

February 13, 2024
Board of Aldermen Meeting
Packet



Greg Parker, Mayor
Shawn Bolerjack, East Ward Alderman
Kala Sisco, East Ward Alderman
Kyle Williams, West Ward Alderman
John Whelan, West Ward Alderman

SPECIAL BOARD OF ALDERMEN MEETING MINUTES

1200 W. Rolla Rd.

January 31, 2024

6:00 P.M.

Call Meeting to Order

The special session meeting of the Board of Alderman of the City of Salem, Missouri, was called to order by Mayor Greg Parker at 6:00 p.m.

Roll Call

Council Members present included Kala Sisco, Shawn Bolerjack, John Whelan, and Kyle Williams. Others in attendance were: City Administrator Sally Burbridge, City Clerk Tammy Koller, Chief of Police Joe Chase, City Attorney James Weber, and Water/Sewer Supervisor Donnie Moore.

Closed Session

Pursuant to Section 610.021 (3) of the Revised State Statutes of the State of Missouri pertaining to hiring, firing, disciplining, or promoting of particular employees by a public governmental body when personal information about the employee is discussed or recorded.

Alderman Williams moved to go into closed session for personnel.

Seconded by Alderman Bolerjack.

The vote was 4 Aye-Williams, Bolerjack, Sisco, and Whelan. 0 Nay. Motion carried.

The Board of Alderman went into closed session at 6:01 P.M.

No action taken.

At 6:19 P.M. Alderwoman Sisco moved to return to open session.

Seconded by Alderman Williams.

The vote was 4 Aye-Sisco, Williams, Bolerjack, and Whelan. 0 Nay. Motion carried.

Bill No. 3588

An ordinance amending the filling of vacancies in certain offices-how filled, for the City of Salem, Missouri.

City Clerk Tammy Koller read both readings of Bill No. 3588 by caption only.

Alderman Whelan moved to approve Bill No. 3588.

Seconded by Alderwoman Sisco.

The vote was 4 Aye- Whelan, Sisco, Bolerjack, and Williams. 0 Nay. Bill No. 3588 passed as Ordinance No. 3588.

Appointment of Interim Public Works Director

Alderwoman Kala Sisco moved to accept Mayoral appointment, Chief of Police Joe Chase as Interim Public Works Director.

Seconded by Alderman Williams.

The vote was 4 Aye-Sisco, Williams, Bolerjack, and Whelan. Motion carried.

Oath of Office

City Clerk Tammy Koller administered the Oath of Office to Interim Public Works Director Chief of Police Joe Chase.

Closed Session

Pursuant to Section 610.021 (12) of the Revised State Statutes of the State of Missouri pertaining to sealed proposals and related documents or any documents related to a negotiated contract until a contract is executed, or all proposals are rejected.

Alderman Bolerjack moved to go into closed session for contracts.

Seconded by Alderman Whelan.

The vote was 4 Aye-Bolerjack, Whelan, Sisco, and Williams.

The Board of Aldermen went into closed session at 6:27 P.M.

No action taken.

Adjournment

With no further business to come before the board, at 7:22 P.M. Alderman Bolerjack moved to adjourn.

Seconded by Alderwoman Sisco.

The vote was 4 Aye-Bolerjack, Sisco, Whelan, and Williams.

Mayor Parker adjourned the meeting at 7:22 P.M.

Tammy Koller
City Koller

APPROVED:

Greg Parker
Mayor

ATTEST:

Tammy Koller
City Clerk

CITY OF SALEM
CITY CLERK
400 N IRON ST
SALEM

MO 65560

MISSOURI DEPARTMENT OF REVENUE

01/16/24

WE HAVE INSTRUCTED THE CENTRAL BANK, JEFFERSON CITY, TO DISTRIBUTE YOUR
MONIES TOTALING \$ 19,533.06 BY ELECTRONIC FUNDS TRANSFER (ACH) TO

THE BANK OF SALEM 081503694 CITY OF SALEM-ENTERPRISE FUND/AC-0410117

MOTOR FUEL TAX	\$	14,032.01
MOTOR V SALES TAX	\$	3,488.19
MOTOR V FEE INCREASES	\$	2,012.86

FOR YOUR CREDIT AND USE ON 01/22/24.
IF YOU DO NOT RECEIVE YOUR DISTRIBUTION OR IF YOU HAVE QUESTIONS CONCERNING
THE AMOUNT OF YOUR DISTRIBUTION, PLEASE CONTACT THE MISSOURI DEPARTMENT
OF REVENUE AT (573) 751-2611.

Salem Police Department

500 N Jackson St., Salem, MO 65560

Incident Time Analysis Report A

All times shown in Minutes : Seconds

Report By: All Categories

Date Range: From 01/01/2023 00:00 to 01/31/2023 23:59

Precinct/Sector/Geo/Ward: All Precincts, Sectors, ESZs, Geos, Wards

Category	SubCategory	#Incidents	Average Stacked Time	Average Response Time	Average On Scene Time	% of Total Incidents
911 HANG UP		2	1:26	0:56	3:03	0.38
ABANDONED VEHICLE		1	2:25	6:55	5:45	0.19
ACCIDENT		13	5:00	2:19	15:01	2.48
ALARM	COMMERCIAL	9	0:33	3:04	6:10	1.71
ALARM	RESIDENTIAL	1		0:00	7:29	0.19
AMBULANCE CALL		19	1:35	1:37	15:26	3.62
ANIMAL CALL		29	3:34	2:43	17:49	5.52
AREA CHECK		8	1:32	3:22	25:13	1.52
ASSAULT/FIGHT	IN PROGRESS	1	2:34	0:02	0:58	0.19
ASSAULT/FIGHT	NOT IN PROGRESS	2	2:06	11:05	3:08	0.38
ASSIST OTHER AGENCY		9	0:41	1:30	15:17	1.71
BUILDING INSPECTION		1		0:00	5:46	0.19
BURGLARY	IN PROGRESS	2	5:09	10:30	7:40	0.38
BURGLARY	NOT IN PROGRESS	5	1:14	0:48	39:49	0.95
CALL FOR SERVICE		11	2:22	1:49	11:39	2.10
CHECK THE WELL BEING		20	8:35	3:13	19:42	3.81
COURT		1		0:00	20:52	0.19
COURTESY TRANSPORT		1		0:00	9:26	0.19
DECEASED PERSON		1	3:22	0:23	53:53	0.19
DISTURBANCE	PHYSICAL	2	0:35	1:51	17:52	0.38
DISTURBANCE	VERBAL	1	2:47	2:25	7:29	0.19
DOMESTIC	IN PROGRESS	5	3:36	0:49	29:36	0.95
DOMESTIC	NOT IN PROGRESS	2	1:00	3:39	26:18	0.38
DRUG OFFENSE		1	107:11	3:26	17:28	0.19
ESCORT		16	10:16	8:23	23:12	3.05
FIRE CALL		2	1:05	1:06	30:04	0.38
FOLLOW UP INVESTIGATION		61	0:44	0:06	22:25	11.62
FOUND PROPERTY		3	1:42	12:35	1:41	0.57
FRAUD		2		0:00	14:36	0.38
HARASSMENT		5	1:59	18:05	4:31	0.95
HOTLINE CALL		3	1:27	3:13	33:52	0.57
INFORMATION		5	1:53	4:08	74:38	0.95
INTOXICATED PEDESTRIAN		2	1:10	1:40	35:43	0.38
JUVENILE PROBLEM		4	1:09	1:31	40:39	0.76
LEAVE WITHOUT PAY		1	7:35	1:34	9:24	0.19
LIFT ASSIST		10	1:25	3:45	10:31	1.90
LOST/STOLEN PROPERTY		2	1:30	12:53	35:53	0.38
MISC ADMIN DUTY		28	11:56	1:01	38:26	5.33
MISC HAZARD		2	1:37	1:19	5:20	0.38

Salem Police Department

500 N Jackson St., Salem, MO 65560

Incident Time Analysis Report A

All times shown in Minutes : Seconds

Report By: All Categories

Date Range: From 01/01/2023 00:00 to 01/31/2023 23:59

Precinct/Sector/Geo/Ward: All Precincts, Sectors, ESZs, Geos, Wards

Category	SubCategory	#Incidents	Average Stacked Time	Average Response Time	Average On Scene Time	% of Total Incidents
MISC OFFENSE		1	1:39	1:39	6:02	0.19
MISSING PERSON		1	8:36	41:37	17:28	0.19
MOTORIST ASSIST		3	1:13	1:40	3:56	0.57
NUISANCE VIOLATION		2	1:03	0:48	9:10	0.38
OPEN DOOR		1	0:47	0:00	6:44	0.19
PANHANDLING		1		0:00	3:26	0.19
PATIENT TRANSFER		1	3:08	16:17	18:25	0.19
PEDESTRIAN CHECK		4	1:00	0:00	4:54	0.76
POWER OUTAGE		3	2:34	21:44	0:25	0.57
PRISONER TRANSPORT		2	0:48	0:00	29:15	0.38
PROPERTY DAMAGE		2	1:43	2:14	31:36	0.38
PROWLER		1	1:12	7:33	3:06	0.19
SEX OFFENSE		1	1:46	1:52	57:32	0.19
SHOPLIFTER		4	3:42	4:14	11:54	0.76
SHOTS FIRED		3	1:25	0:33	78:56	0.57
STEALING	IN PROGRESS	1	1:06	0:04	35:33	0.19
STEALING	NOT IN PROGRESS	10	4:36	3:40	16:14	1.90
SUICIDAL PERSON		3	0:59	2:13	29:07	0.57
SUSPICIOUS CIRCUMSTANCES		6	2:13	1:29	10:45	1.14
SUSPICIOUS SUBJECT		15	1:21	2:20	12:30	2.86
SUSPICIOUS VEHICLE		6	1:20	1:40	5:17	1.14
TRAFFIC STOP		106	1:17	0:00	6:35	20.19
TRESPASSING		2	0:18	2:01	7:59	0.38
UCR		17	6:12	26:45	7:12	3.24
WALK - IN		4	0:55	0:01	31:02	0.76
WALK THROUGH		16		0:00	27:30	3.05
WARRANT ATTEMPT		10	0:39	0:01	10:57	1.90
WATER SEWER PROBLEM		6	1:40	0:01	11:37	1.14

Total Incidents For Date Range **525**

Average Stacked Time **3:41** min : sec

Average Response Time **2:31** min : sec

Average On Scene Time **17:21** min : sec



400 N. Iron Street, Salem, Missouri 65560
(573) 729-4811 Fax (573) 729-5371
www.salemmo.com

Animal Control Report

For the month of January there were 24 calls for service. 6 Dogs were transferred to the Phelps County Animal Rescue at 745 E Springfield St. in St James.

MAYOR
Greg Parker

ALDERMEN

East Ward
Shawn Bolerjack
Kala Sisco

West Ward
Kyle Williams
John Whelan

PARKS AND RECREATION: Melissa DuBois
POLICE DEPARTMENT: Joe Chase



PUBLIC WORKS: Mark Nash
UTILITIES: Jennifer Cochran

CITY ADMINISTRATOR

Sally Burbridge

CITY CLERK

Tammy Koller

CITY ATTORNEY

James Weber

BUILDING INSPECTION: Jarred Brown

FINANCE: Stacey Houston

MUNICIPAL DIVISION SUMMARY REPORTING FORM

Refer to instructions for directions and term definitions. Complete a report each month even if there has not been any court activity.

