Click on any agenda item to view the related documentation

PRE-COUNCIL MEETING

Mayor's Conference Room
Municipal Building
Tuesday, February 21, 2012
6:30 p.m.

MAYOR: MARY ELAINE HORN **MAYOR PRO-TEM: WILEY WALTER**

Work Session – 6:30 p.m.

1. Presentation – Tourist Tax Issue

Committee Meetings – Immediately Following Work Session

PUBLIC SAFETY COMMITTEE **Police, Fire, and Emergency Management**	**Stephen Galliher, Chair** **Tony Arbisi, Vice Chair**

PUBLIC WORKS COMMITTEE **Streets, Sanitation, Sanitary Sewer, Storm Sewers, Buildings/Grounds, Code Enforcement, Airport, Engineering and Community Center**	**Kenneth Norton, Chair** **Pam Carter, Vice Chair**

FINANCE/ADMINISTRATION COMMITTEE **General/Administrative and Claims**	**Bob Cross, Chair** **Wanda Monsees, Vice Chair**

1. Review ordinance repealing Ordinance No. 9633 relating to the classifications and job descriptions of all full-time employees of the City of Sedalia, Missouri
2. Review ordinance adopting classifications and job descriptions of all full-time and part-time employees of the City of Sedalia, Missouri as prepared by Higbee Associates and the Personnel Department.

Click on any agenda item to view the related documentation

CITY COUNCIL MEETING AGENDA

City Council Chambers
Municipal Building
Tuesday, February 21, 2012
7:00 p.m.

MEDITATION, PLEDGE OF ALLEGIANCE, ROLL CALL, SERVICE AWARDS, SPECIAL AWARDS

I. MINUTES

1. Pre-Council Meeting February 6, 2012
2. Regular Council Meeting February 6, 2012

II. REPORT OF SPECIAL BOARDS, COMMISSIONS AND COMMITTEES

1. Accept the minutes of the Citizen's Traffic Advisory Commission dated January 11, 2012

III. ROLL CALL OF STANDING COMMITTEES

A. PUBLIC SAFETY – Councilmember Stephen Galliher

B. PUBLIC WORKS – Councilmember Kenneth Norton

C. FINANCE / ADMINISTRATION – Councilmember Bob Cross

IV. NEW BUSINESS

A. ORDINANCES AND RESOLUTIONS

- **O** Repealing Ordinance No. 9633 relating to the classifications and job descriptions of all Full-time employees of the City of Sedalia, Missouri
- **O** Adopting classifications and job descriptions of all full-time and part-time employees of The City of Sedalia, Missouri as prepared by Higbee Associates and the Personnel Department

B. APPOINTMENTS

C. LIQUOR LICENSES

D. APPROVAL OF DEPARTMENT BILLS

E. MISCELLANEOUS ITEMS FROM MAYOR, CITY COUNCIL AND CITY ADMINISTRATOR

F. GOOD AND WELFARE

G. ADJOURN TO CLOSED-SESSION – In accordance with Section 610.021(1), RSMo to closed-door session for legal advice.

OFFICE OF THE CITY ADMINISTRATOR

To: **Honorable Mayor Elaine Horn & City Council Members**
From: **Gary Edwards, City Administrator**
Re: **Agenda items for City Council meeting on Tuesday, February 21, 2012**

On November 7, 2011, City Council authorized Higbee Associates and the Personnel Department to conduct a pay plan study for the City of Sedalia employees. This study was deemed necessary in order for the City to remain competitive in today's market, aide in employee retention and take advantage of cost savings of approximately $25,000 by performing a plan update versus a complete plan study. The last update to the City of Sedalia's classification and compensation plan was performed in 2007.

Higbee Associates presented an overview of their findings to the Mayor and City Council during a work session at the February 6, 2012 Pre-Council Meeting. The following two ordinances are presented to City Council based on Higbee Associates findings and recommendations.

1. Repealing Ordinance No. 9633 relating to the classifications and job descriptions of all Full-time employees of the City of Sedalia, Missouri: As a result of the pay plan study, many job classifications and descriptions were identified as needing revision. Job descriptions for positions no longer used should also be deleted. This ordinance repeals Ordinance No. 9633, allowing the City to adopt a completely updated classification and job description system for the employees of the City of Sedalia.

2. Adopting classifications and job descriptions of all full-time and part-time employees of the City of Sedalia, Missouri as prepared by Higbee Associates and the Personnel Department: This ordinance, if approved by City Council, will update the City's job classification and job descriptions for City of Sedalia employees. A complete listing of the updated job descriptions can be found on the home page of the City's website, www.cityofsedalia.com, under the February 21 meeting notice. Printed material may be viewed at the City Clerk's office within the Municipal Building at 200 S. Osage Avenue.

Should you have any questions or concerns regarding these items, please do not hesitate to contact me prior to Tuesday's meeting.

CITY OF SEDALIA, MISSOURI
PRE-COUNCIL MEETING – FEBRUARY 6, 2012

WORK SESSION

The Work Session started at 5:30 p.m. in the Conference Room at the Municipal Building.

Council Members present were Stephen Galliher, Tony Arbisi, Rebecca LaStrada, Wanda Monsees, Wiley Walter, Bob Cross, and Pam Carter. Kenneth Norton was absent.

Presentation – Overview of new pay plan

Personnel Director, John Rice, reviewed the compensation and benefit study submitted by Higbee Associates. The last job study was in 2007. The Study Objectives were:

- Competitive Position of Sedalia to other cities in the survey group;
- What does the Payroll Step and Grade Chart look like and how does the City change this to meet the anticipated market in 2012;
- How does the City look at other cities to assign jobs based on content to the step and grade chart;
- Make recommendations to City Management on pay classifications and benefits.

