribut	11.20
			Vision Insurance Contribut	1.96
			Vision Insurance Contribut	1.96
		OZARKS COCA-COLA/DR PEPPER BOTTLING CO	CONCESSION BEVERAGES	217.42
		FECHTEL BEVERAGE & SALES INC	BEER FOR CONCESSIONS	337.30
		INTERNAL REVENUE SERVICE	FICA	389.73
			Medicare	91.14
		ICMA	Retirement 401%	27.92
			Retirement 401%	0.88
			Retirement 401%	0.10
			Retirement 401	260.08
		LOWE'S	WIRE	9.95
			WASP/HORNET SPRAY	22.56
			PARTS FOR CITY PRK PLYGRND	50.41
			TOTE FOR UNIFORM STORAGE	9.49
			DRILL BIT	11.86
			SANDPAPER	11.27
			PEANICK PRK DUGOUT FENCING	50.00
			PART FOR POWER WASHER	8.54
			CONCRETE ANCHORS	12.81
			MULTI TOOL HANGERS	8.72
			PEANICK PICNIC PAVILION RE	20.26
			PP PICNIC TABL PAVILION RE	33.84
		MISSOURI EAGLE LLC	BEER FOR CONCESSIONS	365.20
			BEER FOR CONCESSIONS	144.00
		WEX INC	PARK DEPT FUEL	707.13
		AMEREN MISSOURI	LWR DIAMOND LTS 8/6-9/5/19	12.12
			HATCHERY RD SIGN 8/13-9/12	94.37
			CP MAINT BLDG 8/14-9/12/19	22.45
			CP #2 DISPLAY C 8/14-9/12/	11.24
			CP SOCCER FIELDS 8/14-9/12	74.21
			CP #2 DISPLAY D 8/14-9/12/	11.24
			CP BALL FIELDS 8/14-9/12/1	707.52
			CP #2 DISPLAY B 8/14-9/12/	12.56
			CP #2 DISPLAY A 8/14-9/12/	11.24
			HWY 42 BALL PK LTS 8/6-9/5	15.64
			CP #2 IRRIG PUMP 8/13-9/12	11.57
		WEST, GREG	UMPIRE 3 GAMES 9/11/19	75.00
		HSA BANK	HSA Contribution	37.50
			HSA Family/Dep. Contributi	150.00
		PRINCIPAL LIFE INSURANCE COMPANY	Group Dependent Life Ins	2.14
			Group Dependent Life Ins	2.14
			Group Life Ins and Buy Up	7.96
			Group Life Ins and Buy Up	7.96
			Group Life Ins and Buy Up	4.82
			Group Life Ins and Buy Up	4.82
			Short Term Disability Ins	18.00
			Short Term Disability Ins	18.00
		BLAIR, JERRY LYNN JR	UMPIRE 5 GAMES - 9/4 & 9/5	125.00
			UMPIRE 2 GAMES 9/11/19	50.00

DEPARTMENT	FUND	VENDOR NAME	DESCRIPTION	AMOUNT
		SPRINGFIELD GROCER COMPANY dba SGC FOO	CONCESSION SUPPLIES	305.35
		MCGUIRE, MICHAEL EDWARD	UMPIRE 3 GAMES 9/11/19	75.00
		CRAIG, JON	UMPIRE 3 GAMES - 9/4	75.00
			UMPIRE 2 GAMES 9/11/19	50.00
		BHATTI LLC dba AUNTIE ANNE'S	CONCESSION PRETZELS 8/1-8/	176.00
			MONTHLY RENTAL CASE/WARMER	20.00
		COX, BRANDON	UMPIRE 2 GAMES - 9/4	40.00
			UMPIRE 2 GAMES 9/11/19	40.00
		BASHAM, DAIMON L	UMPIRE 2 GAMES 9/5/19	40.00
			TOTAL:	8,649.12
Human Resources	General Fund	MIDWEST PUBLIC RISK	Dental Insurance Premiums	30.95
			Dental Insurance Premiums	30.95
			Dental Insurance Premium	5.27
			Health Insurance Contribut	602.92
			Health Insurance Contribut	782.19
			Vision Insurance Contribut	0.58
			Vision Insurance Contribut	3.92
			Vision Insurance Contribut	3.92
		INTERNAL REVENUE SERVICE	FICA	143.23
			Medicare	33.50
		ICMA	Retirement 401%	23.88
			Retirement 401%	0.29
			Retirement 401	145.03
		HSA BANK	HSA Family/Dep. Contributi	75.00
		PRINCIPAL LIFE INSURANCE COMPANY	Group Dependent Life Ins	1.07
			Group Dependent Life Ins	1.39
			Group Life Ins and Buy Up	1.18
			Group Life Ins and Buy Up	5.76
			Group Life Ins and Buy Up	5.76
			Short Term Disability Ins	6.00
			Short Term Disability Ins	7.78
		BANKCARD SERVICES	PW ICE CREAM INCENTIVE	37.31
			TOTAL:	1,947.88
Overhead	General Fund	AT & T/CITY HALL	CITY AT&T SERVICE	1,053.99
		TIMMY G LLC dba	BLUEPRINTS PARKVIEW BAY	268.68
			BLUEPRINTS	34.73
			BLUEPRINTS - CAPE ROYALE	81.75
		MIDWEST PUBLIC RISK OF MISSOURI	DEDUCTIBLE CLAIM# MPR19042	1,000.00
		CHARTER COMMUNICATIONS HOLDING CO LLC	CITY HALL CABLE	60.11
		WEX INC	CITY HALL GPS	350.00
		XEROX CORPORATION DBA XEROX FINANCIAL	CITY HALL	233.78
		MITEL CLOUD SERVICES INC	CITY PHONE SERVICE	2,374.80
			TOTAL:	5,457.84
Police	General Fund	MIDWEST PUBLIC RISK	Dental Insurance Premiums	526.15
			Dental Insurance Premiums	526.15
			Dental Insurance Premium	88.80
			Dental Insurance Premium	83.53
			Health Insurance Contribut	1,343.95
			Health Insurance Contribut	1,343.95
			Health Insurance Contribut	6,359.49
			Health Insurance Contribut	6,359.49
			Health Insurance Contribut	3,617.52
			Health Insurance Contribut	3,440.42

DEPARTMENT	FUND	VENDOR NAME	DESCRIPTION	AMOUNT
			Vision Insurance Contribut	50.40
			Vision Insurance Contribut	50.40
			Vision Insurance Contribut	9.80
			Vision Insurance Contribut	9.22
			Vision Insurance Contribut	27.44
			Vision Insurance Contribut	27.44
		INTERNAL REVENUE SERVICE	FICA	3,008.61
			Medicare	703.59
		ICMA	Retirement 401%	317.49
			Retirement 401%	17.31
			Retirement 401%	9.90
			Retirement 401%	3.03
			Retirement 401%	4.51
			Retirement 401%	8.36
			Retirement 401	2,843.44
		WEX INC	POLICE DEPT FUEL	4,675.31
			POLICE DEPT CAR WASHES	94.07
		XEROX CORPORATION DBA XEROX FINANCIAL	POLICE	210.23
		HSA BANK	HSA Contribution	150.00
			HSA Family/Dep. Contributi	1,125.00
		PRINCIPAL LIFE INSURANCE COMPANY	Group Dependent Life Ins	20.04
			Group Dependent Life Ins	20.01
			Group Life Ins and Buy Up	54.64
			Group Life Ins and Buy Up	54.54
			Group Life Ins and Buy Up	53.20
			Group Life Ins and Buy Up	53.20
			Short Term Disability Ins	124.36
			Short Term Disability Ins	124.22
			Short Term Disabiilty Ins	15.28
			Short Term Disabiilty Ins	15.28
		BANKCARD SERVICES	INSIDE THE TAPE CONF-T.GOR	310.00
			TRANSUNION PERSON SEARCH	50.00
			KWIK KAR MONTHLY WASH-T.DA	29.00
			HOTEL-HOMICIDE TRNG T.GORS	294.18
			HOTEL-INTERRGTION TRN-MCCR	570.60
			TOTAL:	38,823.55
911 Center	General Fund	MIDWEST PUBLIC RISK	Dental Insurance Premiums	101.46
			Dental Insurance Premiums	98.47
			Dental Insurance Premium	53.28
			Dental Insurance Premium	53.28
			Health Insurance Contribut	806.37
			Health Insurance Contribut	806.37
			Health Insurance Contribut	903.10
			Health Insurance Contribut	834.97
			Health Insurance Contribut	602.92
			Health Insurance Contribut	603.23
			Vision Insurance Contribut	12.75
			Vision Insurance Contribut	12.22
			Vision Insurance Contribut	5.88
			Vision Insurance Contribut	5.88
			Vision Insurance Contribut	3.92
			Vision Insurance Contribut	3.92
		AT & T/CITY HALL	LINE ADD FOR 911	210.00
		INTERNAL REVENUE SERVICE	FICA	602.34
			Medicare	140.87

DEPARTMENT	FUND	VENDOR NAME	DESCRIPTION	AMOUNT
		ICMA	Retirement 401%	73.14
			Retirement 401%	25.28
			Retirement 401%	0.29
			Retirement 401%	1.13
			Retirement 401	599.12
		CHARTER COMMUNICATIONS HOLDING CO LLC	COMM INTERNET	99.98
			COMM CABLE	32.12
		AMERICAN FIDELITY ASSURANCE CO FLEX AC	Flexible Spending Accts -	10.42
			Flexible Spending Accts -	10.42
		HSA BANK	HSA Contribution	75.00
			HSA Family/Dep. Contributi	180.05
		PRINCIPAL LIFE INSURANCE COMPANY	Group Dependent Life Ins	4.86
			Group Dependent Life Ins	4.48
			Group Life Ins and Buy Up	18.11
			Group Life Ins and Buy Up	16.65
			Group Life Ins and Buy Up	3.87
			Group Life Ins and Buy Up	3.87
			Short Term Disability Ins	27.31
			Short Term Disability Ins	25.09
			Short Term Disability Ins	4.79
			Short Term Disability Ins	4.79
		MITEL CLOUD SERVICES INC	PD CALL RECORDING SVC	231.81
		BANKCARD SERVICES	PROVANTAGE - REPL BATTERIE	162.11
			TOTAL:	7,475.92
Planning	General Fund	MIDWEST PUBLIC RISK	Dental Insurance Premiums	46.42
			Dental Insurance Premiums	46.42
			Health Insurance Contribut	904.38
			Health Insurance Contribut	904.84
			Vision Insurance Contribut	5.88
			Vision Insurance Contribut	5.88
		INTERNAL REVENUE SERVICE	FICA	200.61
			Medicare	46.91
		ICMA	Retirement 401%	32.61
			Retirement 401%	0.56
			Retirement 401	199.03
		HSA BANK	HSA Family/Dep. Contributi	112.50
		PRINCIPAL LIFE INSURANCE COMPANY	Group Dependent Life Ins	1.60
			Group Dependent Life Ins	1.60
			Group Life Ins and Buy Up	1.99
			Group Life Ins and Buy Up	1.99
			Group Life Ins and Buy Up	6.61
			Group Life Ins and Buy Up	6.61
			Short Term Disability Ins	9.00
			Short Term Disability Ins	9.00
			TOTAL:	2,544.44
Information Technology General Fund		MIDWEST PUBLIC RISK	Dental Insurance Premiums	61.90
			Dental Insurance Premiums	61.90
			Health Insurance Contribut	1,205.84
			Health Insurance Contribut	1,206.46
			Vision Insurance Contribut	7.84
			Vision Insurance Contribut	7.84
		INTERNAL REVENUE SERVICE	FICA	129.73
			Medicare	30.34
		ICMA	Retirement 401%	19.45

DEPARTMENT	FUND	VENDOR NAME	DESCRIPTION	AMOUNT
			Retirement 401k	2.02
			Retirement 401	128.80
		CHARTER COMMUNICATIONS HOLDING CO LLC	CITY HALL INTERNET	279.97
		HSA BANK	HSA Family/Dep. Contributi	75.00
		PRINCIPAL LIFE INSURANCE COMPANY	Group Dependent Life Ins	2.14
			Group Dependent Life Ins	2.14
			Group Life Ins and Buy Up	13.07
			Group Life Ins and Buy Up	13.07
			Short Term Disability Ins	12.00
			Short Term Disability Ins	12.00
			TOTAL:	3,271.51
Economic Development	General Fund	GILMORE & BELL PC	DIERBERGS TIF THRU 7/31/19	663.75
		BANKCARD SERVICES	LOREDC MEAL - J.WOODS	13.77
			WORKFORCE2030 CONF REG-J.W	275.00
			MEAL- SOCCER COMPLEX RESEA	112.85
			HOTEL SOCCER RESEARCH-OLIV	98.77
			HOTEL SOCCER RESEARCH-J.WO	98.77
			HOTEL SOCCER RESEARCH-EDEL	98.77
			HOTEL SOCCER RESEARCH-VAND	98.77
		ONE TIME VENDOR KELLY MEDLEN	KELLY MEDLEN:RUMG SALE REF	10.00
			TOTAL:	1,470.45
NON-DEPARTMENTAL	Transportation	MIDWEST PUBLIC RISK	Dental Insurance Premiums	83.52
			Dental Insurance Premiums	83.52
			Health Insurance Contribut	113.36
			Health Insurance Contribut	113.36
			Health Insurance Contribut	111.36
			Health Insurance Contribut	111.50
			Health Insurance Premiums	306.92
			Health Insurance Premiums	306.92
			Vision Insurance Contribut	14.95
			Vision Insurance Contribut	14.95
			Vision Insurance Contribut	7.18
			Vision Insurance Contribut	7.18
			Vision Insurance Contribut	10.48
			Vision Insurance Contribut	10.48
		MO DEPT OF REVENUE	State Withholding	239.17
		INTERNAL REVENUE SERVICE	Fed WH	791.86
			FICA	843.45
			Medicare	197.25
		LEGALSHIELD	Pre-Paid Legal Premiums	5.86
			Pre-Paid Legal Premiums	5.86
		ICMA	Retirment 457 &	393.25
			Retirement 457	88.46
			Loan Repayments	33.64
			Retirement Roth IRA	49.30
		AMERICAN FIDELITY ASSURANCE COMPANY	American Fidelity	217.46
			American Fidelity	217.46
			Amerian Fidelity	25.34
			Amerian Fidelity	25.34
		TEXAS LIFE INSURANCE CO	Texas Life After Tax	7.43
			Texas Life After Tax	7.43
		HSA BANK	HSA Contribution	40.10
			HSA Family/Dep. Contributi	328.47
		PRINCIPAL LIFE INSURANCE COMPANY	Group Life Ins and Buy Up	18.58

DEPARTMENT	FUND	VENDOR NAME	DESCRIPTION	AMOUNT
			Group Life Ins and Buy Up	18.58
			TOTAL:	4,849.97
Transportation	Transportation	MIDWEST PUBLIC RISK	Dental Insurance Premiums	195.92
			Dental Insurance Premiums	195.91
			Dental Insurance Premium	41.56
			Dental Insurance Premium	41.56
			Health Insurance Contribut	628.97
			Health Insurance Contribut	628.97
			Health Insurance Contribut	1,646.40
			Health Insurance Contribut	1,646.40
			Health Insurance Contribut	1,808.76
			Health Insurance Contribut	1,809.69
			Health Insurance Premiums	677.91
			Health Insurance Premiums	677.91
			Vision Insurance Contribut	14.96
			Vision Insurance Contribut	14.96
			Vision Insurance Contribut	7.20
			Vision Insurance Contribut	7.20
			Vision Insurance Contribut	10.46
			Vision Insurance Contribut	10.46
		INTERNAL REVENUE SERVICE	FICA	843.45
			Medicare	197.27
		ICMA	Retirement 401%	84.92
			Retirement 401%	0.20
			Retirement 401%	7.59
			Retirement 401%	0.43
			Retirement 401%	0.38
			Retirement 401	818.97
		STOCKMAN CONSTRUCTION CORP	DUDE RANCH SIDEWLK PH 4-PA	52,641.40
		AMERICAN FIDELITY ASSURANCE COMPANY	American Fidelity	3.54
			American Fidelity	3.54
		AMERICAN FIDELITY ASSURANCE CO FLEX AC	Flexible Spending Accts -	10.42
			Flexible Spending Accts -	10.42
		WCA WASTE CORPORATION	PORTA POTTY 8/1-8/31/19	83.64
		WEX INC	TRANS DEPT FUEL	3,658.17
			TRANS GPS	316.75
		XEROX CORPORATION DBA XEROX FINANCIAL	TRANSPORTATION	77.93
		AMEREN MISSOURI	792 PASSOVER RD LTS 8/13-9	65.67
			872 PASSOVER ST LTS 8/13-9	71.97
			KK DR PALISADES LTG 8/1-8/	115.12
			MACE RD RNDABT LTS 8/13-9/	54.19
			680 PASSOVER LT CTRL 8/13-	49.01
			MAINT SALT BLDG 8/7-9/8/19	11.24
			STREET LIGHTS 8/1-9/1/19	3,892.53
			CUST OWNED ST LTS 8/1-9/1/	1,392.46
		HSA BANK	HSA Contribution	87.75
			HSA Family/Dep. Contributi	375.01
		LONG IV, ROBERT W	MILEAGE REIMB 8/21-8/27/19	14.27
		PRINCIPAL LIFE INSURANCE COMPANY	Group Dependent Life Ins	8.56
			Group Dependent Life Ins	8.56
			Group Life Ins and Buy Up	22.60
			Group Life Ins and Buy Up	22.60
			Group Life Ins and Buy Up	16.94
			Group Life Ins and Buy Up	16.94
			Short Term Disability Ins	40.02

DEPARTMENT	FUND	VENDOR NAME	DESCRIPTION	AMOUNT
			Short Term Disability Ins	40.02
			Short Term Disability Ins	12.67
			Short Term Disability Ins	12.67
		JOHNS, JOSHUA	MILEAGE REIMB 9/11-9/17/19	16.24
			TOTAL:	75,171.26
NON-DEPARTMENTAL	Water Fund	MIDWEST PUBLIC RISK	Dental Insurance Premiums	63.59
			Dental Insurance Premiums	63.58
			Health Insurance Contribut	137.76
			Health Insurance Contribut	137.72
			Health Insurance Contribut	36.75
			Health Insurance Contribut	36.78
			Vision Insurance Contribut	17.71
			Vision Insurance Contribut	17.71
			Vision Insurance Contribut	3.26
			Vision Insurance Contribut	3.26
			Vision Insurance Contribut	2.58
			Vision Insurance Contribut	2.58
		MO DEPT OF REVENUE	WATER SALES TAX	3,825.67
			State Withholding	228.00
		INTERNAL REVENUE SERVICE	Fed WH	608.13
			FICA	541.31
			Medicare	126.60
		LEGALSHIELD	Pre-Paid Legal Premiums	5.76
			Pre-Paid Legal Premiums	5.76
		ICMA	Retirement 457 &	150.58
			Retirement 457	52.21
			Loan Repayments	33.63
			Retirement Roth IRA	47.85
		AMERICAN FIDELITY ASSURANCE COMPANY	American Fidelity	152.61
			American Fidelity	152.57
			Amerian Fidelity	26.04
			Amerian Fidelity	26.02
		TEXAS LIFE INSURANCE CO	Texas Life After Tax	7.21
			Texas Life After Tax	7.21
		HSA BANK	HSA Contribution	4.95
			HSA Family/Dep. Contributi	69.96
		PRINCIPAL LIFE INSURANCE COMPANY	Group Life Ins and Buy Up	18.57
			Group Life Ins and Buy Up	18.57
			TOTAL:	6,632.49
Water	Water Fund	MIDWEST PUBLIC RISK	Dental Insurance Premiums	149.24
			Dental Insurance Premiums	149.21
			Dental Insurance Premium	23.62
			Dental Insurance Premium	23.62
			Health Insurance Contribut	357.49
			Health Insurance Contribut	357.49
			Health Insurance Contribut	2,000.95
			Health Insurance Contribut	2,000.39
			Health Insurance Contribut	596.86
			Health Insurance Contribut	597.21
			Vision Insurance Contribut	17.71
			Vision Insurance Contribut	17.70
			Vision Insurance Contribut	3.26
			Vision Insurance Contribut	3.26
			Vision Insurance Contribut	2.58

DEPARTMENT	FUND	VENDOR NAME	DESCRIPTION	AMOUNT
			Vision Insurance Contribut	2.58
		INTERNAL REVENUE SERVICE	FICA	541.33
			Medicare	126.60
		ICMA	Retirement 401%	73.24
			Retirement 401%	0.46
			Retirement 401%	6.90
			Retirement 401%	0.16
			Retirement 401%	1.51
			Retirement 401%	0.50
			Retirement 401	537.31
		LOWE'S	PLIERS - TK 56	13.29
			IRRIGATION PARTS	6.26
		AMERICAN FIDELITY ASSURANCE COMPANY	American Fidelity	3.45
			American Fidelity	3.45
		AMERICAN FIDELITY ASSURANCE CO FLEX AC	Flexible Spending Accts -	10.42
			Flexible Spending Accts -	10.42
		WEX INC	WATER DEPT FUEL	1,066.68
			WATER GPS	141.75
		XEROX CORPORATION DBA XEROX FINANCIAL	WATER	77.93
		AMEREN MISSOURI	PARKVIEW WELL 54-29 8/13-9	618.45
			BLUFF TOWER 8/7-9/8/19	1,469.47
			COLLEGE WELL 8/6-9/5/19	3,070.01
			LK RD 54-59 WELL 7/29-8/27	1,274.52
			SWISS VLG WELL 7/29-8/27/1	4,314.98
			COLUMBIA CLG WELL 8/13-9/1	5,414.92
			COLUMBIA TWR POLE 8/13-9/1	85.56
		HSA BANK	HSA Contribution	49.87
			HSA Family/Dep. Contributi	224.26
		DEVORE, CALEB	MILEAGE REIMB 8/31/19	31.90
		PRINCIPAL LIFE INSURANCE COMPANY	Group Dependent Life Ins	6.92
			Group Dependent Life Ins	6.92
			Group Life Ins and Buy Up	18.54
			Group Life Ins and Buy Up	18.54
			Group Life Ins and Buy Up	10.04
			Group Life Ins and Buy Up	10.04
			Short Term Disability Ins	24.91
			Short Term Disability Ins	24.90
			Short Term Disabiilty Ins	12.13
			Short Term Disabiilty Ins	12.13
		STOUFER, TOMMIE L	MILEAGE REIMB 8/31/19	29.92
			MILEAGE REIMB 9/11-9/18/19	29.92
		BANKCARD SERVICES	FILTER CARTRIDGES	294.15
			TOTAL:	25,977.83
NON-DEPARTMENTAL	Sewer Fund	MIDWEST PUBLIC RISK	Dental Insurance Premiums	116.69
			Dental Insurance Premiums	116.70
			Health Insurance Contribut	138.08
			Health Insurance Contribut	138.12
			Health Insurance Contribut	223.09
			Health Insurance Contribut	223.32
			Vision Insurance Contribut	17.74
			Vision Insurance Contribut	17.74
			Vision Insurance Contribut	5.24
			Vision Insurance Contribut	5.24
			Vision Insurance Contribut	18.30
			Vision Insurance Contribut	18.30

DEPARTMENT	FUND	VENDOR NAME	DESCRIPTION	AMOUNT
		FAMILY SUPPORT PAYMENT CENTER	Case ID 41434906	136.15
			Case #11345331	319.38
		MO DEPT OF REVENUE	State Withholding	464.83
		INTERNAL REVENUE SERVICE	Fed WH	1,399.29
			FICA	980.28
			Medicare	229.27
		LEGALSHIELD	Pre-Paid Legal Premiums	26.27
			Pre-Paid Legal Premiums	26.27
		ICMA	Retirement 457 &	134.61
			Retirement 457	252.52
			Loan Repayments	21.24
			Loan Repayments	104.27
			Retirement Roth IRA	67.85
		AMERICAN FIDELITY ASSURANCE COMPANY	American Fidelity	203.36
			American Fidelity	203.40
			Amerian Fidelity	39.42
			Amerian Fidelity	39.44
		TEXAS LIFE INSURANCE CO	Texas Life After Tax	22.71
			Texas Life After Tax	22.71
		HSA BANK	HSA Contribution	29.95
			HSA Family/Dep. Contributi	206.48
		PRINCIPAL LIFE INSURANCE COMPANY	Group Life Ins and Buy Up	19.13
			Group Life Ins and Buy Up	19.13
			TOTAL:	6,006.52
Sewer	Sewer Fund	MIDWEST PUBLIC RISK	Dental Insurance Premiums	273.84
			Dental Insurance Premiums	273.88
			Dental Insurance Premium	23.62
			Dental Insurance Premium	23.62
			Health Insurance Contribut	357.49
			Health Insurance Contribut	357.49
			Health Insurance Contribut	2,005.53
			Health Insurance Contribut	2,006.09
			Health Insurance Contribut	3,623.58
			Health Insurance Contribut	3,625.40
			Vision Insurance Contribut	17.73
			Vision Insurance Contribut	17.74
			Vision Insurance Contribut	5.22
			Vision Insurance Contribut	5.22
			Vision Insurance Contribut	18.32
			Vision Insurance Contribut	18.32
		INTERNAL REVENUE SERVICE	FICA	980.26
			Medicare	229.25
		ICMA	Retirement 401%	124.98
			Retirement 401%	6.76
			Retirement 401%	9.95
			Retirement 401%	0.20
			Retirement 401%	0.39
			Retirement 401	978.35
		LOWE'S	CAMPGROUND ODOR CONTROL	24.68
			PLUMBING PARTS	14.48
			UTIL PUMP,BUSHINGS,ADAPTER	131.45
		STARK, CHAD	MILEAGE REIMB 9/4-9/11/19	39.44
		AMERICAN FIDELITY ASSURANCE COMPANY	American Fidelity	3.43
			American Fidelity	3.43
		DUNCAN, CHRIS	MILEAGE REIMB 9/4-9/11/19	219.24

DEPARTMENT	FUND	VENDOR NAME	DESCRIPTION	AMOUNT
		WEX INC	SEWER DEPT FUEL	1,492.87
			SEWER GPS	216.50
		XEROX CORPORATION DBA XEROX FINANCIAL	SEWER	77.93
		AMEREN MISSOURI	CLEARWOOD LN 8/4-9/3/19	13.34
			3949 CMPGRND LN 8/7-9/8/19	21.32
			4631 WINDSOR DR 8/13-9/12/	13.98
			HWY D PREWITTS GP 8/6-9/5/	60.13
			PA HE TSI 8/7-9/8/19	13.00
			GRINDER PUMPS & LIFT STATI	5,201.45
			PONDEROSA 54-29 8/13-9/12/	11.46
			1089 OB RD L/S 8/13-9/12/1	11.57
			GRINDER PUMPS & LIFT STATI	8,828.06
			1902 PROCTER DR 8/12-9/11/	31.05
			5707 OB PKWY 8/13-9/12/19	13.54
			1004 ZEBRA RD 8/4-9/3/19	11.83
		HSA BANK	HSA Contribution	49.88
			HSA Family/Dep. Contributi	600.73
		LIEDEL JR., BRIAN	MILEAGE REIMB 9/11-9/18/19	187.92
		PRINCIPAL LIFE INSURANCE COMPANY	Group Dependent Life Ins	10.20
			Group Dependent Life Ins	10.20
			Group Life Ins and Buy Up	22.54
			Group Life Ins and Buy Up	22.54
			Group Life Ins and Buy Up	25.82
			Group Life Ins and Buy Up	25.82
			Short Term Disability Ins	49.07
			Short Term Disability Ins	49.08
			Short Term Disabiilty Ins	12.88
			Short Term Disabiilty Ins	12.88
		BANKCARD SERVICES	GREASE	97.15
			TOTAL:	32,614.12
NON-DEPARTMENTAL	Ambulance Fund	MIDWEST PUBLIC RISK	Dental Insurance Premiums	39.57
			Dental Insurance Premiums	39.57
			Health Insurance Contribut	97.30
			Health Insurance Contribut	97.30
			Vision Insurance Contribut	5.60
			Vision Insurance Contribut	5.60
			Vision Insurance Contribut	7.84
			Vision Insurance Contribut	7.84
		MO DEPT OF REVENUE	State Withholding	330.00
		INTERNAL REVENUE SERVICE	Fed WH	864.76
			FICA	709.79
			Medicare	165.99
		ICMA	Loan Repayment	70.64
			Retirment 457 &	235.57
			Loan Repayments	122.24
		AMERICAN FIDELITY ASSURANCE COMPANY	American Fidelity	105.78
			American Fidelity	105.78
			Amerian Fidelity	66.53
			Amerian Fidelity	66.53
		AMERICAN FIDELITY ASSURANCE CO FLEX AC	Flexible Spending Accts -	100.00
			Flexible Spending Accts -	100.00
		HSA BANK	HSA Family/Dep. Contributi	10.00
		BRIAN SCHIERDING	12LA-AC00352, 19-GARN-465	139.39
			TOTAL:	3,493.62