<u>I. COURT INFORMATION</u>		Municipality: CITY OF SALEM		Reporting Period: Jan 1, 2024 - Jan 31, 2024	
Mailing Address: 112 E 5TH STREET, SALEM, MO 65560					
Physical Address: 112 E 5TH STREET, SALEM, MO 65560				County: Dent County	
Telephone Number:		Fax Number:			
Prepared by: KRISTI CRAIG		E-mail Address:			
Municipal Judge:					
<u>II. MONTHLY CASELOAD INFORMATION</u>					
		Alcohol & Drug Related Traffic	Other Traffic	Non-Traffic Ordinance	
A. Cases (citations/informations) pending at start of month		0	34	23	
B. Cases (citations/informations) filed		2	17	8	
C. Cases (citations/informations) disposed					
1. jury trial (Springfield, Jefferson County, and St. Louis County only)		0	0	0	
2. court/bench trial - GUILTY		0	0	0	
3. court/bench trial - NOT GUILTY		0	0	0	
4. plea of GUILTY in court		0	7	5	
5. Violations Bureau Citations (i.e. written plea of guilty) and bond forfeiture by court order (as payment of fines/costs)		0	1	0	
6. dismissed by court		0	0	0	
7. <i>nolle prosequi</i>		0	4	1	
8. certified for jury trial (not heard in Municipal Division)		0	0	0	
9. TOTAL CASE DISPOSITIONS		0	12	6	
D. Cases (citations/informations) pending at end of month [pending caseload = (A+B)-C9]		2	39	25	
E. Trial de Novo and/or appeal applications filed		0	0	0	
<u>III. WARRANT INFORMATION (pre- & post-disposition)</u>					
1. # Issued during reporting period		6	<u>IV. PARKING TICKETS</u>		
2. # Served/withdrawn during reporting period		3	<input type="checkbox"/> Court staff does not process parking tickets		
3. # Outstanding at end of reporting period		56			

MUNICIPAL DIVISION SUMMARY REPORTING FORM

COURT INFORMATION	Municipality: CITY OF SALEM	Reporting Period: Jan 1, 2024 - Jan 31, 2024
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V. DISBURSEMENTS			
Excess Revenue (minor traffic and municipal ordinance violations, subject to the excess revenue percentage limitation)		Other Disbursements: Enter below additional surcharges and/or fees not listed above. Designate if subject to the excess revenue percentage limitation. Examples include, but are not limited to, arrest costs and witness fees.	
Fines - Excess Revenue	\$551.50	No Data Available	
Clerk Fee - Excess Revenue	\$0.00	Total Disbursements of Costs, Fees, Surcharges and Bonds Forfeited	\$1,540.50
Crime Victims Compensation (CVC) Fund surcharge - Paid to City/Excess Revenue	\$0.00	Bond Refunds	\$0.00
Bond forfeitures (paid to city) - Excess Revenue	\$0.00	Total Disbursements	\$1,540.50
Total Excess Revenue	\$551.50		
Other Revenue (non-minor traffic and ordinance violations, not subject to the excess revenue percentage limitation)			
Fines - Other	\$917.00		
Clerk Fee - Other	\$0.00		
Judicial Education Fund (JEF) <input type="checkbox"/> Court does not retain funds for JEF	\$0.00		
Peace Officer Standards and Training (POST) Commission surcharge	\$0.00		
Crime Victims Compensation (CVC) Fund surcharge - Paid to State	\$0.00		
Crime Victims Compensation (CVC) Fund surcharge - Paid to City/Other	\$0.00		
Law Enforcement Training (LET) Fund surcharge	\$36.00		
Domestic Violence Shelter surcharge	\$0.00		
Inmate Prisoner Detainee Security Fund surcharge	\$36.00		
Restitution	\$0.00		
Parking ticket revenue (including penalties)	\$0.00		
Bond forfeitures (paid to city) - Other	\$0.00		
Total Other Revenue	\$989.00		

MUNICIPAL DIVISION SUMMARY REPORTING FORM

Refer to instructions for directions and term definitions. Complete a report each month even if there has not been any court activity.

<u>I. COURT INFORMATION</u>		Municipality: CITY OF SALEM	Reporting Period: Jan 1, 2024 - Jan 31, 2024	
Mailing Address: DENT COUNTY COURTHOUSE, SALEM, MO 65560				
Physical Address: DENT COUNTY COURTHOUSE, SALEM, MO 65560			County: Dent County	Circuit: 42
Telephone Number: (573)7293931		Fax Number:		
Prepared by: KRISTI CRAIG		E-mail Address:		
Municipal Judge:				
<u>II. MONTHLY CASELOAD INFORMATION</u>				
		Alcohol & Drug Related Traffic	Other Traffic	Non-Traffic Ordinance
A. Cases (citations/informations) pending at start of month		3	30	47
B. Cases (citations/informations) filed		0	0	0
C. Cases (citations/informations) disposed				
1. jury trial (Springfield, Jefferson County, and St. Louis County only)		0	0	0
2. court/bench trial - GUILTY		0	0	0
3. court/bench trial - NOT GUILTY		0	0	0
4. plea of GUILTY in court		0	0	0
5. Violations Bureau Citations (i.e. written plea of guilty) and bond forfeiture by court order (as payment of fines/costs)		0	0	0
6. dismissed by court		0	0	0
7. <i>nolle prosequi</i>		0	0	0
8. certified for jury trial (not heard in Municipal Division)		0	0	0
9. TOTAL CASE DISPOSITIONS		0	0	0
D. Cases (citations/informations) pending at end of month [pending caseload = (A+B)-C9]		3	30	47
E. Trial de Novo and/or appeal applications filed		0	0	0
<u>III. WARRANT INFORMATION</u> (pre- & post-disposition)				
		<u>IV. PARKING TICKETS</u>		
1. # Issued during reporting period	0	1. # Issued during period		0
2. # Served/withdrawn during reporting period	0	<input type="checkbox"/> Court staff does not process parking tickets		
3. # Outstanding at end of reporting period	92			

MUNICIPAL DIVISION SUMMARY REPORTING FORM

COURT INFORMATION	Municipality: CITY OF SALEM	Reporting Period: Jan 1, 2024 - Jan 31, 2024
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V. DISBURSEMENTS

Excess Revenue (minor traffic and municipal ordinance violations, subject to the excess revenue percentage limitation)		Other Disbursements: Enter below additional surcharges and/or fees not listed above. Designate if subject to the excess revenue percentage limitation. Examples include, but are not limited to, arrest costs and witness fees.	
Fines - Excess Revenue	\$0.00	Law Enf Arrest-Local	\$80.00
Clerk Fee - Excess Revenue	\$0.00	Total Other Disbursements	\$80.00
Crime Victims Compensation (CVC) Fund surcharge - Paid to City/Excess Revenue	\$0.00	Total Disbursements of Costs, Fees, Surcharges and Bonds Forfeited	\$80.00
Bond forfeitures (paid to city) - Excess Revenue	\$0.00	Bond Refunds	\$0.00
Total Excess Revenue	\$0.00	Total Disbursements	\$80.00
Other Revenue (non-minor traffic and ordinance violations, not subject to the excess revenue percentage limitation)			
Fines - Other	\$0.00		
Clerk Fee - Other	\$0.00		
Judicial Education Fund (JEF) <input type="checkbox"/> Court does not retain funds for JEF	\$0.00		
Peace Officer Standards and Training (POST) Commission surcharge	\$0.00		
Crime Victims Compensation (CVC) Fund surcharge - Paid to State	\$0.00		
Crime Victims Compensation (CVC) Fund surcharge - Paid to City/Other	\$0.00		
Law Enforcement Training (LET) Fund surcharge	\$0.00		
Domestic Violence Shelter surcharge	\$0.00		
Inmate Prisoner Detainee Security Fund surcharge	\$0.00		
Restitution	\$0.00		
Parking ticket revenue (including penalties)	\$0.00		
Bond forfeitures (paid to city) - Other	\$0.00		
Total Other Revenue	\$0.00		

Staff Summary Report

MEETING DATE: 02/13/2024

AGENDA ITEM:

AGENDA TITLE: Pitney Bowes Lease Agreement

ACTION REQUESTED BY: Stacey Houston

ACTION REQUESTED: Approve Pitney Bowes Lease Agreement

SUMMARY BY: Stacey Houston

PROJECT DESCRIPTION / FACTS

Our Pitney Bowes Lease agreement will expire soon. This agreement is to renew the lease of a postage machine for 60 months.

PROCUREMENT

Pitney Bowes is part of the State Cooperative program; NASPO Value Point CTR 058808; CC221938006.

FISCAL IMPACTS

\$135.28 per month (current lease is \$141.57 per month) for 60 months.
General Fund; 100-512-46100 Equip Maintenance

SUPPORT DOCUMENTS: Pitney Bowes Lease Agreement

DEPARTMENT'S RECOMMENDED MOTION: Move to approve the Lease Agreement for postage machine with Pitney Bowes

RESOLUTION NO. 4-2024

**A RESOLUTION AUTHORIZING THE MAYOR TO EXECUTE AN AGREEMENT
BETWEEN THE CITY OF SALEM, MISSOURI, AND PITNEY BOWES.**

WHEREAS, the City of Salem, Missouri wishes to renew the lease of a postage machine from Pitney Bowes as described in the lease agreement attached hereto.

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

Section 1.

That the Mayor is hereby authorized to sign the NASPO ValuePoint FMW Lease Agreement between Pitney Bowes and the City of Salem, Missouri for a 60-month lease of a postage machine.

This Resolution shall be in full force and effect from and after the date of its passage and approval.

PASSED BY THE BOARD OF ALDERMEN OF THE CITY OF SALEM, MISSOURI, AND
APPROVED BY THE MAYOR THIS 13th DAY OF FEBRUARY 2024.

APPROVED:

ATTEST:

**Greg
Parker
Mayor**

**Tammy Koller
City Clerk**

APPROVAL AS TO FORM:

**James K. Weber
City Attorney**



NASPO ValuePoint FMV Lease Agreement (Option C)

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Agreement Number

Your Business Information

Full Legal Name of Lessee / DBA Name of Lessee			Tax ID # (FEIN/TIN)		
CITY OF SALEM			436003364		
Sold-To: Address					
400 N IRON ST, SALEM, MO, 65560-1429, US					
Sold-To: Contact Name		Sold-To: Contact Phone #		Sold-To: Account #	
STACEY HOUSTON		5737295211		0017307127	
Bill-To: Address					
400 N IRON ST, SALEM, MO, 65560-1429, US					
Bill-To: Contact Name		Bill-To: Contact Phone #		Bill-To: Account #	Bill-To: Email
STACEY HOUSTON		5737295211		0017307127	finance@salem.mo.com
Ship-To: Address					
400 N IRON ST, SALEM, MO, 65560-1429, US					
Ship-To: Contact Name		Ship-To: Contact Phone #		Ship-To: Account #	
STACEY HOUSTON		5737295211		0017307127	
PO #					
.					

Your Business Needs

Qty	Item	Business Solution Description
1	SENDPROCAUTO	SendPro C Auto
1	1FXA	Interface to InView Dashboard
1	7H00	C Series IMI Meter
1	993-4B	DM400C Return Kit - Upgrade to 9H00
1	APAC	Connect+ Accounting Weight Break Reports
1	APAX	Cost Acctg Accounts Level (100)
1	APKN	Account List Import/Export
1	C5CC	Sendpro C Auto 95
1	CAAB	Basic Cost Accounting
1	F9PG2	PowerGuard LE Service Package
1	ME1A	Meter Equipment - C Series
1	MP81	C Series Integrated Scale
1	PAB1	C Series Premium App Bundle
1	PTJ1	SendPro Online-PitneyShip

1	PTJA	SPO-PitneyShip Basic 1 User
1	PTJN	Single User Access
1	PTK1	Web Browser Integration
1	PTK2	SendPro C Series Shipping Integration
1	SJS2	Softguard For SendPro C500
1	STDsla	Standard SLA-Equipment Service Agreement (for SendPro C Auto)
1	ZH24	Manual Weight Entry
1	ZH29	HZ03 95 LPM Speed
1	ZHC5	SendPro C500 Base System Identifier
1	ZHD5	USPS Rates with Metered Letter
1	ZHD7	E Conf Services for Metered LTR. BDL
1	ZHWL	5lb/3kg Weighing Option for MP81

Your Payment Plan

Initial Term: 60 months	Initial Payment Amount:	
Number of Months	Monthly Amount	Billed Quarterly at*
60	\$ 135.28	\$ 405.84

**Does not include any applicable sales, use, or property taxes which will be billed separately.
If the equipment listed above is replacing your current meter, your current meter will be taken out of service once this lease commences.*

- ☐ Tax Exempt Certificate Attached
- ☐ Tax Exempt Certificate Not Required
- ☐ Purchase Power® transaction fees included
- ☒ Purchase Power® transaction fees extra

Your Signature Below

By signing below, you agree to be bound by your State's/Entity's/Cooperative's contract, which is available at <http://www.pb.com/states> and is incorporated by reference. The terms and conditions of this contract will govern this transaction and be binding on us after we have completed our credit and documentation approval process and have signed below. If software is included in the Order, additional terms apply which are either (i) included in your State's contract which is available at <http://www.pb.com/states> or (ii) available by clicking on the hyperlink for that software located at https://www.naspovaluepoint.org/search/?term=pitney+bowes&page_ref=contractors. Those additional terms are incorporated by reference.