Mr. Rice stated that the City has approximately 216 full-time employees, 39% are Police Officers and Firefighters. From 2009 – 2010 the Police Department lost 8 officers costing the City $286,296, and an additional 8 officers have been lost since then. The average applicant pool for most job positions in the City is about 65-70 persons, however for the more professional jobs the applicants can be less than 15. Councilman Walter stated he would like to see information regarding employees that have retired and who went to other cities for more money. Mr. Rice stated that could be looked at and given to the Council.

Higbee Associates reviewed compensation for all positions in the City, benefits for all full-time positions, updated the Step System to reflect the 2012 market, prepared a matrix showing internal equity of each classified position, and prepared a model cost by individual employee.

The job description review was completed and Higbee Associates utilized these up dated job descriptions to match Sedalia jobs with comparator positions. Comparator cities were selected by staff and Higbee Associates, based on size, economic development and positions relative to Sedalia's market. 12 Comparator cities were chosen: Belton, Columbia, Jefferson City, Joplin, Kirksville, Lebanon, Lee's Summit, Liberty, Moberly, Rolla, St. Joseph and Warrensburg. Positions were matched based on content, skill and scope of work, a market value was assigned to the positions, and if a position could not be validated it was eliminated. To reflect the market, the ranges in jobs were converted to steps and the minimum and maximum ranges were set to reflect the market average for February 2012. There were 22 steps made for each range and most steps are about 2% apart. The City Manager was found to be an unclassified position and was eliminated from the steps.

PLAN A

A recommendation for implementation of Plan A is to first adjust all positions to the minimum of market and increase present pay to the closest step in the new step and grade chart, adjust compression problems, factor in a 2% annual increase and what it will take to maintain and factor regular step increases 12 months after the last increase date.

Description	Estimated Cost to Implement	# of Employees
Adjust positions and move to the closest step	$131,955	213
SUB-TOTAL	$131,955	
Address Compression-Public Safety (Fire $15,315 – 12 employees) (Police $16,877 – 16 employees)	$32,192	28
2% Annual Step Increase	$148,961	All
TOTAL	$313,108	

PLAN B

A recommendation for implementation of Plan B is to adjust all positions to the minimum of market and increase present pay of positions to the closest step in new step and grade chart, adjust compression problems in Police and Fire, add a 1% step increase at implementation and another 1% 6 months later to bring to 2012 market value and factor in regular step increases 12 months after last increase.

Description	Estimated Cost to Implement	# of Employees
Adjust positions and move to the closest step	$131,955	213
SUB-TOTAL	$131,955	
Address Compression-Public Safety (Fire $15,315 – 12 employees) (Police $16,877 – 16 employees)	$32,192	28
1% increase at implementation 1% increase six months later	$74,480 $37,240	All
TOTAL	$275,867	

Lynda Higbee, President of Higbee Associates LLC, stated that most of the City's benefits are borderline or low but still within norms. The $20,000 Life Insurance is below compared to other cities. The money spent on the cities benefits plan is at 4% and most cities range from 12% to 15%. The City's retirement plan looks good. In 2012 the healthcare and life insurance plans will need to be looked at more.

Ms. Higbee stated that the concern for the City is the benefits package because the benefits are sliding and many pay categories are low.

Councilman Walter stated he would like to have seen an actual dollar amount comparison on the different job positions. Mr. Rice stated that those figures are available and will be provided. Mr. Rice stated the next steps are:

- Determine implementation strategy.
- Increase Life Insurance to market norms
- Enhance the benefits expenditure to help recruit and retain employees.

If the City does not act, the City will lose over $21,000 in the compensation study, it could affect employee morale, City will lose the investment in employees to other entities, and a hidden impact on departmental budgets will continue to rise.

Mr. Rice stated that the adoption of the new pay plan is critical in maintaining a quality workforce and pay and benefits are a significant factor in attracting new applicants for City positions.

Councilman Walter stated that several years ago the City tried to address compression factors with the department heads and their employees. Mr. Rice stated that Condrey, who did the last study, did a good job with their study however it was not fully implemented with a consistent plan.

Councilman Carter asked if the department heads would be talked to now about restructuring before going through doing a new job description. Mr. Rice stated that restructuring has been looked at but it is all based upon budgetary approval.

Councilman Carter asked if the 2% step increase pay is going to be every year. Mr. Rice stated that the 2% step can be suspended due to budget problems. There is flexibility to this system as to how the City would like to move.

City Administrator, Gary Edwards, stated that a short break would be taken and there are a lot of people here for other issues. The wage amount comparisons would be given to Councilman Walter as requested and to keep in mind there are a lot more issues here than just money. If an increase is provided it is a sizable amount of money and no decision is needed tonight. By February 18, 2012 there will be more information and at that time a decision is needed.

COMMITTEE MEETING

Public Safety Committee – Councilman Galliher – No Report

Public Works Committee – Councilman Carter presented the following recommendations:

- Bid for Yard Waste Grinding #2 Project to Argicycle, Inc., Valley Park, MO in the amount of $21,535.00 and an ordinance approving and accepting an agreement were moved to full Council on motion by Walter, seconded by Monsees. All present in favor. Norton was absent.

- Change Order #5 from Orr Wyatt Streetscapes for the Downtown Streetscape Phase II Project in the amount of $7,157.16 was moved to full Council on motion by Monsees, seconded by Arbisi. All present in favor. Norton was absent.

- Ordinance vacating an east-west alley in Block 14 of the Original Plat for new proposed Dollar General Store on North Ohio was moved to full Council on motion by Walter, seconded by Monsees. All present in favor. Norton was absent.