DEPARTMENT	FUND	VENDOR NAME	DESCRIPTION	AMOUNT
Ambulance	Ambulance Fund	MIDWEST PUBLIC RISK	Dental Insurance Premiums	92.85
			Dental Insurance Premiums	92.85
			Health Insurance Contribut	1,413.22
			Health Insurance Contribut	1,413.22
			Vision Insurance Contribut	5.60
			Vision Insurance Contribut	5.60
			Vision Insurance Contribut	7.84
			Vision Insurance Contribut	7.84
		INTERNAL REVENUE SERVICE	FICA	709.79
			Medicare	165.99
		ICMA	Retirement 401%	57.89
			Retirement 401%	37.81
			Retirement 401%	0.28
			Retirement 401%	3.39
			Retirement 401	596.18
		CHARTER COMMUNICATIONS HOLDING CO LLC	AMB CABLE	32.12
		AMBULANCE REIMBURSEMENT SYSTEMS INC	AUG AMBULANCE REIMBURSEMEN	1,540.97
		AMERICAN FIDELITY ASSURANCE COMPANY	Amerian Fidelity	10.42
			Amerian Fidelity	10.42
		WEX INC	AMB FUEL	381.74
		HSA BANK	HSA Family/Dep. Contributi	150.00
		PRINCIPAL LIFE INSURANCE COMPANY	Group Dependent Life Ins	4.28
			Group Dependent Life Ins	4.28
			Group Life Ins and Buy Up	11.94
			Group Life Ins and Buy Up	11.94
			Group Life Ins and Buy Up	4.15
			Group Life Ins and Buy Up	4.15
			Short Term Disability Ins	12.00
			Short Term Disability Ins	12.00
			Short Term Disabiilty Ins	9.24
			Short Term Disabilty Ins	9.24
			TOTAL:	6,819.24
NON-DEPARTMENTAL	Lee C. Fine Airpor	MIDWEST PUBLIC RISK	Dental Insurance Premiums	22.58
			Dental Insurance Premiums	21.10
			Health Insurance Contribut	83.28
			Health Insurance Contribut	29.19
			Health Insurance Contribut	37.16
			Vision Insurance Contribut	15.19
			Vision Insurance Contribut	8.96
			Vision Insurance Contribut	1.96
			Vision Insurance Contribut	1.96
			Vision Insurance Contribut	3.92
		MO DEPT OF REVENUE	LCF SALES TAX	5,296.87
			State Withholding	70.20
		INTERNAL REVENUE SERVICE	Fed WH	224.86
			FICA	330.45
		ICMA	Medicare	77.27
			Retirment 457 &	9.79
			Retirement 457	89.00
		AMERICAN FIDELITY ASSURANCE COMPANY	Loan Repayments	64.83
			American Fidelity	41.90
			American Fidelity	37.13
			Amerian Fidelity	17.73
		TEXAS LIFE INSURANCE CO	Amerian Fidelity	14.94
			Texas Life After Tax	7.88

DEPARTMENT	FUND	VENDOR NAME	DESCRIPTION	AMOUNT
			Texas Life After Tax	7.88
			TOTAL:	6,516.03
Lee C. Fine Airport	Lee C. Fine Airpor	MIDWEST PUBLIC RISK	Dental Insurance Premiums	52.98
			Dental Insurance Premiums	49.52
			Dental Insurance Premium	17.76
			Dental Insurance Premium	17.76
			Health Insurance Contribut	268.79
			Health Insurance Contribut	268.79
			Health Insurance Contribut	1,209.65
			Health Insurance Contribut	423.97
			Health Insurance Contribut	603.23
			Vision Insurance Contribut	15.19
			Vision Insurance Contribut	8.96
			Vision Insurance Contribut	1.96
			Vision Insurance Contribut	1.96
			Vision Insurance Contribut	3.92
		AMEREN MISSOURI	1111 LCF RD WELL 8/8-9/9/1	14.20
			KAISER TERMNL BLD 8/8-9/9/	537.43
			LCF HANGAR 2 8/8-9/9/19	36.97
			LCF NEW AP HANGAR 8/8-9/9/	53.01
		INTERNAL REVENUE SERVICE	FICA	330.45
			Medicare	77.27
		ICMA	Retirement 401%	32.40
			Retirement 401%	2.93
			Retirement 401%	1.13
			Retirement 401	278.98
		AMERICAN FIDELITY ASSURANCE COMPANY	American Fidelity	10.42
			American Fidelity	10.42
		WEX INC	LCF FUEL	147.36
			LCF GPS	50.00
		HSA BANK	HSA Contribution	37.50
			HSA Family/Dep. Contributi	120.00
		PRINCIPAL LIFE INSURANCE COMPANY	Group Dependent Life Ins	2.90
			Group Dependent Life Ins	2.78
			Group Life Ins and Buy Up	11.94
			Group Life Ins and Buy Up	11.94
			Group Life Ins and Buy Up	3.77
			Group Life Ins and Buy Up	3.17
			Short Term Disability Ins	10.27
			Short Term Disability Ins	9.60
			Short Term Disabiilty Ins	8.57
			Short Term Disabiilty Ins	8.57
			TOTAL:	4,758.42
NON-DEPARTMENTAL	Grand Glaize Airpo	MIDWEST PUBLIC RISK	Dental Insurance Premiums	30.18
			Dental Insurance Premiums	31.66
			Health Insurance Contribut	14.02
			Health Insurance Contribut	19.46
			Health Insurance Contribut	74.24
			Health Insurance Contribut	74.32
			Vision Insurance Contribut	1.61
			Vision Insurance Contribut	2.24
			Vision Insurance Contribut	7.84
			Vision Insurance Contribut	7.84
		MO DEPT OF REVENUE	GG SALES TAX	342.69

DEPARTMENT	FUND	VENDOR NAME	DESCRIPTION	AMOUNT
			State Withholding	53.80
		INTERNAL REVENUE SERVICE	Fed WH	148.72
			FICA	204.92
			Medicare	47.93
		ICMA	Retirement 457 &	9.53
			Retirement 457	30.00
		AMERICAN FIDELITY ASSURANCE COMPANY	American Fidelity	27.63
			American Fidelity	32.40
			Amerian Fidelity	7.17
			Amerian Fidelity	9.96
			TOTAL:	1,178.16
Grand Glaize Airport	Grand Glaize Airpo	CITY OF OSAGE BEACH	SERVICE 7/24-8/21/19	67.02
		MIDWEST PUBLIC RISK	Dental Insurance Premiums	70.82
			Dental Insurance Premiums	74.28
			Health Insurance Contribut	203.57
			Health Insurance Contribut	282.64
			Health Insurance Contribut	1,205.84
			Health Insurance Contribut	1,206.46
			Vision Insurance Contribut	1.61
			Vision Insurance Contribut	2.24
			Vision Insurance Contribut	7.84
			Vision Insurance Contribut	7.84
		INTERNAL REVENUE SERVICE	FICA	204.92
			Medicare	47.93
		ICMA	Retirement 401%	18.19
			Retirement 401%	0.04
			Retirement 401%	0.10
			Retirement 401	184.75
		LOWE'S	EAGLE FLIGHT SUPPLIES	22.66
			CABLE TIES	7.59
			DRILL BIT	5.69
			OUTDOOR SECURITY CAMERA	54.95
		WEX INC	GG FUEL	89.65
			GG GPS	25.00
		HSA BANK	HSA Family/Dep. Contributi	180.00
		PRINCIPAL LIFE INSURANCE COMPANY	Group Dependent Life Ins	2.45
			Group Dependent Life Ins	2.57
			Group Life Ins and Buy Up	7.96
			Group Life Ins and Buy Up	7.96
			Group Life Ins and Buy Up	1.52
			Group Life Ins and Buy Up	2.12
			Short Term Disability Ins	7.73
			Short Term Disability Ins	8.40
			Short Term Disabiilty Ins	4.28
			Short Term Disabiilty Ins	4.28
			TOTAL:	4,020.90

DEPARTMENT	FUND	VENDOR NAME	DESCRIPTION	AMOUNT
===== FUND TOTALS =====				
10		General Fund		140,231.47
20		Transportation		80,021.23
30		Water Fund		32,610.32
35		Sewer Fund		38,620.64
40		Ambulance Fund		10,312.86
45		Lee C. Fine Airport Fund		11,274.45
47		Grand Glaize Airport Fund		5,199.06

GRAND TOTAL:				318,270.03

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DEPARTMENT	FUND	VENDOR NAME	DESCRIPTION	AMOUNT
Mayor & Board	General Fund	HY-VEE FOOD & DRUG STORES INC	FLOWERS-MIKE CRAIG FUNERAL	50.00
			TOTAL:	50.00
City Administrator	General Fund	STAPLES BUSINESS ADVANTAGE	PENS	16.07
			TOTAL:	16.07
City Clerk	General Fund	CAMDENTON AREA CHAMBER OF COMMERCE	LEADERSHIP CC - T.BERRETH	425.00
		PITNEY BOWES BANK INC DBA PITNEY BOWES	CITY CLERK POSTAGE	60.15
			TOTAL:	485.15
City Treasurer	General Fund	STAPLES BUSINESS ADVANTAGE	PENS/REFILLS, CALC TAPE	7.90
			TOTAL:	7.90
Municipal Court	General Fund	PITNEY BOWES BANK INC DBA PITNEY BOWES	MUNICIPAL POSTAGE	127.40
			TOTAL:	127.40
City Attorney	General Fund	THOMSON REUTERS - WEST	WEST INFO CHARGES	336.60
			TOTAL:	336.60
Building Inspection	General Fund	CAMDENTON AREA CHAMBER OF COMMERCE	LEADERSHIP CC - H.OLIVER	425.00
		STAPLES BUSINESS ADVANTAGE	POST IT NOTES	16.56
			BAND-AIDS, CALENDAR, SANIT	42.53
		PITNEY BOWES BANK INC DBA PITNEY BOWES	BUILDING POSTAGE	362.50
		AMAZON CAPITAL SERVICES INC	TACTICAL FLASHLIGHTS	59.58
			TOTAL:	906.17
Building Maintenance	General Fund	O'REILLY AUTOMOTIVE STORES INC	OXIDATION PROHIBITOR	9.99
		BUTLER SUPPLY CO	LIGHT BULBS	200.00
		AB PEST CONTROL INC	CH PEST CONTROL	125.00
		STAPLES BUSINESS ADVANTAGE	CUPS	54.84
		CHEM-AQUA INC	WATER TREATMENT FOR HVAC	885.60
		GEO SERVICES LLC	HVAC MAINTENANCE	690.00
			TOTAL:	1,965.43
Parks	General Fund	ADVANCED TURF SOLUTIONS INC	PARKING LOT PAINT	324.80
			TURF MAINTENANCE PLAN	866.80
			PART FOR FIELD PAINTER	5.25
			OFF FIELD SEED	232.53
		O'REILLY AUTOMOTIVE STORES INC	BULB FOR EXPLORER	10.44
		CAMDENTON AREA CHAMBER OF COMMERCE	LEADERSHIP CC - M.VANDEVOO	425.00
		TIMMY G LLC dba	SOCCER PRINTS/BRACKETS	75.25
		PRECISION AUTO & TIRE SERVICE LLC	TIRE MOUNT FOR GATOR	20.00
		PITNEY BOWES BANK INC DBA PITNEY BOWES	PARK POSTAGE	28.65
		AMAZON CAPITAL SERVICES INC	JOHN DEERE GATOR TIRES	155.98
		SPRINGFIELD GROCER COMPANY dba SGC FOO	CONCESSION SUPPLIES	405.46
			CONCESSION SUPPLIES	374.05
		PIONEER MANUFACTURING CO dba PIONEER A	FIELD PAINT	108.30
		SHOW ME CONCRETE CONSTRUCTION LLC	PEANICK PRK BASKETBALL - F	10,599.00
			DUGOUT INSTALL - FINAL	1,256.50
			PEANICK PARK PAVILION - FI	3,122.45
		KEVIN LEWIS dba LEWIS IRRIGATION & LAN	INFIELD MIX	1,500.00
			TOTAL:	19,510.46
Human Resources	General Fund	SOUTHWEST FAMILY/CHILD TESTING INC	PRE-EMPLOYMENT EVALUATION	475.00
		STEVEN D. WARD dba GUARDIAN PUBLIC SAF	911 PRE EMPLOYMENT SCREENI	1,400.00
			911 PRE EMPLOYMENT SCREENI	1,400.00

DEPARTMENT	FUND	VENDOR NAME	DESCRIPTION	AMOUNT
		CENTRAL MO PHYSICAL THERAPY dba PEAK S	WORKSTEPS JOB ANALYSIS - P	600.00
			TOTAL:	3,875.00
Overhead	General Fund	PITNEY BOWES BANK INC DBA PITNEY BOWES	OVERHEAD POSTAGE	22.45
		TOWNER ELECTRONICS INC	RETURN HEADSET	299.95
			TOTAL:	277.50
Police	General Fund	LEON UNIFORM CO INC	UNIFORMS- S.HALL	943.00
			UNIFORMS- T.BROWN	174.00
		O'REILLY AUTOMOTIVE STORES INC	HEADLIGHT FOR PD27	22.84
		LEIGH HOLDINGS LLC DBA INTERSTATE ALL	3.6V 1500 MAH NICD	72.60
		HEDRICK MOTIV WERKS LLC	OIL CHG,TIRE ROTATE - PD19	91.00
			BATTERY REPLACEMENT - PD19	178.44
		STAPLES BUSINESS ADVANTAGE	PENS, COPY PAPER	74.43
		PITNEY BOWES BANK INC DBA PITNEY BOWES	POLICE POSTAGE	78.45
		AFTERMATH HOLDING CORP. dba AFTERMATH	BIOHAZRD CLEAN.-REPR# 19-	245.00
			TOTAL:	1,879.76
Planning	General Fund	PITNEY BOWES BANK INC DBA PITNEY BOWES	PLANNING POSTAGE	52.00
			TOTAL:	52.00
Information Technology	General Fund	BEISHIR LOCK & SECURITY	ANN SFTWRE/CMRA LIC. NOV-O	662.00
		PITNEY BOWES BANK INC DBA PITNEY BOWES	IT POSTAGE	4.50
		TOWNER ELECTRONICS INC	LABOR- IP SWITCH CONFIGURA	850.00
		INFINITECH CONSULTING LLC	DELL SERV ANN SUPP 11/19-1	2,528.00
			TOTAL:	4,044.50
Emergency Management	General Fund	AB PEST CONTROL INC	PEST CONTROL - STORM SIREN	225.00
			TOTAL:	225.00
Economic Development	General Fund	LAKE AREA CHAMBER OF COMMERCE	LAKE AREA CHAMBER SIGN FUN	2,000.00
		VACATION NEWS	JULY CALENDAR BILLING	160.00
			TOTAL:	2,160.00
Transportation	Transportation	EZARDS	BLEACH FOR TRANS SHOP	13.98
		FASTENAL CO	PARTS-EXCAVATOR & LK ON UN	1.04
		ARAMARK UNIFORM & CAREER APPAREL GROUP	TRANS DEPT UNIFORMS	54.64
			TRANS DEPT FLOOR MATS	15.97
			TRANS DEPT UNIFORMS	54.64
			TRANS DEPT FLOOR MATS	15.97
			TRANS DEPT UNIFORMS	54.64
			TRANS DEPT FLOOR MATS	15.97
		GB MAINTENANCE SUPPLY	LATE FEE	0.62
		ECONO SIGNS & BARRICADE LLC	STREET SIGN - HUFF PUFF LN	81.06
		KNAPHEIDE TRUCK INC	HYDRAULIC VALVE	105.28
		PRAIRIEFIRE COFFEE & ROASTERS	COFFEE, CREAM, SUGAR	35.80
			COOLER RENTAL	11.67
		CAMDEN COUNTY RECORDER OF DEEDS	EASEMENT #777-902	3.00
			WD-BEACH DR RIGHT OF WAY	8.00
		CROWN POWER & EQUIPMENT	PARTS-KUBOTA TRCTR/WEEDCAT	501.11
			CARTRIDGE FOR KUBOTA TRACT	29.75
		R MILLER COMPANIES LLC	SURVEYING - JOB# 19133	1,100.00
		AB PEST CONTROL INC	PEST CONTROL	20.00
		ULINE	LEAF BAGS	402.27
		CHASE CO INC	HUSTLER 60" X-ONE RENTAL	113.85
		PITNEY BOWES BANK INC DBA PITNEY BOWES	TRANSPORTATION POSTAGE	35.00

DEPARTMENT	FUND	VENDOR NAME	DESCRIPTION	AMOUNT
		HIGGINS ASPHALT PAVING CO INC	ROWAN RD IMPROVEMENTS	49,384.10
			TOTAL:	52,058.36
Water	Water Fund	EZARDS	SHOVEL/PUNCH FOR TK 52	29.98
			VALVE BOX REPAIR- MALIBU	27.56
			VALVE BOX REPAIR - MALIBU	9.99
			KEYS-SWISS TOWER CHEM ROOM	5.97
		FASTENAL CO	CONNECTORS	29.87
			GLOVES - TRK 52	36.98
		ARAMARK UNIFORM & CAREER APPAREL GROUP	WATER DEPT UNIFORMS	34.15
			WATER DEPT FLOOR MATS	15.96
			WATER DEPT UNIFORMS	34.15
			WATER DEPT FLOOR MATS	15.96
			WATER DEPT UNIFORMS	34.15
			WATER DEPT FLOOR MATS	15.96
		GB MAINTENANCE SUPPLY	LATE FEE	0.62
		HACH CO	ACCUVAC FLUORIDE AMPULES	903.77
		MO ONE CALL SYSTEM INC	LOCATES	67.60
		TALLMAN COMPANY	PARTS FOR LINE REPAIR-BRAD	3.43
		PRAIRIEFIRE COFFEE & ROASTERS	COFFEE, CREAM, SUGAR	35.80
			COOLER RENTAL	11.67
		CORE & MAIN LP	TIMBERLINE EST METER INSTA	2,814.69
			LOCATOR FLAGS	127.50
			VALVE BOX LID- HONEYSUCKLE	16.51
			TIMBERLINE EST METER INSTA	1,140.48
			METER BOX/RING	46.00
		AB PEST CONTROL INC	PEST CONTROL	20.00
		MAGRUDER LIMESTONE CO INC	GRAVEL - SUNSET DR	111.27
			GRAVEL	100.08
		PITNEY BOWES BANK INC DBA PITNEY BOWES	WATER POSTAGE	75.95
			TOTAL:	5,766.05
Sewer	Sewer Fund	CAPITAL MATERIALS LLC	1" BASE - ROCKWOOD CT	107.81
		EZARDS	KEYS & FASTENERS	8.22
			REPLUMB PARTS	51.68
			FASTENERS	7.39
			AIR HOSE- PUMP REBUILD ARE	53.89
			TOOLS FOR PUMP REBUILD	22.33
			ECHO POWER EQUIPMENT	23.98
		RP LUMBER INC	STOCK CHAIN FOR PUMPS	279.98
		FASTENAL CO	LYNCH PINS	3.02
			ALL THREAD ROD, DRILL BITS	11.99
			CONNECTORS FOR PUMP REBUIL	42.04
			12" DRILL BIT	11.95
			STEP DRILL BIT	50.27
			CABLE TIES	4.67
		ARAMARK UNIFORM & CAREER APPAREL GROUP	SEWER DEPT UNIFORMS	47.81
			SEWER DEPT FLOOR MATS	15.96
			SEWER DEPT UNIFORMS	47.81
			SEWER DEPT FLOOR MATS	15.96
			SEWER DEPT UNIFORMS	47.81
			SEWER DEPT FLOOR MATS	15.96
		GB MAINTENANCE SUPPLY	LATE FEE	0.61
		MO ONE CALL SYSTEM INC	LOCATES	67.60
		EWT HOLDINGS III CORP	ODOR CONTROL	750.00
			ODOR CONTROL	1,025.00

DEPARTMENT	FUND	VENDOR NAME	DESCRIPTION	AMOUNT
		HAWKEN PAINT & BODY INC dba TALLMAN COMPANY	VEHICLE REPAIR - LIC# 50 GALVANIZED UNION CUTTING OIL FOR PIPE THREA	603.85 8.01 63.33
		MUNICIPAL EQUIPMENT CO	GALV STEEL NIPPLE UPPER GUIDE RAIL BRACKETS 2" FLANGED SLIDE BRACKET PUMP - S/N 300223064 REPAIR KIT, ROTOR, OIL, ASS	11.93 864.00 231.75 10,896.36 4,455.47
		O'REILLY AUTOMOTIVE STORES INC PRAIRIEFIRE COFFEE & ROASTERS	PARTS FOR PUMP REBUILDING COFFEE, CREAM, SUGAR COOLER RENTAL	52.85 35.80 11.66
		LAKE OZARK-OSAGE BEACH JOINT SEWER PLA BUTLER SUPPLY CO LOYD'S ELECTRIC SUPPLY INC CORE & MAIN LP	AUG MONTHLY FLOWS GRNDNG WIRE/CONDUIT-ROCKWO POWER SUPPLY- JEFFRIES & S LOCATOR FLAGS RUBBER GLOVES CTS FITTING FOR MAIN HOOKU CTS FITTING FOR MAIN HOOKU PVC PIPE - ROCKWOOD CT TOP HAT & SEWER LID-ROCKWO SADDLE TO TAP MAIN- ROCKWO TAPING ADAPTER, RUBBER GLO PARTS-HYVEE PRESS. LINE RE	39,689.97 25.19 816.23 127.50 145.44 513.63 147.66 85.00 37.10 127.26 147.05 123.85
		AB PEST CONTROL INC LO ENVIRONMENTAL LLC PITNEY BOWES BANK INC DBA PITNEY BOWES	PEST CONTROL WATER TESTING SEWER POSTAGE	20.00 290.00 97.65
			TOTAL:	62,342.28
Ambulance	Ambulance Fund	PITNEY BOWES BANK INC DBA PITNEY BOWES	AMBULANCE POSTAGE	4.50
			TOTAL:	4.50
Lee C. Fine Airport	Lee C. Fine Airpor	MARK'S MOBILE GLASS, INC GIER OIL CO INC NAEGLER OIL CO	WINDSHIELD RPR-AIRPORT EXP LCF DIESEL FUEL LCF JET FUEL LCF AV GAS LCF JET FUEL	197.50 675.34 18,249.48 9,271.44 12,055.24
		HEDRICK MOTIV WERKS LLC CRAWFORD, MURPHY & TILLY INC PITNEY BOWES BANK INC DBA PITNEY BOWES AMERICAN ENVIRONMENTAL AVIATION INC	OIL CHANGE, INSPECTION-LIC LCF TAXIWAY RECON 7/27-8/2 LCF POSTAGE (2) 20 GAL SUMP RECOVERY T	65.00 57,494.36 40.30 3,107.50
			TOTAL:	101,156.16
Grand Glaize Airport	Grand Glaize Airpo	EZARDS	FLUORESCENT BULB TRASH BAGS WINDSHIELD RPR-AIRPORT EXP GG AV GAS FUEL FILTER - GG FORD F250 GG POSTAGE (2) 20 GAL SUMP RECOVERY T	19.98 9.99 197.50 7,730.36 62.48 10.50 3,107.50
			TOTAL:	11,138.31

DEPARTMENT	FUND	VENDOR NAME	DESCRIPTION	AMOUNT
===== FUND TOTALS =====				
10		General Fund		35,363.94
20		Transportation		52,058.36
30		Water Fund		5,766.05
35		Sewer Fund		62,342.28
40		Ambulance Fund		4.50
45		Lee C. Fine Airport Fund		101,156.16
47		Grand Glaize Airport Fund		11,138.31

GRAND TOTAL:				267,829.60

TOTAL PAGES: 5

City of Osage Beach
Agenda Item Summary

Date of Meeting: October 3, 2019
Originator: Mike Welty, Assistant City Administrator
Cindy Leigh, Human Resource Generalist
Presenter: Mike Welty, Assistant City Administrator
Date Submitted: September 23, 2019

Agenda Item:

Bill 19-58 An ordinance of the City of Osage Beach, Missouri, amending the Human Resources System (Personnel) Rules and Regulations Chapter 125 Section 125.200. D. 3 Safety and Section 125.230. A. A Supplements policies - *Second Reading*

Requested Action:

Second Reading of Bill #19-58

Ordinance Referenced for Action:

Board of Aldermen approval required per Section 110.230. Ordinances, Resolutions, Etc. – Generally and Section 110.240 Adoption of Ordinances.

Deadline for Action:

None

Budgeted Item:

Not Applicable

Department Comments and Recommendation:

UPDATE:

Per the direction that I received at the previous Board meeting I have modified both the Safety Policy(#5 in the Motor Vehicle Operations Policy section as well as the Motor Vehicle Safety Checklist) and the Mobile Device Policy (Section #7 Safety and Security a.) to allow employees to use hands free technology and clarified exemptions.

ORIGINAL COMMENTS:

Changes are needed to the Supplemental policies section of Chapter 125, the Information Technology Acceptable Use policy, the Safety Policy, and the Mobile Device policy in order to comply with MoDOT's buckle up phones down initiative.

The changes presented here provide more direction concerning the rules that govern the use of mobile devices. They further prohibit the use of such devices while driving or operating equipment and provide clarity on use and the back up of devices while doing City business. There were also a few other minor changes and updates made to some of these policy to ensure that they clear state the City's expectation.

The Assistant City Administrator and HR recommend approval.

City Attorney Comments:

Per City Code 110.230, Bill 19-58 is in correct form.

City Administrator Comments:

Employee safety is a priority. I concur with the department's recommendation.

AN ORDINANCE OF THE CITY OF OSAGE BEACH, MISSOURI, AMENDING THE HUMAN RESOURCES SYSTEM (PERSONNEL) RULES AND REGULATIONS CHAPTER 125 SECTION 125.200 D. 3 SAFETY AND SECTION 125.230 A. SUPPLEMENTS POLICIES.

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

Section 1. That the City of Osage Beach Section 125.200 Employee Health and Safety of the Osage Beach Municipal code is hereby amended as follows:

D. Safety.

1. The City of Osage Beach recognizes the importance of individual health and safety and the protection of the environment for the successful operation of the City. As an organization, we are committed to conducting our operations safely and to preventing loss, whether it be injury or illness to people, damage to property or interruption of business process, we strive to provide all the employees with the best possible working conditions. We will make every reasonable effort to provide guidance and assistance to eliminate or control occupational and environmental hazards associated with the operation of the City.
2. Employment with the city requires that all employees accept responsibility for their own safety. City employees will make every effort to prevent destruction of City property, equipment and materials and to extend the same effort of protection of property and materials of the general public.
3. To accomplish our goal of individual health and safety, protection of the environment, individual attitudes, practices and continued cooperation are key to sustain and support our safety program. City employees should follow all reasonable safe practices and City will provide the necessary tools, guidance and assistance for accomplishment. Refer to Safety Policy dated ~~08/03/17~~ 09/19/19.

Section 2. That the City of Osage Beach Section 125.230 Supplemental Policies of the Osage Beach Municipal code is hereby amended as follows:

A. Supplemental Employee-Related Policies.

1. Americans with Disabilities Act (ADA) Policy dated 03/15/12
2. Information Technology Acceptable Use Policy dated ~~04/06/19~~ 09/19/19

3. Facility Access Policy dated 04/06/217

4. Vehicle and Equipment Policy Dated 01/01/10.

5. Tool Policy - Department of Public Works dated 01/01/10.

6. ~~Cell Phone~~ **Mobile Device** Policy dated ~~04/06/17~~ 09/19/19

B. A copy of each of these policies are held on file in the City Hall and made part of hereof as it fully set forth herein.