NASPO VALUEPOINT CTR058808; CC221938006
State/Entity's Contract#

Lessee Signature

Print Name

Title

Date

Email Address

Pitney Bowes Signature

Print Name

Title

Date

Sales Information

Lynn Harrington		lynn.harrington@pb.com
Account Rep Name	Email Address	PBGFS Acceptance

Staff Summary Report

MEETING DATE:	February 13, 2024
AGENDA ITEM:	New and Miscellaneous Business
AGENDA TITLE:	Public Comment Section

ACTION REQUESTED BY:	Aldermen Shawn Bolerjack
ACTION REQUESTED:	
SUMMARY BY:	

PROJECT DESCRIPTION / FACTS

This policy establishes and governs public comments during regular Board of Aldermen meetings, providing a platform for citizens to express views and concerns to the board. Public comments are scheduled at the beginning of meetings, with speakers allotted three minutes each. The Board may respond at their discretion after speakers conclude. Follow-up concerns will be coordinated by the City Administrator, aiming for an efficient and respectful process for public engagement.

PROCUREMENT

FISCAL IMPACTS

SUPPORT DOCUMENTS:	Public Comment Policy
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RECOMMENDED ACTION:	Move to approve the Public Comment Policy.
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Policy for Public Comment at City of Salem Board of Aldermen Meetings

1. Introduction

This policy outlines the procedures for public comment during regularly scheduled Board of Aldermen meetings. The purpose of public comment is to provide a platform for the general public to express their views and concerns to the Board. Please note that this session is specifically designed for listening, and there is no obligatory response from the Board and staff mandated during the meeting. The public comment session will be placed at the beginning of the agenda.

2. Duration of Public Comment

Each speaker is generally allotted a maximum of three (3) minutes to address the Board of Aldermen. However, the presiding officer retains the discretion to modify this time allocation in certain circumstances, such as when there is a particularly large number of speakers. Despite any adjustments, a speaker's allotted time cannot be transferred to another individual. These measures are designed to ensure an efficient and equitable opportunity for as many speakers as possible during the public comment period.

3. Speaker Registration

To participate in the public comment session, speakers must complete a speaker card provided by the city clerk. This card must be submitted to the city clerk ten (10) minutes prior to the beginning of the meeting. The card should include the speaker's name, contact information, and the specific topic they wish to address. This registration process helps in organizing the speakers and ensures that everyone gets a fair chance to speak. Only one (1) speaker card will be issued per person.

4. No Mandatory Response

Within the public comment session, the Board of Aldermen and city staff are not obligated to respond or engage in a discussion with the speakers. Board members may, at their discretion, respond or seek clarification, provided they refrain from interrupting the speaker. Any such response or inquiry is to be made after the speaker has concluded their remarks. The primary purpose of this session is for the Board of Aldermen to actively listen to the concerns and opinions of the general public.

5. Follow-Up and Resolution

If any follow-up is required regarding the concerns raised during the public comment session, the City Administrator will be responsible for coordinating any necessary actions. The City Administrator will gather the relevant information and initiate any investigations or actions needed to address the speakers' concerns.

6. Respect and Decorum

All speakers are expected to address the Board of Aldermen and fellow members of the public with respect and decorum. The use of language encompassing lewd and obscene content, profanity, libelous statements, and insulting or ‘fighting’ words – those that, by their very utterance, cause harm or tend to incite an immediate breach of peace– will not be tolerated. In such instances, the presiding officer may intervene to ensure order is maintained.

7. Order of Speakers

The public comment session will be conducted in the order in which speaker cards were received by the city clerk.

8. Accommodation for Special Needs

The city will make reasonable accommodations for speakers with disabilities, as required by law, to ensure they can effectively participate in the public comment session.

9. Conclusion

This policy for public comment at Board of Aldermen meetings is designed to ensure an efficient and respectful process for members of the public to share their views with the Board while allowing for adequate follow-up and resolution of concerns. We encourage the general public to participate in this process to help shape our community.

Date approved by the Board of Aldermen _____

Staff Summary Report

MEETING DATE: February 13, 2024

AGENDA ITEM: Reading of Bills

AGENDA TITLE: Bills No. 3589-3599

ACTION REQUESTED BY: Sally Burbridge

ACTION REQUESTED: Adopt a Non-Smoking/Vaping Code for City of Salem Properties

SUMMARY BY: Sally Burbridge

PROJECT DESCRIPTION / FACTS

Aldерwoman Sisco brought up the topic of a non-smoking ordinance for city parks back in December. Hearing this was an interest of the City, Zach Moser, Director of the Dent County Health Center shared a model non-smoking ordinance developed by the American Lung Association. Based upon discussions with Aldermen, I then modified the draft ordinance to focus on City owned facilities and Parks rather than a blanket approach regulating area businesses as our local business community has self-regulated and moved to non-smoking in most instances.

The resulting draft ordinance (as a whole) was then put before the Parks and Recreation Board for their review and consideration. After hearing presentations by area youth, the Park and Recreation Board voted to recommend adoption of the ordinance to the Board of Aldermen.

PROCUREMENT

NA

FISCAL IMPACTS

There may be minor expenditures for signage to be posted at various city facilities.

SUPPORT DOCUMENTS: Ordinances adopting Chapter 240.010-240.110 Clean Air Ordinances of the Salem City Code (11)

DEPARTMENT'S RECOMMENDED MOTION: Move approval of the 11 Ordinances adopting Chapter 240.010-240.110 Clean Air Ordinances of the Salem City Code.

BILL NO. 3589

ORDINANCE NO. 3589

AN ORDINANCE ADDING PROVISIONS PROHIBITING SMOKING ON CITY PROPERTIES AND SPECIFICALLY IN PUBLIC PARKS TO THE CODES OF THE CITY OF SALEM, MISSOURI.

WHEREAS, IN ORDER TO MAINTAIN A HEALTHY ENVIRONMENT FOR INDIVIDUALS PARTICIPATING IN ACTIVITIES IN CITY OWNED FACILITIES; THEREFORE,

BE IT ORDAINED BY THE BOARD OF ALDERMEN OF THE CITY OF SALEM, MISSOURI AS FOLLOWS:

Section 1.

Chapter 240 Clean Air Ordinance of the Salem City Code shall be added as follows:

240.010 Findings and Intent

The City of Salem Board of Aldermen does hereby find that:

The 2006 U.S. Surgeon General's Report, The Health Consequences of Involuntary Exposure to Tobacco Smoke, has concluded that (1) secondhand smoke exposure causes disease and premature death in children and adults who do not smoke; (2) children exposed to secondhand smoke are at an increased risk for sudden infant death syndrome (SIDS), acute respiratory problems, ear infections, and asthma attacks, and that smoking by parents causes respiratory symptoms and slows lung growth in their children; (3) exposure of adults to secondhand smoke has immediate adverse effects on the cardiovascular system and causes coronary heart disease and lung cancer; (4) there is no risk-free level of exposure to secondhand smoke; and (6) evidence from peer-reviewed studies shows that smokefree policies and laws do not have an adverse economic impact on the hospitality industry.¹ According to the 2010 U.S. Surgeon General's Report, How Tobacco Smoke Causes Disease, even occasional exposure to secondhand smoke is harmful and low levels of exposure to secondhand tobacco smoke lead to a rapid and sharp increase in dysfunction and inflammation of the lining of the blood vessels, which are implicated in heart attacks and stroke.² According to the 2014 U.S. Surgeon General's Report, The Health Consequences of Smoking—50 Years of Progress, secondhand smoke exposure causes stroke in nonsmokers. The report also found that since the 1964 Surgeon General's Report on Smoking and Health, 2.5 million nonsmokers have died from diseases caused by tobacco smoke.³

The Public Health Service's National Toxicology Program (NTP) has listed secondhand smoke as a known carcinogen.⁴

Based on a finding by the California Environmental Protection Agency in 2005, the California Air Resources Board has determined that secondhand smoke is a toxic air contaminant, finding that exposure to secondhand smoke has serious health effects, including low birth-weight babies; sudden infant death syndrome (SIDS); increased respiratory infections in children; asthma in children and adults; lung cancer, sinus cancer, and breast cancer in younger, premenopausal women; heart disease; and death.⁵

There is indisputable evidence that implementing 100% smoke-free environments is the only effective way to protect the population from the harmful effects of exposure to secondhand smoke.⁶

In reviewing 11 studies concluding that communities see an immediate reduction in heart attack admissions after the implementation of comprehensive smokefree laws, the Institute of Medicine of the National Academies concluded that data consistently demonstrate that secondhand smoke exposure increases the risk of coronary heart disease and heart attacks and that smokefree laws reduce heart attacks.⁷

Secondhand smoke is particularly hazardous to elderly people, individuals with cardiovascular disease, and individuals with impaired respiratory function, including asthmatics and those with obstructive airway disease.⁸ The Americans With Disabilities Act, which requires that disabled persons have access to public places, deems impaired respiratory function to be a disability.⁹

During periods of active smoking, peak and average outdoor tobacco smoke (OTS) levels measured in outdoor cafes and restaurant and bar patios near smokers rival indoor tobacco smoke concentrations.¹⁰ Nonsmokers who spend six-hour periods in outdoor smoking sections of bars and restaurants experience a significant increase in levels of cotinine when compared to the cotinine levels in a smokefree outdoor area.¹¹

Electronic smoking devices, commonly referred to as electronic cigarettes, or “e-cigarettes,” closely resemble and purposefully mimic the act of smoking by having users inhale vaporized liquid that typically contains nicotine, heated through an electronic ignition system. ESD emissions are made up of a high concentration of ultrafine particles, and the particle concentration is higher than in conventional tobacco cigarette smoke.¹² The January 2018 National Academies of Sciences, Engineering, and Medicine publication states that there is conclusive evidence that in addition to nicotine, most ESDs contain and emit numerous potentially toxic substances and increase airborne concentrations of particulate matter and nicotine in indoor environments. Studies show that people exposed to ESD aerosol absorb nicotine (measured as cotinine) at levels comparable to passive smokers. Many of the elements identified in the aerosol are known to cause respiratory distress and disease. ESD exposure damages lung tissues. Human lung cells that are exposed to ESD aerosol and flavorings — especially cinnamon — show increased oxidative stress and inflammatory responses.¹³ Their use in public places where smoking of traditional tobacco products is prohibited creates concern and confusion and leads to difficulties in enforcing the smoking prohibitions. The World Health Organization (WHO), the National Institute for Occupational Safety and Health (NIOSH), and the American Industrial Hygiene Association (AIHA) recommend that ESDs not be used in smokefree environments, in order to minimize the risk to bystanders of breathing in the aerosol emitted by the devices and to avoid undermining the enforcement of smokefree laws.¹⁴

Secondhand smoke from combusted marijuana contains fine particulate matter that can be breathed deeply into the lungs, which can cause lung irritation and asthma attacks, thus making respiratory infections more likely. Exposure to fine particulate matter can exacerbate health problems especially for people with respiratory conditions like asthma, bronchitis, or COPD.^{15, 16} Secondhand smoke from marijuana also has many of the same chemicals as smoke from tobacco, including those linked to lung cancer.^{17, 18} More research is needed, but the current body of science shows that both tobacco and marijuana smoke may have similar harmful cardiovascular effects.^{19 20} Thus, In the interest of public health, the use of combustible or aerosolized marijuana should be prohibited wherever tobacco smoking is prohibited.