- Ordinance granting a special use permit to XCell Towers, LLC for 150' Monopole Cellular Relay Tower for property located in Liberty Park in the 1700 Block of Liberty Park Boulevard was moved to full Council on motion by Arbisi, seconded by Monsees. All present in favor. Norton was absent.

- Ordinance approving and accepting an agreement by and between the City of Sedalia, Missouri and XCell Towers, LLC was moved to full Council on motion by Walter, seconded by Arbisi. All present in favor. Norton was absent.

- Ordinance approving the final plat for McDonald's Addition and dedicating public utility and roadway easements as shown on said plat to public use was moved to full Council on motion by Walter, seconded by Monsees. All present in favor. Norton was absent.

- Ordinance granting a rezoning application by Third National Bank, owner of property, located at 1100 South Grand Avenue in the City of Sedalia, Missouri was moved to full Council on motion by Walter, seconded by LaStrada. All present in favor. Norton was absent.

Finance/Administration Committee – Councilman Cross presented the following recommendations:

- Records Destruction Request from the City Clerk's Office was moved to full Council on motion by Carter, seconded by Cross. All present in favor. Norton was absent.

- Ordinance adding the definition of historic marker, memorial or tablets to Section 64-201 and adding Section 64-217 regarding historic signs to the Code of Ordinances of the City of Sedalia, Missouri was moved to full Council on motion by Galliher, seconded by Walter. All present in favor. Norton was absent.

City Administrator, Gary Edwards, stated that the closed door session originally scheduled for February 8, 2012 has been moved to Monday February 13, 2012.

Councilman Walter stated that the City needs to look at a plan to rebuild the Washington Street Bridge and get it done in a timely manner. Councilmen LaStrada and Monsees agreed. Councilman LaStrada stated that she does not want to see the bridge closed for 1 – 2 years.

With no further comments, the meeting closed at 6:39 p.m.
Respectfully submitted: Arlene Silvey, MRCC City Clerk

CITY OF SEDALIA, MISSOURI
COUNCIL MEETING – FEBRUARY 6, 2012

The Council of the City of Sedalia, Missouri duly met on Monday, February 6, 2012 at 7:00 p.m. at the Municipal Building with Mayor Mary Elaine Horn presiding. Mayor Horn called the meeting to order and asked for a quiet moment of meditation followed by the Pledge of Allegiance led by Councilman Monsees.

ROLL CALL:

Stephen Galliher	Present	Wiley Walter	Present
Tony Arbisi	Present	Bob Cross	Present
Rebecca LaStrada	Present	Pam Carter	Present
Wanda Monsees	Present	Kenneth Norton	Absent

SERVICE AWARDS:

15 Year Service Pin Adam Hendricks, Commander – Police Department

MINUTES:

The following minutes were approved on motion by Walter, seconded by Galliher. All present in favor. Norton was absent.

- Pre-Council Meeting and Regular Council Meeting January 17, 2012
- Council Work Session January 23, 2012
- Council Work Session January 30, 2012

REPORTS OF SPECIAL BOARDS, COMMISSIONS & COMMITTEES: None.

ROLL CALL OF STANDING COMMITTEES:

PUBLIC SAFETY – STEPHEN GALLIHER, CHAIRMAN

PUBLIC WORKS – PAM CARTER, VICE-CHAIRMAN

Awarded bid for Yard Waste Grinding #2 Project to Agricycle, Valley Park, MO in the amount of $21, 535.00 on motion by Walter, seconded by Cross. All present in favor. Norton was absent.

Approved Change Order #5 from Orr Wyatt Streetscapes for Streetscape Phase II in the amount of $7,157.16 for a total contract price of $1,591,810.63 on motion by Walter, seconded by LaStrada. All present in favor. Norton was absent.

FINANCE & ADMINISTRATION – BOB CROSS, CHAIRMAN

Approved Records Destruction Request from the City Clerk's Office on motion by Cross, seconded by Arbisi. All present in favor. Norton was absent.

Pre-Council Agenda

Council Agenda

NEW BUSINESS:

BILL NO. 2012–04, ORDINANCE NO. 9932 – AN ORDINANCE APPROVING AND ACCEPTING AN AGREEMENT BY AND BETWEEN THE CITY OF SEDALIA, MISSOURI AND AGRICYCLE, INC. FOR YARD WASTE GRINDING #2 PROJECT was read once by title.
2nd Reading – Motion by Walter, 2nd by Arbisi. All present in favor. Norton was absent.
Final Passage – Motion by Walter, 2nd by Cross. All present in favor. Norton was absent.
Roll Call Vote: Voting "Yes" were Galliher, Arbisi, LaStrada, Monsees, Walter, Cross, and Carter. No one voted "No". Norton was absent.

BILL NO. 2012–05, ORDINANCE NO. 9933 – AN ORDINANCE OF THE CITY OF SEDALIA, MISSOURI, VACATING AN EAST-WEST ALLEY IN BLOCK 14 OF THE ORIGINAL PLAT OF THE CITY OF SEDALIA, MISSOURI was read once by title.
2nd Reading – Motion by Walter, 2nd by LaStrada. All present in favor. Norton was absent.
Final Passage – Motion by Carter, 2nd by Walter. All present in favor. Norton was absent.
Roll Call Vote: Voting "Yes" were Galliher, Arbisi, LaStrada, Monsees, Walter, Cross, and Carter. No one voted "No". Norton was absent.

BILL NO. 2012–06, ORDINANCE NO. 9934 – AN ORDINANCE GRANTING A SPECIAL USE PERMIT TO XCELL TOWERS, LLC FOR 150' MONOPOLE CELLULAR RELAY TOWER FOR PROPERTY LOCATED IN LIBERTY PARK IN THE 1700 BLOCK OF LIBERTY PARK BOULEVARD IN THE CITY OF SEDALIA, MISSOURI was read once by title.
2nd Reading – Motion by Arbisi, 2nd by Galliher. All present in favor. Norton was absent.
Final Passage – Motion by Walter, 2nd by Carter. All present in favor. Norton was absent.
Roll Call Vote: Voting "Yes" were Galliher, Arbisi, LaStrada, Monsees, Walter, Cross, and Carter. No one voted "No". Norton was absent.

