



# City of Ozark Missouri

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## March 26, 2012 Board of Aldermen Legislative Noon Work Session

The Ozark Board of Aldermen met in Regular Session at 12:00 p.m. at the Ozark City Hall in Ozark, Missouri. Mayor Shane L. Nelson presided over the meeting: Alderman Eddie Campbell, Alderman Jim Stewart, Alderman Rick Gardner, and Alderman Mark Spinabella were present. Also attending City Administrator Steve Childers, City Attorney David Collignon and City Clerk Lana Wilson.

### Pledge of Allegiance

12:00 p.m.

### Roll Call:

Alderman Mark Spinabella	Here	Alderman Dennis Sparrow	Absent
Alderman Eddie Campbell	Here	Alderman Rick Gardner	Absent
Alderman James J. Haik, III	Absent	Alderman Jim Stewart	Here

\*There was not a Quorum present during Roll Call. Alderman Rick Gardner was absent during the Roll Call he entered the Meeting at 12:14 p.m.

### APPROVAL OF THE MINUTES OF THE PREVIOUS MEETING(S):

#### CEREMONIAL MATTERS:

#### BILLS OPEN FOR PUBLIC DISCUSSION:

##### A. BILLS REQUIRING A PUBLIC HEARING:

##### B. FIRST READING BILLS:

##### C. RESOLUTIONS:

##### D. EMERGENCY BILLS:

##### E. PUBLIC IMPROVEMENT BILLS (TAX BILLS):

##### F. GRANTS:

##### G. AMENDED BILLS:

#### SECOND READING AND FINAL PASSAGE OF BILLS. NO PUBLIC DISCUSSION, BOARD DISCUSSION ONLY:

### Report of Officers, Boards and Committees:

#### 1. Administrative:

1. Susan Kendrick-Least of These-Food Pantry for Christian County.

Mayor Shane L. Nelson introduced Susan Kendrick to the Board of Aldermen and invited her to speak about the Least of These Program.

Susan Kendrick approached the Mayor and Board of Aldermen to explain the function of the Least of These-Food Pantry Program. The Least of These Program originated in 1998 and is staffed with a Director and 90 volunteers all with the same goal to change the lives of the less fortunate families in Christian County. The Least of These Program provide the less fortunate Christian County families with food, cleaning supplies, personal care items, clothing and household items. The Program provides educational programs to clients that include nutrition classes, how to utilize coupons, writing resumes and financial management.

In 2011 the Food Pantry served 1,712 families and 7,793 Food Baskets were delivered. So far this year 942 families, 4,681 individuals have been served and 1,657 Food Baskets have been delivered. The demands for the Program's services have increased with the declining economy. The Program includes annually Thanksgiving Food Basket s and at Christmas time individual families are interviewed with the neediest family names given to area charitable organizations and churches. The Program relies heavily on donations received from food drives, some grants and money donations from the Community.

Mayor Shane L. Nelson asked Susan Kendrick what type of donations were most in demand from the Program.

Susan Kendrick stated household items are always useful but the most in demand are hygiene supplies.

City Administrator Childers asked Susan Kendrick if Least of These accepted venison. Susan Kendrick stated the Program accepts venison and works very closely with the Conservation Department for compliance purposes.

Alderman Campbell shared with the Mayor and Board of Aldermen this year all the proceeds from the annual Car Show hosted by the Car Club he is a Member of will be donated to the Least of These Program.

Susan Kendrick thanked the Mayor and Board of Aldermen for inviting her to speak and invited the City to join forces with the Program to help the less fortunate families in Christian County.

## **2. Discussion Regarding "Lexipol"-Law Enforcement Policy Manual-**

Police Chief Hodges and Police Lieutenant Truman Isbell approached the Mayor and Board of Aldermen to explain how the Lexipol Law Enforcement Policy Manual and annual updates would benefit the Police Department. The Police Department's current Policy Manual has been kept updated and maintained but without a dedicated staff member the task is not done as often as it should. For a one time \$7,950.00 fee Lexipol, a risk management company, will provide the City with an updated Missouri Law Enforcement Policy Manual and annual updates for an annual \$3,100.00 Maintenance fee every year thereafter. The one time initial cost can be paid out of Federal Forfeiture Funds but the \$3,100.00 annual maintenance fee will be considered a reoccurring Budgeted expense and not be eligible for Federal Forfeiture Funds.

