

City of Otterville
Unpaid Bills Detail
As of July 29, 2022

5

Type	Date	Num	Due Date	Aging	Open Balance
Ag Coop Services Inc					
Bill	07/29/2022	6503121	08/08/2022		476.73
Total Ag Coop Services Inc					476.73
Ameren					
Bill	07/14/2022	02830...	07/24/2022	5	799.74
Bill	07/29/2022	24030...	08/08/2022		19.11
Bill	07/29/2022	57481...	08/08/2022		86.05
Bill	07/29/2022	67481...	08/08/2022		282.65
Bill	07/29/2022	49381...	08/08/2022		13.96
Bill	07/29/2022	38830...	08/08/2022		392.02
Total Ameren					1,593.53
City of Otterville					
Bill	07/25/2022	Walter...	08/04/2022		150.00
Bill	07/29/2022	715.020	08/08/2022		4,752.00
Total City of Otterville					4,902.00
Co Mo Connect					
Bill	07/29/2022	90883...	08/08/2022		121.45
Total Co Mo Connect					121.45
Engineering Surveys and Services					
Bill	07/29/2022	100090	08/08/2022		141.00
Bill	07/29/2022	100404	08/08/2022		286.00
Bill	07/29/2022	99914	08/08/2022		151.00
Total Engineering Surveys and Services					578.00
GFL Environmental					
Bill	07/29/2022	AQ17...	08/08/2022		3,078.85
Total GFL Environmental					3,078.85
Lauber Municipal Law, LLC					
Bill	07/29/2022	10516	08/08/2022		455.00
Total Lauber Municipal Law, LLC					455.00
Liberty Utilities					
Bill	07/21/2022	46930...	08/03/2022		29.84
Bill	07/21/2022	46930...	08/15/2022		25.00
Total Liberty Utilities					54.84
Matt Castle					
Bill	07/21/2022		08/15/2022		140.00
Total Matt Castle					140.00
Mid Mo Operations LLC					
Bill	07/27/2022		08/06/2022		2,000.00
Total Mid Mo Operations LLC					2,000.00
Mid Mo Planning Commission					
Bill	07/28/2022	2022-...	08/07/2022		136.40
Total Mid Mo Planning Commission					136.40
Missouri Dept of Natural Resources					
Bill	07/22/2022	44622...	08/31/2022		971.46
Total Missouri Dept of Natural Resources					971.46

City of Otterville

Unpaid Bills Detail

As of July 29, 2022

Type	Date	Num	Due Date	Aging	Open Balance
Missouri State Auditor					
Bill	07/29/2022	17-97....	08/08/2022		1,200.00
Total Missouri State Auditor					1,200.00
Oreilly					
Bill	07/29/2022	4055-...	08/08/2022		11.49
Total Oreilly					11.49
Security Bank Of Kansas City					
Bill	07/22/2022	101-0...	08/26/2022		6,317.50
Total Security Bank Of Kansas City					6,317.50
UMB					
Bill	07/29/2022	4621	08/08/2022		410.95
Total UMB					410.95
TOTAL					22,448.20

2:23 PM
07/29/22

City of Otterville
Check Detail
July 1 - 29, 2022

6

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Bill Pmt -Check	ach	07/08/2022	IRS		General Checking		-313.00
Bill	43-098...	07/06/2022			Payroll Tax	-313.00	313.00
TOTAL						-313.00	313.00
Liability Check	ach	07/18/2022	US Treasury		General Checking		-2,650.22
					Federal Withholding	-911.00	911.00
					Social Security	-704.79	704.79
					Social Security	-704.79	704.79
					Medicare Tax	-164.82	164.82
					Medicare Tax	-164.82	164.82
TOTAL						-2,650.22	2,650.22
Liability Check	ach	07/29/2022	MO DEPT OF REVEN...		General Checking		-713.50
					Payroll Tax	-0.50	0.50
					State Withholding	-713.00	713.00
TOTAL						-713.50	713.50
Liability Check	ach	07/29/2022	MO Division of Secu...		General Checking		-92.94
					Payroll Tax	49.77	-49.77
					SUTA	-142.71	142.71
TOTAL						-92.94	92.94
Bill Pmt -Check	5611	07/08/2022	Ag Coop Services Inc		General Checking		-742.49
Bill	6503121	06/24/2022			Repairs & Maint	-3.98	3.98
					Chemicals	-75.00	75.00
					Chemicals	-39.40	39.40
					Repairs & Maint	-2.19	2.19
Bill	6503121	07/01/2022			Fuel	-61.00	61.00
					Fuel	-16.53	16.53
					Fuel	-16.53	16.53
					Fuel	-16.54	16.54
					Fuel	-34.66	34.66
					Fuel	-34.67	34.67
					Fuel	-34.67	34.67
					Fuel	-2.19	2.19
					Fuel	-2.20	2.20
					Fuel	-2.19	2.19
					Chemicals	-11.50	11.50
					Repairs & Maint	-24.99	24.99
					Repairs & Maint	-7.59	7.59
					Office Supplies	-1.29	1.29
					Office Supplies	-4.99	4.99
					Fuel	-67.00	67.00
					Chemicals	-185.00	185.00
					Repairs & Maint	-6.58	6.58
					Fuel	-71.00	71.00
					Repairs & Maint	-1.50	1.50
					Repairs & Maint	-2.50	2.50
					Repairs & Maint	-14.99	14.99
					Late Fee	-1.81	1.81
TOTAL						-742.49	742.49