BILL NO. 2012–07, ORDINANCE NO. 9935 – AN ORDINANCE APPROVING AND ACCEPTING AN AGREEMENT BY AND BETWEEN THE CITY OF SEDALIA, MISSOURI AND XCELL TOWERS, LLC was read once by title.
2nd Reading – Motion by Walter, 2nd by Monsees. All present in favor. Norton was absent.
Final Passage – Motion by Walter, 2nd by Carter. All present in favor. Norton was absent.

Cindy Fox, 901 S. Warren, stated that she would like the City to think about the dangers of having this tower, as it increases the risk of cancer to people in those neighborhoods.

City Attorney, Anne Gardner, stated the Council had an option to proceed forward with the ordinance because there is a motion on the floor for final role call or the ordinance can be tabled. Unfortunately, Mr. Bodet was probably under the impression that since there was no objection at the Planning & Zoning and no objection upstairs on the floor, he left early. Ms. Gardner stated that federally there is a mandate stating that there will be 2009 American Broadband across the country, therefore the City does not have a lot of options in saying no to the cell tower without facing litigation.

Councilman Carter stated that the studies showed that the towers are safe and with the Telecommunications Act the City cannot turn down a tower placement based on the studies without being in violation of said act.

Councilman Monsees stated that it seemed a vote of no would not be allowed and would mean nothing. If the City voted no they could be sued and the tower would still be built.

Councilman Walter stated these issues should have been brought up at the Planning & Zoning Meeting. The special use permit has been approved by 100% at the Planning & Zoning Commission as well as the Park Board and City.

Councilman Cross stated he would like the Council to table this ordinance until a comment from Mr. Bodet can be heard and send research on the health risks. Mr. Cross motioned to table, there was no seconded and motioned died.

Roll Call Vote: Voting "Yes" were Galliher, Arbisi, LaStrada, Monsees, Walter, and Carter. Cross voted "No". Norton was absent.

BILL NO. 2012–08, ORDINANCE NO. 9936 – AN ORDINANCE APPROVING THE FINAL PLAT FOR MCDONALD'S ADDITION, AN ADDITION TO THE CITY OF SEDALIA, MISSOURI, AND DEDICATING PUBLIC UTILITY AND ROADWAY EASEMENTS AS SHOWN ON SAID PLAT TO PUBLIC USE was read once by title.
2nd Reading – Motion by Walter, 2nd by Galliher. All present in favor. Norton was absent.
Final Passage – Motion by Galliher, 2nd by Cross. All present in favor. Norton was absent.
Roll Call Vote: Voting "Yes" were Galliher, Arbisi, LaStrada, Monsees, Walter, Cross, and Carter. No one voted "No". Norton was absent.

BILL NO. 2012–09, ORDINANCE NO. 9937 – AN ORDINANCE GRANTING A REZONING APPLICATION BY THIRD NATIONAL BANK, OWNER OF PROPERTY LOCATED AT 1100 SOUTH GRAND AVENUE IN THE CITY OF SEDALIA, MISSOURI was read once by title.
2nd Reading – Motion by Cross, 2nd by Galliher. All present in favor. Norton was absent.
Final Passage – Motion by Galliher, 2nd by Walter. All present in favor. Norton was absent.
Roll Call Vote: Voting "Yes" were Galliher, Arbisi, LaStrada, Monsees, Walter, Cross, and Carter. No one voted "No". Norton was absent.

BILL NO. 2012–10, ORDINANCE NO. 9938 – AN ORDINANCE ADDING THE DEFINITION OF HISTORIC MARKER, MEMORIAL OR TABLETS TO SECTION 64-201 AND ADDING SECTION 64-217 REGARDING HISTORIC SIGNS TO THE CODE OF ORDINANCES OF THE CITY OF SEDALIA, MISSOURI was read once by title.
2nd Reading – Motion by Walter, 2nd by Galliher. All present in favor. Norton was absent.
Final Passage – Motion by Galliher, 2nd by Carter. All present in favor. Norton was absent.
Roll Call Vote: Voting "Yes" were Galliher, Arbisi, LaStrada, Monsees, Walter, Cross, and Carter. No one voted "No". Norton was absent.

APPOINTMENTS: None.

BIDS:

- Yard Waste Grinding #2 Project – January 11, 2012

LIQUOR LICENSES:
The following Liquor License Renewals were read and approved on motion by Walter, seconded by Galliher. All present in favor. Norton was absent.

- Robert Edwards dba Grellner Sales & Services Inc., 1510 W. Henry, Sedalia, MO – Wholesale Beer.
- Jerome Taylor dba Breaktime #3079, 2801 W. Broadway, Sedalia, MO – Packaged Liquor.
- La Alegria dba El Espolon, 2400 S. Limit, Suite J, Sedalia, MO – Liquor by Drink with Sunday Sales.
- Patricia McGrath dba McGrath's, 2901 W. Broadway, Sedalia, MO – Liquor by Drink.

DEPARTMENT BILLS thru February 6, 2012 totaling $315,527.79 were approved for payment on motion by Walter, seconded by Cross. All present in favor. Norton was absent.

MISCELLANEOUS ITEMS FROM MAYOR/COUNCIL/ADMINISTRATOR: None.

GOOD & WELFARE: None.

The meeting adjourned at 7:22 p.m. on motion by Carter, seconded by Walter. All present in favor. Norton was absent.