Section 3. Severability

The chapters, sections, paragraphs, sentences, clauses and phrases of this ordinance are severable, and if any phrase, clause sentence, paragraph or section of this ordinance shall be declared unconstitutional or otherwise invalid by the valid judgement or degree of any Court of any competent jurisdiction, such unconstitutionally or invalidity shall not affect any of the remaining phrases, clauses, sentences, paragraphs, or sections of this ordinance since the same would have been enacted by the Board of Aldermen without the incorporation in this ordinance of any such unconstitutional or invalid phrase, clause sentence, paragraph or section.

Section 4. Repeal of Ordinances not to affect liabilities, etc.

Whenever any part of this ordinance, that part of the ordinance shall be repealed or modified, either expressly or by implication, by a subsequent ordinance, that part of the ordinance this repealed or modified shall continue in force until the subsequent ordinance repealing or modifying the ordinance shall go into effect unless therein otherwise expressly provided; but not suit, prosecution, proceeding, right, fine or penalty instituted, created, given, secured or accrued under this ordinance previous to its repeal shall not be affected, released or discharged but may be prosecuted, enjoined and recovered as fully as if this ordinance or provisions had continued in force, unless it shall be therein otherwise expressly provided.

Section 5. That this Ordinance shall be in full force and effect from the date of passage and approval by the Mayor.

READ FIRST TIME: September 19, 2019

READ SECOND TIME:

I hereby certify that the above Ordinance No. 19.58 was duly passed on _____ by the Board of Aldermen of the City of Osage Beach. The votes thereon were as follows:

Ayes: # Nays: # Abstain: # Absent: #

This Ordinance is hereby transmitted to the Mayor for his signature:

Date

Tara Berreth, City Clerk

Approved as to form:

Date

Edward B. Rucker, City Attorney

I hereby approve Ordinance No. 19.58.

Date

John Olivarri, Mayor

ATTEST:

Tara Berreth, City Clerk

SUMMARY OF CHANGES TO SECTION 125.200 and 125.230 Proposed September 5, 2019

Section 125.200 Employee Health and Safety.

D. Safety.

1. The City of Osage Beach recognizes the importance of individual health and safety and the protection of the environment for the successful operation of the City. As an organization, we are committed to conducting our operations safely and to preventing loss, whether it be injury or illness to people, damage to property or interruption of business process, we strive to provide all the employees with the best possible working conditions. We will make every reasonable effort to provide guidance and assistance to eliminate or control occupational and environmental hazards associated with the operation of the City.
2. Employment with the City requires that all employees accept responsibility for their own safety. City employees will make every effort to prevent destruction of City property, equipment and materials and to extend the same effort of protection of property and materials of the general public.
3. To accomplish our goal of individual health and safety, protection of the environment, individual attitudes, practices and continued cooperation are key to sustain and support our safety program. City employees should follow all reasonable safe practices and the City will provide the necessary tools, guidance and assistance for accomplishment. Refer to Safety Policy dated ~~08/03/17~~ **10/03/19**.

Section 125.230. Supplemental Policies.

A. Supplemental Employee-Related Policies.

1. Americans with Disabilities Act (ADA) Policy dated 03/15/12.
 2. Information Technology **Acceptable Use** Policy dated ~~04/06/17~~ **10/03/19**.
 3. Facility Access Policy dated 04/06/17.
 4. Vehicle and Equipment Policy dated 01/01/10.
 5. Tool Policy — Department of Public Works dated 01/01/10.
 6. ~~Cell Phone~~ **Mobile Device** Policy dated ~~04/06/17~~ **10/03/19**.
- B. A copy of each of these policies are held on file in City Hall and made a part hereof as it fully set forth herein.



CITY OF OSAGE BEACH SAFETY POLICY

CITY OF OSAGE BEACH SAFETY POLICY

City of Osage Beach Safety Policy Statement

The City of Osage Beach recognizes the importance of individual health and safety and the protection of the environment for the successful operation of the City. As an organization, we are committed to conducting our operations safely and to preventing loss, whether it be injury or illness to people, damage to property or interruption of business process, we strive to provide all the employees with the best possible working conditions. We will make every reasonable effort to provide guidance and assistance to eliminate or control occupational and environmental hazards associated with the operation of the City.

Employment with the City requires that all employees accept responsibility for their own safety. City employees will make every effort to prevent destruction of City property, equipment and materials and to extend the same effort of protection of property and materials of the general public.

To accomplish our goal of individual health and safety and protection of the environment, individual attitudes, practices and continued cooperation are key to sustain and support our safety program. City employees should follow all reasonable safe practices and the City will provide the necessary tools, guidance and assistance for accomplishment.

Duties of the Risk Management Committee

The Risk Management Committee, formerly the Safety Committee, will be directed by the City Administrator's Office and will be represented by that office as well as by all Department Managers. The committee will be responsible for evaluating the safety needs of the City and implementing rules, procedures and programs to maintain a safe and healthful work environment. The duties include, but are not limited to:

1. Conduct regular inspections of the City facilities, vehicles and equipment to identify and eliminate hazardous conditions and unsafe work methods and recommend corrective actions. Conduct more frequent inspections as accidents warrant.
2. Become familiar with all job operations to the degree that safety concerns and issues can be handled appropriately.
3. Review all accidents, incidents and near misses reported to determine what recommendations, if any, need to be implemented to avoid similar accidents or incidents in the future.
4. Review accidents for trends and make recommendations as needed.
5. Promote City and Department safety awareness by establishing specific safety performance objectives, rules, procedures and programs for preventing and handling safety issues and coordinating training and education on such matters.

Communication with Department Managers and Supervisors shall be done regularly to establish awareness of the committee's safety discussions, recommendations and improvements and to allow positive feedback and interaction.

Duties of Safety Coordinator

The City Administrator shall serve as the Safety Coordinator and therefore is the City of Osage Beach's representative in all safety issues and activities. The duties include, but are not limited to the following:

1. Holds the responsibility of evaluating the accident prevention needs of the city and hold direction of the development and implementation of safety programs to control exposures of potential accident situations.
2. Provide the leadership and direction needed to assure and maintain full employee interest and participation.
3. Become familiar with all job operations to the degree that safety concerns and issues can be handled appropriately.
4. Organize the Risk Management Committee, conduct meetings, encourage training and participation.
5. Establish procedures, safety performance objectives and investigation analysis.
6. Advise and update Mayor and Board of Aldermen on the development and progress of the safety program.

Duties of Department Managers and Supervisors

All Department Managers and Supervisors are held responsible and accountable for the prevention and/or elimination of accidents within their respective departments and the enforcing of all safety rules and regulations as outlined in this program. These individuals will be responsible for the following:

1. Instill safety awareness in each employee through personal contacts and periodic department safety meetings
2. Immediate investigation, reporting and proper treatment of ALL accidents and incidents and assess prevention of recurrence.
3. Enforcement of all written and existing safety rules. Assist the Risk Management Committee through participation and implementation of additional rules and policies as needed.
4. Take prompt and corrective action whenever unsafe conditions and/or human errors are noted.
5. Use prompt and consistent disciplinary actions in response to negligence and fault.
6. Set an example for your department and train and re-train employees, new and old, on the safety rules and policies.
7. Perform department inspections on a regular basis and evaluate your department for compliance in conjunction with annual evaluations.
8. Complete and maintain all required safety forms for your department

Duties of Employees

The employee must accept responsibility for his/her own safety. Individual attitudes and practices are the key to the success of the safety program. Each employee has to assume certain duties to obtain on-the-job safety. The following is a list of duties include, but not limited to:

1. Maintain cleanliness and good personal health habits.
2. Know his/her job, always using personal protective equipment, and applying safe work practices at all times.
3. Actively participating and cooperating in the overall safety program.
4. Report ALL accidents and incidents, no matter how minor to immediate supervisor.
5. Recognizing and reporting hazardous conditions and unsafe environments inside and outside of work.
6. Informing the supervisor of hazardous conditions and unsafe practices inside the workplace and recommending how to eliminate or minimize each hazard.
7. Identify and report any hazards outside the workplace, which could possibly cause injury to the public.

Employee Orientation

The purpose of safety training is to teach employees how to recognize, avoid and prevent unsafe and unhealthful working conditions. Therefore, employees work safer, reduce injuries and keep workers' compensation costs down. This training starts on the employee's first day of work or whenever an employee changes jobs within the City.

1. Orientation and introduction:
 - a. Emphasize the City's commitment to a safe and healthy work environment. Review safety procedures and policies.
 - b. Introduction to fellow employees, working conditions and work procedures. Develop employee confidence and interest in working environment.
 - c. Tour of department facilities, first aid, fire extinguishers, restrooms, break area and correct parking area.
2. Demonstration and On-The-Job Training:
 - a. Demonstrate and explain exact job responsibilities.
 - What the job involves, who is involved
 - Where the job is located
 - How the job fits into the overall operation
 - b. Review safety policies and procedures for the specific job.
3. Observation:
 - a. Determine if correct and safe precautions and methods are being administered, this is completed through observation and inspection.
 - b. Set a good example and high goals.

General Safety Policy

1. Safe Working Habits
 - a. Plan your job ahead of time. Acquire correct tools, protective gear and plan your steps.
 - b. Work at a steady pace. Running on stairs or passageways is prohibited.
 - c. Practice good housekeeping. Keep equipment, tools, materials and work areas clean and orderly.
 - d. Practice good personal hygiene. Keep fit for the job by good health habits, proper meals, sufficient rest, proper and acceptable clothing wear and cleanliness.
 - e. Know your job and responsibilities
2. General Work Environment
 - a. Report Accidents. Report all accidents, no matter how minor, to your supervisor.
 - b. Unsafe conditions. All employees should report all unsafe conditions, damaged tools, defective equipment and improper work practices to their supervisors as soon as noted.
 - c. Horseplay. Serious accidents have occurred by way of practical jokes. Do not let friendships and familiarities grow into careless “horseplay”, it is prohibited.
 - d. Lifting and carrying loads. Bend your knees and lift with your legs. Carry loads safely with a clear sight in front of you. Keep loads light and inform others of your actions. Ask for help, don’t risk injury.
 - e. Climbing. Use only ladders that are in good working order. Proper placement, climbing and standing on ladders is required.
 - f. Severe weather conditions. During certain seasons, rain, snow, ice and extreme heat can present additional hazards. Use caution outside, for example, on steps, sidewalks and walkways, when conditions arise.
 - g. Fire and emergency procedures. Know the escape routes, where to go and what action to take.

Office/Building Safety Policy and Procedures

It is estimated that nearly 30% of all compensable injuries occur in the office setting. The following is the City's guidelines and procedures for office safety. These must be followed to preserve a safe office environment.

1. Office/Building Layout
 - a. Offices, as well as all building areas, should be laid out for efficiency and safety.
 - b. Desks should be facing the best direction for that particular operation.
 - c. Heavy equipment and files should be placed against a wall and ideally fastened together to prevent tipping.
 - d. Floor finishes have anti-slip qualities. Damaged carpet must be repaired to prevent accidents.
 - e. All passageways should be unobstructed. Waste baskets, cords, file drawers should not be allowed to obstruct any passageway.
 - f. Outlets and other wiring should be located as close to the desks as possible.
2. Office Equipment
 - a. Chairs should be comfortable and sturdy built. Height should be adjustable for comfort level. The base of the furniture must be wide enough to prevent easy tipping.
 - b. Desks and files: Exercise caution when opening spring-loaded typing tables on desks. Items must be inspected for burrs or sharp corners, which must be protected or removed.
 - c. Fans: Units should have a substantial base. The blades must be well guarded in front and back to prevent fingers from being caught.
 - d. Single or multi-copy and other office machines: Employees must be trained in the operation of ALL office machines. All machines must be grounded, well-guarded and interlocked so removal of a guard will halt operation.
3. Office/Building Safety Procedures
 - a. Office Machines:
 1. The use of extension cords is prohibited. Prevent machines from falling by using proper rubber feet or a non-slip pad placement.
 2. Machine and/or computer cords should be run to the back of the desks and those that have to cross the floor must have a rubber channel for safety.
 3. All cords should be inspected regularly and repaired or replaced as soon as possible as needed.
 4. Any machine giving a shock, appears defective, smokes or sparks, must be turned off immediately and notification of the supervisor is to be made. Disconnect by pulling plug, not the cord itself. Never clean your machine while in operation.
 - b. Running should not be allowed anywhere.
 - c. Good housekeeping is essential to prevent falls. Wipe up spilled liquids and pick up loose items immediately.

- d. Doors can be hazardous due to traffic coming from both sides. Prevent these collisions by standing out of the path of the swing of the door when it opens. Be cautious of the swing of each door when walking by or to the door.
- e. Habits that lead to chair falls must be discontinued. The following is a list:
 - 1. Scooting across the floor while sitting on a chair.
 - 2. Leaning out from a chair to pick up objects on the floor.
 - 3. Leaning backward in a chair and putting feet on the desk.
 - 4. Standing on a chair to reach an overhead object.
 - 5. Sitting down on the edge of a chair rather than in the middle.
 - 6. Pushing back in the chair too far without looking.
 - 7. Kicking a chair out from under another person when he/she is attempting to sit down.
- f. Use precautions when operating file cabinets:
 - 1. Open only one file drawer at a time to prevent the cabinet from tipping over.
 - 2. Warn others around you that you are working at the file cabinets to prevent them from striking an open door, etc.
 - 3. Climbing on an open drawer is prohibited. Stools should be used to facilitate access to top drawers, shelves, etc. Stools must be placed in a location out of the path of traffic.
 - 4. All file drawers must be closed immediately after use.
 - 5. Use hands to close drawers rather than other parts of the body. Take caution not to cut, pinch or harm your fingers in any way.
 - 6. The use of rubber gloves may be worn to prevent finger injuries.
- g. Take precaution when storing materials:
 - 1. To prevent a tripping hazard, nothing should be stored in an aisle.
 - 2. The heaviest and largest stored items should be stored on bottom or lower rack.
 - 3. Stack material neatly on shelves.
 - 4. Boxes, papers, card index file, books and other heavy objects should not be stored on file cabinets, desks, window ledges or other high places.
 - 5. Use caution when placing items for storage or for regular use so as not to create a falling hazard.
- h. When carrying objects, make sure there is clear view ahead, one hand should be available to prevent a fall, and a cart or dolly should be used to carry all heavy items.
- i. Stairs:
 - 1. Do not run on the stairs.
 - 2. Walk single file always staying to the right.
 - 3. Always use the handrails.
 - 4. Do not crowd or push
 - 5. Pay attention to your walking
 - 6. Do not congregate on stairs or landings
 - 7. Do not stand outside doors at the head or foot of stairways.

- j. Miscellaneous:
 - 1. Items such as razor blades, thumbtacks or other sharp objects left lying on top of furniture or thrown in drawers, should be carefully boxed or stored to prevent injury.
 - 2. Do not store pencils or pens in a container point up.
 - 3. Never spindle or 'spike' files in an office.
- 4. Fire Prevention
 - a. Waste containers ideally should be of metal or fire-safe tested material designed to contain fire.
 - b. Flammable fluids:
 - 1. Should be stored in metal cabinets away from the office area.
 - 2. Solvent soaked, or oily rags used to clean items should be kept in a sealed metal container.
 - 3. No smoking should be allowed within ten (10) feet of flammable fluids.
 - c. Smoking is allowed in designated areas only.
 - d. Do not empty ashtrays or throw cigarettes or matches into wastebaskets.
 - e. Procedures must be followed regarding office equipment shut off at the end of the workday to prevent electrical equipment from overheating.
 - f. In case of a fire, Fire Escape routes for all City buildings should be known and understood.
- 5. Tornado Procedures
 - a. Follow the City Hall, Public Works, and Airport procedures to secure and enhance safety for employees and customers during tornado warnings.
 - b. Employees need to know what to do if the outdoor warning sirens are activated.

Fire Escape Procedure for City Hall

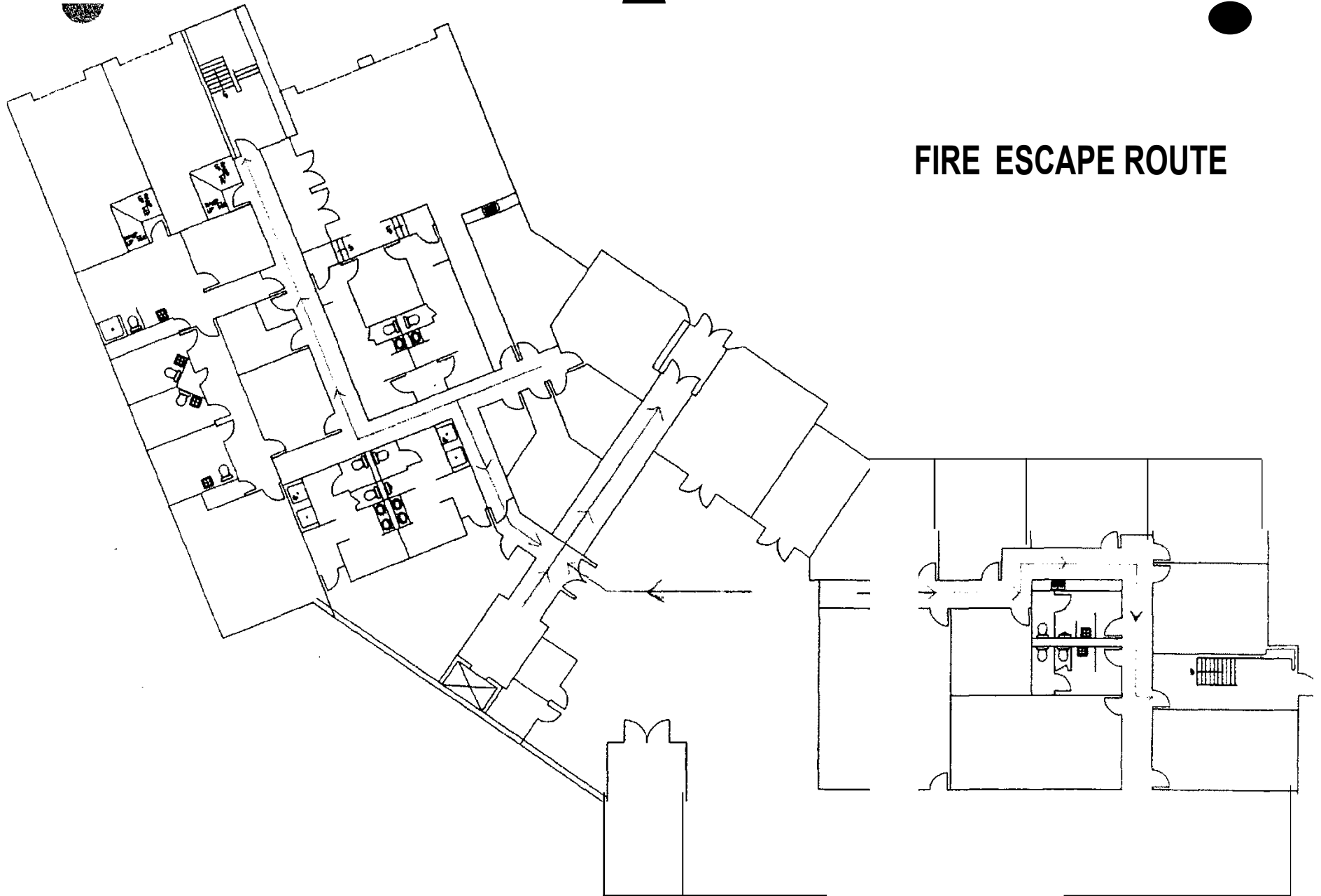
The purpose of this procedure is to provide a safe fire escape route to enhance the safety of employees and customers in City Hall during a fire. It is the City's objective that all employees know how to activate the fire alarms and know what to do if the fire alarms are activated during City Hall business hours, and that employees follow the procedures described herein for their personal safety.

In the event that a fire is discovered or suspected, the immediate supervisor/Department Manager is to be notified immediately and proper authorities are called. Fire alarm trip boxes are located at each outdoor exit. Fire extinguishers are located in various locations throughout the building. Their use and location should be known to all employees.

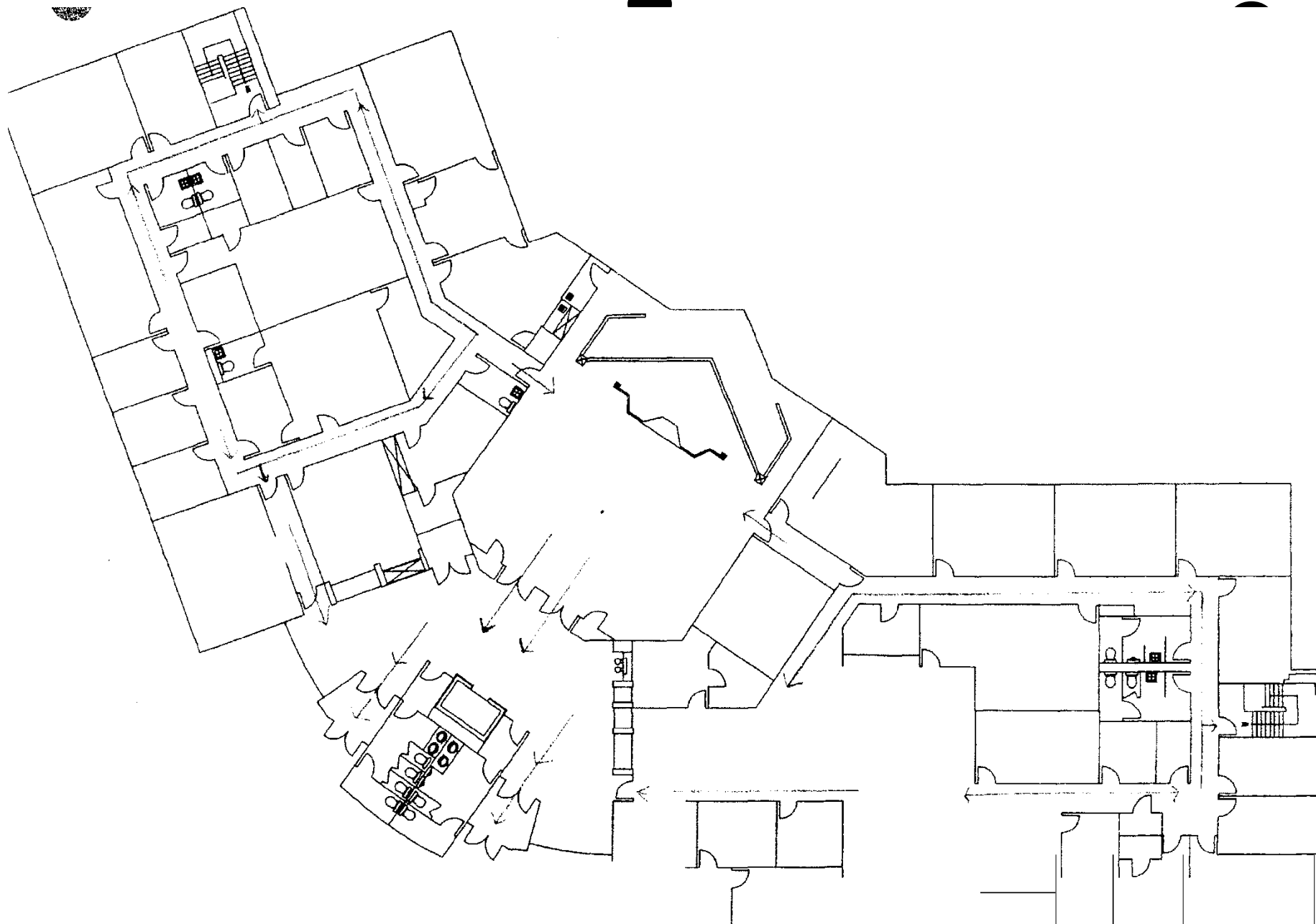
In the event that the fire alarm is activated during business hours, the following procedures are established:

- ☐ All employees are requested to proceed to the closest exit and meet in a group at the north side of the building. See Fire Escape Route for City Hall.
- ☐ In the event that an employee(s) are assisting visitors/customers, the employee(s) are to assist the visitors/customers out the nearest exit.
- ☐ Employees are requested to close office doors (if applicable), secure currency or other necessities as time permits.
- ☐ The senior staff member in the City Clerk's Office shall be responsible for the following tasks, and may delegate some of the tasks listed:
 - o Assuring that City employees who are conducting business with a customer at the time the sirens are activated escort their customer(s) to the nearest exit.
 - o Maintain a written log containing the names of all employees congregated outside the building for verification.
 - o Maintain a written log of all visitors/customers congregated outside the building.
 - o Keeping employees and customers/visitors in the designated area until authority's state otherwise.
- ☐ In the event that prisoners are housed in the City jail, the Evidence Technician or an alternate employee designated by the Police Command Officer on duty shall assist the prisoner(s) to the nearest exit in appropriate fashion.
- ☐ Employees and customers/visitors are requested to avoid use of the elevator.

FIRE ESCAPE ROUTE



CITY HALL LOWER LEVEL PLAN



UPPER LEVEL PLAN CITY HALL

Fire Escape Procedure for the Public Works Facility

The purpose of this procedure is to provide a safe fire escape route to enhance the safety of employees and customers in Public Works Facility during a fire. It is the City's objective that all employees know what to do if a fire occurs at Public Works during business hours, and that employees follow the procedures described herein for their personal safety.

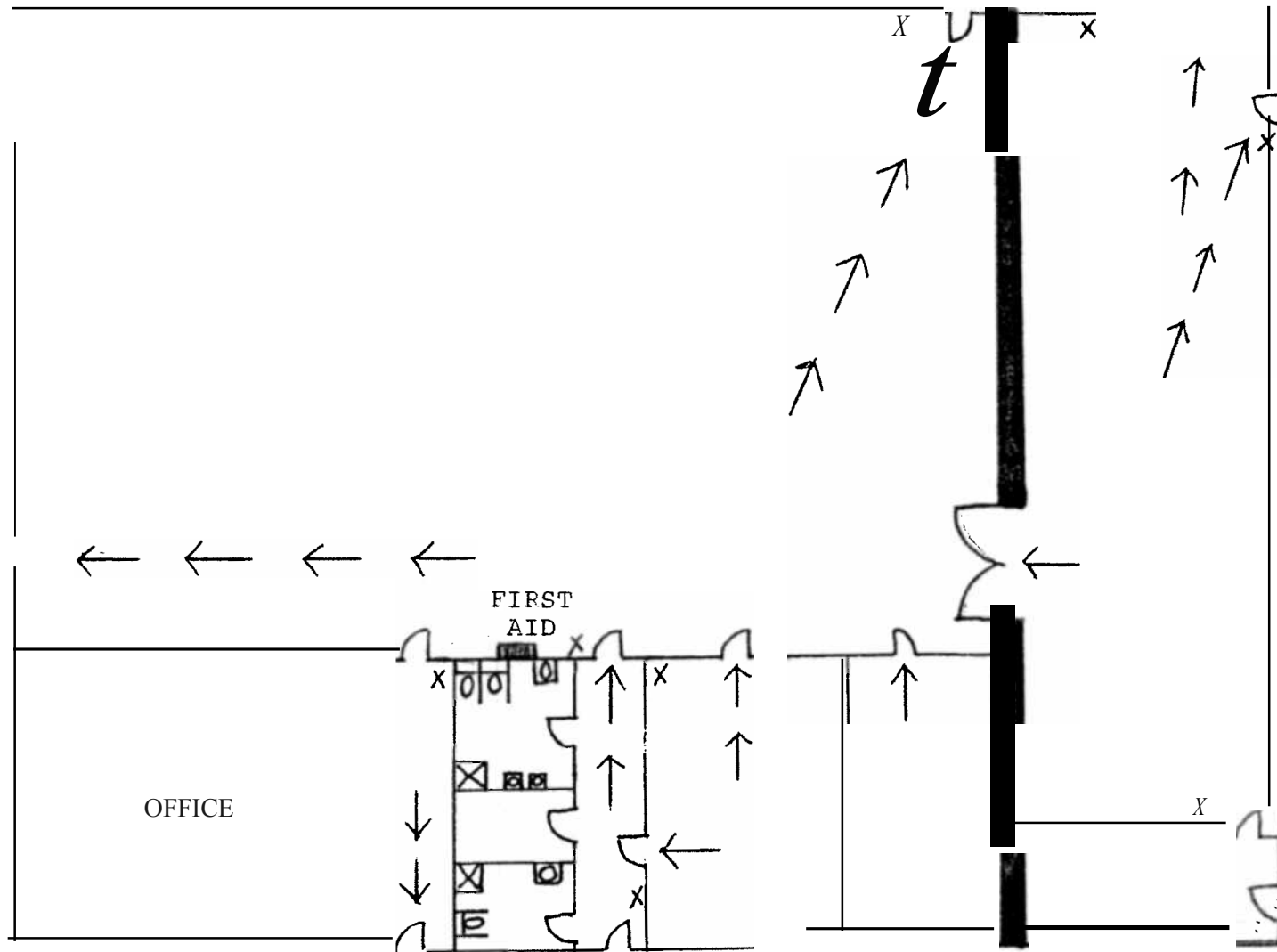
In the event that a fire is discovered or suspected, the immediate supervisor/Department Manager is to be notified immediately and proper authorities are called. Fire extinguishers are located in various locations throughout the building. Their use and location should be known to all employees.