Police Lieutenant Isbell stated Lexipol specializes in Law Enforcement Risk Management. Lexipol scrutinizes and studies State and Federal Law Enforcement Laws , without the City having a full time employee dedicated to study and research State and Federal Laws for additions or amendments we are putting the City at risk. Lexipol will automatically notify and provide the City with any amended or new State and Federal Law policies. Recently Lieutenant Isbell updated a certain Section of the Police Department's Policy from the beginning which included extensive research to the final updated policy it took between 40 to 60 hours. To update the larger policies would take at least 120 man hours. It will take approximately 8 months working with Lexipol to

update our Policy Manual, the Annual Maintenance period will take affect on the date our Policy Manual is completed and the final documents are executed.

City Administrator Childers stated the initial service expense will be paid out of Federal Forfeiture Funds assuming the Policy Manual update will be completed in 2013 the annual maintenance fee will not be an allotted Budget expense until 2014. If funds are not available the annual Maintenance Fee expense can be eliminated from any given year's Budget.

Lieutenant Isbell stated the Police Department is the City's biggest liability risk, without updated Policies weaken the Police Department's control over risk management issues. City Administrator Childers stated staff is prepared to move forward with purchasing th is service using Federal Forfeiture Funds. The reasoning behind staff formally presenting this purchase to the Board of Aldermen is to bring to the Board's attention the potential impaction for the annual maintenance fee on future Budgets.

Alderman Stewart asked Lieutenant Isbell if the Police Department would utilize the Daily Training Bulletin option.

Lieutenant Isbell stated every Police Officer dedicates a lot of hours each year to training but none of those hours include Policy training. The Daily Training Bulletin option offered by Lexipol will provide each Officer at the beginning of each shift a random Policy to view than the Officer will answer a question given from within that Policy. The system administrator will be given the rights to view the daily Policy Training Bulletin process to gather data. Each Budget year the Policy Training Bulletin will be evaluated for training value purposes.

Alderman Gardner thanked the Police Department for bringing the Policy Manual purchase to the Board of Aldermen's attention he requested the Police Department to evaluate all Federal Forfeiture Fund purchases to avoid unnecessary spending.

City Administrator Childers stated he recently received an e-mail from Connell Insurance endorsing Lexipol as a potential risk management tool.

### **3. Discuss the Neal and Betty Grubaugh Memorial.**

Mayor Shane L. Nelson spoke to the Board of Aldermen about raising private funds to purchase a memorial plaque to place on City owned property recognizing Neal and Betty Grubaugh.

The Board of Aldermen discussed the idea of dedicating a hallway at the Community Center to locate memorial recognition plaques.

Alderman Gardner brought up for discussion the **low frequency noise issue** and requested the Board of Aldermen not to take the complaint lightly he did not see it as a frivolous issue, the residents complaints are genuine.

Mayor Shane L. Nelson stated information can be gathered from the complainants during the April 2, 2012 Legislative Session, with that information the City can meet with the Christian County Commission to establish a plan to resolve the issue.

Alderman Gardner stated apparently the residents approached the County Commission with their complaint and were not satisfied with the County's reaction to their issue. City Administrator Childers stated he will contact the County Commission to receive any information they may have gathered and ask if they have any plans established to resolve this issue prior to the April 2, 2012 Legislative Session.

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| <b>2. Public Safety:</b>    | Police Chief Lyle Hodges.           |
| <b>3. Public Works:</b>     | Public Works Director Larry Martin. |
| <b>4. Parks:</b>            | Parks Director Sam Wagner.          |
| <b>Unfinished Business:</b> |                                     |

**New Business/Board of Aldermen Comments:  
Pay Bills-**

Motion was made by Alderman Spinabella to adjourn, seconded by Alderman Campbell with all present voting aye.

The March 26, 2012 Regular Noon Work Session adjourned at 1:05 p.m.

Minutes Taken By:

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Lana Wilson, City Clerk

Approval of Minutes By:

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