THE CITY OF SEDALIA, MISSOURI

Mary Elaine Horn

Mary Elaine Horn, Mayor

Arlene Silvey MRCC

Arlene Silvey, MRCC City Clerk

TRAFFIC ADVISORY COMMISSION MEETING
JANUARY 11, 2012

The Traffic Advisory Commission duly met on Wednesday, January 11, 2012 , at 12:00 p.m. at the Best Western State Fair Motor Inn with Donna Heembrock presiding. Chairman Heembrock called the meeting to order.

ROLLCALL:

Members		Ex-Officio Members	
Donna Heembrock	Present	Bill Beck	Not Present
Deidre Esquivel	Present	Victoria Kottman	Not Present
Archie Ross	Not Present	Greg Harrell	Not Present
John Rucker	Present		
Pete Daniels	Not Present		
Shirley Neff	Not Present		
Bob Salmon	Present		

Guests- Ellen Cross

Minutes of the last regular Traffic Advisory Commission meeting of December 14, 2011 were approved. Also corrected minutes from the November 16, 2011 were presented to the committee for approval. An error was found under the second new business item. The corrected minutes from November 16, 2011 were approved.

UNFINISHED BUSINESS:
None

NEW BUSINESS:
None

OTHER ITEMS FOR DISCUSSION:
Cross explained there were no items on the agenda this month but it is expected a request will be submitted next month from the Liberty Center to change some parking on 5th Street.

AGENDA FOR NEXT MEETING:

The next meeting will be February 15, 2012.

The meeting adjourned at 12:10 p.m.

Pre-Council Agenda

Council Agenda

BILL NO. _____

ORDINANCE NO. _____

AN ORDINANCE REPEALING ORDINANCE NO. 9633 RELATING TO THE CLASSIFICATIONS AND JOB DESCRIPTIONS OF ALL FULL-TIME EMPLOYEES OF THE CITY OF SEDALIA, MISSOURI.

WHEREAS, the City of Sedalia has identified the need to update all classification and job descriptions for the classified service of the City of Sedalia, Missouri to include full-time and part-time job descriptions for the efficient operation of the City of Sedalia, Missouri.

NOW THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF SEDALIA, MISSOURI as follows:

Section 1. Ordinance No. 9633, and any amendments thereto, relating to the classifications and job descriptions of all full-time employees of the City of Sedalia, Missouri are hereby repealed.

Section 2. This ordinance shall be in full force and effect from and after its passage and approval.

Read two times by title, copies of the proposed ordinance having been made available for public inspection prior to the time the bill is under consideration by the Council and passed by the Council of the City of Sedalia, Missouri this 21st day of February 2012.

_____
Presiding Officer of the Council

Approved by the Mayor of said City this 21st day of February 2012.

_____
Mary Elaine Horn, Mayor

ATTEST:

_____
Arlene Silvey, MRCC City Clerk

Pre-Council Agenda

Council Agenda

BILL NO. _____

ORDINANCE NO. _____

AN ORDINANCE ADOPTING CLASSIFICATIONS AND JOB DESCRIPTIONS OF ALL FULL-TIME AND PART-TIME EMPLOYEES OF THE CITY OF SEDALIA, MISSOURI AS PREPARED BY HIGBEE ASSOCIATES AND THE CITY OF SEDALIA'S PERSONNEL DEPARTMENT.

WHEREAS, the City of Sedalia has identified the need to update all classifications and job descriptions for the classified service of the City of Sedalia, Missouri to include full-time and part-time job descriptions for the efficient operation of the City of Sedalia, Missouri; and

WHEREAS, Higbee Associates and the Personnel Department have prepared updated classifications and job descriptions for all full-time and part-time employees of the City of Sedalia, Missouri.

NOW THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF SEDALIA, MISSOURI as follows:

Section 1. Job descriptions and classifications prepared by Higbee Associates and the Personnel Department for all full-time and part-time positions of the City of Sedalia, Missouri are hereby adopted as follows:

All Full-time positions:	Said job descriptions are attached hereto and made a part hereof as if fully set out herein.
All Part-time positions:	Said job descriptions are attached hereto and made a part hereof as if fully set out herein.

Section 2. This ordinance shall be in full force and effect from and after its passage and approval.

Read two times by title, copies of the proposed ordinance having been made available for public inspection prior to the time the bill is under consideration by the Council and passed by the Council of the City of Sedalia, Missouri this 21st day of February 2012.

_____
Presiding Officer of the Council

Approved by the Mayor of said City this 21st day of February 2012.

_____
Mary Elaine Horn, Mayor

ATTEST:

_____
Arlene Silvey, MRCC City Clerk

Pre-Council Agenda

Council Agenda

City Of Sedalia
Department Bills 2-21-2012

Vendor Name	Invoice Number	Amount
Al'S Portable Welding	2006	$14.00
Al'S Portable Welding	2018	$540.00
American Auto Supply Inc	180419	$125.90
American Highway Products Ltd	17975	$110.97
Apac-Missouri Inc	9000142905	$332.72
Apac-Missouri Inc	9000143888	$252.53
Apac-Missouri Inc	9000144020	$71.53
Apac-Missouri Inc	9000144024	$605.70
Apac-Missouri Inc	9000144269	$206.29
Arlene Silvey	0212	$66.23
Arlene Silvey	0212A	$54.87
AT & T	0212	$4,488.29
Bank of Kansas City	0211	$5,565.09
Boone Quarries	25832	$322.59
Boone Quarries	26650	$86.68
Boone Quarries	26916	$209.27
Brownfield Oil Co Inc	87699	$24,020.26
Brownfield Oil Co Inc	89713	$24,774.97
Burkholder'S Inc	71269	$43.97
Burnup Equipment Company Inc	13281	$83.85
Central Communications Inc	378202	$1,980.00
Charter Communications	19	$143.91
Chris Neske	0212	$9.11
City Safe & Lock Service	061938	$184.15
City Safe & Lock Service	061993	$3.50
City Safe & Lock Service	061920	$18.75
Cj Radiators	0112	$70.00
Clark's Tool & Equipment	132776	$40.20
Clark's Tool & Equipment	132663	$25.25
Consolidated Electrical Distributors Inc.	8075-483046	$18.03
Crow-Burlingame Co	00720022808	$44.06
Crow-Burlingame Co	00720022845	$17.00
Crow-Burlingame Co	00720022851	$22.67
Crow-Burlingame Co	00720022871	$29.74
Crow-Burlingame Co	00720022890	$9.00
Crow-Burlingame Co	00720022904	$4.06
Crow-Burlingame Co	00720022958	$36.99
Crow-Burlingame Co	00720023014	$48.49
Crow-Burlingame Co	00720023069	$3.58
Crow-Burlingame Co	00720023126	$19.49
Crow-Burlingame Co	00720023140	$4.39
Crow-Burlingame Co	00720023279	$92.00
Crow-Burlingame Co	00720023285	$6.25

City Of Sedalia
Department Bills 2-21-2012

Vendor Name	Invoice Number	Amount
Crow-Burlingame Co	00720023294	$9.98
Crow-Burlingame Co	00720023417	$87.33
Crow-Burlingame Co	00720023423	$4.39
Crow-Burlingame Co	00720023474	$14.32
Crow-Burlingame Co	00720023475	$70.47
Crow-Burlingame Co	00720023488	$4.06
Crow-Burlingame Co	00720023509	$16.50
Crow-Burlingame Co	00720023538	$12.00
Crow-Burlingame Co	00720023562	$105.99
Crow-Burlingame Co	00720023577	$9.49
Crow-Burlingame Co	00720023617	$12.00
Crow-Burlingame Co	00720023631	$10.00
Crow-Burlingame Co	00720023709	$54.00
Crow-Burlingame Co	00720023714	$8.49
Crow-Burlingame Co	00720023718	$12.74
Crow-Burlingame Co	00720023727	$4.06
Crow-Burlingame Co	00720023729	$4.06
Crow-Burlingame Co	00720023730	$4.06
Crow-Burlingame Co	00720023744	$162.00
Crow-Burlingame Co	00720023748	$4.06
Crow-Burlingame Co	00720023768	$95.65
Crow-Burlingame Co	00720023775	$21.66
Crow-Burlingame Co	00720023785	$105.99
Crow-Burlingame Co	00720023816	$323.00
Crow-Burlingame Co	00720023822	$4.39
Crow-Burlingame Co	00720023842	$12.36
Crow-Burlingame Co	00720023883	$4.06
Crow-Burlingame Co	00720023887	$38.38
Crow-Burlingame Co	00720023974	$107.00
Crow-Burlingame Co	00720023975	$107.00
Crow-Burlingame Co	00720024017	$191.92
Crow-Burlingame Co	00720024060	$4.39
Ed Roehr Safety Products	361788	$167.69
Empire District	0212-13	$1,034.74
Empire District	0212-17A	$303.15
Empire District	0212-18	$1,736.82
Empire District	0212-19	$368.40
Empire District	0212-61	$1,373.93
Empire District	0212-61A	$771.55
Empire District	0212-61B	$25.86
Empire District	0212-61L	$26.72
Empire District	0212-61N	$101.41
Engineering Surveys & Services	ESS044871	$570.00

City Of Sedalia
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Vendor Name	Invoice Number	Amount
Engineering Surveys & Services	ESS045118	$4,011.00
Engineering Surveys & Services	ESS045120	$835.00
Environmental Products & Acc Llc	10240	($69.65)
Environmental Products & Acc Llc	10244	($182.00)
Environmental Products & Acc Llc	203245	$455.94
Environmental Products & Acc Llc	203265	$108.37
Environmental Products & Acc Llc	203421	$229.28
Environmental Products & Acc Llc	203427	$301.05
Environmental Products & Acc Llc	203636	$208.25
Family Medicine Associates Pc	0212	$604.20
Fastenal Company	MOSED127777	$19.46
Fedex	7-778-61052	$61.64
Fedex	7-771-49777	$60.68
Fire Master Fire Equipment Inc	001216	($6.20)
Fire Master Fire Equipment Inc	88912	$970.00
Fire Master Fire Equipment Inc	89025	$1,860.00
Fire Master Fire Equipment Inc	89026	$3,720.00
Fischer Concrete Service Inc	48398	$747.84
Forklifts Of Central Missouri Inc	04P6402460	$277.58
Forklifts Of Central Missouri Inc	04P6402470	$277.58
Forklifts Of Central Missouri Inc	04P6402480	$277.58
Fort Bend Services Inc	0172312	$2,119.50
GE Money Bank	002058	($162.24)
GE Money Bank	002059	$150.78
GE Money Bank	002586	($15.00)
GE Money Bank	005109	$162.24
GE Money Bank	006143	$117.00
GE Money Bank	007306	$13.98
GE Money Bank	007617	$183.77
GE Money Bank	007883	$20.47
Global Tracking	235370	$1,619.45
Greg Harrell	0212	$486.00
Groundwater Foundation	0112	$50.00
Hach Company	7593380	$116.85
Hillyard - Columbia	600097507	$30.70
Hillyard - Columbia	600106949	$67.33
Hillyard - Columbia	600110372	$417.85
Home Lumber Co	01335	$280.32
Home Lumber Co	01336	$420.48
Home Lumber Co	01319	$23.97
Home Lumber Co	01337	$303.68
Ikon Office Solutions	1033182697	$117.25
ILEEETA	2012/07	$814.00