In the event that the fire alarm is activated during business hours, the following procedures are established:

- All employees are requested to proceed to the closest exit and meet in a group in the front side of the building in the parking lot. See Fire Escape Route for Public Works Facility.
- In the event that an employee(s) are assisting visitors/customers, the employee(s) are to assist the visitors/customers out the nearest exit.
- Employees are requested to close office doors (if applicable), secure currency or other necessities as time permits.
- The senior staff member in the Public Works Facility shall be responsible for the following tasks, and may delegate some of the tasks listed:
 - Assuring that City employees who are conducting business with a customer at the time the sirens are activated escort their customer(s) to the nearest exit.
 - Maintain a written log containing the names of all employees congregated outside the building for verification.
 - Maintain a written log of all visitors/customers congregated outside the building.
 - Keeping employees and customers/visitors in the designated area until authority's state otherwise.

X FIRE EXTINGUISHERS

FIRE ESCAPE ROUTE Public Works Facility



Fire Escape Procedure for the Grant Glaize Airport Facility

The purpose of this is to provide a safe fire escape route to enhance the safety of employees and customers in Grand Glaize Airport Facility during a fire. It is the City's objective that all employees know what to do if a fire occurs during the Grand Glaize Airport business hours, and that employees follow the procedures described herein for their personal safety.

In the event that a fire is discovered or suspected, the immediate supervisor/Department Manager is to be notified immediately and proper authorities are called. Fire extinguishers are located in various locations throughout the building. Their use and location should be known to all employees.

In the event that the fire alarm is activated during business hours, the following procedures are established:

- All employees are requested to proceed to the closest exit and meet in a group in the front side of the building in the parking lot.
- In the event that an employee(s) are assisting visitors/customers, the employee(s) are to assist the visitors/customers out the nearest exit.
- Employees are requested to close office doors (if applicable), secure currency or other necessities as time permits.
- The senior staff member in the Grand Glaize Facility shall be responsible for the following tasks, and may delegate some of the tasks listed:
 - Assuring that City employees who are conducting business with a customer at the time the sirens are activated escort their customer(s) to the nearest exit.
 - Maintain a written log containing the names of all employees congregated outside the building for verification.
 - Maintain a written log of all visitors/customers congregated outside the building.
 - Keeping employees and customers/visitors in the designated area until authority's state otherwise.

Fire Escape Procedure for the Grant Glaize Airport Facility

The purpose of this is to provide a safe fire escape route to enhance the safety of employees and customers in Lee C. Fine Airport Facility during a fire. It is the City's objective that all employees know what to do if a fire occurs during the Lee C. Fine Airport business hours, and that employees follow the procedures described herein for their personal safety.

In the event that a fire is discovered or suspected, the immediate supervisor/Department Manager is to be notified immediately and proper authorities are called. Fire extinguishers are located in various locations throughout the building. Their use and location should be known to all employees.

In the event that the fire alarm is activated during business hours, the following procedures are established:

- All employees are requested to proceed to the closest exit and meet in a group in the front side of the building in the parking lot.
- In the event that an employee(s) are assisting visitors/customers, the employee(s) are to assist the visitors/customers out the nearest exit.
- Employees are requested to close office doors (if applicable), secure currency or other necessities as time permits.
- The senior staff member in the Lee C. Fine Facility shall be responsible for the following tasks, and may delegate some of the tasks listed:
 - Assuring that City employees who are conducting business with a customer at the time the sirens are activated escort their customer(s) to the nearest exit.
 - Maintain a written log containing the names of all employees congregated outside the building for verification.
 - Maintain a written log of all visitors/customers congregated outside the building.
 - Keeping employees and customers/visitors in the designated area until authority's state otherwise.

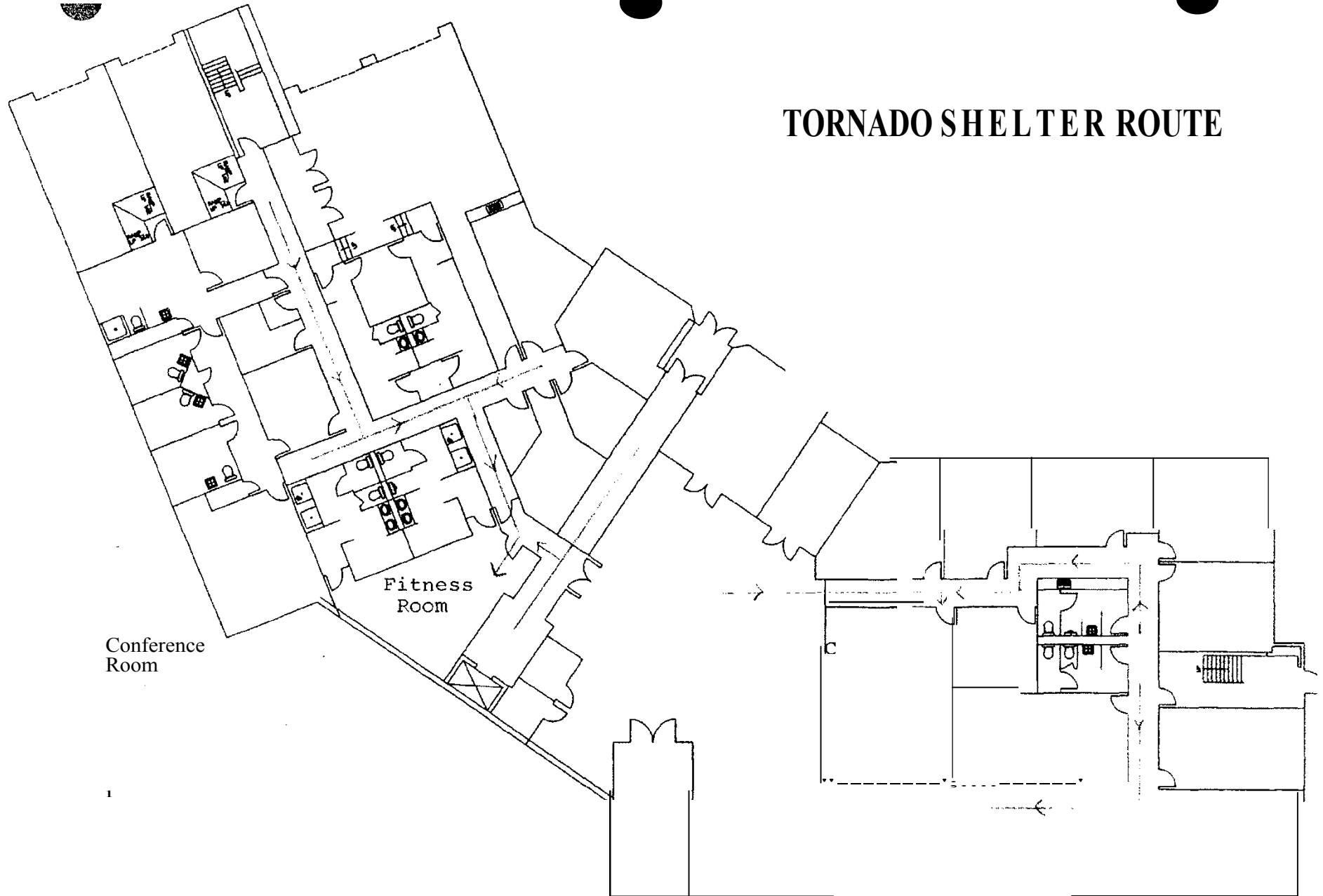
Securing City Hall Facilities during Tornado Warnings

The purpose of this procedure is to secure City Hall and enhance the safety of employees and customers in City Hall during tornado warnings. It is the City's objective that all employees know what to do if the outdoor warning sirens are activated during City Hall business hours, and that employees follow the procedures described herein for their personal safety.

In the event that the outdoor warning sirens are activated for a tornado during business hours, the following procedures are established:

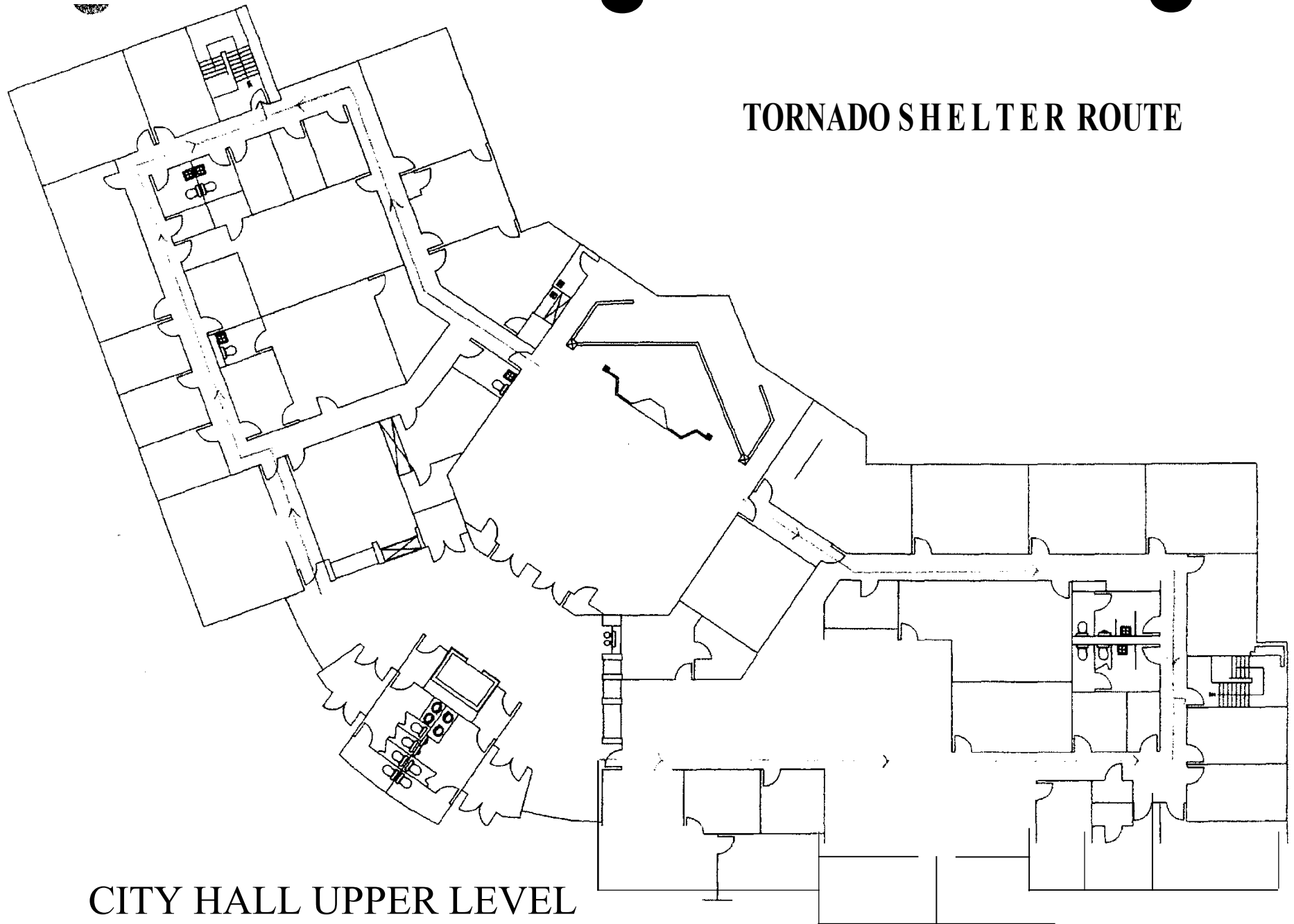
- 911 Dispatchers and one other designated DPS employee are requested to remain in the dispatch area and at the front desk, respectively, to conduct work activities during the tornado warning.
- All other employees are requested to proceed to the lower level of City Hall and take shelter in either the fitness center or the training/conference room, as space is available.
- Employees are requested to close office doors (if applicable), secure currency, and close the window covers to the lobby.
- The senior staff member in the City Clerk's Office shall be responsible for the following tasks, and may delegate some of the tasks listed:
 - Assuring that City employees who are conducting business with a customer at the time the sirens are activated escort their customer(s) to the lower level of City Hall and show them to either of the designated shelter area(s).
 - Assigning the task of securing City Hall side of the building to a staff member. All EXTERIOR doors are to remain unlocked, just as done in normal business hours.
 - Maintain a written log containing the names of all employees being sheltered.
 - Maintain a written log of all visitors/customers being sheltered.
 - Be the designated contact person with the 911 Center via telephone.
 - Provide a count to the 911 Center of the number of employees and number of visitors/customers being sheltered.
 - Keeping employees and customers/visitors in the designated shelter area.
- In the event that members of the public arrive at City Hall seeking shelter after employees have reported to the shelter areas, the designated DPS employee will direct them to the shelter area.
- In the event that prisoners are housed in the City jail, the Evidence Technician or an alternate employee designated by the Police Command Officer on duty shall report to the jail area during the tornado warning period.
- Employees and customers/visitors traveling to the shelter area are requested to avoid use of the elevator. Persons requiring accommodation of a handicap may use the elevator.
- Employees and customers/visitors are requested to remain in the shelter area until the all clear has been issued by the 911 Center. Persons who desire to leave before the all clear has been issued will do so at their own risk.
- Employees who are in vehicles conducting City business or at locations away from a City building or facility when the tornado sirens are activated are authorized and directed to take shelter at the best and closest available location.

TORNADO SHELTER ROUTE



CITY HALL LOWER LEVEL PLAN

TORNADO SHELTER ROUTE



CITY HALL UPPER LEVEL

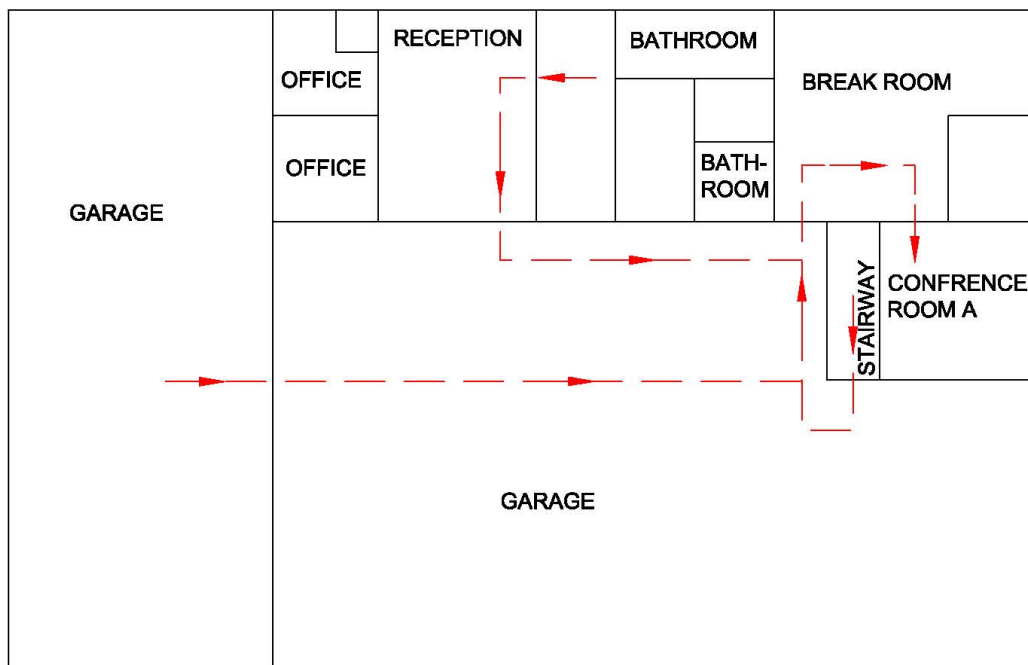
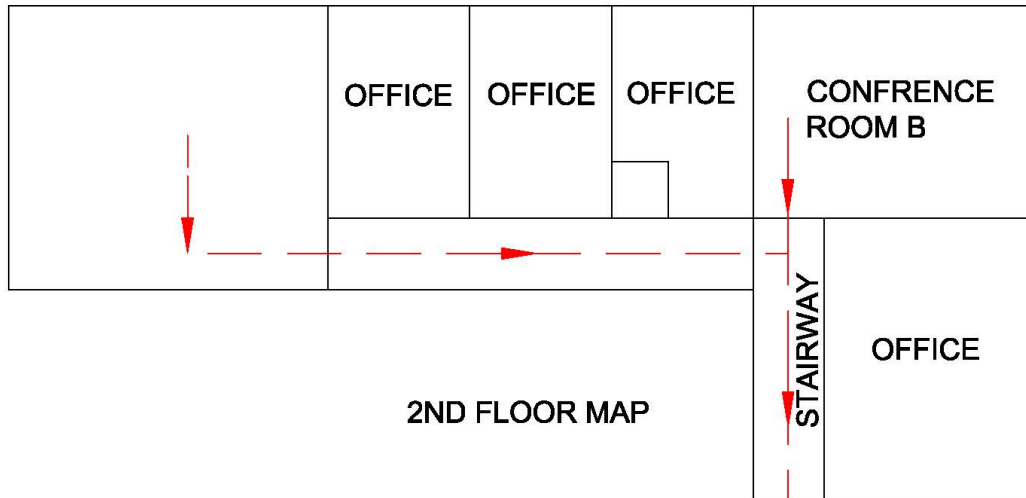
Securing Public Works Facilities during Tornado Warnings

The purpose of this procedure is to secure the Public Works Facilities and enhance the safety of employees and customers in the Public Works Facilities during tornado warnings. It is the City's objective that all employees know what to do if the outdoor warning sirens are activated during Public Works business hours, and that employees follow the procedures described herein for their personal safety.

In the event that the outdoor warning sirens are activated for a tornado during business hours, a call from the 911 Center (OB Dispatch) will follow, and the following procedures are established:

- Employees are requested to close Public Works Facility doors (if applicable) and windows.
- Employees are requested to proceed to the Server Room located in the main Public Works building.
- The senior staff member in the Public Works Facility shall be responsible for the following tasks, and may delegate some of the tasks listed:
 - Maintaining a written log containing the names of all employees being sheltered.
 - Maintaining a written log of all visitors/customers being sheltered.
 - Being the designated contact person with the 911 Center via telephone.
 - Providing a count to the 911 Center of the number of employees and visitors/customers being sheltered
 - Keeping employees and visitors/customers in the designated shelter area.
 - Assigning the task of locking doors to staff members.
 - City employees who are conducting business with a customer at the time the sirens are activated are requested to escort their customer(s) to the designated shelter areas.
- Employees and visitors/customers are requested to remain in the shelter area until the all clear has been issued by the 911 Center. Persons who desire to leave before the all clear has been issued will do so at their own risk.
- Employees who are conducting City business in vehicles or at locations away from a City building or facility when the tornado sirens are activated are authorized and directed to take shelter at the best and closest available location.

PUBLIC WORKS EMERGENCY
TORNADO ROUTE



Securing Grand Glaize Airport Facilities during Tornado Warnings

The purpose of this procedure is to secure the Grand Glaize Airport Facilities and enhance the safety of employees and customers in the Grand Glaize Airport Facilities during tornado warnings. It is the City's objective that all employees know what to do if the outdoor warning sirens are activated during the Grand Glaize Airport business hours, and that employees follow the procedures described herein for their personal safety.

In the event that the outdoor warning sirens are activated for a tornado during business hours, a call from the 911 Center (OB Dispatch) will follow, and the following procedures are established:

- Employees are requested to close the Grand Glaize Airport Facility doors (if applicable) and windows.
- Employees are requested to proceed to the most interior wall of the building, this being the interior hallway or women's bathroom. Put as many walls between you and the tornado as possible, away from the west and south walls preferably. Use a table, couch cushions or blankets for protection from flying debris.
- If time permitting, employees and visitors/customers should seek shelter at City Hall or an available neighboring building that would be more secure.
- The senior staff member in the Grand Glaize Airport Facility shall be responsible for the following tasks, and may delegate some of the tasks listed:
 - Maintaining a written log containing the names of all employees being sheltered.
 - Maintaining a written log of all visitors/customers being sheltered.
 - Being the designated contact person with the 911 Center via telephone.
 - Providing a count to the 911 Center of the number of employees and visitors/customers being sheltered
 - Keeping employees and visitors/customers in the designated shelter area.
 - Assigning the task of locking doors to staff members.
 - City employees who are conducting business with a customer at the time the sirens are activated are requested to escort and show their customer(s) to the available shelter.
- Employees and visitors/customers are requested to remain in the shelter area until the all clear has been issued by the 911 Center. Persons who desire to leave before the all clear has been issued will do so at their own risk.
- Employees who are conducting City business in vehicles or at locations away from a City building or facility when the tornado sirens are activated are authorized and directed to take shelter at the best and closest available location.

Securing Grand Glaize Airport Facilities during Tornado Warnings

The purpose of this procedure is to secure the Grand Glaize Airport Facilities and enhance the safety of employees and customers in the Lee C. Fine Airport Facilities during tornado warnings. It is the City's objective that all employees know what to do if the outdoor warning sirens are activated during the Lee C. Fine Airport business hours, and that employees follow the procedures described herein for their personal safety.

In the event that the outdoor warning sirens are activated for a tornado during business hours, a call from the 911 Center (OB Dispatch) will follow, and the following procedures are established:

- Employees are requested to close Lee C. Fine Airport Facility doors (if applicable) and windows.
- Employees are requested to proceed to the basement, away from the west and south walls. Use a table or proceed under the stairs to protect from crumbling walls and large debris.
- The senior staff member in the Lee C. Fine Airport Facility shall be responsible for the following tasks, and may delegate some of the tasks listed:
 - Maintaining a written log containing the names of all employees being sheltered.
 - Maintaining a written log of all visitors/customers being sheltered.
 - Being the designated contact person with the 911 Center via telephone.
 - Providing a count to the 911 Center of the number of employees and visitors/customers being sheltered
 - Keeping employees and visitors/customers in the designated shelter area.
 - Assigning the task of locking doors to staff members.
 - City employees who are conducting business with a customer at the time the sirens are activated are requested to escort their customer(s) to the basement and show them to the designated shelter areas.
- Employees and visitors/customers are requested to remain in the shelter area until the all clear has been issued by the 911 Center. Persons who desire to leave before the all clear has been issued will do so at their own risk.
- Employees who are conducting City business in vehicles or at locations away from a City building or facility when the tornado sirens are activated are authorized and directed to take shelter at the best and closest available location.

Snow and Ice Removal Policy for City Facilities

The City of Osage Beach recognizes the importance of snow and ice removal to ensure safety for all employees and visitors to City properties. It is the City's objective to ensure that all employees have a clear and consistent understanding of the City's policy and procedures for snow and ice removal.

1. Application

This policy pertains to all City employees. The Department Managers are responsible and accountable for ensuring these procedures are followed.

2. Policy and Procedures

I. City Hall

- a. To ensure the Parks Department access to parking lots employees will be directed to park personal and City owned vehicles in designated parking spaces. (Initially front parking lot of City Hall).
- b. Every effort will be made to notify City employees when threat of a winter storm is expected.
- c. During the weather event, designated parking will be moved to treat parking lots.

II. Airports

- a. Airport employees' priority will be snow removal of runways.
- b. The Airport Manager will notify employees when winter weather is predicted to ensure employees understand the possibility of shift changes.

III. Public Works

- a. The Public Works Superintendent will coordinate with Public Works employees to ensure sidewalks and parking lots at Public Works facilities are cleared before 7:30 AM.

Special Equipment Operation Policy

Special equipment, such as tractors, mowers, weed eaters, dump trucks, backhoes, graders, plow cranes or any other type of vehicle that is designated or has special devices added to perform specific types of tasks, require special attention. General requirements will include, but are not limited to:

1. Special formal training of operators covering:
 - a. Explanation and demonstration of all control devices.
 - b. Explanation and demonstration of all safety equipment.
 - c. Knowledge of maintenance items such as fuel, water, oil, tire pressure, etc.
 - d. Demonstration of operation, its capabilities and limitations.
 - e. New driver operation under trainer's observation.
 - f. Instruction in driving on and off a trailer, securing and parking procedures.
2. Loads consisting of loose material (gravel, etc.) being transported on public roads by dump trucks, pickups or otherwise, MUST be secured with a tarp.
3. Passengers will ride only in seats designed for passenger seating.
4. Construction-type equipment will under NO circumstances travel in excess of 20 MPH. This equipment will travel only in extreme right-hand lanes except for making left hand turns.
5. Right-of-way will be given to all other motor vehicles. Headlights will be on at all times on public streets.
6. Triangular "slow moving vehicle" signs will be displayed on the rear of the vehicle. Rotating amber lights shall be utilized if installed and required for roadside operator.
7. All construction equipment and vehicles, which obstruct the operator's vision when backing up, will be equipped with a reverse-signal alarm.
8. First-Aid kits and fire extinguishers should be kept in all equipment (kept very close by in some cases, weed eaters, etc.) due to the hazards represented when working with this type of equipment.

Motor Vehicle Operations Policy

Motor vehicle operation represents perhaps the largest single loss exposure because of the potential liability costs associated with vehicular accidents. All employees operating vehicles for the City are required, as part of their employment, to engage in safe driving practices which have been developed for the protection of themselves, fellow City employees, citizens and visitors in Osage Beach and surrounding areas. The lives of people and the reputation of the City are at stake every time a motor vehicle is in operation.

All drivers of City vehicles, and those using their personal vehicles while conducting City business, will comply with all applicable laws of the State as well as the following:

1. Drivers will carry their valid State driver's license with them at all times when operating a motor vehicle. For City positions requiring valid driver's licenses, suspension or loss of driving privileges by the Missouri Department of Revenue may result in the affected driver being suspended without pay from the City until his/her driving privileges are reinstated, if within thirty (30) days. If driver's license suspension by the Missouri Department of Revenue is more than thirty (30) days, the employee may be terminated. Failure to report any change in license status on the part of the employee may result in disciplinary action up to and including termination.
2. The Human Resource Generalist shall exercise the right to obtain driving records on all employees annually.
3. Seat belts are to be worn by all occupants in all City vehicles whenever the vehicle is in motion.
4. ~~Under no circumstances are employees allowed to place themselves or others at risk to utilize a cell phone to fulfill business or personal needs.~~ Employees are expected to limit all activities while driving such as ~~accepting or placing a call, talking on a cell phone,~~ eating, adjusting the radio, etc. Employees should attempt to pull off to the side of the road or into a parking lot and safely stop the vehicle to complete any activity that may distract driving.
5. ~~TEXTING—Texting or E-mail (sending or reading), either personal or business related, are prohibited while driving City vehicles or personal vehicles while conducting City business and while driving/operating City equipment of any kind.~~
Employees may not use any mobile device (cell phone, tablet, laptop, or like device) while conducting City business while driving or while driving/operating City equipment of any kind.

This shall not apply to any device that is permanently embedded into the architecture and design of the motor vehicle/equipment or any hands-free option accessible through a mobile device.

The provisions of this section shall not apply to:

- The operator of a vehicle/equipment that is lawfully parked or stopped;
- The use of voice-operated technology.
- The use of two-way radio transmitters or receivers by a licensee of the Federal Communications Commission (FCC).