The Society of Actuaries has determined that secondhand smoke costs the U.S. economy roughly \$10 billion a year: \$5 billion in estimated medical costs associated with secondhand smoke exposure and \$4.6 billion in lost productivity.²¹

The smoking of tobacco, hookahs, or marijuana/cannabis and the use of ESDs are forms of air pollution and constitute both a danger to health and a material public nuisance.

Accordingly, the City of Salem Board of Aldermen finds and declares that the purposes of this ordinance are:

- (1) to protect the public health and welfare by prohibiting smoking in public places; and
- (2) to guarantee the right of nonsmokers to breathe smokefree air, and to recognize that the need to breathe smokefree air shall have priority over the desire to smoke.

Section 2.

These changes become effective immediately and are subject to modification at any time by the Board of Aldermen.

All ordinances or parts of ordinances in conflict herewith are, to the extent of such conflict, repealed.

Section 3.

This Ordinance shall be in full force and effect from and after February 27, 2024.

PASSED BY THE BOARD OF ALDERMEN OF THE CITY OF SALEM, MISSOURI, AND
APPROVED BY THE MAYOR, THIS 27th DAY OF FEBRUARY 2024.

APPROVED:

ATTEST:

Greg Parker
Mayor

Tammy Koller
City Clerk

APPROVAL AS TO FORM:

James Weber
City Attorney

BILL NO. 3590

ORDINANCE NO. 3590

AN ORDINANCE ADDING PROVISIONS PROHIBITING SMOKING ON CITY PROPERTIES AND SPECIFICALLY IN PUBLIC PARKS TO THE CODES OF THE CITY OF SALEM, MISSOURI.

WHEREAS, IN ORDER TO MAINTAIN A HEALTHY ENVIRONMENT FOR INDIVIDUALS PARTICIPATING IN ACTIVITIES IN CITY OWNED FACILITIES; THEREFORE,

BE IT ORDAINED BY THE BOARD OF ALDERMEN OF THE CITY OF SALEM, MISSOURI AS FOLLOWS:

Section 1.

Chapter 240 Clean Air Ordinance of the Salem City Code shall be amended as follows:

Section 240.020 Definitions

The following words and phrases, whenever used in this Article, shall be construed as defined in this Section:

- **“Electronic Smoking Device”** means any product containing or delivering nicotine or any other substance intended for human consumption that can be used by a person in any manner for the purpose of inhaling vapor or aerosol from the product. The term includes any such device, whether manufactured, distributed, marketed, or sold as an e-cigarette, e-cigar, e-pipe, e-hookah, dab rig or vape pen, or under any other product name or descriptor.
- **“Enclosed Area”** means all space between a floor and a ceiling that is bounded on at least two sides by walls, doorways, or windows, whether open or closed. A wall includes any retractable divider, garage door, or other physical barrier, whether temporary or permanent and whether or not containing openings of any kind.
- **“Hookah”** means a water pipe and any associated products and devices which are used to produce fumes, smoke, and/or vapor from the burning of material including, but not limited to, tobacco, shisha, or other plant matter.
- **“Playground”** means any park or recreational area designed in part to be used by children that has play or sports equipment installed or that has been designated or landscaped for play or sports activities, or any similar facility located on public or private school grounds or on City grounds.
- **“Public Event”** means an event which is open to and may be attended by the general public, including but not limited to, such events as concerts, fairs, farmers’ markets, festivals, parades, performances, and other exhibitions, regardless of any fee or age requirement.
- **“Recreational Area”** means any public or private area open to the public for recreational purposes, regardless of any fee or age requirement, including but not limited to,

amusement parks, playgrounds, athletic fields, beaches, fairgrounds, bike paths, walking paths, gardens, golf courses, parks, plazas, skate parks, swimming pools, trails, and zoos.

- “**Service Line**” means an indoor or outdoor line in which one (1) or more persons are waiting for or receiving service of any kind, whether or not the service involves the exchange of money, including but not limited to, ATM lines, concert lines, food vendor lines, movie ticket lines, and sporting event lines.
- “**Smoking**” means inhaling, exhaling, burning, or carrying any lighted or heated cigar, cigarette, pipe, hookah, or any other lighted or heated tobacco or plant product intended for inhalation, whether natural or synthetic, including marijuana/cannabis, in any manner or in any form. “Smoking” includes the use of an electronic smoking device which creates an aerosol or vapor, in any manner or in any form, or the use of any oral smoking device for the purpose of circumventing the prohibition of smoking in this Article.

Section 2.

These changes become effective immediately and are subject to modification at any time by the Board of Aldermen.

All ordinances or parts of ordinances in conflict herewith are, to the extent of such conflict, repealed.

Section 3.

This Ordinance shall be in full force and effect from and after February 27, 2024.

PASSED BY THE BOARD OF ALDERMEN OF THE CITY OF SALEM, MISSOURI, AND
APPROVED BY THE MAYOR, THIS 27th DAY OF FEBRUARY 2024.

APPROVED:

ATTEST:

Greg Parker
Mayor

Tammy Koller
City Clerk

APPROVAL AS TO FORM:

James Weber
City Attorney

BILL NO. 3591

ORDINANCE NO. 3591

AN ORDINANCE ADDING PROVISIONS PROHIBITING SMOKING ON CITY PROPERTIES AND SPECIFICALLY IN PUBLIC PARKS TO THE CODES OF THE CITY OF SALEM, MISSOURI.

WHEREAS, IN ORDER TO MAINTAIN A HEALTHY ENVIRONMENT FOR INDIVIDUALS PARTICIPATING IN ACTIVITIES IN CITY OWNED FACILITIES; THEREFORE,

BE IT ORDAINED BY THE BOARD OF ALDERMEN OF THE CITY OF SALEM, MISSOURI AS FOLLOWS:

Section 1.

Chapter 240 Clean Air Ordinance of the Salem City Code shall be amended as follows:

Section 240.030 Application of Article to City-Owned Facilities and Property

All enclosed areas, including buildings and vehicles owned, leased, or operated by the City of Salem, as well as all outdoor property adjacent to such buildings and under the control of the City shall be subject to the provisions of this Article.

Section 2.

These changes become effective immediately and are subject to modification at any time by the Board of Aldermen.

All ordinances or parts of ordinances in conflict herewith are, to the extent of such conflict, repealed.

Section 3.

This Ordinance shall be in full force and effect from and after February 27, 2024.

PASSED BY THE BOARD OF ALDERMEN OF THE CITY OF SALEM, MISSOURI, AND APPROVED BY THE MAYOR, THIS 27th DAY OF FEBRUARY 2024.

APPROVED:

ATTEST:

Greg Parker
Mayor

Tammy Koller
City Clerk

APPROVAL AS TO FORM:

James Weber
City Attorney

BILL NO. 3592

ORDINANCE NO. 3592

AN ORDINANCE ADDING PROVISIONS PROHIBITING SMOKING ON CITY PROPERTIES AND SPECIFICALLY IN PUBLIC PARKS TO THE CODES OF THE CITY OF SALEM, MISSOURI.

WHEREAS, IN ORDER TO MAINTAIN A HEALTHY ENVIRONMENT FOR INDIVIDUALS PARTICIPATING IN ACTIVITIES IN CITY OWNED FACILITIES; THEREFORE,

BE IT ORDAINED BY THE BOARD OF ALDERMEN OF THE CITY OF SALEM, MISSOURI AS FOLLOWS:

Section 1.

Chapter 240 Clean Air Ordinance of the Salem City Code shall be amended as follows:

Section 240.040 Prohibition of Smoking in Outdoor Public Places

Smoking shall be prohibited on all outdoor property owned, leased, or operated by the City of Salem:

1. Within a reasonable distance of **15 feet** outside entrances, operable windows, and ventilation systems of enclosed areas where smoking is prohibited, so as to prevent tobacco smoke from entering those areas.
2. In all public outdoor arenas, stadiums, and amphitheaters. Smoking shall also be prohibited in, and within 25 feet of, bleachers and grandstands for use by spectators at sporting and other public events.
3. In outdoor recreational areas, including parking lots.
4. In, and within 25 feet of, all outdoor playgrounds.
5. In, and within 25 feet of, all outdoor public events.
6. In, and within 15 feet of, all outdoor public transportation stations, platforms, and shelters under the authority of the City of Salem

Section 2.

These changes become effective immediately and are subject to modification at any time by the Board of Aldermen.

All ordinances or parts of ordinances in conflict herewith are, to the extent of such conflict, repealed.

Section 3.

This Ordinance shall be in full force and effect from and after February 27, 2024.

PASSED BY THE BOARD OF ALDERMEN OF THE CITY OF SALEM, MISSOURI, AND
APPROVED BY THE MAYOR, THIS 27th DAY OF FEBRUARY 2024.

APPROVED:

ATTEST:

Greg Parker
Mayor

Tammy Koller
City Clerk

APPROVAL AS TO FORM:

James Weber
City Attorney

BILL NO. 3593**ORDINANCE NO. 3593**

AN ORDINANCE ADDING PROVISIONS PROHIBITING SMOKING ON CITY PROPERTIES AND SPECIFICALLY IN PUBLIC PARKS TO THE CODES OF THE CITY OF SALEM, MISSOURI.

WHEREAS, IN ORDER TO MAINTAIN A HEALTHY ENVIRONMENT FOR INDIVIDUALS PARTICIPATING IN ACTIVITIES IN CITY OWNED FACILITIES; THEREFORE,

BE IT ORDAINED BY THE BOARD OF ALDERMEN OF THE CITY OF SALEM, MISSOURI AS FOLLOWS:

Section 1.

Chapter 240 Clean Air Ordinance of the Salem City Code shall be amended as follows:

Section 240.050 Declaration of Establishment or Outdoor Area as Nonsmoking

Notwithstanding any other provision of this Article, an owner, operator, manager, or other person in control of an establishment, facility, or outdoor area may declare that an entire establishment, facility, or outdoor area is a nonsmoking place. Smoking shall be prohibited in any place in which a sign conforming to the requirements of Section 240.060 is posted.

Section 2.

These changes become effective immediately and are subject to modification at any time by the Board of Aldermen.

All ordinances or parts of ordinances in conflict herewith are, to the extent of such conflict, repealed.

Section 3.

This Ordinance shall be in full force and effect from and after the date of its passage and approval.

PASSED BY THE BOARD OF ALDERMEN OF THE CITY OF SALEM, MISSOURI, AND APPROVED BY THE MAYOR, THIS 27th DAY OF FEBRUARY 2024.

APPROVED:

ATTEST:

Greg Parker
Mayor

Tammy Koller
City Clerk

APPROVAL AS TO FORM:

James Weber
City Attorney

BILL NO. 3594

ORDINANCE NO. 3594

AN ORDINANCE ADDING PROVISIONS PROHIBITING SMOKING ON CITY PROPERTIES AND SPECIFICALLY IN PUBLIC PARKS TO THE CODES OF THE CITY OF SALEM, MISSOURI.

WHEREAS, IN ORDER TO MAINTAIN A HEALTHY ENVIRONMENT FOR INDIVIDUALS PARTICIPATING IN ACTIVITIES IN CITY OWNED FACILITIES; THEREFORE,

BE IT ORDAINED BY THE BOARD OF ALDERMEN OF THE CITY OF SALEM, MISSOURI AS FOLLOWS:

Section 1.

Chapter 240 Clean Air Ordinance of the Salem City Code shall be amended as follows:

Section 240.060 Posting of Signs and Removal of Ashtrays

The owner, operator, manager, or other person in control of a place of employment, public place, private club, or residential facility may declare that an entire establishment is a nonsmoking place by clearly and conspicuously posting “No Smoking” signs or the international “No Smoking” symbol (consisting of a pictorial representation of a burning cigarette enclosed in a red circle with a red bar across it) in that place.