City Of Sedalia
Department Bills 2-21-2012

Vendor Name	Invoice Number	Amount
Jimmy John'S #1249	22	$6.67
Jim's Tire Service Inc	1-54619	$60.00
John E Reid & Associates	130119	$1,260.00
KCP&L	0212-11	$22.57
KCP&L	0212-11A	$27.58
KCP&L	0212-11B	$647.91
KCP&L	0212-11C	$133.27
KCP&L	0212-11D	$28.64
KCP&L	0212-11E	$21.91
KCP&L	0212-11F	$17.19
KCP&L	0212-12A	$239.81
KCP&L	0212-13	$353.65
KCP&L	0212-17A	$258.18
KCP&L	0212-19	$54.36
KCP&L	0212-19A	$60.33
KCP&L	0212-61	$2,780.03
KCP&L	0212-61A	$6,265.83
KCP&L	0212-61B	$545.19
KCP&L	0212-61D	$62.49
KCP&L	0212-61G	$86.22
KCP&L	0212-61H	$17.19
KCP&L	0212-61I	$20.04
KCP&L	0212-61J	$139.63
KCP&L	0212-61K	$19.76
KCP&L	0212-61L	$112.69
KCP&L	0212-61N	$210.42
KCP&L	0212-61Y	$86.92
Key Hydraulics	12-22342	$82.24
Key Hydraulics	12-22449	$90.36
Key Hydraulics	12-22461	$53.62
Key Hydraulics	12-22493	$32.06
Lea's Truck Service Llc	3845xx	$75.21
Leon Uniform Co Inc	259753	$104.10
Leon Uniform Co Inc	260805	$61.50
Lochner	009030901-25	$2,638.03
Lochner	0212	$5,956.14
Lynn Peavey Company	253101	$234.30
M & M Engraving Corp	3595	$8.00
M & M Engraving Corp	3663	$3.00
M & M Engraving Corp	3680	$10.00
Main Street Logo	210230	$39.00
Main Street Logo	210231	$100.00
Main Street Logo	210242	$69.00

City Of Sedalia
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Vendor Name	Invoice Number	Amount
Mark's Mobile Glass Inc	029330	$90.00
Mark's Mobile Glass Inc	032172	$204.72
Mastercard Bankcard Center	0212	$28.50
Mastercard Bankcard Center	0212	$89.99
Mastercard Bankcard Center	0212-A	$1,920.35
Mastercard Bankcard Center	0212-B	$33.20
Mastercard Bankcard Center	0212-C	$73.50
Mastercard Bankcard Center	0212-D	$136.73
Mastercard Bankcard Center	0212E	$306.32
Mastercard Bankcard Center	0212F	$341.53
Mastercard Bankcard Center	0212G	$96.85
Mastercard Bankcard Center	0212H	$276.95
Mastercard Bankcard Center	0212I	$472.20
Midland Printing Company	73928	$165.65
Midland Printing Company	73944	$96.50
Midwest Computech-Sedalia	45318	$3,166.80
Midwest Laboratories Inc	636642	$283.10
Missouri Department Of Public Safety	B12-320	$20.00
Missouri Municipal League	200000883	$520.00
Missouri One Call System Inc.	2010381	$252.20
Missouri Police Chiefs Assoc	1590	$283.50
Mitchell1	IB14195870	$187.68
Motion Industries Inc	493915	$222.63
MTC Of Warrensburg Inc	25282	$72.98
NFPA	5408081X	$165.00
Oats Inc	0212	$9,500.00
Ochsner Hare & Hare	0212	$1,290.00
O'Reilly Automotive Inc.	132484	$134.97
O'Reilly Automotive Inc.	466599	$130.00
O'Reilly Automotive Inc.	467221	$80.64
O'Reilly Automotive Inc.	467846	$92.62
O'Reilly Automotive Inc.	468603	$39.37
O'Reilly Automotive Inc.	469922	$224.95
O'Reilly Automotive Inc.	470945	$699.00
O'Reilly Automotive Inc.	0114-471980	$91.49
O'Reilly Automotive Inc.	0114-472135	$7.20
Otten Small Engine Service	78824	$7.95
Otten Small Engine Service	78899	$9.83
Otten Small Engine Service	79351	$48.00
Pamela Burlingame	0212	$58.46
Pettis County Health Center	0212	$280.00
Pettis County Recorder of Deeds	0212	$27.00
Pettis County Recorder of Deeds	0212A	$54.00

City Of Sedalia
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Vendor Name	Invoice Number	Amount
Pettis County Recorder of Deeds	0212B	$27.00
Printlynx	93664	$43.45
Printlynx	93694	$43.45
Public Safety Center Inc	5304287	$140.81
Quicksilver Water	518615	$7.00
Quicksilver Water	661001	$7.00
Quicksilver Water	662994	$52.75
Quicksilver Water	663654	$20.25
Rick Ball Ford - Sedalia	127645	$77.93
Roberts & Associates	09016623	$121.90
Ruth Martinez	0212	$41.25
Schilby'S Auto Service	22105	$54.95
Sears Commercial One	T577491	($25.39)
Sears Commercial One	T709211	$62.98
Sedalia Democrat	50250	$7.80
Sedalia Democrat	78286	$69.25
Sedalia Democrat	78288	$69.25
Sedalia Democrat	78325	$44.25
Sedalia Democrat	78326	$41.13
Sedalia Democrat	78482	$44.01
Sedalia Downtown Development	142	$385.00
Sedalia Electric Motors Inc	10885	$130.00
Sedalia Electric Motors Inc	108884	$1,300.00
Sedalia Electric Motors Inc	10883	$150.00
Sedalia News-Journal	0212	$32.00
Sherwin Williams Co	5284-0	$65.98
Sherwin Williams Co	5315-2	$52.68
Sherwin Williams Co	5321-0	$74.50
Sherwin Williams Co	4977-0	$27.89
SMC Electric Supply	60159781-00	$79.17
SMC Electric Supply	60161894-00	$1,298.00
SMC Electric Supply	60163477-01	$157.41
Smith Paper & Janitor Supply	533901-1	$3.88
Smith Paper & Janitor Supply	533995	$36.63
Smith Paper & Janitor Supply	534175	$133.50
Smith Paper & Janitor Supply	534185	$19.60
Smith Paper & Janitor Supply	534453	$111.34
Smith Paper & Janitor Supply	534115	$65.90
Smith Paper & Janitor Supply	534253	$92.80
Smith Paper & Janitor Supply	534385	$74.04
Smith Paper & Janitor Supply	534416	$89.80
Smith Signs	7095	$250.00
Snap-On Industrial	16326074	$305.95