6. Employees are to inspect their assigned vehicles prior to daily operation. Inspection will be documented on a vehicle maintenance form (refer to Vehicle and Equipment Maintenance Policy). The employee will check fluid levels, lights, mechanical equipment, tires and general condition of the vehicle. Any and all deficiencies uncorrectable on the part of the employee will be reported to the supervisor immediately.
7. Riding on the tailgate, roof, sides or any other part of the vehicle that is not designated for seating, is strictly prohibited.
8. Reporting and investigating will be done on ALL accidents internally. The law enforcement agency within the proper jurisdiction will investigate and report all accidents; any other accidents that might require outside reporting and investigating will be determined at the discretion of the Department Manager. See Accident Investigation Procedures.
9. All rules and procedures outlined in the Vehicle and Equipment Policy shall be followed. The Vehicle and Equipment Policy ensures that all City vehicles and equipment are acquired, assigned, utilized, replaced and maintained in a lawful, prudent, efficient and effective manner to conduct City business. Refer to this policy within the Supplemental Policies section of the City code, Chapter 125.

Confined Space Policy and Procedures

1. Definitions

By definition, a **confined space**:

- A. Is large enough for an employee to enter fully and perform assigned work;
- B. Is not designed for continuous occupancy by the employee; and
- C. Has a limited or restricted means of entry or exit.

These spaces may include underground vaults, tanks, storage bins, pits and dike areas, vessels, silos and other similar areas.

By definition, a permit-required confined space has one or more of these characteristics:

- A. Contains or has the potential to contain a hazardous atmosphere;
- B. Contains a material with the potential to engulf someone who enters the space;
- C. Has an internal configuration that might cause an entrant to be trapped or asphyxiated by inwardly converging walls or by a floor that slopes downward and tapers to a smaller cross section; and/or
- D. Contains any other recognized serious safety or health hazards.

2. Equipment for Safe Entry

In addition to personal protective equipment, other equipment that employees may require for safe entry into a permit space includes:

- A. Testing, monitoring, ventilating, communications and lighting equipment;
- B. Barriers and shields;
- C. Ladders; and
- D. Retrieval devices.

3. Detection of Hazardous Conditions

If hazardous conditions are detected during entry, employees must immediately leave the space. The employer must evaluate the space to determine the cause of the hazardous atmosphere and modify the program as necessary.

When entry to permit spaces is prohibited, the employer must take effective measures to prevent unauthorized entry. Non-permit confined spaces must be evaluated when changes occur in their use or configuration and, where appropriate, must be reclassified as permit spaces.

A space with no potential to have atmospheric hazards may be classified as a non-permit confined space only when all hazards are eliminated in accordance with the standard. If

entry is required to eliminate hazards and obtain data; the employer must follow specific procedures in the standard.

4. Entry Permits

A permit, signed by the entry supervisor, must be posted at all entrances or otherwise made available to entrants before they enter a permit space. The permit must verify that pre-entry preparations outlined in the standard have been completed. The duration of entry permits must not exceed the time required to complete an assignment.

Entry permits must include:

- A. Name of permit space to be entered, authorized entrant(s), eligible attendants and individuals authorized to be entry supervisors;
- B. Test results;
- C. Tester's initials or signature;
- D. Name and signature of supervisor who authorizes
- E. Purpose of entry and known space hazards;
- F. Measures to be taken to isolate permit spaces and to eliminate or control space hazards;
- G. Name and telephone numbers of rescue and emergency services and means to be used to contact them;
- H. Date and authorized duration of entry;
- I. Acceptable entry conditions;
- J. Communication procedures and equipment to maintain contact during entry;
- K. Additional permits, such as for hot work, that have been issued authorizing work in the permit space;
- L. Special equipment and procedures, including personal protective equipment and alarm systems; and
- M. Any other information needed to ensure employee safety.

Cancelled Entry Permits

The entry supervisor must cancel entry permits when an assignment is completed or when new conditions exist. New conditions must be noted on the canceled permit and used in revising the permit space program. The standard requires that the employer keep all canceled entry permits for at least one year.

5. Worker Training

Before the initial work assignment begins, the employer must provide proper training for all workers who are required to work in permit spaces. After the training, employers must ensure that the employees have acquired the understanding, knowledge and skills necessary to safely perform their duties. Additional training is required when:

- A. The job duties change;
- B. A change occurs in the permit space program or the permit space operation presents any new hazard; and
- C. An employee's job performance shows deficiencies.

In addition to this training, rescue team members also require training in CPR and first aid. Employers must certify that this training has been provided.

After completion of training, the employer must keep a record of employee training and make it available for inspection by employees.

6. Authorized Entrant

Authorized entrants are required to:

- A. Know space hazards, including information on the means of exposure such as inhalation or dermal absorption, signs of symptoms and consequences of the exposure;
- B. Use appropriate personal protective equipment properly;
- C. Maintain communication with attendants as necessary to enable them to monitor the entrant's status and alert the entrant to evacuate when necessary;
- D. Exit from the permit space as soon as possible when:
 - i. Ordered by the authorized person;
 - ii. He or she recognizes the warning signs of symptoms of exposure;
 - iii. A prohibited condition exists; or
 - iv. An automatic alarm is activated.
- E. Alert the attendant when a prohibited condition exists or when warning signs or symptoms of exposure exist.

7. Attendant

The attendant is required to:

- A. Remain outside the permit space during entry operations unless relieved by another authorized attendant;
- B. Perform non-entry rescues when specified by the employer's rescue procedures;
- C. Know existing and potential hazards, including information on the mode of exposure, signs or symptoms, consequences and physiological effects;
- D. Maintain communication with and keep an accurate account of those workers entering the permit space;
- E. Order evacuation of the permit space when:
 - i. A prohibited condition exists;
 - ii. A worker shows signs of physiological effects of hazard exposure;
 - iii. An emergency outside the confined space exists; and
 - iv. The attendant cannot effectively and safely perform required duties.

- F. Summon rescue and other services during an emergency;
- G. Ensure that unauthorized people stay away from permit spaces or exits immediately if they have entered the permit space;
- H. Inform authorized entrants and the entry supervisor if any unauthorized person enters the permit space; and
- I. Perform no other duties that interfere with the attendant's primary duties.

8. Entry Supervisor

Entry supervisors are required to:

- A. Know space hazards including information on the mode of exposure, signs or symptoms and consequences;
- B. Verify emergency plans and specified entry conditions such as permits, tests, procedures and equipment before allowing entry;
- C. Terminate entry and cancel permits when entry operations are completed or if a new condition exists;
- D. Verify that rescue services are available and that the means for summoning them are operable;
- E. Take appropriate measures to remove unauthorized entrants; and
- F. Ensure that entry operations remain consistent with the entry permit and that acceptable entry conditions are maintained.

9. In addition to Safety Measures previously referenced, ensure the following issues are addressed:

- A. Traffic control issues are addressed, if applicable
- B. A briefing takes place before any work is started and responsibilities are assigned
- C. Appropriate personal protective equipment (PPE) is available and in place
- D. Rescue procedures and a body harness and rescue tripod are utilized
- E. Any lock out/tag out (LOTO) issues
- F. Structural integrity of any openings and any steps
- G. Tools and other items that may fall into the opening of a vertical entrance.

**CONFINED SPACE SITE EVALUATION
CITY OF OSAGE BEACH**

PRE-ENTRY CHECKLIST/PERMIT

Date: _____ Location: _____

Purpose of Entry: _____

Entrants: _____ Attendant: _____

Entry Supervisor: _____ Duration of Entry: _____

Emergency Numbers: _____

A confined space either is entered through an opening other than a door (such as manhole or side port) or requires the use of a ladder or rungs to reach the working level. The following check list must be filled out whenever the job site meets the above criteria.

Notification of Entry: (TIME): _____

1.	Did your survey of the surrounding area show it to be free of hazards such as drifting vapors from tanks, piping, or sewers?	Yes ()	No ()
2.	Does your knowledge of industrial or other discharges indicate this area is likely to remain free of dangerous air contaminants while occupied?	()	()
3.	Are you trained in operation of the gas monitor to be used?	()	()
4.	Has a gas monitor functional test been performed this shift on the gas monitor to be used?	()	()
5.	Did you test the atmosphere of the confined space prior to entry?	()	()
6.	Did the atmosphere check as acceptable (no alarms given)?	()	()
7.	Will the atmosphere be continuously monitored while the space is occupied?	()	()
8.	Body harness and rescue tripod on site?	()	()

Notice: If any of the above questions are answered “No”, DO NOT ENTER. Contact your immediate supervisor.

We have reviewed the work authorized by this permit and the information contained herein. Written instructions and safety procedures have been received and are understood. Entry cannot be approved if any squares are marked in “NO” column. This permit is not valid unless all appropriate items are completed.

Permit Prepared Entry Supervisor: _____

Acknowledged by Entrant: _____

Acknowledged by Attendant: _____

CONFINED SPACE ENTRY SHEET

1. Pre-Entry Atmospheric Checks:

Time_____	O2_____%	CO_____%	H2S_____%	LEL_____%
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2. Periodic atmospheric tests – manual readings required every 15 minutes during entry:

Time_____	O2_____%	CO_____%	H2S_____%	LEL_____%
Time_____	O2_____%	CO_____%	H2S_____%	LEL_____%
Time_____	O2_____%	CO_____%	H2S_____%	LEL_____%
Time_____	O2_____%	CO_____%	H2S_____%	LEL_____%
Time_____	O2_____%	CO_____%	H2S_____%	LEL_____%
Time_____	O2_____%	CO_____%	H2S_____%	LEL_____%
Time_____	O2_____%	CO_____%	H2S_____%	LEL_____%
Time_____	O2_____%	CO_____%	H2S_____%	LEL_____%
Time_____	O2_____%	CO_____%	H2S_____%	LEL_____%
Time_____	O2_____%	CO_____%	H2S_____%	LEL_____%
Time_____	O2_____%	CO_____%	H2S_____%	LEL_____%
Time_____	O2_____%	CO_____%	H2S_____%	LEL_____%

Accident Investigation Procedures

Every effort will be made to investigate ALL accidents/incidents promptly. The importance of the investigation is to find the root of hazardous conditions and/or unsafe practices; therefore, by determining a cause, a solution to prevent future accidents can be found which will lead to individual health and safety. The longer an investigation is put off, the harder it is to gather the facts to correct the problem.

Accidents don't just happen-they are caused and 90% are the result of human error. Proper investigation will lead to a solution to eliminate or control the cause. Please remember, investigation is Fact-finding NOT Fault-finding.

An individual whose record shows a series of accidents and/or injuries which may or may not be the fault of the individual shall have their accident and/or injury record(s) reviewed by the employee's supervisor(s) and/or under the direction of the Safety Coordinator. Every effort shall be made to establish why an individual may have susceptibility to injuries or accidents, and the cause shall be addressed immediately.

1. Report and investigate ALL accidents immediately, with or without injuries, no matter how minor to immediate supervisor, who in turn will prepare appropriate forms. *Fact-finding is the goal, gather a lot of specific information by Who, What, When, Where, How, and Why. Keep an open mind before, during and after each investigation. The elimination of small accidents will ultimately prevent serious ones.*
2. Supervisors/Department Managers will initiate investigations on ALL accidents using appropriate forms as soon as possible following knowledge of the accident. *Supervisors/Department Managers are responsible for their employees, they know their work and it will build better relationships by involvement. They shall...*
 - a. *Show concern for the employee involved, if applicable.*
 - b. *Explain why the investigation is necessary.*
 - c. *Use a friendly approach.*
 - d. *If possible, discuss the accident at the scene.*
 - e. *Get the injured employee's story before asking questions, if applicable.*
 - f. *Check your understanding of the story.*
 - g. *Listen carefully and avoid interruptions.*
 - h. *Use tact in clearing up discrepancies in the story.*
 - i. *Avoid sarcasm, blame and threats.*
 - j. *Discuss ways to prevent recurrence.*

Post-Accident Testing – Post accident testing shall be required to test employees after all accidents where injury to a person(s) requires medical treatment or a fatality has occurred, damage to any City or private property has occurred, when a traffic citation is issued after an accident, or evidence that the employee has previously tampered with a previous drug test. Testing shall include both breath alcohol and urine drug testing

of the employee(s). (Refer to Safety Policy-Investigating Accidents Involving City-owned Vehicles.)

Post-accident testing shall be required and completed whenever possible within two (2) hours of the accident occurrence, but in any case, no later than before eight (8) hours after the accident for breath alcohol testing and thirty-two (32) hours for illegal and controlled substance testing. An employee involved in an accident shall refrain from alcohol consumption for eight (8) hours following the accident.

Any employee who leaves the scene of the accident without appropriate authorization prior to submission to drug and alcohol testing will be considered to have refused the test and their employment terminated. Employees under this provision will include not only the operations personnel, but also any other covered employees whose performance could have contributed to the accident.

3. An employee injured on the job and requiring non-emergency medical attention may be referred to the City's medical advisor by the employee's supervisor/Department Manager. In case of an emergency, the nearest medical help shall be solicited. Employees requiring emergency treatment due to an on-the-job sprain should be directed to the City's medical advisor. Completed report on the accident will be required. See Accident/Incident Form. At no time, will the City's Workers' Compensation insurance pay for the services of a chiropractor unless those services are prescribed by the City's designated provider. Review the Workers' Compensation Policy and Procedures for further information regarding on the job injuries.
4. Investigating accidental deaths is a possibility that no one likes to think about. Unfortunately, it can be a reality, and preparedness is necessary.
 - a. Take as many photographs of the scene as possible. These will be valuable for evidence in future investigations.
 - b. Cooperate to the fullest with outside investigative bodies-law enforcement, OSHA, insurance agencies, the coroner, etc.
 - c. NEVER move the body.
6. Send all accident and investigation reports to the Human Resources Generalist.
7. Supervisors/Department Managers will perform investigation follow-up. Determine the causes of the accident, the solution and the steps that need to be taken for future preventions. This will be done in conjunction with the Risk Management Committee. See appropriate forms to be completed. *Only when accidents are eliminated or controlled is the investigation complete.*

Investigating accidents involving City-owned vehicles

1. Procedures for accidents involving Police Department and Ambulance vehicles occurring within the city limits of Osage Beach.
 - a. The driver shall immediately contact communications, who will request a supervisor from the Police Department to respond to the scene. If the accident involves two or more vehicles or pedestrians, etc. the investigation will be conducted by the Highway Patrol Officer. If anyone is injured or desires medical treatment, the driver shall request a conveyance indicating if the conveyance is urgently needed. As soon as possible, the driver or supervisor shall advise the Chief of Police and Patrol Lieutenant of the accident.
 - b. The Supervisor shall prepare a brief memorandum stating the facts of the accident including the complaint number of or the accident report in the narrative. The original of the memorandum shall be forwarded to the Chief of Police.
 - c. The investigating officer will prepare a Missouri Uniform Accident Report indicating in the narrative section of the report any additional pertinent information (skid marks, speed, etc.)
 - d. The Supervisor directed to the accident shall assist in the investigation, if needed. If the presence of the Supervisor is not required, he/she shall return to service. The scene supervisor shall contact the Chief of Police.
 - e. The scene supervisor shall request photographs of the scene if injuries requiring immediate medical attention were incurred or if in the opinion of the supervisor, extenuating circumstances exist. Only those photographs that are necessary of the vehicles involved in the accident, as well as other photographs pertinent to the accident, will be taken.
 - f. If the condition of the Police Department vehicle is such that it cannot be driven, the investigation officer shall request that a tow truck be dispatched to tow the vehicle.
2. Procedures for accidents involving Police Department and Ambulance vehicles occurring outside the city limits of Osage Beach.
 - a. The driver shall request a complete investigation and report be made involving the accident in the jurisdiction of occurrence.
 - b. The officer shall not make any statement as to who was at fault or who is responsible for the accident.
 - c. The officer shall submit a report to the Chief of Police relating to the facts and circumstances of the accident.
3. Procedures for accidents involving City-owned vehicles, other than Police Department, occurring within the city limits of Osage Beach.
 - a. The Police Department will investigate ALL accidents involving a City-owned vehicle. However, if a member of the Police Department is driving the City-owned vehicle it will be treated as a Public Safety vehicle investigation.

Incident Investigation Form

Incident Information

This form should be completed by the assigned staff member to assist with an incident investigation. **Address all questions.** Use N/A (non-applicable) when appropriate. Additional sheets and photographs may be attached as necessary. Investigations should be conducted within 24 hours of notification. The completed form should be forwarded to Human Resources. **Please print or type. Thank you.**

Incident Type(s):	Workers' Comp ☐	Liability ☐	Property ☐	Near Miss ☐	
Claim filed with CCMI:	YES ☐	NO ☐	Date filed:		
Completed By:			Department:		
Name of Employee(s) Involved:					
Name of Non-Employee(s) Involved and Applicable Contact Information:					
Name of Witness(s) and Applicable Phone Number:					
Was anyone injured?	YES ☐	NO ☐	If yes, describe:		
For Workers' Comp Only	– Did Employee Return to next shift?		YES ☐	NO ☐	
Was a police or other investigative report completed?			YES ☐	NO ☐	
If yes, by what agency?					
Date of Incident:	Time of Incident:		Date Reported:	Date Investigated:	
Address/Description of Incident Site:					
Describe in detail how the incident occurred, including any contributing task or activity at the time of the incident and any object or substance that contributed.					
What caused/contributed to the incident? In numerical order make up to three choices below with #1 as the most significant factor.					
	Defective equipment / substance			Unsafe facility / environment	
	Protective equipment not used			Inadequate Maintenance	
	Protective equipment not available			Insufficient training / authorization	
	Inadequate planning / method			Infraction of procedures / instructions	
	Inattention / distraction			Actions of another	
				Other (be specific)	

Back-To-Work Program

-light duty-

The City takes responsibility for its employees and their own financial interests. The City will make a great effort to work closely with injured employees, physicians, insurance companies and professional rehabilitation services to get the employees back to work as soon as possible.

The Back-To-Work Program is designed to provide employees, who have been injured on the job, limited work within the restrictions specified by a physician. This gives the employees the opportunity to continue to be productive and to maintain the normal routines of a workday. The following procedures apply:

1. As a normal part of Workers' Compensation claim processing, a statement by the physician indicating the specific physical limitations that must be avoided for an indicated time shall be provided to the Human Resources Generalist and the Safety Coordinator. Refer to the Workers' Compensation Policy and Procedures.
2. The Human Resources Generalist will inform the Supervisor/Department Manager of the specific limitations and discuss possible restricted duty activities that would be within their restrictions of performance.
3. The Department Manager/Supervisor will discuss the job responsibilities with the employee and a specific work schedule will be established taking into account the employee's regular work schedule, job title, average number of work hours per week and overall employee input.
4. The employee is required to report to work as assigned to perform the duties specified for the period of recovery or until the assignment is completed. If the assignment is completed before recovery time, another assignment will be assigned, updating abilities from current medical information.
5. Unwillingness to accept assignment during period of recovery as directed by his/her Department Manager/supervisor will constitute ineligibility for disability leave during the time involved.
6. The employee will be paid at the base wage of their regular job classification during the time assigned to restricted duty.
7. In all cases, the Back-To-Work Program is to serve those employees who are disabled for a short-term injury, which is estimated to having a recovery time of two (2) months or less.
It is not intended for an employee who has suffered a permanent disability. It is also not intended for an employee having personal medical problems not specifically attributable to an on-the-job injury.
8. Those employees who are disabled for more than two (2) months may as determined by the City Administrator, on a case-by-case basis, continue on light duty where appropriate.
9. The Department Manager/Supervisor and/or the Human Resources Generalist are to maintain contact on a regular basis with the employee during the time of off work before restricted work begins. See appropriate forms.
10. Exception for off-the-job injuries, illnesses, or pregnancy: The City Administrator, on a case-by-case basis, may waive for a limited time the physical requirements set forth within the job description when in the best interested of the City to do so.

Department Manager/Supervisor Personal Contact Form

It is very important for the City to maintain contact and extend sympathies to our employees who are off work on Workers' Compensation injuries.

The Department Manager/Supervisor and/or the Human Resource Generalist is the 'key' person in communicating good faith on behalf of the City and assuring the employee that they will have a job upon returning to work.

Contacts with the employee should be made weekly at a minimum. After each conversation with the employee, complete a portion of this form. When the employee returns to work, submit this form to the Safety Coordinator.

Employee Name:

Date of Injury:

Date of Contact: 1. _____

When does the employee feel he/she will be able to return to work? _____

Briefly describe the employee's general attitude as it relates to their injury. _____

Date of Contact: 2. _____

When does the employee feel he/she will be able to return to work? _____

Briefly describe the employee's general attitude as it relates to their injury. _____

Date of Contact: 3. _____

When does the employee feel he/she will be able to return to work? _____

Briefly describe the employee's general attitude as it relates to their injury. _____

Date of Contact: 4. _____

When does the employee feel he/she will be able to return to work? _____

Briefly describe the employee's general attitude as it relates to their injury. _____

Date of Contact: 5. _____

When does the employee feel he/she will be able to return to work? _____

Briefly describe the employee's general attitude as it relates to their injury. _____

Date Completed: _____

Department Manager/Supervisor Signature: _____

**PLEASE ENCOURAGE OTHER EMPLOYEES TO CONTACT THE INJURED EMPLOYEE
AND EXTEND THERE WISHES**

General Safety Checklist

Safe Working

- o Correct tools and protective gear are used at all times
- o Good housekeeping is practiced.
- o Equipment, tools, materials and work areas are clean and orderly.
- o Job and responsibilities are well known and practiced.

Work Environment

- o Knowledge of policy and procedures are known and understood.
- o All unsafe conditions and accidents are reported.
- o Fire and emergency procedures, such as escape routes and severe weather procedures are known and understood.
- o Horseplay is discouraged, and appropriate behavior is practiced and encouraged.

Date: _____

Department: _____

Signature: _____

Office/Building Safety Checklist

Trippers, Slippers and Floors

- o File drawers are never left open. No more than one drawer at a time is opened, to keep the file cabinet from falling over.
- o Phone cords and electrical wires are not located in places where they might trip someone.
- o Floors are free of pencils, paper clips and snags in the carpet or other floor surfaces.
- o Linoleum and other polished floors are treated with a slip-resistant preparation.
- o Rugs are secured or treated so that they do not slip or skid.
- o Stairways, corridors and aisles are well lighted and free from obstructions.
- o Non-skid strips and storm mats are available at building entrances.

Falling Objects

- o Card Indexes and other heavy objects are not stored in high places.

Comfort

- o Drinking water is conveniently available to employees.
- o Ventilation is adequate.
- o Lighting is adequate and neither too bright nor too dim in work areas. Check with light meter if needed. Fluorescent lights are to be covered.
- o Working surfaces and walls do not produce excessive glare.
- o Check humidity and temperature in office areas.

Fires

- o Designated Smoking areas are known by all employees.
- o Matches and cigarettes are extinguished before ashtrays are emptied.
- o Wastebaskets are non-flammable.
- o Flammables are not being discarded in wastebaskets.
- o Safety matches are used and stored safely
- o Flammables are clearly marked "No Smoking – Fire Hazard".
- o Electrical equipment is inspected regularly.
- o Outlets and cords are inspected regularly. Electrical wiring and circuits are not overloaded.
- o Office employees know fire escape routes.
- o Fire escape routes are kept clear
- o Fire extinguishers are available, conveniently located and in good working order.
- o Fire alarm locations are familiar to employees.

Chemicals

- o Check for use and misuse of chemicals in each office and/or buildings. Consider the following dangers in office chemicals:
 - Liquid Correction Fluid
 - Correction Fluid Thinner
 - Glue, Rubber Cement, Thinner, Inks

- Correction Fluid for Stencils
- Liquids for Duplicating

Collisions

- o Glass doors and windows that are often left open are marked clearly about 4 ½ feet above the floor.
- o Electric fans and other top-heavy objects are properly guarded and anchored.
- o Check for protruding objects such as; Pencil sharpeners, Equipment or splinters which protrude beyond edges of tables, desks, doorframes, etc. and improperly placed objects.

Miscellaneous

- o Pins, razor blades, thumbtacks and other pointed tools are stored safely where they do not present a hazard.
- o Stepladders are sturdy, in safe condition, and safely used. Ladder steps and stands are treated with non-slip threads.
- o Check chairs for sturdiness. Check tilt-back chairs for balance.

Space

- o Exits and exit routes are not blocked by desks, wastebaskets or other furniture.
- o Phones electricity outlets, lights, equipment and furniture are arranged to facilitate efficient use of office space.

Machines

- o All office machines are in safe working order.
- o Safety gear and/or guards are on machines where needed.
- o Employees know how to use of electric staplers, electric hole punches, paper folders, electric typewriters, electric collators and all other electric machines, etc.

Lifting and Posture

- o Office chairs are appropriate for employees' needs and encourage good posture.
- o Employees know and use proper lifting procedures when handling heavy objects.

Date: _____

Department: _____

Signature: _____

Special Equipment Safety Checklist

Special Equipment Use

- o Proper maintenance, controls and proper use of equipment are known and understood.
- o Transporting on public roads is done securely and safely per written policy.
- o Traveling of less than 20 MPH is practiced precisely and understood.
- o Traveling in the extreme right lane and giving right-of-way to other vehicles is practiced and understood.
- o Reverse-signal alarms are in working order.
- o First-Aid kits and fire extinguishers are in all appropriate places and uses of them are known.
- o Knowledge of policy and procedures are known and understood.
- o Safety is practiced in all situations.

Date: _____

Department: _____

Signature: _____

Motor Vehicle Safety Checklist

Motor Vehicle Use

- o Drivers must have their valid state driver's license on them at all times and changes to their driving status are updated immediately, as needed.
- o Seat belts are worn by all occupants in all moving motor vehicles.
- o ~~Cell phone usage is to be limited. Pull to the side of road or into a parking lot to use a cell phone.~~ The use of mobile devices (Cell phone, tablet, laptop, or like device) while driving is prohibited.

This shall not apply to any device that is permanently embedded into the architecture and design of the motor vehicle/equipment or any hands-free option accessible through a mobile device.

The provisions of this section shall not apply to:

- The operator of a vehicle/equipment that is lawfully parked or stopped;
 - The use of voice-operated technology.
 - The use of two-way radio transmitters or receivers by a licensee of the Federal Communications Commission (FCC).
- o Texting is prohibited while driving.
 - o Vehicle inspections are done prior to operation and deficiencies reported immediately.
 - o Knowledge of policies and reporting and investigating procedures are known and understood.
 - o All misuse of vehicles and accidents are reported properly.

Date: _____

Department: _____

Signature: _____

Safety Orientation Checklist

Introduction

- o Produce a Safety Procedures and Policies manual
- o Tour department facilities, first aid, emergency exits, fire extinguishers, restrooms, break area and establish correct parking.

On-the-job Training

- o Demonstrate and explain exact job responsibilities.
- o Review safety policies and procedures for the specific job (as applicable):

____ General Safety Policy

____ Lifting

____ Staff Contact/Reporting for Emergencies, Accident or Incidents

____ Office/Building Safety Policy

____ Chemicals

____ Fire Prevention/Smoking

____ Special Equipment Operation Policy

____ Mowing & Weed Eating-Clothing, Footwear, Safety essentials (i.e., glasses)

____ Mowing & Weed Eating-Equipment check: Blades, Oil, Belts, etc.

____ Electrical – Equipment

____ Radios – Procedures & Operations

____ Motor Vehicle Operations Policy

____ Confined Space Procedure (Public Works)

____ Forms

____ Equipment

Date: _____

Name/Department: _____

Employee Signature: _____

Supervisor Signature: _____



CITY OF OSAGE BEACH INFORMATION TECHNOLOGY ACCEPTABLE USE POLICY

CITY OF OSAGE BEACH INFORMATION TECHNOLOGY ACCEPTABLE USE POLICY

City of Osage Beach Information Technology Acceptable Use Policy Statement

*The City of Osage Beach relies on its computer resources to conduct its business, which includes the facilitation and delivery of public safety services, financial records and other administrative information. The City of Osage Beach's goal is to ensure that its computer resources **are secure**, remain in optimal working condition, and are used properly by its users.*

Policy and Procedures

1. Application

The policy applies to all users of the City's computer resources wherever they may be located. It is the user's duty to utilize the City's computer resources responsibly, professionally, ethically, and lawfully.