Section 2.

These changes become effective immediately and are subject to modification at any time by the Board of Aldermen.

All ordinances or parts of ordinances in conflict herewith are, to the extent of such conflict, repealed.

Section 3.

This Ordinance shall be in full force and effect from the date of its passage and approval.

PASSED BY THE BOARD OF ALDERMEN OF THE CITY OF SALEM, MISSOURI, AND APPROVED BY THE MAYOR, THIS 27th DAY OF FEBRUARY 2024.

APPROVED:

ATTEST:

Greg Parker
Mayor

Tammy Koller
City Clerk

APPROVAL AS TO FORM:

James Weber
City Attorney

BILL NO. 3595**ORDINANCE NO. 3595**

AN ORDINANCE ADDING PROVISIONS PROHIBITING SMOKING ON CITY PROPERTIES AND SPECIFICALLY IN PUBLIC PARKS TO THE CODES OF THE CITY OF SALEM, MISSOURI.

WHEREAS, IN ORDER TO MAINTAIN A HEALTHY ENVIRONMENT FOR INDIVIDUALS PARTICIPATING IN ACTIVITIES IN CITY OWNED FACILITIES; THEREFORE,

BE IT ORDAINED BY THE BOARD OF ALDERMEN OF THE CITY OF SALEM, MISSOURI AS FOLLOWS:

Section 1.

Chapter 240 Clean Air Ordinance of the Salem City Code shall be amended as follows:

Section 240.070 Enforcement

- A. This Article shall be enforced by the City Administrator, Code Enforcement Officer, or Salem Police Department, or an authorized designee.
- B. Any citizen who desires to register a complaint under this Article may initiate enforcement with the City Administrator, Code Enforcement Officer, or Salem Police Department.
- C. Notwithstanding any other provision of this Article, a private citizen may bring legal action to enforce this Article.

Section 2.

These changes become effective immediately and are subject to modification at any time by the Board of Aldermen.

All ordinances or parts of ordinances in conflict herewith are, to the extent of such conflict, repealed.

Section 3.

This Ordinance shall be in full force and effect from the date of its passage and approval.

PASSED BY THE BOARD OF ALDERMEN OF THE CITY OF SALEM, MISSOURI, AND
APPROVED BY THE MAYOR, THIS 27th DAY OF FEBRUARY 2024.

APPROVED:

Greg Parker
Mayor

ATTEST:

Tammy Koller
City Clerk

APPROVAL AS TO FORM:

James Weber
City Attorney

BILL NO. 3596

ORDINANCE NO. 3596

AN ORDINANCE ADDING PROVISIONS PROHIBITING SMOKING ON CITY PROPERTIES AND SPECIFICALLY IN PUBLIC PARKS TO THE CODES OF THE CITY OF SALEM, MISSOURI.

WHEREAS, IN ORDER TO MAINTAIN A HEALTHY ENVIRONMENT FOR INDIVIDUALS PARTICIPATING IN ACTIVITIES IN CITY OWNED FACILITIES; THEREFORE,

BE IT ORDAINED BY THE BOARD OF ALDERMEN OF THE CITY OF SALEM, MISSOURI AS FOLLOWS:

Section 1.

Chapter 240 Clean Air Ordinance of the Salem City Code shall be amended as follows:

Section 240.080 Violations and Penalties

- A. A person who refuses to comply with a request to stop smoking in an area where smoking is prohibited by the provisions of this Article shall be civilly liable, subject to an administrative citation not exceeding fifty dollars (\$50). No person shall be liable under this section unless said person shall have been previously given a warning by a person authorized to enforce this ordinance or who exercises legal or actual control over the premises where smoking is prohibited.
- B. Any violation of this article may be remedied by a civil action brought by the city attorney, including, but not limited to, administrative or judicial nuisance abatement proceedings, civil code enforcement proceedings, and suits for injunctive relief.
- C. Violation of this Article is hereby declared to be a public nuisance, which may be abated by the City Administrator, Code Enforcement Officer, or Salem Police Department by restraining order, preliminary and permanent injunction, or other means provided for by law, and the City may take action to recover the costs of the nuisance abatement.
- D. The remedies provided in this article are cumulative and in addition to any other remedies available at law or in equity.

Section 2.

These changes become effective immediately and are subject to modification at any time by the Board of Aldermen.

All ordinances or parts of ordinances in conflict herewith are, to the extent of such conflict, repealed.

Section 3.

This Ordinance shall be in full force and effect from the date of its passage and approval.

PASSED BY THE BOARD OF ALDERMEN OF THE CITY OF SALEM, MISSOURI, AND
APPROVED BY THE MAYOR, THIS 27th DAY OF FEBRUARY 2024.

APPROVED:

Greg Parker
Mayor

ATTEST:

Tammy Koller
City Clerk

APPROVAL AS TO FORM:

James Weber
City Attorney

BILL NO. 3597

ORDINANCE NO. 3597

AN ORDINANCE ADDING PROVISIONS PROHIBITING SMOKING ON CITY PROPERTIES AND SPECIFICALLY IN PUBLIC PARKS TO THE CODES OF THE CITY OF SALEM, MISSOURI.

WHEREAS, IN ORDER TO MAINTAIN A HEALTHY ENVIRONMENT FOR INDIVIDUALS PARTICIPATING IN ACTIVITIES IN CITY OWNED FACILITIES; THEREFORE,

BE IT ORDAINED BY THE BOARD OF ALDERMEN OF THE CITY OF SALEM, MISSOURI AS FOLLOWS:

Section 1.

Chapter 240 Clean Air Ordinance of the Salem City Code shall be amended as follows:

Section 240.090 Other Applicable Laws

This Article shall not be interpreted or construed to permit smoking where it is otherwise restricted by other applicable laws.

Section 2.

These changes become effective immediately and are subject to modification at any time by the Board of Aldermen.

All ordinances or parts of ordinances in conflict herewith are, to the extent of such conflict, repealed.

Section 3.

This Ordinance shall be in full force from and after the date of its passage and approval.

PASSED BY THE BOARD OF ALDERMEN OF THE CITY OF SALEM, MISSOURI, AND APPROVED BY THE MAYOR, THIS 27th DAY OF FEBRUARY 2024.

APPROVED:

ATTEST:

Greg Parker
Mayor

Tammy Koller
City Clerk

APPROVAL AS TO FORM:

James Weber
City Attorney

BILL NO. 3598

ORDINANCE NO. 3598

AN ORDINANCE ADDING PROVISIONS PROHIBITING SMOKING ON CITY PROPERTIES AND SPECIFICALLY IN PUBLIC PARKS TO THE CODES OF THE CITY OF SALEM, MISSOURI.

WHEREAS, IN ORDER TO MAINTAIN A HEALTHY ENVIRONMENT FOR INDIVIDUALS PARTICIPATING IN ACTIVITIES IN CITY OWNED FACILITIES; THEREFORE,

BE IT ORDAINED BY THE BOARD OF ALDERMEN OF THE CITY OF SALEM, MISSOURI AS FOLLOWS:

Section 1.

Chapter 240 Clean Air Ordinance of the Salem City Code shall be amended as follows:

Section 240.100 Liberal Construction

This Article shall be liberally construed so as to further its purposes.

Section 2.

These changes become effective immediately and are subject to modification at any time by the Board of Aldermen.

All ordinances or parts of ordinances in conflict herewith are, to the extent of such conflict, repealed.

Section 3.

This Ordinance shall be in full force and effect from and after the date of its passage and approval.

PASSED BY THE BOARD OF ALDERMEN OF THE CITY OF SALEM, MISSOURI, AND APPROVED BY THE MAYOR, THIS 27th DAY OF FEBRUARY 2024.

APPROVED:

ATTEST:

Greg Parker
Mayor

Tammy Koller
City Clerk

APPROVAL AS TO FORM:

James Weber
City Attorney

BILL NO. 3599

ORDINANCE NO. 3599

AN ORDINANCE ADDING PROVISIONS PROHIBITING SMOKING ON CITY PROPERTIES AND SPECIFICALLY IN PUBLIC PARKS TO THE CODES OF THE CITY OF SALEM, MISSOURI.

WHEREAS, IN ORDER TO MAINTAIN A HEALTHY ENVIRONMENT FOR INDIVIDUALS PARTICIPATING IN ACTIVITIES IN CITY OWNED FACILITIES; THEREFORE,

BE IT ORDAINED BY THE BOARD OF ALDERMEN OF THE CITY OF SALEM, MISSOURI AS FOLLOWS:

Section 1.

Chapter 240 Clean Air Ordinance of the Salem City Code shall be amended as follows:

Section 240.110 Severability

If any provision, clause, sentence, or paragraph of this Article or the application thereof to any person or circumstances shall be held invalid, that invalidity shall not affect the other provisions of this Article which can be given effect without the invalid provision or application, and to this end the provisions of this Article are declared to be severable.

Section 2.

These changes become effective immediately and are subject to modification at any time by the Board of Aldermen.

All ordinances or parts of ordinances in conflict herewith are, to the extent of such conflict, repealed.

Section 3.

This Ordinance shall be in full force and effect from and after the date of its approval.

PASSED BY THE BOARD OF ALDERMEN OF THE CITY OF SALEM, MISSOURI, AND APPROVED BY THE MAYOR, THIS 27th DAY OF FEBRUARY 2024.

APPROVED:

ATTEST:

Greg Parker
Mayor

Tammy Koller
City Clerk

APPROVAL AS TO FORM:

James Weber
City Attorney

Staff Summary Report

MEETING DATE:	February 13, 2024
AGENDA ITEM:	Reading of Bills
AGENDA TITLE:	Bill No. 3581

ACTION REQUESTED BY:	City Administrator
ACTION REQUESTED:	Approval of Ordinance Amendment Changing the Definition of the Utility Committee
SUMMARY BY:	Sally Burbridge

PROJECT DESCRIPTION / FACTS

The Utility Committee definition was established in 1980 and included the oversight of “street construction, maintenance and repair” in addition to utility specific functions.

As part of the ongoing effort to update City Codes, this section of code was put before the Utility Committee at their December meeting and they made a recommendation to the Board of Aldermen to amend the definition of their committee by striking the streets language.

PROCUREMENT

NA

FISCAL IMPACTS

NA

SUPPORT DOCUMENTS:	Bill No. 3581
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DEPARTMENT’S RECOMMENDED MOTION:	Move approval to amend Section 110.410 Mayor to Appoint Standing Committees, changing the Definition of the Utility Committee.
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BILL NO. 3581

ORDINANCE NO. 3581

AN ORDINANCE AMENDING THE UTILITY COMMITTEE DEFINITION FOR THE CITY OF SALEM, MISSOURI.

BE IT ORDAINED BY THE BOARD OF ALDERMEN OF THE CITY OF SALEM, MISSOURI AS FOLLOWS:

Section 1.

Section 110.410 of the Salem City Code shall be amended as follows:

The Mayor shall have the power to appoint the following committees which shall be standing committees: Finance, Utility, Community Involvement, and Capital Programs. Each committee shall consist of at least two (2) members of the Board of Aldermen, with one (1) such member named as its Chairman. The Mayor shall serve as ex officio member of each committee without the right to vote. Such committees shall serve the function of long-range planning for the City of Salem; budget preparation for Board approval; and such other duties as might be assigned to them by the Mayor or Board of Aldermen. Such committees shall have the power to call upon all City employees for information in their investigations and planning as well as from the private sector. The committees shall be appointed at a meeting following the annual municipal election and the members thereof shall serve for a term of one (1) year. Such committees shall be responsible for the following areas, which are not exclusive:

Finance:	Preparation of budget annually; audits; tax collection and levies; bond proposals; salaries and classification of City employees.
Utility:	Operation of all utility services; rate structures; conservation programs; <u>and</u> long-range utility policy making.
Community Involvement:	The purpose of the committee will be to support organizations and/or events in our community that members will voluntarily assist with donation solicitation and activities. The intent is to support activities that benefit the community in a positive social or economic way.
Capital Improvement Programs:	Prepare all capital improvement programs for the City; Federal and State grant processing; downtown renovation programs; priority assessment of all capital improvement projects.