City Of Sedalia
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Vendor Name	Invoice Number	Amount
Sonequity Pest Management	95578	$67.00
Sonequity Pest Management	95599	$67.00
Sonequity Pest Management	95398	$67.00
Sonequity Pest Management	95399	$38.00
Sonequity Pest Management	95530	$50.00
Sonequity Pest Management	95722	$55.00
Sonequity Pest Management	95723	$55.00
Springbrook Software	0212	$695.00
Staples Business Advantage	3169028661	$200.79
Staples Business Advantage	3167916455	$25.19
Staples Business Advantage	3168359340	$31.80
Staples Business Advantage	3168359344	$30.63
Staples Business Advantage	3168359345	$15.98
Staples Business Advantage	3168359346	$59.99
Staples Business Advantage	3168359347	$132.77
Staples Business Advantage	3168359348	$60.21
Staples Business Advantage	3169028662	$344.90
Stephen Galliher	0212	$48.10
Stereo Clinic	1009	$119.00
Stericycle Inc.	4003172729	$34.85
Super Wash	139	$15.00
Tallman Company	1198291	$359.66
Tap Publishing Co.	273805-20120210	$211.03
Terminal Supply Co.	15340-00	$132.22
Tg Technical Services Llc	4098	$225.00
Tg Technical Services Llc	4115	$696.70
The Davey Tree Expert Company	905427535	$10,150.00
The Police And Sheriffs Press	33145	$12.45
The Ups Store	0212	$85.92
Tire Centers Llc	6500114988	$1,480.00
Tire Centers Llc	6500115045	$15.00
Tire Centers Llc	6500115310	$23.21
Tractor Supply Credit Plan	100027950	$49.98
Trans-Central Suppliers Inc	0210085	$184.52
Trans-Central Suppliers Inc	0210255	$217.38
Unifirst Corporation	2683897	$26.00
Unifirst Corporation	2686511	$26.00
United Rotary Brush Corp	CI126506	$312.50
United Rotary Brush Corp	CI126511	$94.18
University Of Missouri - Columbia AR	0004699	$200.00
Usps-Hasler	0212	$1,500.00
Vance Bros. Inc-Kansas City	1727	$626.45
Vance Bros. Inc-Kansas City	1728	$570.17

City Of Sedalia
Department Bills 2-21-2012

Vendor Name	Invoice Number	Amount
W & M Welding Inc	34017	$30.05
Walter F Stephens Jr Inc.	0074411	$98.40
Warrensburg Chamber of Commerce	835	$136.20
WCA Waste Systems Inc.	0211	$1,100.00
WCA Waste Systems Inc.	6219	$26,198.82
West Central Concrete Llc	23860	$980.50
West Group	824393686	$291.95
Westfall GMC Truck Inc	727859P	$26.04
Westfall GMC Truck Inc	729479P	$7.00
Westfall GMC Truck Inc	729695P	$22.27
Westfall GMC Truck Inc	729695PX1	$130.47
Westlakes Hardware	1282799	$18.19
Westlakes Hardware	1282839	$9.48
Westlakes Hardware	1282849	$30.66
Westlakes Hardware	1282853	$22.96
Westlakes Hardware	1282859	$30.27
Westlakes Hardware	1282905	$12.97
Westlakes Hardware	1282912	$52.95
Westlakes Hardware	1282930	$72.17
Westlakes Hardware	1282989	$22.99
Westlakes Hardware	1283000	$13.80
Westlakes Hardware	1283091	$23.99
Westlakes Hardware	1283130	$108.24
Westlakes Hardware	1283174	$18.98
Westlakes Hardware	1283273	$25.54
Westlakes Hardware	1283292	$2.58
Westlakes Hardware	1283361	$19.99
Westlakes Hardware	1283390	$4.47
Westlakes Hardware	1283461	$41.43
Westlakes Hardware	1283480	$18.96
Westlakes Hardware	1283508	$43.32
Westlakes Hardware	1283509	$1.19
Westlakes Hardware	1283517	$18.96
Westlakes Hardware	1283521	$30.44
Westlakes Hardware	1283535	$43.97
Westlakes Hardware	1283560	$8.20
Westlakes Hardware	1283571	$2.99
Westlakes Hardware	1283577	$53.61
William Twenter	0212	$105.27
Woods Super Market	100	$6.49
Woods Super Market	107	$64.14
Woods Super Market	98	$64.14
Worthington Direct	271638	$620.25

City Of Sedalia
Department Bills 2-21-2012

Vendor Name	Invoice Number	Amount
Zee Medical Inc	0021920666	$31.35
Zee Medical Inc	0021920667	$149.10
Total Of Invoices To Be Appoved		$196,510.19

Pre-Council Agenda

Council Agenda