2. Definitions

- A. *Computer Resources* – Refers to the City's entire computer network. Computer resources include, but are not limited to, host computers, file servers, fax servers, web servers, workstations, standalone computers, laptops, software, data files, and all internal and external computer and communications networks (i.e. Internet, computer online services, value-added networks and e-mail systems) that may be accessed directly or indirectly from or through the City's computer network.
- B. *System Administrator* – Refers to the IT Manager.
- C. *Users* – Refers to all appointees, employees, independent contractors, consultants, temporary workers, agents and other persons or entities that use the City's computer resources.
- D. *Confidential Information* – Refers to private information that is given or shown to an employee electronically so that they can complete job duties, but is not to be shared with other employees or citizens.
- E. *Kiosk* - a computer terminal that can be accessed by multiple users and provides limited access to site specific information or makes sales via a generic log in.
- F. *Non-exempt Employee* - Most employees are entitled to overtime pay under the Fair Labor Standards Act. They are called non-exempt employees. Employers must pay them one-and-a-half times their regular rate of pay when they work more than 40 hours in a week.

3. Policy and Procedures

- A. The City's computer resources are the property of the City and may be used only for legitimate business purposes. Users are permitted access to the computer resources to assist them in the performance of their jobs. Use of the computer system is a privilege that may be revoked at any time.
- B. No Expectation of Privacy
 - i. Privacy - The computer resources and computer accounts provided to users are to assist them in the performance of their jobs. Users do not have privacy, nor should they have an expectation of privacy, in anything they create, store, send, or receive on the City's computer systems.
 - ii. Monitoring - The City has the right, but not the duty, to monitor any and all aspects of its computer system, including, but not limited to; monitoring sites visited by users on

the Internet, monitoring chat-groups and news-groups, and reviewing e-mails sent and received by users. The City may use human or automated means to monitor use of its computer resources.

C. Prohibited Activities

- i. Inappropriate or Unlawful Material – Material that is fraudulent, harassing, embarrassing, sexually explicit, profane, obscene, intimidating, defamatory, or otherwise unlawful or inappropriate may not be sent by e-mail or any other form of electronic communication (i.e. bulletin board systems, news-groups, chat-groups), downloaded from the Internet, displayed, and/or stored in the City's computers. Users encountering or receiving this kind of material should immediately report the incident to their Department Manager/Supervisor or System Administrator. This prohibition does not extend to the legitimate need to report, record and relay certain information directly related to the City's administrative and law enforcement duties.
- ii. Prohibited Uses – The City's computer resources may not be used for dissemination or storage of commercial or personal advertisements, solicitations, promotions, destructive programs (i.e. viruses, malware or self-replicating code), political material, or any other unauthorized use.
- iii. ~~Prohibited Software Games and Entertainment~~ – Users may not install games on the City's computer resources and/or use the City's Internet connection to play or download games and other entertainment software, including screen savers and internet radio. **Any software that staff believes may improve their efficiency will be permitted if it is properly vetted first.** ~~Educational software will be permitted as long as it is first inspected and approved by the IS Operations Manager.~~
- iv. Waste of Computer Resources – Users may not deliberately perform acts that waste computer resources or unfairly monopolize resources to the exclusion of others. These acts include, but are not limited to, sending mass mailings or chain letters, spending excessive amounts of time on the Internet, playing games, engaging in online chat groups, printing unnecessary multiple copies of documents, or otherwise creating unnecessary network traffic. This includes watching online videos, movies or Internet Radio. Exceptions to this rule would include work related online training courses.
- v. Copying of Software – Users may not copy material protected under copyright law or make that material available to others for copying. Users are responsible for complying with copyright laws and applicable licenses that apply to software, files, documents, messages, and other material they wish to utilize. ~~Users may not agree to a license or download any material without first obtaining the express written permission of the System Administrator.~~
- vi. Communication of Confidential Information – Unless expressly authorized by the City Administrator, the sending, transmitting, or otherwise dissemination of confidential or legally protected information or data pertaining to or maintained by the City, or any department thereof is strictly prohibited. Unauthorized dissemination of this information may result in substantial civil liability as well as severe criminal penalties.

D. Use of E-mail.

- i. E-mail Signature – Users sending e-mails of any kind, whether internal or external, shall utilize the ‘signature’ option to display their name, department, the City’s address, phone #, e-mail address, etc. and should have the necessary security footer. **This includes emails sent from mobile devices as well as out of office auto replies.**

Examples are as follows:

- Example for e-mails sent by City users:

Your Name Here
City of Osage Beach
Your Title Here/Department
1000 City Parkway
Osage Beach, MO 65065
(573) 302-20XX ext. XXX
Fax: (573) 302-XXXX
youre-mail@osagebeach.org

Communications made through e-mail and messaging systems shall in no way be deemed to constitute legal notice to the City of Osage Beach or any of its agencies, officers, employees, agents, or representatives, with respect to any existing or potential claim or cause of action against the City or any of its agencies, officers, employees, agents, or representatives, where notice to the City is required by any federal, state, or local laws, rules, or regulations.

- ii. Prohibited E-Mail Related Activities - Users may not initiate or forward chain e-mail. Chain e-mail is a message sent to several people asking each recipient to send copies with the same request to a number of others. Using your City e-mail account to sign up for none work related newsletters or promotions are prohibited. Even when employees are using these types of resources for business purposes, they should be closely monitored and cancelled when they no longer have a benefit. Spam email is a form of commercial advertising made economically viable by the low cost for the sender. Spammers harvest recipient addresses from publicly accessible sources or use programs to collect addresses on the web. They then sell these email lists to other organizations that use them to send more advertising spam. Over time this can cause storage issues and provide an avenue for viruses and malware to get into the City’s network. These types of e-mails should be marked as spam within your e-mail console and deleted. Employees should never attempt to click on links or open files attached to such emails.
- iii. Altering Attribution Information – Users must not alter the ‘From:’ line or any other attribution of origin information in e-mail, messages, or postings. Anonymous or pseudonymous electronic communication is forbidden.

- iv. Communicating Information – The content of all e-mail communications should be prepared with the same level of accuracy and professionalism as other official City communications. Users should use the same care in drafting e-mail and other electronic documents as they would for any other written communication. Anything created on the computer may, and likely will, be reviewed by others.

The City's email system should be used to conduct official City business in order to ensure that all information, communication and documents are properly archived. The use of personal email to conduct City business is not recommended.

- v. E-mail Retention – Users should delete all junk e-mail and move inactive business-related e-mail to appropriate folders after thirty (30) days unless directed to the contrary by their Department Manager/Supervisor. Junk e-mail is usually e-mail that is unsolicited and often comes in the form of an advertisement for a product or service. Inactive e-mail is that e-mail for which there is no further known need or reason to forward, reply or otherwise use for legitimate business purposes.
- vi. E-mail Archiving – Archiving is required to maintain proper electronic documentation. Employees are prohibited from modifying the archiving settings within the City's email system. ~~All Users will be required to archive work related email to an archive folder within the Exchange email system. The archive file shall be created and maintained in the user's assigned departmental folder. Auto-archive is the recommended archive setting for each user. 30 days is the recommended duration to keep email on the exchange server.~~
- vii. Remote access to E-mail –
- City Owned Devices: An employee's City owned e-mail account may be accessed from any City owned device including but not limited to cell phones, tablets, and laptops provided that the device being used to access the City's e-mail system is password/pin/biometric protected encrypted and has City approved anti-malware/anti-virus software installed and active. ~~An example of City approved anti-malware/anti-virus software is Malwarebytes.~~
 - Employee Owned ~~Devices~~ Cell Phones - Employees that have not been issued a City owned device are prohibited from accessing their City owned e-mail from their personal devices unless they have received permission from their Department Manager (Section G. Security/Remote Access). The devices must be password/pin/biometric protected and must have City approved anti-malware/anti-virus software installed and active when applicable. ~~If an employee has declined a City issued cell phone and is instead receiving a stipend to use their personal cell phone for City business they will be allowed to access their City owned e-mail as long as the cell phone is encrypted and the City approved anti-malware/anti-virus software installed and active. An example of City approved anti-malware/anti-virus software is Malwarebytes. Employees that do not receive a stipend to use their personal cell phone for City business are prohibited from accessing their City owned e-mail from their cell phone unless they have received written permission from their Department Manager. The cell phone must be encrypted and must have City approved anti-~~

~~malware/anti-virus software installed and active. An example of City approved anti-malware/anti-virus software Malwarebytes.~~

- ~~• Employee owned tablets, laptops, desktops PC's, etc. — All other personal devices are prohibited from remotely accessing an employee's City owned e-mail account. Exceptions include written permission given for remote access through Section G. Security/Remote Access; of this policy.~~

All devices, City or employee owned, that have been granted remote access to the City's email system are subject to inspection. ~~by IT Department Staff to ensure that the proper security is in place.~~ Employees found to have unauthorized devices connected to City e-mail or improper security measures on an authorized device will be subject to disciplinary action in accordance with Section 125.150, Discipline, of the City Ordinances.

Access to a City owned e-mail account through any type of device by non-exempt employees outside of the employee's normal work schedule is prohibited. Exceptions include personnel that are scheduled to be on call or ~~written~~ permission given for remote access through Section G. Security/Remote Access.; ~~of this policy.~~

- viii. All elected officials and member of city boards or commissions who may have been assigned a City email address are required under this policy to treat the service and use thereof under the same terms and conditions as outlined in this policy for employees of the city.

E. Use of the Internet

- i. The Internet can be a valuable source of information and research. Employees may use the internet for business purposes only; however, its use must be tempered with common sense, good judgment, and a general knowledge of internet use. All City employees are required to participate in ongoing information technology training courses and must sign the Information Technology Acceptable Use Policy Acknowledgment & Agreement Form prior to gaining access to any City owned computer or device. Excessive personal use of the City's internet connections is prohibited. Users abusing their privilege to use the Internet will have their access restricted or eliminated and may be subject to additional disciplinary action in accordance with Section 125.150, Discipline, of the City Ordinances.
- ii. Accessing the Internet – To ensure security and avoid the spread of viruses, accessing the Internet directly by modem is prohibited unless the computer in use is not connected to the City's network. Internet access through a computer attached to the City's network is through an approved Internet firewall and thereby authorized. The City of Osage Beach has provided a public access wireless network for personal use by citizens and employees. Employees will only be allowed to use the public wireless network during lunches and breaks from employee owned devices such as laptops, tablets, and phones. The City is not responsible for any damage done by viruses or malware while an employee device is connected to the City's public Wi-Fi internet connection. Hardline connections to personally owned devices are prohibited. This includes plugging a personal device into the city's business network.

- iii. History Files – Internet history files, temporary Internet files, and Internet cookie files shall not be cleared, deleted or changed by any user. The System Administrator shall set Internet browser settings to clear history files automatically. Internet history files, temporary Internet files, and Internet cookie files are subject to review without prior notice.
- iv. Disclaimer of Liability of Use of the Internet – The City is not responsible for material viewed by users from the Internet. Users accessing the Internet do so at their own risk and should log and report incidents where inappropriate or offensive material was accessed to their department manager.

F. Passwords

- i. Responsibility – Users are responsible for safeguarding their passwords for access to the computer resources. Individual passwords should not be printed, stored online, or given to anyone. Users are responsible for all transactions made using their passwords. Users must access the computer system using a password. Users may not access the computer system with another user's password or account. Exceptions to this rule would include the use of a Kiosk workstation such as a cash register.
- ii. Structure – Passwords should be at least 8 characters in length. Passwords must contain Capital Letters, Lowercase Letters, Numbers and Symbols. For examples; 8tjdS5*22 or P5hhh&w2.
- iii. Privacy – Use of passwords to gain access to the computer system or to Incode files or messages does not imply that users have an expectation of privacy in the material they create or receive on the computer system.

G. Security

- i. Accessing User Files – Users may not alter or copy a file belonging to another user without first obtaining permission from the owner of the file. The ability to read, alter, or copy a file belonging to another user does not imply permission to read, alter, or copy that file. Users may not use the computer system to 'snoop' or pry into the affairs of others by unnecessarily reviewing their files and e-mail. All files that have been posted on the citywide drive are available for reading and use by all users. The purpose of the citywide drive is to provide an access location of City news, documents, forms, and information of interest to all who have access to the City's computer network.
- ii. Accessing Other Computers and Networks – A user's ability to connect to other computer systems through the network or by a modem does not imply a right to connect to those systems or to make use of those systems unless specifically authorized by the operators of those systems.
- iii. Computer Security – Each user is responsible for ensuring that the use of outside computers and networks, such as the Internet, does not compromise the security of the City's computer resources. This duty includes taking reasonable precautions to prevent intruders from accessing the City's network without authorization and to prevent the introduction and spread of viruses.

Users shall ‘sign off’ after each use of any computer resource to prevent others from accessing theirs or other files, computer(s), and/or other computer resources or use of access privileges. Failure to ‘sign off’ will be cause for loss of network privileges.

- iv. Data Security – Removable disks, USB drives, external drives, **mobile devices**, and other external storage devices shall not be used for regular data storage. All data created or used in the performance of a user’s duties is the property of the City and shall be stored on fixed departmental network drives in order to ensure that it is properly secured and backed up regularly. Users are discouraged from storing personal data on the City of Osage Beach network. The City’s IT Department is not responsible for the backup or maintenance of a user’s personal data. Once data is stored on the City’s network it becomes the property of the City of Osage Beach.
- v. Remote Access – Remotely accessing the City’s network or any other City owned systems other than remote access to email from personal devices, such as cell phones, tablets, laptops, or desktop PC’s is prohibited. See section D. Use of E-mail/Remote Access to E-mail; ~~of this policy~~ for rules on remotely accessing e-mail.

If it is deemed necessary, the City Administrator may grant an employee remote access to the City’s network or any other City owned system if the follow criteria are met:

- i. Written authorization from the City Administrator outlining the dates and times that the employee is allowed remote access.
- ii. The employee must provide documentation as to what type of anti-virus and/or malware protection that is present on the device that they will be remotely accessing the City’s network or any other City owned systems from; and that protection must be approved by the IS Operation Manager.

Employees who remotely access the City’s network or any other City owned systems without prior authorization will be subject to disciplinary action in accordance with Section 125.150, Discipline, of the City Ordinances.

In emergency situations the IS Operation Manager may approve remote access to Information Technology Department employees for up to four (4) hours to the City’s network or any other City owned system. If after four (4) hours the problem has not been resolved the employee granted the emergency remotes access must disconnect and any further work to resolve the problem must be done from the employee’s City owned work station or other City owned devices at City Hall. In these cases, the **IT Manager** ~~IS Operation Manager~~ shall provide written documentation to the City Administrator as soon as possible with the dates, times, employees, and reasons why emergency remote access was granted.

H. Viruses and Malware

- i. Detection - Viruses and Malware can cause substantial damage to computer systems. Each user is responsible for taking reasonable precautions to ensure he/she does not introduce viruses into the City’s computer resources. To that end, all material received on CD, DVD, USB Drive, other magnetic or optical medium, and all material downloaded from the Internet or from other computers or networks (including home

and laptop computers) that do not belong to the City must be scanned for viruses and other destructive programs before being placed onto the computer system.

It is the responsibility of each user to ensure that any data introduced to the City's network has been scanned for harmful programs or viruses. Failure to do so can put the City's entire computer system at risk and will be subject to disciplinary action in accordance with Section 125.150, Discipline, of the City Ordinances.

Materials received from the Internet through the City's computer network will automatically be scanned for viruses. However, all viruses will not be detected by the City's antiviral software, as new viruses are created every day, and they must first be identified before the antiviral software can detect them.

- ii. Alerts – Users with knowledge of or suspecting the introduction of a virus into the City's computer resources shall notify the System Administrator immediately.

I. Encryption Software

- i. Encryption Software – Users may not install or use encryption software on any of the City's computers. ~~without first obtaining written authorization from the System Administrator. For rules concerning cell phone encryption, see section D. Use of E-mail/Remote Access to E-mail; of this policy for rules on remotely accessing e-mail.~~

J. Miscellaneous

- i. Compliance - In the use of the City's computer resources, users must comply with all software licenses, copyrights, and all other state, federal and international laws governing intellectual property and online activities.
 - ii. Other Policies – Users must observe and comply with all other policies and guidelines of the City.
 - iii. Amendments and Revisions – This policy may be amended or revised from time to time as the need arises. Users will be provided with copies of all amendments and revisions.
 - iv. Management – Management reserves the right to grant certain privileges to individual users that may be or seem contrary and/or beyond the scope of this policy. All such privileges shall only be granted with the written authorization of the City Administrator.
 - v. Rights – This policy is not intended to, and does not grant, users any contractual rights.
- K. Agreement to Adhere to Policy – All employees who have access to the computer resources of the City of Osage Beach will be required to agree to adhere to this security policy. Such agreement will be evidenced by signing the attached *Information Technology Acceptable Use Policy Acknowledgement & Agreement Form*, which will become part of the employee's personnel file.



CITY OF OSAGE BEACH
~~CELL PHONE~~ MOBILE DEVICE POLICY

CITY OF OSAGE BEACH
CELL PHONE **MOBILE DEVICE** POLICY

City of Osage Beach Cell Phone **Mobile Device Policy Statement**

*The Board of Aldermen has determined that the use of ~~cell phones~~ **mobile devices** increases the efficiency and responsiveness of City operations. City employees are sometimes required to use ~~cell phones and other handheld wireless communication~~ **these** devices in the performance of their jobs. This policy addresses the conditions under which a ~~cell phone or other handheld wireless communication~~ **mobile** device may be provided to ~~an employee~~ **a user and the rules that govern them.***

1. Application

This policy applies to mobile devices provided by the City of Osage Beach and their use. ~~only to cell phones and other handheld wireless communication devices and related services paid by the City of Osage Beach from any source.~~

2. Definitions

Mobile Device: Any electronic wireless phone, tablet, laptop, or like device owed by the City and issued to an employee as a tool to complete their job duties.

23. Business Purpose

The City of Osage Beach may upon the approval of the City Administrator issue mobile devices ~~cell phones or other handheld wireless communication devices~~ to employees if the employee meets the eligibility standards established by this policy. These devices will be supplied ~~paid for by the City. No more than minor or incidental personal use of the device provided under section 6.0(b) is permitted.~~

34. Eligibility, Availability, and Approvals

Eligibility for a City-provided mobile device ~~cell phone or other handheld wireless communication device~~ is based on the demonstrated and documented need for the employee to use such device frequently in the performance of his/her job. The device/service plan may not exceed the employee's job requirements and must be ordinary and necessary to enable the employee to:

- a. Remain in touch with others due to the nature of the job, such as frequent business-related travel or work outside the office setting.
- b. Be available for emergency contact, for instance: police, IT support, building department, public works and other departments determined by the City Administrator to be necessary for an effective City response to an emergency.

Each department manager is responsible for identifying jobs that may require use of a mobile device ~~cell phones and other handheld wireless communication devices~~, and for indicating the type of device and service appropriate to meet the City's needs. All such devices/services paid for by City funds must be approved by the City Administrator.

45. Effect of Termination or Change in Job Requirements

If an employee's duties change so that the employee no longer needs a City mobile device ~~cell phones and other handheld wireless communication devices~~ to perform his/her job, or if the employee ceases to be employed by the City after being provided with such equipment, the employee is required to return the equipment to the City. The employee's supervisor is responsible for reviewing the necessity of providing such equipment to employees on a

periodic basis and taking steps to recall City owned equipment no longer needed by employees for the performance of their duties. Upon termination of City employment, the employee will release the City assigned phone number.

56. Mobile Device Use ~~Employee Options~~

Users issued a mobile device by the City as part of their employment shall adhere to the following requirements: ~~Each employee required to have a cell phone as part of their employment shall have the following options:~~

- a. ~~City's Cell Phone. City owed devices should be used for City business only. Personal use of these devices is not permitted. An employee is issued a City cell phone. Personal use is to be limited and shall not contribute to any overage charges, including but not limited to, overage in data use, picture/video/text/instant messaging use, and/or overages in plan minutes as provided in the City's wireless plan.~~
- a. ~~Personal Cell Phone. An employee may be reimbursed for the business use of his/her personal phone or other device via a stipend paid bi-monthly through the payroll system. The stipend shall be based on the City's current cell phone plan costs of similar devices as provided by the employee. This reimbursement will be reviewed annually and adjusted if necessary. For reimbursement, the employee's personal plan must provide for free phone to phone communication with other City cell phones. The employee shall purchase sufficient time on their personal plan for such City needs. The City may choose to port a City phone number to a personal phone to maintain the highest level of customer service.~~
- b. ~~Device users must comply with the Information Technology Acceptable use policy 3. D. Use of E-mail. See section D. Use of E-mail vii Remote Access to E-mail; of the Information Technology Acceptable Use Policy (10-1) for rules on remotely accessing City e-mail from a cell phone.~~
- c. ~~All elected officials and member of city boards or commissions who may have been assigned a city owned devices or occasional use a city owned device are required under this policy to treat that device and use thereof under the same terms and conditions as outlined in this policy for employees of the city.~~

67. On-Call Cell Phones

~~Cell phones that are given to an employee for on-call purposes should only be used for City business and no personal calls should be made on these phones.~~

7. Safety and Security

- a. ~~Under no circumstances are employees allowed to place themselves or others at risk to utilize a cell phone to fulfill business or personal needs. Employees are expected to limit all activities while driving such as accepting or placing a call, talking on a cell phone,~~

~~eating, adjusting the radio, etc. Employees should attempt to pull off to the side of the road or into a parking lot and safely stop the vehicle to complete any activity that may distract driving.~~ Use while Driving: Under no circumstances are employees allowed to place themselves or others at risk while operating a mobile device. Employees may not use any mobile device while conducting City business while driving or while driving/operating City equipment of any kind.

This shall not apply to any device that is permanently embedded into the architecture and design of the motor vehicle/equipment or any hands-free option accessible through a mobile device.

The provisions of this section shall not apply to:

- The operator of a vehicle/equipment that is lawfully parked or stopped;
- The use of voice-operated technology.
- The use of two-way radio transmitters or receivers by a licensee of the Federal Communications Commission (FCC).

b. ~~TEXTING—Texting or E-mail (sending or reading), either personal or business related, are prohibited while driving City vehicles or personal vehicles while conducting City business and while driving/operating City equipment of any kind.~~

b. All mobile devices are required to be backed up so that all communication and documents generated using the mobile device are easily retrievable.

c. Any electronic form of communication performed on a city owned device is considered the property of the City of Osage Beach. It is against City policy to reset a City device to factory default or to destroy any electronic form of communication performed on a City owned device.

8. Disciplinary Action

Violation of this policy may subject an employee to disciplinary action, per City Personnel Rules and Regulations, Section 125.150.

City of Osage Beach

Agenda Item Summary

Date of Meeting: October 3, 2019
Originator: Jeana Woods, City Administrator
Presenter: John Olivarri, Mayor
Date Submitted: September 24, 2019

Agenda Item:

Bill 19-66 - An ordinance of the City of Osage Beach, Missouri, authorizing the Mayor to enter into a Cooperation Agreement with Lake of the Ozarks Tri-County Lodging Association for a Destination Tournament Soccer Complex. *Second Reading*

Requested Action:

Second Reading of Bill #19-66

Ordinance Referenced for Action:

Board of Aldermen approval required per Section 110.230. Ordinances, Resolutions, Etc. – Generally and Section 110.240 Adoption of Ordinances.

Deadline for Action:

Yes - The cooperative agreement is a necessary step in moving the project forward in a timely manner.

Budgeted Item:

Not Applicable

Department Comments and Recommendation:

City Attorney Comments:

Per City Code 110.230, Bill 19-66 is in correct form.

City Administrator Comments:

The Mayor, City Administrator, and the City Attorney have been working through the details of the agreement in collaboration with outside legal and financial sources. This is the final negotiated agreement between the City and the Tri-County Lodging Association (TCLA) and is necessary to move forward with the project.

AN ORDINANCE OF THE CITY OF OSAGE BEACH, MISSOURI, AUTHORIZING THE MAYOR TO ENTER INTO A COOPERATION AGREEMENT WITH LAKE OF THE OZARKS TRI-COUNTY LODGING ASSOCIATION FOR A DESTINATION TOURNAMENT SOCCER COMPLEX.

WHEREAS, the Board of Aldermen has determined it is in the best interest of the City to enter into a cooperative agreement as the next necessary step in moving the project forward in a timely manner.

NOW THEREFORE, BE IT ORDAINED BY THE BOARD OF ALDERMEN OF THE CITY OF OSAGE BEACH, MISSOURI, AS FOLLOWS, TO WIT:

Section 1. The Board of Aldermen authorizes the Mayor to execute on behalf of the City to enter into a Cooperation Agreement with Lake of the Ozarks Tri-County Lodging Association for a Destination Tournament Soccer Complex in substantially the form attached hereto as "Exhibit A".

Section 2. The City Administrator is hereby authorized to take such further actions as are necessary to carry out the intent of this Ordinance and Contract.

Section 3. This Ordinance shall be in full force and effect from date of passage and approval by the Mayor.

READ FIRST TIME: September 19, 2019

READ SECOND TIME:

I hereby certify that the above Ordinance No. 19.66 was duly passed on _____ by the Board of Aldermen of the City of Osage Beach. The votes thereon were as follows:

Ayes: # Nays: # Abstain: # Absent: #

This Ordinance is hereby transmitted to the Mayor for his signature:

Date

Tara Berreth, City Clerk

Approved as to form:

Date

Edward B. Rucker, City Attorney

I hereby approve Ordinance No. 19.66

Date

John Olivarri, Mayor

ATTEST:

Tara Berreth, City Clerk

COOPERATION AGREEMENT

THIS COOPERATION AGREEMENT (this “*Agreement*”) is made and entered into as of _____, 2019 (the “*Effective Date*”) by and between the **CITY OF OSAGE BEACH, MISSOURI**, a fourth-class city and political subdivision of the State of Missouri (the “*City*”), the CAMDEN COUNTY BUSINESS DISTRICT, a lake area business district, the MILLER COUNTY BUSINESS DISTRICT, a lake area business district, the MORGAN COUNTY BUSINESS DISTRICT, a lake area business district, (collectively, the “*Business Districts*”) and the **LAKE OF THE OZARKS TRI-COUNTY LODGING ASSOCIATION**, a Missouri not-for-profit corporation (the “*TCLA*” and together with the City, and the Business Districts, the “*Parties*”).

RECITALS

A. The Parties desire to develop an approximately 51-acre tournament soccer complex (the “*Destination Tournament Soccer Complex*”) on the property described in **Exhibit A** attached hereto (the “*Project Site*”).

B. The development and operation of a Destination Tournament Soccer Complex, by hosting various regional and national tournaments, will promote tourism within the Business Districts and will enhance the recreational opportunities available to residents of and visitors to the City and surrounding areas.

C. In accordance with Sections 70.220 and 67.1175, RSMo, the Parties may cooperate with each other for the purpose of planning, developing, constructing and operating public facilities, including the proposed Destination Tournament Soccer Complex.

AGREEMENT

NOW, THEREFORE, in consideration of the premises and mutual promises contained herein and other good and valuable consideration, the adequacy and sufficiency of which are hereby acknowledged, the Parties hereto agree as follows:

1. Definitions of Words and Terms. In addition to the words and terms defined in the Recitals hereto, the following words and terms as used herein shall have the following meanings:

“*Bond Counsel*” means Gilmore & Bell, P.C., St. Louis, Missouri, or an attorney at law or a firm of attorneys acceptable to the Parties of nationally recognized standing in matters pertaining to the tax-exempt nature of interest on obligations issued by states and their political subdivisions, duly admitted to the practice of law before the highest court of any state of the United States of America or the District of Columbia.

“Bond Documents” means the documents associated with the issuance of the Bonds, including, without limitation, the Financing Agreement and any trust indentures, bond purchase or placement agreements, tax compliance agreements, continuing disclosure undertakings and offering documents associated with the Bonds.

“Bonds” means any bonds, notes or other obligations issued to finance or refinance the designing, constructing, installing and equipping of the Destination Tournament Soccer Complex.

“Business Districts Financing Contribution” means, subject to annual appropriation, an annual amount, which will include amounts agreed upon by the Parties designated for payment of debt service on the Bonds and amounts agreed upon by the Parties designated for the Capital Replacement Fund described in **Section 6(b)** but will not exceed the amount of tax revenues collected under the Lodging Tax Increase in each year.