Section 2.

These changes become effective immediately and are subject to modification at any time by the Board of Aldermen.

All ordinances or parts of ordinances in conflict herewith are, to the extent of such conflict, repealed.

Section 3.

This Ordinance shall be in full force and effect from and after the date of its approval.
PASSED BY THE BOARD OF ALDERMEN OF THE CITY OF SALEM, MISSOURI, AND
APPROVED BY THE MAYOR, THIS 13th DAY OF FEBRUARY 2024.

APPROVED:

ATTEST:

Greg Parker
Mayor

Tammy Koller
City Clerk

APPROVAL AS TO FORM:

James Weber
City Attorney

Staff Summary Report

MEETING DATE:	February 13, 2024
AGENDA ITEM:	Reading of Bills
AGENDA TITLE:	Bill No. 3582

ACTION REQUESTED BY:	City Administrator
ACTION REQUESTED:	Amend the Utility Deposit Amounts
SUMMARY BY:	Sally Burbridge

PROJECT DESCRIPTION / FACTS

The current Utility Deposit amounts were set in 2009 and no longer represent adequate amounts to cover last month's utility bills in most cases. Deposits today are counted on to cover last month's bill as well as serving to help recoup owed amounts when customers walk out on utility bills.

I recommend that we shift from a flat deposit amount that is the same for everyone to a 1/12 (one-twelfth) of the past year's utility bills for the new service address. This will make sure that the deposit collected reflects the actual utility usages for that location. While individual usage of utilities cannot be calculated in advance, the general condition of the home (insulation, windows, drafts, etc) will determine a large portion of the utility usage for that location.

For new construction for both residential and commercial locations an average of all accounts in the respective category, for the most recent one month would be used for the deposit amount. However new commercial accounts would exclude the top usage accounts as those are generally industrial usage of utilities and would skew the deposit amounts. New commercial accounts that would qualify for either the Large Industrial User Electrical rate or the Commercial Manufacturing Water rate would be determined using a monthly average for the most recent 12-month actual accounts in that category or rate users.

PROCUREMENT

N/A

FISCAL IMPACTS

Will result in a better recoupment of walk-out utility bills, therefore requiring less to be turned over to collections or becoming written-off bad debts.

SUPPORT DOCUMENTS:	Utility Deposit Ordinance
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DEPARTMENT'S RECOMMENDED MOTION:	Move approval of the utility deposit ordinance shifting from a flat deposit amount to an average of the past 12 months per service address.
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BILL NO. 3582

ORDINANCE NO. 3582

AN ORDINANCE AMENDING THE AMOUNTS OF UTILITY DEPOSITS FOR THE CITY OF SALEM, MISSOURI.

WHEREAS, IN ORDER TO MAINTAIN A FINANCIALLY HEALTHY UTILITY SYSTEM IT IS IMPORTANT TO PREVENT LOSS ON ACCOUNTS THAT ARE CLOSED OR DISCONNECTED BY ENSURING DEPOSITS TO OPEN NEW ACCOUNTS ADEQUATELY COVER POTENTIAL LOSSES; THEREFORE,

BE IT ORDAINED BY THE BOARD OF ALDERMEN OF THE CITY OF SALEM, MISSOURI AS FOLLOWS:

Section 1.

Section 700.030 Utility Deposits of the Salem City Code shall be amended as follows:

A. 1.

- Standard Residential and Commercial utility deposits shall be equal to the one-month average for the service address of the new account, based on the most recent 12 months of actual utility bills for that service address.
- New construction deposits that do not have a utility history shall be equal to the one-month average for all utility accounts in the appropriate classification (residential or commercial). For calculations of deposits for new commercial accounts the top usage accounts shall not be included in the calculation for determining the monthly average due to those being generally considered industrial in nature and would skew the amounts.
- New accounts that qualify for the Large Industrial User electric rate or the Commercial Manufacturing Water rate would be determined using a monthly average for the most recent 12-month actual accounts in that category or rate users.
- Multiple utility accounts \$500

Section 2.

These changes become effective immediately and are subject to modification at any time by the Board of Aldermen.

All ordinances or parts of ordinances in conflict herewith are, to the extent of such conflict, repealed.

Section 3.

This Ordinance shall be in full force and effect from and after the date of its approval.

PASSED BY THE BOARD OF ALDERMEN OF THE CITY OF SALEM, MISSOURI, AND
APPROVED BY THE MAYOR, THIS 13th DAY OF FEBRUARY 2024.

APPROVED:

ATTEST:

Greg Parker
Mayor

Tammy Koller
City Clerk

APPROVAL AS TO FORM:

James Weber
City Attorney

Staff Summary Report

MEETING DATE:	February 13, 2024
AGENDA ITEM:	Reading of Bills
AGENDA TITLE:	Bill No. 3583 & Bill No. 3584

ACTION REQUESTED BY:	Sally Burbridge/Jarred Brown
ACTION REQUESTED:	Amend Codes Dealing with Housing Violations to Match Staffing Titles and to Concur with Other Sections of Code
SUMMARY BY:	Sally Burbridge

PROJECT DESCRIPTION / FACTS

The current codes dealing with Housing Violations related to the notice and appeals process available to property owners were originally adopted in 1977. There were many inconsistencies related to the titles of staff that performed the various notices and administered the Housing Violation codes. The proposed four (2) recommended amendments to code will clean up both the references to staff titles.

PROCUREMENT

NA

FISCAL IMPACTS

NA

SUPPORT DOCUMENTS:	<ul style="list-style-type: none">• Ordinance # 3583 Section 520.920 City Building Inspector - Powers and Duties.• Ordinance # 3584 Section 520.950 Violations — Notice of Violation.
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DEPARTMENT'S RECOMMENDED MOTION: Move approval of Ordinance XX dealing with portions of the Housing Violations sections of Codes for the City of Salem.

AN ORDINANCE AMENDING PORTIONS OF THE HOUSING VIOLATIONS CODES FOR THE CITY OF SALEM, MISSOURI.

BE IT ORDAINED BY THE BOARD OF ALDERMEN OF THE CITY OF SALEM, MISSOURI AS FOLLOWS:

Section 1.

Section 520.920 of the Salem City Code shall be amended as follows:

City Building Inspector — Powers and Duties.

- A. The City Building Inspector is hereby authorized and directed to make inspections pursuant to one (1) or more of the plans for inspection authorized by Section **520.910** or in response to a complaint that an alleged violation of the provisions of this Chapter or of applicable rules or regulations pursuant thereto has been committed; or when the Board of Aldermen has valid reason to believe that a violation of this Chapter or any rules and regulations pursuant thereto has been committed.
- B. The City Building Inspector is hereby authorized to enter and inspect between the hours of 8:00 A.M. and 5:00 P.M. all dwellings, dwelling units and rooming houses, rooming units and dormitory rooms subject to the provisions of this Chapter for the purpose of determining whether there is compliance with its provisions.
- C. The City Building Inspector is hereby authorized to inspect the premises surrounding dwellings, dwelling units, rooming houses, rooming units and dormitory rooms subject to this Chapter for the purpose of determining whether there is compliance with its provisions.
- D. The City Building Inspector and the owner, occupant or other person in charge of a dwelling, dwelling unit, rooming unit, rooming house or dormitory room subject to this Chapter may agree to an inspection by appointment at a time other than the hours provided by this Section.
- E. The owner, occupant or other person in charge of a dwelling, dwelling unit, rooming unit, rooming house or dormitory room upon presentation by the City Building Inspector of proper identification, a copy of any relevant plan of inspection pursuant to which entry is sought, and a schedule of the specific areas and facilities to be inspected shall give the City Building Inspector entry and free access to every part of the dwelling, dwelling unit, rooming unit or dormitory room or to the premises surrounding any of these. Before making inspections within a contiguous area pursuant to a plan authorized in Section **520.910**, the City Building Inspector shall first consult with organization representative of property owners and other residents of such contiguous area, if any such organization exist.
- F. The City Building Inspector shall keep confidential all evidence not related to the purposes of this Chapter and any rules and regulations pursuant thereto which he/she may discover in the course of the inspection. Such evidence shall be considered privileged and shall not be admissible in any judicial proceeding without the consent of the owner, occupant or other person in charge of the dwelling unit or rooming unit so inspected.

- G. If any owner, occupant, or other person in charge of a dwelling, dwelling unit or rooming unit, or a multiple dwelling or rooming house subject to the provisions of Section **520.930** refuses, impedes, inhibits, interferes with, restricts, or obstructs entry and free access to every part of the structure or premises where inspection authorized by this Chapter is sought, the City Building Inspector may seek in a court of competent jurisdiction an order that such owner, occupant or other person in charge cease and desist with such interference.

Section 2.

These changes become effective immediately and are subject to modification at any time by the Board of Aldermen.

All ordinances or parts of ordinances in conflict herewith are, to the extent of such conflict, repealed.

Section 3.

This Ordinance shall be in full force and effect from and after the date of its approval.

PASSED BY THE BOARD OF ALDERMEN OF THE CITY OF SALEM, MISSOURI, AND
APPROVED BY THE MAYOR, THIS 13TH DAY OF FEBRUARY 2024.

APPROVED:

ATTEST:

Greg Parker
Mayor

Tammy Koller
City Clerk

APPROVAL AS TO FORM:

James Weber
City Attorney

AN ORDINANCE AMENDING PORTIONS OF THE HOUSING VIOLATIONS CODES FOR THE CITY OF SALEM, MISSOURI.

BE IT ORDAINED BY THE BOARD OF ALDERMEN OF THE CITY OF SALEM, MISSOURI AS FOLLOWS:

Section 1.

Section 520.970 of the Salem City Code shall be amended as follows:

Demolition.

- A. Any dwelling, dwelling unit or rooming unit shall be declared unfit for human habitation when, in the judgment of the City Building Inspector, it is so damaged, decayed, dilapidated, unsanitary, unsafe or vermin infested as to create a hazard to the health, safety and welfare of the occupants or of the public, and where the structure is determined by the City Building Inspector not to warrant repair.
- B. Any vacant building shall be declared unfit for human habitation, when its existence, in the judgment of the City Building Inspector, is detrimental to the public health, safety or welfare.
- C. The owner of any structure which has been determined unfit for human habitation, whether such structure is occupied or vacant, shall be given notice of this determination in the manner provided for service of notice in Section **520.950**, and shall be given a reasonable time, not to exceed ninety (90) days, to remove such structure.
- D. The owner of any dwelling, dwelling unit or rooming unit contained in any structure which has been determined unfit for human habitation and which has been vacated shall not cause or permit such vacated dwelling, dwelling unit or rooming unit to be reoccupied pending removal of the structure.
- E. Any owner aggrieved by the notice to demolish may within ten (10) days seek a hearing of the matter in the manner hereinafter provided, and may seek a formal hearing in the manner provided in Section **520.960**.
- F. When the owner fails, neglects, or refuses to remove the unfit structure within the requisite time, the City of Salem, Missouri may apply to a court of competent jurisdiction for a demolition order. The court may grant such an order when no hearing on the matter is pending. The cost of such demolition shall create a debt in favor of this City of Salem, Missouri against such owner, and shall be recoverable in a civil action brought by this City which shall possess all the rights of a private creditor.
- G. All demolition, whether carried out by the owner or by the City of Salem, Missouri, shall include the filling in of the excavation remaining on the property on which the demolished structure was located in such manner as to eliminate all potential danger to the public health, safety or welfare arising from such excavation.

Section 2.

These changes become effective immediately and are subject to modification at any time by the Board of Aldermen.

All ordinances or parts of ordinances in conflict herewith are, to the extent of such conflict, repealed.