“Capital Replacement Fund” means a fund or account established which will be used by the City to pay for the a) non-normal repair, b) replacement, or c) significant enhancement of the capital improvements at the Destination Tournament Soccer Complex, including turf, lighting, concession stands, restrooms, surface access or other infrastructure needs at the complex, as agreed to by the parties.

“Financing Agreement” means an agreement to be negotiated later by the Parties and the Issuer, pursuant to which the Issuer will agree to issue the Bonds, the Business Districts will agree to make the Business Districts Financing Contribution available for the repayment of the Bonds, and the City will use the proceeds from the Bonds to pay the costs of constructing and equipping the Destination Tournament Soccer Complex.

“Issuer” means (a) the Missouri Development Finance Board or (b) another entity mutually agreeable to the Parties that possesses the statutory powers necessary to issue the Bonds.

“Lodging Tax Increase” means the proposed Business Districts' lodging tax increases to be voted on by the qualified voters of the Business Districts on November 5, 2019.

“Project Capital Costs” means all costs of designing, constructing, installing and equipping the Destination Tournament Soccer Complex.

“Project Operational Costs” all costs necessary for the proper operation and maintenance of the Destination Tournament Soccer Complex, including, without limitation those costs described on **Exhibit B**.

2. Conditions Precedent to Performance.

(a) Except with respect to **Section 11** below, all obligations of the Parties are subject to the approval of the Lodging Tax Increase in the Camden County Lake Area Business District at the November 5, 2019 election.

(b) Following the approval of the Lodging Tax Increase in Camden County, the Parties agree to meet and negotiate in good faith the Financing Agreement, consistent with this agreement.

3. Acquisition of Project Site. The City shall secure the donation of the Project Site from the current property owner or otherwise acquire the Project Site prior to or simultaneously with the issuance of the Bonds. A separate site acquisition agreement shall be completed between Arrowhead Development LLC and the City and no funds from the Bonds shall be used for such acquisition.

4. Construction of Soccer Complex.

(a) The City shall control all aspects of the design and construction of the Destination Tournament Soccer Complex subject to the review and advice of a representative of one Business District and a representative of TCLA if it does not create a delay in the project, provided, however, that the Parties agree the Destination Tournament Soccer Complex will at a minimum, include:

- (i) Eight lighted and tournament style synthetic turf fields
- (ii) Concession Stands
- (iii) Permanent restroom facilities
- (iv) Paved parking areas
- (v) Roadway access

(b) The City will endeavor to complete construction of the Destination Tournament Soccer Complex in a prompt manner following issuance of the Bonds and shall provide the Business Districts and TCLA with periodic written updates regarding the construction process. Upon request of the Business Districts or TCLA, the City shall arrange for representatives of the Business Districts and TCLA to inspect the construction of the Destination Tournament Soccer Complex (subject to reasonable advance notice and safety precautions associated with an active work site).

(c) All construction contracts entered into in connection with the Destination Tournament Soccer Complex shall comply with all applicable federal and state laws and shall state that the contractor has no recourse against the Business Districts or against the TCLA with respect to the contractor's construction of any applicable portions of the Destination Tournament Soccer Complex. Each of the Business Districts and the TCLA may inspect any contracts or related documents entered into by the City in connection with the construction of the Destination Tournament Soccer Complex.

5. Financing of Soccer Complex.

(a) The Parties agree to cooperate in good faith with the Issuer to negotiate the Financing Agreement and cause the issuance of the Bonds. The Business Districts shall make the Business Districts Financing Contribution in the time and manner required by the Financing Agreement. The Parties expect that the Bonds will be issued in the first quarter of 2020, so as to provide funds to begin construction in Spring 2020. As part of the Financing Agreement, the Business Districts will directly pledge the Business Districts Financing Contribution to the trustee for the Bonds for payment of debt service on the Bonds and deposit into the Capital Replacement Fund.

(b) The Parties acknowledge that, in addition to the Financing Agreement, issuance of the Bonds may require that the City and the Business Districts enter into other Bond Documents customary to municipal bond transactions. The Parties will cooperate with each other, the Issuer and Bond Counsel to approve and execute such documents. The final terms of the Bonds shall be set forth in the Bond Documents approved by the Parties and the Issuer.

(c) The Parties may select their own financial advisors and other professionals (other than Bond Counsel, which shall be subject to mutual agreement as provided in **Section 1**) to advise them with respect to the issuance of the Bonds.

(d) Prior to the issuance of the Bonds, the Parties may incur Project Capital Costs. Any Project Capital Costs, plus any related costs for advice or consultations concerning the engineering, financing, managing, legal or operational issues connected with the project and incurred or paid by the Parties prior to the issuance of the Bonds may, by agreement of the Parties, be reimbursed from the proceeds of the Bonds.

6. Management and Operation of the Soccer Complex.

(a) The City will own, operate and maintain the Destination Tournament Soccer Complex as a public facility and shall be responsible for payment of all Project Operational Costs (except with respect to any repair, replacement or enhancement that may be paid from the Capital Replacement Fund). The City may enter into booking or management contracts with nationally recognized expert(s) in tournament operations to assist in attracting tournaments and other events that promote tourism at the Destination Tournament Soccer Complex. The City shall consult with Bond Counsel to ensure that no proposed contract violates any covenants or restrictions with respect to maintaining the exclusion of interest on the Bonds from federal gross income.

(b) The Parties shall establish a Capital Replacement Fund, which fund will be used by the City, to pay for the repair, replacement and enhancement of various capital improvements within the Destination Tournament Soccer Complex, including, without limitation, turf, lighting and restrooms. The Parties will mutually agree to an amount for the Capital Replacement Fund.

(c) The City shall use best efforts to operate concession stands, charge for parking at tournaments, obtain sponsorships, charge for advertising spaces and undertake other revenue-producing activities associated with the operation of the Destination Tournament Soccer Complex.

All such revenues generated by the City shall be used to pay Project Operational Costs. Any revenues in excess of the City's annual Project Operational Costs shall be deposited in the Capital Replacement Fund. If revenues are not sufficient to pay Project Operational Costs, the City shall fund Project Operational Costs from other sources, including withdrawals from the City's contributions to the Capital Replacement Fund. The City shall consult with Bond Counsel to ensure that no proposed sponsorship, naming rights or similar arrangement violates any covenants or restrictions with respect to maintaining the exclusion of interest on the Bonds from federal gross income.

(d) The City shall provide, at no charge, two places within the Destination Tournament Soccer Complex for the TCLA to advertise other tourism events within the geographic area served by the TCLA. Unless otherwise agreed to by the Parties, the location of such display shall be near (and of similar size to) advertisements and displays for prominent sponsors. The TCLA shall be responsible for all costs associated with the installation, maintenance and updating of the display.

7. Representations.

(a) The City represents, warrants, covenants and agrees as a basis for the undertakings on its part contained herein that:

(i) The City is a fourth-class city organized and existing under the laws of the State of Missouri, and by proper action has been duly authorized to execute, deliver and perform this Agreement; and

(ii) To the best of the City's knowledge, there are no lawsuits either pending or threatened that would affect the ability of the City to perform this Agreement.

(b) The Camden County Business District represents, warrants, covenants and agrees as a basis for the undertakings on its part contained herein that:

(i) the Camden County Business District is a lake area business district, organized and existing under Section 67.1170, RSMo; and

(ii) to the best of the Camden County Business District's knowledge, there are no lawsuits either pending or threatened that would affect the ability of the Camden County Business District to perform this Agreement.

(c) The Miller County Business District represents, warrants, covenants and agrees as a basis for the undertakings on its part contained herein that:

(i) the Miller County Business District, is a lake area business district, organized and existing under Section 67.1170, RSMo; and

(ii) to the best of the Miller County Business District's knowledge, there are no lawsuits either pending or threatened that would affect the ability of the Miller County Business District to perform this Agreement.

(d) The Morgan County Business District represents, warrants, covenants and agrees as a basis for the undertakings on its part contained herein that:

(i) the Morgan County Business District is a lake area business district, organized and existing under Section 67.1170, RSMo; and

(ii) to the best of the Morgan County Business District's knowledge, there are no lawsuits either pending or threatened that would affect the ability of the Morgan County Business District to perform this Agreement.

(e) The TCLA represents, warrants, covenants and agrees as a basis for the undertakings on its part contained herein that:

(i) the TCLA is not-for-profit corporation organized and existing under the laws of the State of Missouri, and by proper action has been duly authorized to execute, deliver and perform this Agreement; and

(ii) to the best of the TCLA's knowledge, there are no lawsuits either pending or threatened that would affect the ability of the TCLA to perform this Agreement.

8. Amendment or Modification. This Agreement may be amended or modified only by written instrument duly executed by the Parties hereto.

9. Third Party Rights. No person or entity who or which is not a party to this Agreement will have any right of action under this Agreement.

10. Severability. If any part, term or provision of this Agreement is held by a court of law to be illegal or otherwise unenforceable, such illegality or unenforceability will not affect the ,validity of any other part, term or provision, and the rights of the parties will be construed as if the part, term or provision was never part of this Agreement.

11. Costs to Prepare Agreement. The Parties may, at their option, seek reimbursement for any legal costs associated with this Agreement from the proceeds of the Bonds pursuant to paragraph 5(d).

12. Missouri Law. This Agreement shall be construed in accordance with and governed by the laws of the State of Missouri.

13. Counterparts. This Agreement may be executed in several counterparts, which shall constitute one and the same instrument.

[Remainder of Page Intentionally Left Blank]

IN WITNESS WHEREOF, the Parties have set their hands and seals the day and year first above written.

CITY OF OSAGE BEACH, MISSOURI

By: _____
Name: John Olivarri
Title: Mayor

(SEAL)

ATTEST:

By: _____
Name: Tara Berreth
Title: City Clerk

**CAMDEN COUNTY BUSINESS
DISTRICT**

By: _____
Name: Fred Dehner
Title: Chairperson

(SEAL)

ATTEST:

**MORGAN COUNTY BUSINESS
DISTRICT**

By: _____
Name: Ken Allen
Title: Chairperson

(SEAL)

ATTEST:

**MILLER COUNTY BUSINESS
DISTRICT**

By: _____
Name: Russell Burdette
Title: Chairperson

(SEAL)

ATTEST:

**LAKE OF THE OZARKS TRI-
COUNTY LODGING ASSOCIATION**

By: _____
Name: Sue Westenhaver
Title: Chairperson

(SEAL)

ATTEST:

By: _____
Name: _____
Title: Secretary

EXHIBIT A

LEGAL DESCRIPTION OF PROJECT SITE

EXHIBIT B

PROJECT OPERATIONAL COSTS

Project Operational Costs include all costs necessary for the operation and maintenance of the Destination Tournament Soccer Complex, including, without limitation:

- Grounds maintenance (mowing and landscaping, litter pickup, etc.)
- Synthetic turf maintenance and normal repair
- Lighting maintenance and normal repair
- Parking lot, sidewalk and fencing maintenance and normal repair
- Restroom maintenance and normal repair
- Utility fees (electricity, water, etc.)
- Building cleaning (restrooms, concession stands)
- Building maintenance and custodial supplies
- Equipment maintenance, repair and replacement upon end of useful life (bleachers, goals, netting)
- Insurance
- Marketing and booking (personnel, advertising, trade shows, travel, scheduling software)
- Security (camera system and officers)
- Employees (grounds crew, office, concession, parking lot attendants, game officials, supervisors)

City of Osage Beach
Agenda Item Summary

Date of Meeting: October 3, 2019
Originator: Cary Patterson, City Planner
Presenter: Cary Patterson, City Planner
Date Submitted: September 12, 2019

Agenda Item:

Bill 19-68 - Rezoning Case 402, Pearl Capital Management, LLC. is requesting a rezoning of property currently zoned A-1 (Agriculture) and C-1 (General Commercial) to R-3 (Multi Family). *First Reading*

Requested Action:

First Reading of Bill #19-68

Ordinance Referenced for Action:

Board of Aldermen approval required for an amendment to the Zoning Map per Municipal Code Chapter 405 Zoning Regulations.

Deadline for Action:

Yes - 90 day rule

Budgeted Item:

Not Applicable

Department Comments and Recommendation:

See attached Report and exhibits

The Planning Commission reviewed the request at their meeting on September 10, 2019 and have forwarded it to the Board with a unanimous recommendation for approval.

City Attorney Comments:

Per City Code 110.230, Bill 19-68 is in correct form.

City Administrator Comments:

I concur with the City Planner's recommendation.

AN ORDINANCE OF THE CITY OF OSAGE BEACH, MISSOURI, ADOPTING AN AMENDMENT TO THE ZONING MAP OF THE CITY OF OSAGE BEACH, MISSOURI BY REZONING 22.09 ACRES AS DESCRIBED IN REZONING CASE NO. 402.

BE IT ORDAINED BY THE BOARD OF ALDERMEN OF THE CITY OF OSAGE BEACH, MISSOURI, AS FOLLOWS, WIT:

Section 1. That the real estate, described as follows, 22.09 acres zoned C-1 (General Commercial) and A-1 (General Agricultural District) to R-3 (Multi-Family District)

See Exhibit A: Property Boundary Description.

Section 2. That the development as described herein and referred to as Case 402 shall conform to the provisions for the approved zones as listed in the Osage Beach Code of Ordinances.

Section 3. That this Ordinance shall be in full force and effect upon date of passage.

READ FIRST TIME:

READ SECOND TIME:

I hereby certify that the above Ordinance No. 19.68 was duly passed on _____ by the Board of Aldermen of the City of Osage Beach. The votes thereon were as follows:

Ayes: # Nays: # Abstain: # Absent: #

This Ordinance is hereby transmitted to the Mayor for his signature:

Date

Tara Berreth, City Clerk

Approved as to form:

Date

Edward B. Rucker, City Attorney

I hereby approve Ordinance No. 19.68.

Date

John Olivarri, Mayor

ATTEST:

Tara Berreth, City Clerk

**PLANNING DEPARTMENT
REPORT TO
PLANNING COMMISSION**

Date:	September 10, 2019	Case: 402
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Applicant: Pearl Capital Management, LLC

Location: Immediately off of the interchange on the west side of Nichols Road

Petition: Rezoning from C-1 (General Commercial) and A-1 (Agriculture) to R-3 (Multi Family)

Existing Use: The subject property is vacant.

Zoning: C-1 (General Commercial) and A-1 (Agriculture)

Tract Size: 22.09 acres

	<u>Surrounding Zoning:</u>	<u>Surrounding Land Use:</u>
<u>North:</u>	PUD	vacant
<u>South:</u>	C-1 and A-1	vacant
<u>East:</u>	PUD	vacant
<u>West:</u>	PUD/ C-1	vacant

**The Osage Beach Comprehensive Plan
Designates this area as appropriate for:** Commercial

<u>Rezoning History</u>	<u>Case #</u>	<u>Date</u>
Citywide		1984

Utilities: Water: City Electricity: Ameren UE
Sewer: City

Access: Property has frontage on Nichols Road

Analysis:

1. The applicant represents the owners of the vacant property in question. The property has been owned by the Kahrs Family since 1957.
2. The character of the area is undeveloped for the most part as the subject property is surrounded by property that was previously the home of golf courses. The Arrowhead Centre PUD is north and west and is currently undeveloped while being slated for commercial development in the future. The rest of the property surrounding the subject parcel is owned by the Kahrs Family and was previously part of the Sycamore Creek Golf Club and Osage Catfisheries. It is likely that we can expect the remainder of these properties to be the subject of rezoning requests as interest in its future development is cultivated.
3. The applicant intends to build a "Class A Apartment Home Community" on the property. The minimum lot size in an R-3 zone is 7500 sq. ft. with a maximum density of one family per 2500 sq. ft. This would allow 384 apartment units on the property at its maximum capacity. The development will be required to conform to all Building and Zoning Codes as well as the Design Guidelines for service construction.
4. The subject property is fronted and serviced by Nichols Road.

Department Comments:

The property is recommended for commercial use by the Comprehensive Plan. This is often the case for properties in close proximity to a thoroughfare interchange because uses of higher intensity are necessary to provide the best fit with the property's surroundings. In this case, we virtually have a clean slate situation with the surrounding properties being vacant. This provides the city and the property owners with the opportunity to dictate the best use for the property. As a community, we know that one of, if not our greatest need, is housing. This has been known for some time, but the need was reinforced by the findings of the housing study that was conducted by LOREDC, the lakes regional economic development group.

For the purposes of what would be beneficial to the City, having the additional, well maintained, housing units would not only serve a need of the community, but would be a better fit in the immediate area as opposed to other commercial uses allowed within a C-1 zone or something similar. Providing residential units in close proximity to two of the City's largest employers, the hospital and the school, would be a positive for both of those entities and their ability to recruit people to take the jobs that their organizations need to fill.

It is also important that the City be willing to promote development on properties such as this in order to continue to stimulate the commercial activity on the West Side of the Grand Glaize Bridge. Simply put, if the City approves this type of development it will serve to put more housing units on the west side of the bridge increasing the customer potential and the sheer numbers from which our businesses can draw patrons.

Under the Section 405.610 of the City Code of Ordinances for Amendments and Changes, bullet point 6 gives five matters that the city should consider before making a change in the use of property.

1. Relatedness of the proposed amendment to the goals and outlines of the long range physical plan for the City:

As I have already stated, the Comprehensive Plan calls for commercial development on the subject property.

However, the Comprehensive Plan also encourages the City to provide additional work force housing when the opportunity arises to locate it on property where it is compatible. This property and its surroundings provide a near perfect location for the type of development that is being requested by the applicant.

2. Existing uses of property within the general area of the property in question:

As previously stated, the area surrounding the subject property is almost completely undeveloped. It is a great opportunity for the city and the property owners to shape the area to best meet the needs of the community.

3. The zoning classification of property within the general area of the property in question:

As I stated previously, the subject property is surrounded on all sides by PUD, C-1, and A-1 districts. It can be expected that the property owned by the Kahrs Family will be the subject of redevelopment and rezoning efforts in the future to uses similar to the one we are currently while the Arrowhead Centre will be looking to maximize its development capabilities on the property to the north and west.

4. The suitability of the property in question to the uses permitted under the existing zoning classification:

The subject property is zoned C-1 and A-1. Commercial zoning is common for properties on interchanges within a community while agricultural zoning is common for properties around interchanges that are located in rural areas but not necessarily within communities and developed areas. In this case, the agricultural area contained a portion of the golf course and a home. As they do not intend to maintain the golf course, agricultural zoning is no longer the best fit for the subject property.

5. The trend of development, if any, in the general area of the property in question, including changes, if any, which have taken place in its present zoning classification:

The area surrounding the subject property is undergoing substantial changes in use. The Arrowhead Centre property is scheduled for a mix of commercial and residential uses while the Sycamore Creek property has yet to be defined as it pertains to its future uses but the Comprehensive Plan calls for a mix of commercial with some high and moderate density residential uses on the plus 200 acres associated with it..

According to the City Engineer, there is plenty of service capacity available to provide all required services to the subject property and Nichols Road also has plenty of capacity to provide safe and efficient ingress and egress from the corridor if the subject units were to be built. All services for the development will be required to meet the regulations established by the City and all construction will be required to be built in conformance with the Building Code that is adopted at the time a permit is approved for development.

Based on the analysis of the conditions pertaining to the subject petition, the Planning Department recommends approval of the request to rezone this property from A-1 (Agriculture) and C-1 (General Commercial) to R-3 (Multi Family). This property, if the request is approved, will be subject to the provisions for the approved zone as listed in the Osage Beach Municipal Code of Ordinances.



Date Received: 8.16.19
Case #: 402

REZONING/SPECIAL USE PERMIT APPLICATION

1. Name of property owner: <u>Pearl Capital Management, LLC</u>			Phone: <u>317-472 0271</u>
Address: <u>919 East St.</u>	City: <u>Indianapolis</u>	State: <u>IN</u>	Zip: <u>46202</u>
List all owners of the property. If corporation or partnership, list names, addresses and phone numbers of principal officers or partners:			
2. Name of landowner's representative, if different from above:			Phone:
Address:	City:	State:	Zip:
3. All correspondence relative to this application should be directed to whom? <u>Jeff Tegethoff</u>			
Address: <u>919 East St.</u>	City: <u>Indianapolis</u>	State: <u>IN</u>	Zip: <u>46202</u>
4. General location of property to be rezoned or for which special use permit is sought (include street numbers for existing structures):			
Address:	City:	State:	Zip:
<u>1170 Nichols Rd. - Adjacent to Nichols Rd. across and west of Osage Catfisheries</u>			
5. Do you have a specific use proposed for this property?			☒ Yes ☐ No
Explain all uses: <u>A large multifamily residential development</u>			
6. Area of property in square feet or acres: <u>22.09 Acres</u>			
7. Current zoning classification: <u>A-a & C-1</u>			
8. Sources of utilities:		Water: <u>City of Osage Beach</u>	Gas: <u>Summit Natural Gas</u>
		Sewer: <u>City of Osage Beach</u>	Electric: <u>Ameren, MO</u>
9. Proposed zoning classification: <u>R-3</u>			
10. How long have you owned this property? <u>62 Years</u>			
11. Current use of property (describe all improvements): <u>Residential and Golf Course</u>			
12. Current use of all property adjacent to subject property:		North: <u>Golf Course</u>	
South: <u>Commercial</u>	East: <u>Commercial</u>	West: <u>Golf Course</u>	

13. If zoning district or comparable use to that proposed adjoins or lies within the vicinity of subject property, please describe the use and its location:

N/A

14. Do you own property abutting or in the vicinity of the subject property? ☐ Yes ☒ No

If yes, where is the property located and why was it not included with this application?

15. Do any private covenants or restrictions encumber the subject property which could be in conflict with the proposed zoning classification? ☐ Yes ☒ No

If yes, please remit copy of restrictions with Recorder of Deeds Book and Page number.

16. To your knowledge, has any previous application for the reclassification of the subject property been submitted? ☐ Yes ☒ No

17. How, in your opinion, will the rezoning affect public facilities (sewer, water, schools, roads, etc.), and what mitigating measures are proposed to address these problems, if any? Please include a letter from or regarding, City Engineering Department reviews of proposed zoning.

We do not feel it would significantly affect public facilities.

18. How, in your opinion, will rezoning affect adjacent properties and what mitigating measures are proposed to address these problems, if any?

We do not feel the project will negatively affect adjacent properties.

19. List the reasons why, in your opinion, this application for rezoning/special use permit should be granted (may be left blank if adequately described in letter to Planning Commission):

To allow a project that will benefit residents of the City to move forward.

Notary Information

State of Missouri)

County of ~~Camden~~ ^{St. Louis})

ss

I, Jeff Tegethoff, owner/applicant, having read the procedures and instructions, make application for a change in the zoning district boundary lines as shown on the zoning maps of the City of Osage Beach, Missouri and explained in this application.

Signature Owner/Applicant: [Signature]

Date: August 12, 2019

Subscribed and sworn to before me on this 12th day of August, 2019.

Notary Public: [Signature]

My Commission Expires: April 13, 2022

Person Accepting this Application: _____

TINA M. RICCIOTTI
Notary Public - Notary Seal
STATE OF MISSOURI
St. Louis County
My Commission Expires April 13, 2022
Commission #14604549

****Applications not properly signed and notarized may be removed from the Agenda and returned to the applicant via regular mail****

CITY OF OSAGE BEACH
PLANNING DEPARTMENT
1000 CITY PARKWAY
OSAGE BEACH, MO 65065
573-302-2000 Phone - 573-302-0528 FAX

August 14, 2019

Planning Commission
City of Osage Beach
1000 City Parkway
Osage Beach, MO 65065

Dear Members of the Commission,

After having lived full time in the Lake of the Ozarks area, it became very evident there was a shortage of new, quality housing for rent. My wife and I are still homeowners in Sunrise Beach.

My wife worked full time at Lake Regional in Osage Beach as an Occupational Therapist since graduating from University of Missouri in Columbia. Her biggest challenge was finding quality housing in Osage Beach in her price range. After meeting with many of her co-workers that were nurses, physical therapist, occupational therapist, young doctors, etc...., it became clear that many struggled with finding long term housing options. This led me to inquire with many employers in the area that stressed they struggled to attract talented employees to the lake area because of the lack of full-time housing options.

After meeting Steve Kahrs and the Kahrs family, we knew their family's property along Nichols Road would be a perfect site to build a "Class A" Apartment home community. Given the sites proximity to large employers (including the hospital) and the new elementary school, it is perfect for this opportunity.

The property has been in the Kahrs family since 1957. They are very proud of the ground and are also excited to bring a quality project to the community they grew up in. There have been no issues in the past present as it relates to the ground.

We are respectfully asking for your positive recommendation to re-zone the parcels as the first step in developing our new multi-family project.

Sincerely,



Jeff Tegethoff

Owner's List per Camden County, MO Tax Record

Subject Tract Title Record

Osage Golf, LP
1170 Nichols Road
Osage Beach, MO 65065
Book 407, Pager 05

Kahrs Family Properties, LLC
1170 Nichols Road
Osage Beach, MO 65065
Book 758, Pager 283

Karen J. Kahrs
1157 Nichols Road
Osage Beach, MO 65065
Book 682, Page 88

Adjoining Property Owners within 185 feet

Dogwood Hills Golf Course, Inc
1252 Highway KK
Osage Beach, MO 65065
Book 739, Page 343
Book 395, Page 023

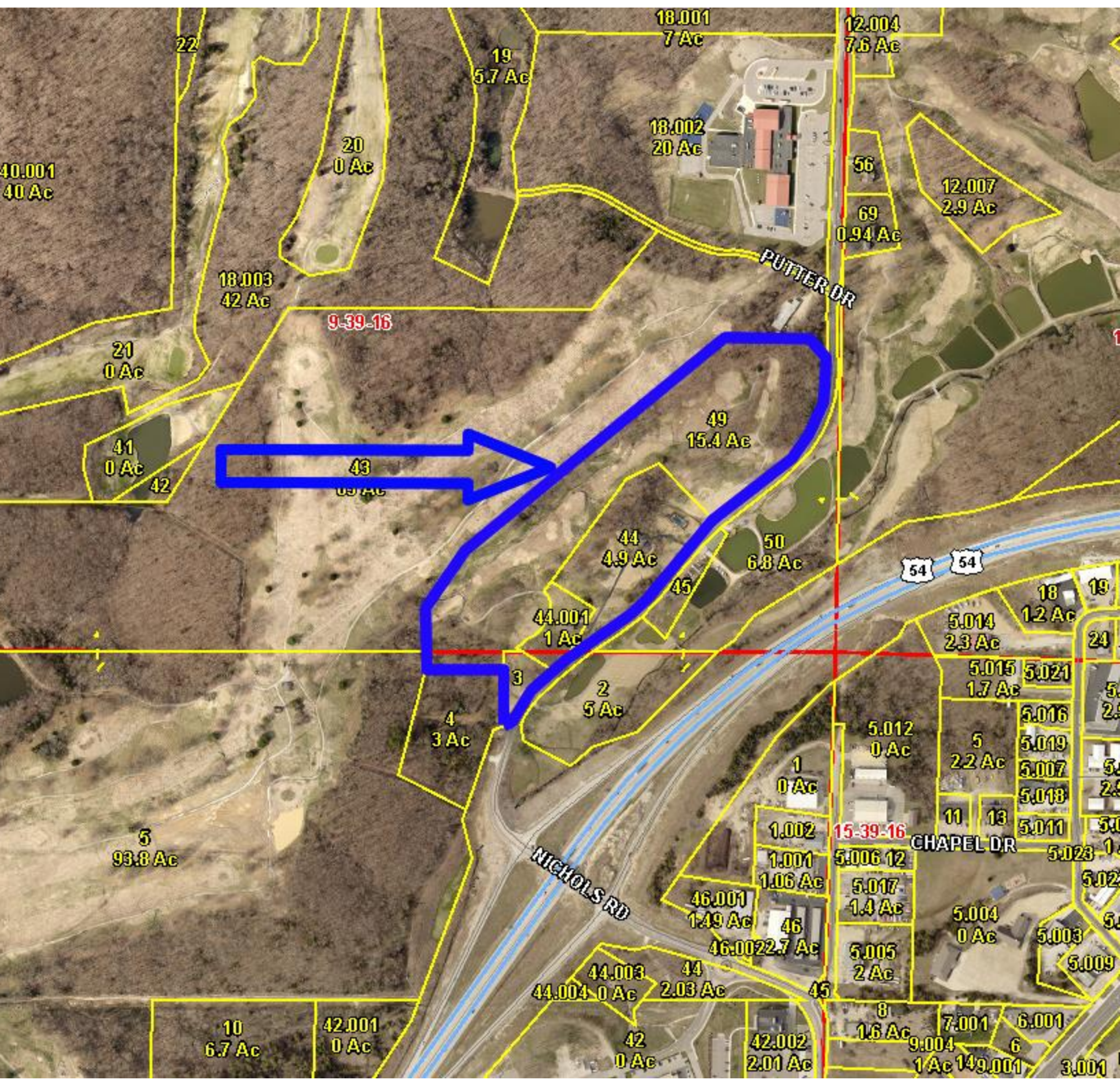
Byrne Family Holdings, LLC
2267 Peninsula Court
Osage Beach, MO 65065
Book 533, Page 485

Osage Golf, LP
1170 Nichols Road
Osage Beach, MO 65065
Book 407, Pager 05

Kahrs Family Properties, LLC
1170 Nichols Road
Osage Beach, MO 65065
Book 758, Pager 283

Camdenton Reorganized School District R-III
PO Box 1409
Camdenton, MO 65020
Book 746, Page 101

***Book and Page Numbers refer to the Records of Camden County, MO**



City of Osage Beach
Agenda Item Summary

Date of Meeting: October 3, 2019
Originator: Edward Rucker, City Attorney
Presenter: Edward Rucker, City Attorney
Date Submitted: September 24, 2019

Agenda Item:

Bill 19-69 - An ordinance of the City of Osage Beach, Missouri, relating to the control and use of City Right of Way and establishing new sections 700.040 and 700.045 of the Municipal Code of Ordinances.