Section 3.

This Ordinance shall be in full force and effect from and after the date of its approval.

PASSED BY THE BOARD OF ALDERMEN OF THE CITY OF SALEM, MISSOURI, AND
APPROVED BY THE MAYOR, THIS 13th DAY OF FEBRUARY 2024.

APPROVED:

ATTEST:

Greg Parker
Mayor

Tammy Koller
City Clerk

APPROVAL AS TO FORM:

James Weber
City Attorney

Staff Summary Report

MEETING DATE:	01/25/2024
AGENDA ITEM:	
AGENDA TITLE:	Mid-Year Budget Adjustments FY 2023-24

ACTION REQUESTED BY:	STACEY HOUSTON
ACTION REQUESTED:	FOR REVIEW
SUMMARY BY:	Stacey Houston

PROJECT DESCRIPTION / FACTS

These budget amendments to FY 2023-24 will increase the total budgeted revenues from \$18,016,145 to \$18,905,221; budgeted expenditures from \$17,219,327 to \$17,842,047; and Intergovernmental Transfers from \$1,441,756 to \$1,482,846.

There will be adjustments on all listed funds on Attachment A for Super Now Interest; With the higher interest rates, we are bringing in more revenue. Increased \$216,510 in total Interest revenue across all funds.

100- General Fund- Adjusting for an interest and an insurance reimbursement for a lightning strike at the Police Department. Increase Revenues \$12,179, increase Expenditures \$5,673.

201- Spec Streets- Increase Revenues \$14,689

210- Parks & Rec Fund- The Parks fund was not billed in the past for when they filled up the pool, therefore the usage was not in the revenue history. That budget line is going to go over on the water expense. The account has been corrected to bill them in the future.
Increase revenues \$16,498, increase expenditures \$2,000.

255- Grant Fund- This is a CDBG Grant “pass-through” account for the Construction Trades Building the school is constructing. Increase revenues and expenditures \$500,000.

290- Building Permit Fund- The City receives a percentage of insurance reimbursements that are due to the property owners for structure fires. When the property is deemed safe and not a hazard, the funds are released to the property owner. Increase revenues \$72,080.40 and increase expenditures \$71,398.00.

501 Electric Fund- Interest and Penalty Fees, we are bringing in more revenue than budgeted. Increase revenues \$34,000.

502- Electric Depr & Replacement Fund- Moving expenses from Electric reserve fund to D&R fund. Increase revenues \$80,367, increase expenditures \$103,872, increase interfund transfer \$25,000.

503- Electric Reserve Fund- Moving expenses from Electric reserve fund to Electric D&R fund. Increase revenues \$22,120, decrease Expenditures -\$102,500, Increase interfund transfer \$25,000.

510- Water Fund- Water consumption is coming in less than what we anticipated; therefore, the revenues are coming in less. Decrease Revenues -\$39,158, increase expenditures \$1,712, decrease interfund transfer -\$41,155.

511- Water Depr & Repl Fund- moving expenses from Water Reserve fund to Water D&R Fund. Increase revenue \$993,535, increase expenditure \$1,031,215, increase interfund transfer \$36,700.

512- Water Reserve Fund- moving expenses from Water Reserve fund to Water D&R Fund.
Decrease revenue -\$951,766, decrease expenditure -\$1,029,843, decrease interfund transfer -\$4,455.

520- Sewer Fund- Consumption is coming in less than anticipated; therefore, the revenues are coming in less. Decrease revenues -\$70,165.

521- Sewer Depr & Repl Fund- moving expenses from Sewer Reserve fund to Sewer D&R Fund
Increase revenues \$971,991, Increase expenditures \$972,227.

522- Sewer Reserve Fund- moving expenses from Sewer Reserve fund to Sewer D&R Fund
Decrease revenues -\$900,892, decrease expenditures -\$970,855

530- Sanitation Fund- There was a rate increase from GFL. Increase revenue \$51,504, increase expenditure \$34,699.

540- Cemetery fund- We have sold more grave spaces and had more grave openings than anticipated.
Increase revenue \$10,500.

550- Landfill- increase \$11,088 for additional interest revenue.

560- Airport Fund- moving \$3,500 from one expense to another expense. We had an issue with the gauge and piping on fuel tank, so requesting to increase the equipment maintenance line.

601- Insurance Cont. Fund- increase \$4,140 for additional interest revenue.

701- Utility Deposit fund- increase \$13,813 for additional interest revenue.

702- Cemetery Endowment Fund- Increase \$18,323 for additional interest revenue.

PROCUREMENT

NA/

FISCAL IMPACTS

Total Increase in revenues \$889,076; total increase in expenditures \$622,720; total increase in intergovernmental transfers \$41,090.

SUPPORT DOCUMENTS: FY 23-24 Mid-Year Budget Adjustments- Attachment A

DEPARTMENT'S RECOMMENDED MOTION: Move to approve the budget adjustments.

AN ORDINANCE AMENDING THE ANNUAL BUDGET FOR THE CITY OF SALEM, MISSOURI BEGINNING JULY 1, 2023, AND APPROPRIATING FUNDS PURSUANT THERETO.

WHEREAS, an amendment in the revenue and expense appropriations for General, Special Streets, Parks and Recreation, Grant, Building Permit, Electric, Electric Department/Replacement, Electric Reserve, Water, Water Department/Replacement, Water Reserve, Sewer, Sewer Department/Replacement, Sewer Reserve, Sanitation, Cemetery, Landfill, Airport, Insurance, Utility Deposit, and Cemetery Endowment funds are needed; and

WHEREAS, these amendments will increase total revenues from \$18,016,145.00 to \$18,905,221.00, increase total expenditures from \$17,219,327.00 to \$17,842,047.00 and intergovernmental transfers will increase from \$1,441,756.00 to \$1,482,846.00.

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

Section 1:

The annual Budget of the City of Salem, Missouri, for the Fiscal Year beginning July 1, 2023, adopted by ORDINANCE NO. 3552 is hereby amended per the attached document titled FY 23-24 BUDGET AMENDMENTS-ATTACHMENT A, attached to and made part of this Ordinance.

Section 2:

Funds are hereby appropriated for the objects and purposes of revenues, expenditures, and intergovernmental transfers set forth in said FY 23-24 Budget Amendment Attachment A.

Section 3:

This Ordinance shall be in full force and effect from and after the date of its passage and approval.

PASSED BY THE BOARD OF ALDERMEN OF THE CITY OF SALEM, MISSOURI AND APPROVED BY THE MAYOR THIS 13th DAY OF FEBRUARY, 2024.

APPROVED:

ATTEST:

Greg Parker
Mayor

Tammy Koller
City Clerk

APPROVED AS TO FORM:

James K. Weber
City Attorney

FY 23-24 Mid-Year Budget Adjustments - Attachment A

100- GENERAL

		Current Budget	New Budget
Acct# 100-47500	MISCELLANEOUS / REVENUE (Insurance Reimbursement- Lightning Strike)	\$5,000	\$10,673
Acct# 100-47700	SUPER NOW INTEREST / REVENUE	\$304	\$6,810
Acct# 100-513-46100	EQUIPMENT MAINT / EXPENSE (Expenses for Lightning Strike)	\$12,000	\$17,673
Total 100-General Fund Revenues - Increase \$12,178.94		\$2,838,354	\$2,850,533
Total 100-General Fund Expenditures - Increase \$5672.94		\$3,115,096	\$3,120,769

201- SPECIAL STREETS

		Current Budget	New Budget
Acct# 201-47500	SUPER NOW INTEREST / REVENUE	\$1,000	\$15,689
Total 201-Special Street Fund Revenues - Increase \$14,688.80		\$186,000	\$200,689
Total 201-Special Street Fund Expenses - no change			

210- PARKS & REC

		Current Budget	New Budget
Acct# 210-47700	SUPER NOW INTEREST / REVENUE	\$1,000	\$17,498
Acct# 210-501-68000	UTILITIES-WATER / EXPENSE (water to fill pool, not in original budgeted numbers)	\$4,000	\$6,000
Total 210-Parks & Rec Fund Revenues - Increase \$16,498.40		\$692,797	\$709,295
Total 210-Parks & Rec Fund Expenses - Increase \$2,000.00		\$667,797	\$669,797

255- CHDC GRANT FUND

		Current Budget	New Budget
Acct# 255-45000	GRANT FUNDS / REVENUE (Construction Trade Building- Pass through)	\$0	\$500,000
Acct# 255-501-70800	CDBG GRANT / EXPENSE (Construction Trade Building- Pass through)	\$0	\$500,000
Total 255-CHDC Grant Fund Revenues - Increase \$500,000		\$0	\$500,000
Total 255-CHDC Grant Fund Expenditures - Increase \$500,000		\$0	\$500,000

290-BUILDING PERMIT FUND

		Current Budget	New Budget
Acct# 290-47700	SUPER NOW INTEREST / REVENUE	\$100	\$782
Acct# 290-47880	25% INSURANCE-FIRE / REVENUE	\$0	\$71,398
Acct# 290-501-50010	25% INSURANCE-FIRE / EXPENSE	\$2,500	\$73,898
Total 290 Building Permit Fund Revenues - Increase \$72,080.40		\$11,700	\$83,780
Total 290 Building Permit Fund Expenses - Increase \$71,398.00		\$43,224	\$114,622

301- CAPITAL IMPROVEMENT FUND

		Current Budget	New Budget
Acct# 301-47700	INTEREST / REVENUE	\$1,000	\$25,229
Acct# 301-508-70833	BUSH HOG / EXPENSE (board approved increase 7/25/2023)	\$20,250	\$22,000
Acct# 301-508-70855	HYDROVAC TRUCK / EXPENSE (board approved increase 11/14/2023)	\$47,500	\$48,872
Total 301- Capital Improvement Fund Revenues - Increase \$24,228.80		\$1,098,518	\$1,122,747
Total 301 Capital Improvement Rec Fund Expenditures - Increase \$3,122.00		\$1,085,715	\$1,088,837

501-ELECTRIC FUND

		Current Budget	New Budget
Acct# 501-46230	PENALTY FEES / REVENUE (Collecting more than budgeted)	\$40,000	\$50,000
Acct# 501-47700	INTEREST / REVENUE	\$1,000	\$25,000
Total 501 Electric Fund Revenues - Increase \$34,000.00		\$7,334,269	\$7,368,269
Total 501 Electric Fund Expenditures - No change			

502-ELECTRIC D & R FUND

		Current Budget	New Budget
Acct# 502-47700	INTEREST / REVENUE	\$100	\$2,317
Acct# 502-48000	RESERVE FROM PRIOR YEAR	\$0	\$78,150
Acct# 502-501-70120	CAPITAL OUTLAY-TRANSFORMERS	\$0	\$30,000
Acct# 502-501-70130	CAPITAL OUTLAY-POLES	\$0	\$25,000
Acct# 502-501-70855	HYDROVAC TRUCK (board approved increase 11/14/23)	\$0	\$48,872
Acct# 502-49000	TRANSFER FROM ELECTRIC RESERVE	\$0	\$25,000
Total 502 Electric D&R Fund Revenues - Increase \$80,367.20		\$100	\$80,467
Total 502 Electric D&R Fund Expenditures - Increase \$103,872.00		\$0	\$103,872
Total 502 Electric D&R Fund Interfund Transfer- increase \$25,000.00		\$0	\$25,000

503-ELECTRIC RESERVE FUND

		Current Budget	New Budget
Acct# 503-47700	INTEREST / REVENUE	\$200	\$22,320
Acct# 503-501-70120	CAPITAL OUTLAY-TRANSFORMERS	\$30,000	\$0
Acct# 503-501-70130	CAPITAL OUTLAY-POLES	\$25,000	\$0
Acct# 503-501-70855	HYDROVAC TRUCK	\$47,500	\$0
Acct# 503-501-80006	TRANSFER TO ELECTRIC D&R	\$0	\$25,000
Total 503 Electric Reserve Fund Revenues - Increase \$22,120.00		\$200	\$22,320
Total 503 Electric Reserve Fund Expenditures - Decrease \$102,500.00		\$102,500	\$0
TOTAL 503 Interfund Transfer- Increase \$25,000.00		\$0	\$25,000