Requested Action:

First Reading of Bill #19-69

Ordinance Referenced for Action:

Board of Aldermen approval required per Section 110.230. Ordinances, Resolutions, Etc. – Generally and Section 110.240 Adoption of Ordinances.

Deadline for Action:

No

Budgeted Item:

Not Applicable

Department Comments and Recommendation:

This bill will clarify the right of the Board of Alderman to control all city right of way and delegate to staff the limited ability to approve certain routine incursions of the right of way, for instance a new driveway or an underground change, to the City Administrator with the advice and concurrence of the Public Works Director and the Building Official.

City Attorney Comments:

Per City Code 110.230, Bill 19-69 is in correct form.

City Administrator Comments:

I concur with the City Attorney's recommendation.

AN ORDINANCE OF THE CITY OF OSAGE BEACH, MISSOURI, RELATING TO THE CONTROL AND USE OF CITY RIGHT OF WAY AND ESTABLISHING NEW SECTIONS 700.040 AND 700.045 OF THE CODE OF ORDINANCES

WHEREAS, the use of City right-of-way is important to the citizens and businesses of Osage Beach who depend on the delivery of reliable and consistent utility services; and,

WHEREAS, the right-of-way users deliver important services to the community; and

WHEREAS, the Board of Alderman determines in this ordinance that it is critical that the right of way is used and managed to preserve existing uses and accommodate new uses in a fair and rational manner ensuring efficient delivery of services and fostering a climate welcoming to innovation and improved delivery of services and fostering a climate welcoming to innovation and improved delivery of services;

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

Section 1. That a new Section 700.040 and 700.045 of the Osage Beach Code of Ordinances are hereby adopted and shall read as follows:

SECTION 700.040: RIGHT-OF-WAY USES

A. Reservation of Decision-Making Authority. Subject to the provisions of Section 700.045 of this Code, the Board of Aldermen hereby reserves to itself alone, the exclusive authority to permit, plan and allocate the use all City right of way by and between all users.

B. Current Uses. All current and existing uses and users within the right of way are hereby approved for continued use in the format, footprint and condition of their use as of November 1, 2019.

C. Application for Change or Enlargement of Use. Any current user who desires to change, amend expand, or otherwise alter their current use in the right of way, shall do so only upon application for such change describing the need therefor, the location and description of the new equipment to be installed, the schedule for removal of any of that user's obsolete equipment and impact of the change on all other current users.

D. Application for a new use. Any application desiring to place a new use in the right of way shall apply in a form prepared and approved by the Building Official and the City Administrator. Such information shall include at a minimum:

1. A demonstration that the new use will not interfere with or adversely impact any

existing use or user of the right of way, or the property rights of any person, firm corporation or other legal entity.

2. Evidence that the new use is necessary for the delivery of a public service or utility such as water, sewer, gas, steam, electricity, internet or telecommunications services.

3. Evidence that the new use is established for the benefit of and to provide services to those who reside within the City of Osage Beach.

4. A plan for the removal of any equipment when it becomes obsolete or abandoned by the applicant.

SECTION 700.045: RIGHT OF WAY REPAIRS AND INCURSIONS

A. Limited Delegation of Decision-Making Authority. Subject to the provisions of Section 700.040 above the Board of Aldermen hereby delegates to the City Administrator, upon concurrence of the Building Official and the Public Works Director, the authority to permit, within the City Right of Way any of the following:

- a. The repair of installation of any driveway apron on sidewalk;
- b. Repair of any existing users' current infrastructure;
- c. Repairs of new equipment installed below ground, not visible above ground and which does not adversely impact any current user.

B. Permits Under Section 700.045 - Any Right of Way incursion or repairs granted under Section 700.045 A, above shall require the concurrence of the following, the City Administrator, the Building Official or the Public Works Director may refer an application under this section to the Board of Aldermen at their next meeting, when they deem it in the best interest of the City for the Board to make the decision on that application.

Section 2. Severability

The chapters, sections, paragraph, sentences, clauses and phrases of this ordinance are severable, and if any phrase, clause, sentence, paragraph or section of this ordinance shall be declared unconstitutional or otherwise invalid by the valid judgment or decree of any Court of any competent jurisdiction, such unconstitutionality or invalidity shall not affect any of the remaining phrases, clauses, sentences, paragraphs, or sections of this ordinance since the same would have been enacted by the Board of Aldermen without the incorporation in this ordinance of any such unconstitutional or invalid phrase, clause, sentence, paragraph or section.

Section 3. Repeal of Ordinance not to affect liabilities, etc.

Whenever any part of this ordinance shall be repealed or modified, either expressly or by implication, by a subsequent ordinance, that part of the ordinance thus repealed or modified shall continue in force until the subsequent ordinance repealing or modifying the ordinance shall go into effect unless therein otherwise expressly provided; but no sit, prosecution, proceeding, right, fine or penalty instituted, created, given, secured or accrued under this ordinance previous to its repeal shall be affected, released or discharged but may be prosecuted, enjoined and recovered as fully as if this ordinance or provisions had continued force, unless it shall be therein otherwise expressly provided.

Section 4. That this Ordinance shall be in full force and effect from and after the date of passage and approval of the Mayor.

READ FIRST TIME:

READ SECOND TIME:

I hereby certify that the above Ordinance No. 19.69 was duly passed on _____ by the Board of Aldermen of the City of Osage Beach. The votes thereon were as follows:

Ayes: # Nays: # Abstain: # Absent: #

This Ordinance is hereby transmitted to the Mayor for his signature:

Date

Tara Berreth, City Clerk

Approved as to form:

Date

Edward B. Rucker, City Attorney

I hereby approve Ordinance No. 19.69.

Date

John Olivarri, Mayor

ATTEST:

Tara Berreth, City Clerk

City of Osage Beach
Agenda Item Summary

Date of Meeting: October 3, 2019
Originator: Jeana Woods, City Administrator
Presenter: Jeana Woods, City Administrator
Date Submitted: September 24, 2019

Agenda Item:

Bill 19-70 - An ordinance of the City of Osage Beach, Missouri, authorizing the Mayor to execute a multi-year contract with Buxton Company for economic development tools and services in an amount not to exceed \$65,000 in year one. *First and Second Reading*

Requested Action:

First & Second Reading of Bill #19-70

Ordinance Referenced for Action:

Board of Aldermen approval required for purchases over \$15,000 per Municipal Code Chapter 135; Article II: Purchasing, Procurement, Transfers, and Sales.

Deadline for Action:

Yes - Proposal has an effective expiration date.

Budgeted Item:

Yes

Budget Line Item/Title: 10-21-733800 Professional Services

FY19 Budgeted Amount:	\$65,000
Expenditures to Date (09/23/2019):	(\$ 0)
Available:	\$65,000
Requested Amount:	\$65,000

Department Comments and Recommendation:

Not Applicable

City Attorney Comments:

Per City Code 110.230, Bill 19-70 is in correct form.

City Administrator Comments:

Buxton Company is a leading consumer analytic company who partners with municipalities to provide city government solutions for retail recruitment, retail base support, tax base increases through attraction, understanding the retail market, and other long-term economic development strategies through data, technology, and expertise of the markets. A Buxton partnership will provide these services through their tools and solutions through dedicated support teams who act as an extension of our staff.

The proposal outlines the following objectives and covers an optional multi-year time period. The first year is budgeted in FY2019 at \$65,000. Cost for additional years and support are outline in the proposal.

Proposal Objectives:

- Develop profile of residents and visitors, leveraging analytics,
- Tools and services to understand current retail and restaurant economic conditions,
- Tools and services to recruit new retailer and restaurants,
- Tools and services to for retention of existing retailers and restaurants.

I am confident that these objectives through a partnership with Buxton will support and assist in targeting development, support existing business, and provided valuable data for a wide range of economic enhancements.

Because the Board has discussed this on prior occasions and due to the expiration of the proposal submitted, a first and second reading is being requested. Proposal does state an expiration of September 30, 2019; however, I have been given a verbal waiver of a short time for the purposes of this request to the Board of Aldermen.



Proposal

RETAIL RECRUITMENT & MOBILE VISITOR INSIGHTS SOLUTION



Prepared by: Chris Gracela
Expiration: September 30, 2019

Buxton[®]

OUR VALUE PROPOSITION

Since our founding in 1994, Buxton has been a leading force in retail site selection and development. We are recognized for creating solutions that provide results. Buxton began as a service to help retailers make informed site selection decisions by understanding their customers and precisely determining their markets. Buxton soon realized that the company's expertise in retail site and market analysis could also be leveraged to benefit communities desiring retail expansion.



More than simply providing data, Buxton supplies custom marketing materials and strategies targeting the unique site requirements of retailers, developers, and commercial real estate brokers. Buxton clients achieve outstanding success using our tools for retail identification, selection, and recruitment. Clients benefit from Buxton's unique understanding of site selection from the retailer's point of view.

- **Grow Your Community.** Create new, permanent jobs that will satisfy your citizens' desire to shop at home; retain dollars currently spent outside of your community and maximize revenue growth to fund city services
- **Leverage Buxton's Retail Industry Expertise.** Establish credibility with decision makers by providing factual evidence to support your site and gain a competitive position by leveraging our experience:
 - 4,000+ total clients from the retail, restaurant, healthcare, and public sector industries
 - 800+ public sector clients nationwide
 - 40+ million square feet of retail space recruited
 - 500+ cumulative years of retail management and economic development experience
- **Access Your Buxton Solution with Ease.** Utilize your best-in-class retail recruitment solution via SCOUT™ with the touch of a button from any mobile device; gain answers to your retail recruitment and site analysis questions and have the big picture in the palm of your hand
- **Develop a Long-Term Partnership.** Receive personal guidance and ongoing insight into key industry topics

SCOPE OF SERVICES

Buxton is pleased to present this proposal to the City of Osage Beach, Missouri ("Osage Beach"). The purpose of this proposal is to outline and review your community development objectives and how Buxton's solutions will enhance your ability to effectively meet those objectives.

Osage Beach's Objectives:

1. **Develop profile of residents and visitors, leveraging mobile analytics**
2. **Understand current retail and restaurant economic condition**
3. **Recruit new retailers and restaurants**
4. **Retain existing retailers and restaurants**

Retail Recruitment and Retention Solution: Your Community & Visitor Profile

Our solution is a total marketing strategy that enables community leaders to understand the consumer profile of their residents and to identify specific retailers and restaurants who seek a market with household purchasing habits just like yours. This solution provides you with the ability to actively pursue identified retailers, making a compelling case for their expansion to Osage Beach by utilizing custom marketing packages that Buxton will create for you. You will have access to the same analytical information and insights retailers depend on today to make site selection decisions. This knowledge will provide you with instant credibility and the ability to differentiate your community.

Step 1 – Research Your Community

Buxton uses over 250 consumer and business databases that are updated regularly and compares your potential sites to the universe of all competing sites operating in the U.S. We define your current retail situation and those in any neighboring communities that impact your retail environment.

Step 2 – Define and Evaluate Your Trade Area

Customers shop by convenience, measuring distance based on time, not mileage. We will conduct a custom drive-time analysis to determine your trade area using our proprietary methodology and knowledge of individual retail clients' actual trade areas. Your drive-time trade area will be provided to you as a map that accurately depicts your consumer shopping patterns.

Step 3 – Profile Your Trade Area's Residential and Visitor Customers

You will have insights into more than 7,500 categories of lifestyles, purchase behaviors, and media reading and viewing habits of your residents and visitors. Buxton will develop three (3) unique profiles for your solution:

1. **Residential Profile** – will analyze all the households in your drive-time trade area.
2. **Visitor Profile (non-resident)** – will analyze mobile data devices for a recent twelve-month (12) period where the device holder's originating address is located outside of your city limits (domestic addresses only). Buxton will combine this mobile dataset with our other household-level data, which provides Buxton with a way to develop an accurate consumer profile of the visitors to your community.
3. **Combined Total Community Consumer Profile** – Buxton will combine your residential and visitor profiles to develop your overall consumer profile which will be used to match retailers and restaurants to your community.

Step 4 – We Match Retailers and Restaurants to Market Potential

Buxton will match the combined consumer profile against the customer profiles of 5,000+ retailers in our proprietary database. We will identify the similarity between the two profiles analyzed using Buxton's proprietary retail matching algorithm to determine if your site presents an attractive opportunity for each retailer. We then qualify the list of matched results to verify that a retailer is currently operating or expanding, that they operate in similar sites, and that your site affords adequate buffer from competition and cannibalization to be realistically considered.

Step 5 – We Create Marketing Packages

Buxton will assemble individualized marketing packages for up to twenty (20) targeted retailers. We will notify each retailer's key real estate decision maker by letter, informing them that they have been qualified by Buxton as a potential viable fit for your site and should expect to be contacted by a representative of the city.

Your marketing packages will be delivered to you in SCOUT, an application in the Buxton Analytics Platform, and include a:

1. Map of the retail site and trade area
2. Map of the retailer's potential customers
3. Retailer match report that compares the site's trade area characteristics and consumer profile with the retailer's sites in similar trade areas

Step 6 – Additional Profiles

In addition to the profiles mentioned in Step 3, Buxton will provide Osage Beach with an overall profile for each season (spring, summer, fall, and winter), an overall profile for likely second homeowners, and one profile for a key destination area in the city to be specified by the city prior to the kick-off of the project. We will use mobile analytics to develop profiles of visitors with home addresses within the United States.

Buxton will work with Osage Beach to determine the business rules that will be used to define which visitors represent likely second homeowners.

All profiles will be deployed to a Tableau dashboard for visualization and comparison. Profiles will also be deployed to the Buxton Analytics Platform for visualization of actual and lookalike visitors. Exact home locations will be shifted slightly in the platform for privacy purposes.

Step 7 – We Provide Business Retention Tools

Buxton will provide reports through SCOUT that can be used to support business retention efforts by helping local business owners to make better business decision. To access the profiles that Buxton will provide for Osage Beach, Buxton is providing Tableau to view and interact with the six (6) profiles. In addition, Buxton is pleased to offer Osage Beach access to LSMx. LSMx, which stands for Local Store Marketing powered by Buxton, is a customer acquisition solution designed specifically for small business owners and franchisees. Osage Beach can also leverage this tool to support local businesses and entrepreneurs, foster an environment that encourages private-public partnerships, and strengthen the business climate in their community. Upon execution of the LSMx Addendum, Osage Beach will have access to up to 25 complimentary* LSMx monthly subscriptions/license codes to distribute to local retailers, restaurants and service providers.

Solution Deliverables:

- Buxton Analytics Platform/SCOUT access
- Drive time trade area maps
- Retail site assessment

- Nine (9) profiles deployed to a Tableau dashboard for comparison and to the Buxton Analytics Platform for visualization:
 - Residential profile
 - Overall visitor profile
 - Combined profile (residents and overall visitors)
 - Overall profile for each season (spring, summer, fall, and winter)
 - One profile for likely second homeowners in the city
 - One profile for a key destination area in the city to be specified before kick-off of project
- Retailer specific marketing packages (for up to twenty (20) retailers)
- LSMx subscriptions (for up to twenty-five (25) monthly license codes)*

Multi Year Deliverables:

Years 2 and 3 of this agreement will include a Retail Recruitment model refresh, retail marketing packages, LSMx subscriptions,* and full access to the Buxton Analytics Platform.

**LSMx deliverables are contingent upon Osage Beach executing the LSMx Addendum and the terms and conditions described therein.*

Access and Use Your Retail Recruitment Solution via the Buxton Analytics Platform

Buxton's Retail Recruitment and Retention solution will allow you to actively recruit retailers to your community and support existing businesses with just a few clicks using SCOUT, which provides you with crucial information about your community, your trade areas, your residents, and much more. SCOUT is a geospatial application in the web-based Buxton Analytics Platform, which is accessible with an Internet connection. It is designed to give decision-makers in your community access to the data and solutions that will assist them in making better business decisions. The Retail Recruitment and Retention solution enables four (4) SCOUT users with the ability to run demographic and trade area profile reports, and view maps and other data elements.

In SCOUT you will be able to:

- Identify retail matches
- Run variable reports
- View city limit maps
- Run healthcare reports
- See existing locations for prospective retailers to avoid cannibalization
- See aerial view
- View physician intelligence
- Run comparable reports
- Run demographic reports
- Track outreach activity to quickly report on recruitment efforts

Support local business retention and expansion efforts with reports contained in the SCOUT reporting suite, including but not limited to:

Consumer Propensity Report

Quantifies likelihood of consumers of a given trade area to consume various goods and services or possess certain attitudes and opinions. This report can help local entrepreneurs, business owners and store managers better optimize their merchandise/product offerings or their local marketing strategies.

Create Profiles Report

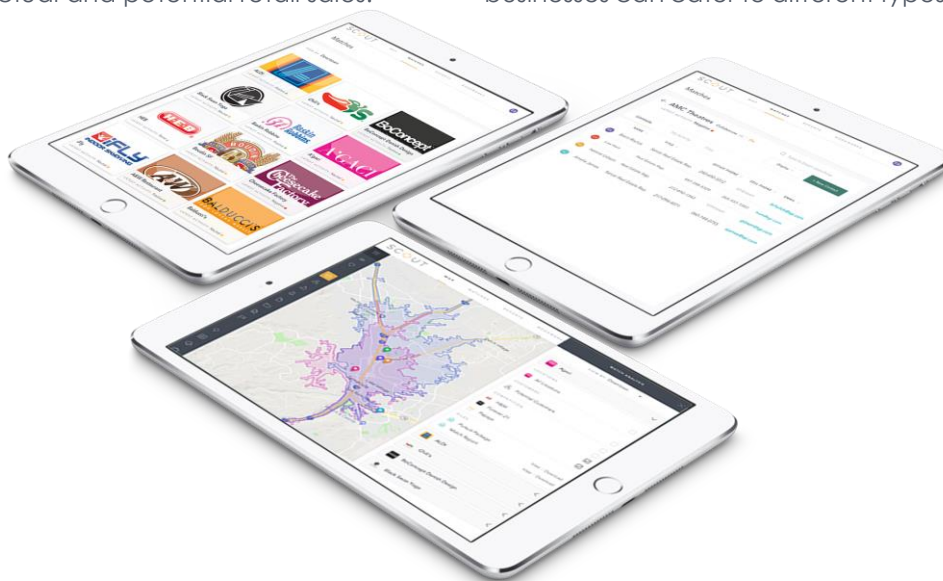
Profiles a specific trade area to determine the likes/dislikes, spending behavior, and marketing preferences of the households and workers within that geography. This report can help local businesses evaluate a market's retail potential or enhance marketing efforts.

Retail Leakage and Surplus Report

Quantifies the potential surplus or leakage in a trade area. This guide can help businesses understand how well the retail needs of residents are being met, uncover unmet demand and opportunities, and measure the difference between actual and potential retail sales.

Count Base Daytime Population Report

Examines the workforce in the study area and provides a count of the workforce population by industry. This report allows retail and restaurant owners to gain insights about how the population in the trade area differs during work hours so local businesses can cater to different types of workers.



SUPPORT

Buxton Analytics Platform Technical Requirements

The Buxton Analytics Platform can be accessed at the following URL: www.buxtonco.com

The Buxton Analytics Platform is a web-based collection of applications accessible on any desktop, laptop, or mobile tablet device that has an Internet connection. When operating the platform, Buxton's recommended hardware configuration is 4-core CPU, 4 GB RAM (or higher). Examples include most modern-day laptops or desktops purchased within the last 3 years, iPad Pro 2017 or newer, Microsoft Surface Pro 2 or newer, or Samsung Galaxy Tab S3. The recommended browser for accessing the platform is the latest version of Chrome.

Buxton's Helpdesk

(1-817-332-3681) is available during normal office hours (8:00 AM-5:00 PM CST, excluding weekends and public holidays). Buxton's Helpdesk team will be available to support all educational, functional, and technical inquiries and will respond to all requests within twenty-four (24) hours of submission.

Buxton's Helpdesk

Monday – Friday: 8:00 am – 5:00 pm CST

1-817-332-3681

TERM, FEES, AND DELIVERY

Agreement Term

Three (3) Years

Year 1 Fee (100% invoiced upon execution of this agreement)	\$65,000
Year 2 Fee (Invoiced 1 st anniversary of this agreement)	\$50,000
Year 3 Fee (Invoiced 2 nd anniversary of this agreement)	\$50,000

Delivery Osage Beach will have access to retail match lists and marketing packages within sixty (60) business days of execution and receipt of the additional location to be studied in the visitor analysis.

Your Buxton Analytics Platform access will be enabled within ten (10) business days of the execution of this agreement. Osage Beach will have access to retail match lists and marketing packages within sixty (60) business days of execution and receipt of the additional location to be studied in the visitor analysis. The initial term of this agreement is for three (3) years with services invoiced annually. However, at any time during this initial 3-year term, Osage Beach may cancel services for the following year by providing written notice to Buxton at least sixty (60) days in advance of a yearly renewal. If Osage Beach cancels services prior to the expiration of the initial term, Osage Beach will be invoiced 10% of the total remaining balance. All service fees associated with this agreement are due in net ten (10) days of the date of the invoice. Execution of this agreement will act as full consent that Buxton may include Osage Beach on its client list and in presentations and public relations efforts. Additionally, Buxton may issue a press release announcing Osage Beach as a client. When doing so, Buxton will not reveal information that is confidential and proprietary to Osage Beach.

Buxton

City of Osage Beach, Missouri

Signature

Signature

Printed Name

Printed Name

Title

Date

Title

Date

Please provide us with a primary point of contact for invoice receipt.

Please provide us with a primary point of contact.

Name:

Name:

Phone:

Phone:

Email:

Email:

Preferred Method of Receipt: Email OR U.S. Mail

PROJECT TIMELINE



OPTIONAL RECOMMENDED SOLUTIONS (SEPARATELY SCOPED)

GPS On Demand Reporting: \$10,000

Through the GPS On Demand Reporting module in SCOUT, Buxton allows users to draw their own custom geofenced territories to run custom reports. These reports can be generated for various geographies, including block groups, City Limits, Counties and ZIP Codes. Using the reporting module, SCOUT samples the GPS traffic data within the custom geofenced territory, ties it back to residential consumer points, de-identifies the visitors for privacy concerns, and then builds a profile of the people who visit the territory to provide on-the-spot insights on visitors to a territory.

Additional Visitor Profile: \$5,000

In addition to the visitor profiles outlined in the scope of work, Buxton can provide Osage Beach with additional visitor profiles at a rate of \$5,000 per profile. We will use mobile analytics to develop profiles of visitors with home addresses within the United States.



LSMx Addendum

Business Retention Supplement

Buxton®



Prepared by Chris Gracela

August 27, 2019

City of Osage Beach, Missouri

1000 City Parkway

Osage Beach, MO 65065

This Addendum is entered into between the City of Osage Beach, Missouri ("Osage Beach"), Buxton Company ("Buxton"), and LSMx, Inc. ("LSMx") (each a "Party" and collectively the "Parties"). This Addendum is attached to and made part of the Agreement between Buxton and Osage Beach, dated _____ ("Buxton Agreement").

The purpose of this Addendum is to provide Osage Beach with access to LSMx software subscriptions for the Term of the Buxton Agreement, unless terminated earlier as set forth in the Buxton Agreement. The Parties acknowledge that this Addendum and each of its provisions is expressly contingent upon the Buxton Agreement and associated fees remaining in full force and effect.

Background

LSMx, which stands for **L**ocal **S**tore **M**arketing powered by Buxton, is a proprietary customer acquisition solution designed specifically for small business owners and franchisees. Local governments and economic development agencies can also leverage this tool to support local businesses and entrepreneurs, foster an environment that encourages private-public partnerships, and strengthen the business climate in their community. For each month of the Term of the Buxton Agreement, Osage Beach will have access to up to 25 complimentary LSMx monthly subscriptions.

Deliverables and Terms

- Up to 25 LSMx subscriptions will be provided at no additional charge to Osage Beach for designation of access at Osage Beach's sole discretion to local retail, restaurant and service provider subscribers (each a "subscriber") during the Term of the Buxton Agreement.
- Any default or termination under the Buxton Agreement will also constitute a default and termination under this Addendum. In the event that the Buxton Agreement is terminated, the 25 monthly subscriptions will be canceled, at which time, each Subscriber will have the option of continuing their subscription at standard rates. Standard rates will be the prevailing rate at the time of cancellation.
- All fees associated with advertising campaigns executed via the LSMx software by the subscriber are at an additional cost to the subscriber. Each subscriber executing advertising campaigns within the LSMx software are responsible for such costs via the credit card information they provide in the LSMx software.
- If Osage Beach requests services not specified in this Addendum, the parties shall enter into an additional Addendum setting forth the additional services, fees, and other mutually agreed upon terms.
- The Parties to this Addendum expressly agree to the following terms and conditions:
 - Each subscriber will be subject to the applicable terms and conditions contained in the LSMx software license agreement accessed via the LSMx software.
 - The LSMx software is provided to each subscriber under a non-exclusive, non-transferable, limited, non-sublicensable, revocable license to access and use the LSMx software.
 - The LSMx software is not being sold to Osage Beach or a subscriber and it is not available for resell.
 - The LSMx software license does not convey any rights in or to the LSMx software or any patent, copyright, trademark or any other intellectual property rights of LSMx.

LSMx retains all right, title, and interest in and to the LSMx software (including any upgrades, improvements, modifications, derivatives, and refinements to the LSMx software).

The parties hereby agree to and accept the terms of this Addendum as of the date written below.

Buxton Company

City of Osage Beach, Missouri

By: _____

By: _____

Name: David Glover

Name: _____

Title: Chief Financial Officer

Title: _____

Date: _____

Date: _____

LSMx, Inc.

By: _____

Name: David Glover

Title: Chief Financial Officer

Date: _____

LSM Benefits

Powered by  Buxton™

LSMx, **Local Store Marketing** powered by Buxton, is a simple, but powerful, customer acquisition solution that allows local business owners to easily see and understand:

- Who and where their best potential customers are coming from
- How far their most valuable customers are willing to drive to their location
- How many potential customers are near or around them

LSMx:

- Alerts users about upcoming local events that could be driving business
- Shows where specific competitors are in relation to potential customers
- Highlights traffic congestion that might interfere with performance

Key Differentiator

LSMx completely executes marketing campaigns to the potential customers users see right from their mobile device in just minutes. Local businesses can target the potential customers that LSMx identifies with any or all the following marketing channels:

- Direct Mail
- Email
- Facebook
- Google
- Mobile Banner Ads

Benefits to Osage Beach

- Encourages private-public partnerships
- Supports local businesses
- Provides local businesses with resources (analytics, application, marketing automation, marketing execution) normally reserved for much larger entities
- Supports business retention
- Supports localization efforts
- Supports increase in local tax income because businesses can be more successful