510-WATER

		Current Budget	New Budget
Acct# 510-46150	WATER SALES / REVENUE (decrease in usage/billed revenue)	\$906,470	\$837,829
Acct# 510-46210	RECONNECTS / REVENUE (Collecting more than budgeted)	\$2,500	\$5,000
Acct# 510-46230	PENALTY FEES / REVENUE (Collecting more than budgeted)	\$5,000	\$10,000
Acct# 510-47700	INTEREST / REVENUE	\$2,000	\$20,983
Acct# 510-46270	PRIMACEY FEE / REVENUE (Collecting more than budgeted)	\$9,500	\$12,500
Acct# 510-501-51410	PRIMACEY FEE / EXPENSE (Expense more than budgeted)	\$10,800	\$12,512
Acct# 510-501-80600	TRANS TO-WATER RESERVE	\$41,155	\$0
Total 510 Water Fund Revenues - Decrease \$39,157.80		\$945,967	\$906,809
Total 510 Water Fund Expenditures - Increase \$1,712.00		\$904,239	\$905,951
TOTAL 510 Interfund Transfer- Decrease \$41,155.00		\$41,155	\$0

511-WATER D & R FUND

		Current Budget	New Budget
Acct# 511-47700	INTEREST / REVENUE	\$1,000	\$6,236
Acct# 511-45000	WATER GRANT FUNDS	\$0	\$778,000
Acct# 511-48000	PREVIOUS YEAR REVENUE	\$0	\$210,299
Acct# 511-501-70375	FENCING	\$0	\$40,000
Acct# 511-501-70389	Lead Service- Line Inventory	\$0	\$180,000
Acct# 511-501-70393	NEW WELL DESIGN- ARPA	\$0	\$634,343
Acct# 511-501-70397	RECONDITION 2 RETENTION TANKS	\$0	\$68,000
Acct# 511-501-70210	WATER LINE REPLACEMENT	\$0	\$60,000
Acct# 511-501-70855	HYDROVAC TRUCK (board approved increase 11/14/23)	\$0	\$48,872
Acct# 511-49000	TRANSFER FROM WATER RESERVES	\$0	\$36,700
Total 511 Water D&R Fund Revenues - Increase \$993,535.40		\$1,000	\$994,535
Total 511 Water D&R Fund Expenditures - Increase \$1,031,215.00		\$0	\$1,031,215
Total 511 Water D&R Fund Interfund Transfer- Increase \$36,700.00		\$0	\$36,700

512-WATER RESERVE

		Current Budget	New Budget
Acct# 512-47700	INTEREST / REVENUE	\$549	\$20,923
Acct# 512-45000	WATER GRANT FUND- ARPA	\$778,000	\$0
Acct# 512-48000	RESERVE FROM PRIOR YEAR	\$210,140	\$16,000
Acct# 512-501-70210	WATER LINE REPLACEMENT	\$60,000	\$0
Acct# 512-501-70375	Fencing	\$40,000	\$0
Acct# 512-501-70389	Lead Service- Line Inventory	\$180,000	\$0
Acct# 512-501-70393	NEW WELL DESIGN- ARPA	\$634,343	\$0
Acct# 512-501-70397	RECONDITION 2 RETENTION TANKS	\$68,000	\$0
Acct# 512-501-70855	HYDROVAC TRUCK	\$47,500	\$0
Acct# 512-49020	TRANS FROM-WATER	\$41,155	\$0
Acct# 512-501-80300	TRANSFER TO WATER D&R	\$0	\$36,700
Total 512 Water Reserve Fund Revenues - Decrease \$951,765.80		\$988,689	\$36,923
Total 512 Water Reserve Fund Expenditures - Decrease \$1,029,843.00		\$1,029,843	\$0
Total 512 Interfund Transfer- decrease \$4,455.00		\$41,155	\$36,700

520- SEWER

		Current Budget	New Budget
Acct# 520-46160	SEWER RECEIPTS / REVENUE (decrease in usage/billed revenue)	\$1,179,027	\$1,097,826
Acct# 520-46230	PENALTY FEES / REVENUE (Collecting more than budgeted)	\$8,000	\$12,000
Acct# 520-46260	CONNECTION FEES / REVENUE (Collecting more than budgeted)	\$500	\$1,536
Acct# 520-47700	INTEREST / REVENUE	\$0	\$6,000
Total 520 Sewer Fund Revenues - Decrease \$70,165.00		\$1,193,627	\$1,123,462
Total 520 Sewer Fund Expenditures - no change			

521-SEWER D & R

		Current Budget	New Budget
Acct# 521-47700	INTEREST / REVENUE	\$236	\$5,376
Acct# 521-45000	ENGINEERING GRANT	\$0	\$892,000
Acct# 521-48000	RESERVE FROM PRIOR YEAR	\$0	\$74,851
Acct# 521-501-70240	I/I EVALUATION- ENGINEERING FEES	\$0	\$72,850
Acct# 521-501-70250	SEWER UPGRADES- Phase 2- ARPA GRANT	\$0	\$850,505
Acct# 521-501-70855	HYDROVAC TRUCK (board approved increase 11/14/23)	\$0	\$48,872
Total 521 Sewer D&R Fund Revenues - Increase \$971,991		\$236	\$972,227
Total 521 Sewer D&R Fund Expenditures - Increase \$972,227		\$0	\$972,227

522-SEWER RESERVE FUND

		Current Budget	New Budget
Acct# 522-47700	INTEREST / REVENUE	\$84	\$2,555
Acct# 522-45000	SEWER GRANT- ARPA	\$892,000	\$0
Acct# 522-48000	RESERVE FROM PRIOR YEAR	\$11,363	\$0
Acct# 522-501-70240	I/I EVALUATION- ENGINEERING FEES	\$72,850	\$0
Acct# 522-501-70250	SEWER UPGRADES- Phase 2- ARPA GRANT	\$850,505	\$0
Acct# 522-501-70855	HYDROVAC TRUCK	\$47,500	\$0
Total 522 Sewer Reserve Fund Revenues - Decrease \$900,892.20		\$903,447	\$2,555
Total 522 Sewer Reserve Fund Expenditures - Decrease \$970,855.00		\$970,855	\$0

530-SANITATION

		Current Budget	New Budget
Acct# 530-46170	COLLECTIONS / REVENUE	\$365,000	\$416,504
Acct# 530-501-50115	CONTRACTED SERVICES-WCA / EXPENSE	\$360,000	\$394,699
Total 530 Sanitation Fund Revenues - Increase \$51,504.00		\$365,416	\$416,920
Total 530 Sanitation Fund Expenditures- Increase \$34,698.64		\$361,850	\$396,549

540-CEMETERY FUND

		Current Budget	New Budget
Acct# 540-45210	GRAVE SPACES SOLD / REVENUE (collecting more than budgeted)	\$8,000	\$16,000
Acct# 540-45220	GRAVE OPENINGS / REVENUE (collecting more than budgeted)	\$10,000	\$12,500
Total 540 Cemetery Fund Revenues - Increase \$10,500		\$18,050	\$28,550
Total 540 Cemetery Fund Expenditures- No change			

550-LANDFILL

		Current Budget	New Budget
Acct# 550-47700	INTEREST / REVENUE	\$1,000	\$12,088
Total 550 Landfill Fund Revenues - Increase \$11,087.60		\$1,000	\$12,088
Total 550 Landfill Fund Expenditures- No change			

560-AIRPORT FUND

Acct# 560-501-30115

Acct# 560-501-46100

FUEL

EQUIPMENT MAINTENANCE

Current Budget

\$25,000

\$2,500

New Budget

\$21,500

\$6,000

Total 560 Airport Fund Revenues - no change**\$847,775****\$847,775****Total 560 Airport Fund Expenditures - no change (moving from one expense account to another expense account)****\$847,775****\$847,775****601-INSURANCE CONTINGENCY**

Acct# 601-47700

INTEREST / REVENUE

Current Budget

\$120

New Budget

\$4,260

Total 601 Insurance Cont Fund Revenues - Increase \$4,140.00**\$120****\$4,260****Total 601 Insurance Cont Fund Expenses - no change****701-UTILITY DEPOSIT FUND**

Acct# 701-47700

INTEREST / REVENUE

Current Budget

\$376

New Budget

\$14,189

Total 701 Utility Deposit Fund Revenues - Increase \$13,812.80**\$376****\$14,189****Total 701 Utility Deposit Fund Expenses - No change****702-CEMETERY ENDOWMENT FUND**

Acct# 702-47700

INTEREST / REVENUE

Current Budget

\$242

New Budget

\$18,565

Total 702 Cemetery Endowment Fund Revenues - Increase \$18,323.20**\$242****\$18,565****Current Budget****New Budget****TOTAL REVENUES****18,016,145****\$18,905,221****TOTAL EXPENDITURES****17,219,327****\$17,842,047****TOTAL INTERGOVERNMENTAL TRANSFERS****1,441,756****\$1,482,846**

Budget Priorities Workshop

Feb 8, 2024

Compiled Results

<u>In Process OR Regulated by EPA or MDNR</u>
<u>Economic/Community Development</u>
<u>Pedestrian Improvements Sidewalks/Crosswalks/Trails</u>
<u>Transportation and Street Related Items</u>
<u>Housing and Property Related Items</u>

No.	Rank	Priority	Votes	Category
1	1	WWTP Updates	7	A
2	2	INI Lining Collection Lines and Manholes	4	A
9	2	Hiring an Economic/Community Development director	4	B
10	2	Voluntary Demolition Program	4	B
12	2	Improving Intersections - Pedestrian Friendly	4	C
3	3	Lead & Copper Line Inventory	3	A
13	3	Downtown Project Continued/Expanded	3	C
19	3	Street Lights Prioritized for Major Streets & Intersections	3	D
24	3	Vacancy Tax or Fee	3	E
25	3	Audit of Uninhabitable Housing	3	E
31	3	Sewer Line Improvements	3	O
14	4	Roosevelt & Hwy 19 Intersection	2	C
15	4	Implement Active Transportation Plan	2	C
20	4	bus Transportation in Town	2	D
26	4	Program to Renovate Abandoned Deteriorating Property	2	E
32	4	Airport - Incentives to Develop	2	O
33	4	Park on East side of Town	2	O
34	4	Community Service to Clean Up Litter	2	O
35	4	Recycling Options	2	O
4	5	Nuisance Code Enforcement	1	A
5	5	Updated Zoning maps	1	A
6	5	Definitions within Zones cleaned up and expanded	1	A
11	5	Certified site marketing	1	B
16	5	Frisco Trail bridge	1	C
21	5	Streets Asphalt- starting with oldest (Strong Towns)	1	D
27	5	Incentives for higher residential / multi-family units	1	E
28	5	Ordinance for squatters on City Property	1	E
36	5	Funding for community events	1	O
37	5	Become Certified local govt - State Parks Assoc - Historic Preservation	1	O
38	5	Cleaning up Old City Hall- Community Projects - 4H?	1	O
39	5	Annexation - Long term plan- limited development	1	O
40	5	Marketing programs / Cleaning the Current Projects	1	O
7	6	Mixed use Zoning areas - already allow Residential in Commercial Zones such as Downtown	0	A
8	6	New Planters Downtown - Spring Creek Garden Club	0	A
17	6	Park street- needs sidewalk	0	C
18	6	Bridge on 2nd Street (convert to pedestrian bridge??)	0	C
22	6	Bridge on 2nd Street (convert to pedestrian bridge??)	0	D
23	6	Updating street signs around MoDot routes	0	D
29	6	Quality Rental Property	0	E
30	6	Incentives for vacant lots	0	E
41	6	Landscaping around city buildings - SACBA	0	O
42	6	New series of photos for website and marketing	0	O
43	6	Event electrical infrastructure	0	O