2:23 PM
07/29/22

City of Otterville
Check Detail
July 1 - 29, 2022

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Bill Pmt -Check	5612	07/08/2022	Ameren		General Checking		-1,691.95
Bill	283088...	06/07/2022		Utilities		-937.29	937.29
Bill	240304...	06/29/2022		Utilities		-10.80	10.80
				Utilities		-10.80	10.80
Bill	574811...	06/29/2022		Utilities		-14.78	14.78
				Utilities		-14.78	14.78
				Utilities		-14.78	14.78
Bill	674811...	06/29/2022		Utilities		-240.31	240.31
Bill	493811...	06/29/2022		Utilities		-14.60	14.60
Bill	388306...	07/01/2022		Utilities		-433.81	433.81
TOTAL						-1,691.95	1,691.95
Bill Pmt -Check	5613	07/08/2022	City of Otterville		General Checking		-150.00
Bill	Meter ...	06/24/2022		Sewer/Water Meter D...		-75.00	75.00
				Sewer/Water Meter D...		-75.00	75.00
TOTAL						-150.00	150.00
Bill Pmt -Check	5614	07/08/2022	Co Mo Connect		General Checking		-114.83
Bill	908830...	06/29/2022		Utilities		-38.27	38.27
				Utilities		-38.28	38.28
				Utilities		-38.28	38.28
TOTAL						-114.83	114.83
Bill Pmt -Check	5615	07/08/2022	Core & Main		General Checking		-2,495.00
Bill	R006476	06/15/2022		Computer Software & ...		-1,247.50	1,247.50
				Computer Software & ...		-1,247.50	1,247.50
TOTAL						-2,495.00	2,495.00
Bill Pmt -Check	5616	07/08/2022	Engineering Surveys...		General Checking		-578.00
Bill	99628	06/07/2022		Testing		-292.00	292.00
Bill	99705	06/21/2022		Testing		-286.00	286.00
TOTAL						-578.00	578.00
Bill Pmt -Check	5617	07/08/2022	GFL Environmental		General Checking		-3,090.88
Bill	AQ176...	06/24/2022		Trash Services		-3,090.88	3,090.88
TOTAL						-3,090.88	3,090.88
Bill Pmt -Check	5618	07/08/2022	Hawkins		General Checking		-365.00
Bill	6196582	06/07/2022		Chemicals		-365.00	365.00
TOTAL						-365.00	365.00
Bill Pmt -Check	5619	07/08/2022	Jim's Tire Service		General Checking		-617.60
Bill	2245900	06/07/2022		Repairs & Maint		-617.60	617.60
TOTAL						-617.60	617.60
Bill Pmt -Check	5620	07/08/2022	Lauber Municipal La...		General Checking		-2,100.00
Bill	1124	06/10/2022		Legal Fees		-700.00	700.00
				Legal Fees		-700.00	700.00
				Legal Fees		-700.00	700.00
TOTAL						-2,100.00	2,100.00

City of Otterville

Check Detail

July 1 - 29, 2022

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Bill Pmt -Check	5621	07/08/2022	Liberty Utilities		General Checking		-56.06
Bill	469306...	06/15/2022		Utilities		-8.33	8.33
				Utilities		-8.34	8.34
				Utilities		-8.33	8.33
Bill	469306...	06/15/2022		Utilities		-10.35	10.35
				Utilities		-10.35	10.35
				Utilities		-10.36	10.36
TOTAL						-56.06	56.06
Bill Pmt -Check	5622	07/08/2022	Matt Castle		General Checking		-175.00
Bill		06/15/2022		Repairs & Maint		-150.00	150.00
				Repairs & Maint		-25.00	25.00
TOTAL						-175.00	175.00
Bill Pmt -Check	5623	07/08/2022	Mid Mo Operations L...		General Checking		-2,000.00
Bill	1017	06/27/2022		Salary		-2,000.00	2,000.00
TOTAL						-2,000.00	2,000.00
Bill Pmt -Check	5624	07/08/2022	Missouri One Call		General Checking		-16.25
Bill	2061031	07/06/2022		Repairs & Maint		-8.12	8.12
				Repairs & Maint		-8.13	8.13
TOTAL						-16.25	16.25
Bill Pmt -Check	5625	07/08/2022	Missouri State Auditor		General Checking		-1,200.00
Bill	17-97.00	06/24/2022		Audit Payment		-1,200.00	1,200.00
TOTAL						-1,200.00	1,200.00
Bill Pmt -Check	5626	07/08/2022	MO Rural Services ...		General Checking		-1,816.00
Bill	173912	06/30/2022		Insurance Liability		-605.33	605.33
				Insurance Liability		-605.33	605.33
				Insurance Liability		-605.34	605.34
TOTAL						-1,816.00	1,816.00
Bill Pmt -Check	5627	07/08/2022	MRWA		General Checking		-300.00
Bill	9152	07/06/2022		Memberships		-100.00	100.00
				Memberships		-100.00	100.00
				Memberships		-100.00	100.00
TOTAL						-300.00	300.00
Bill Pmt -Check	5628	07/08/2022	Oreilly		General Checking		-89.11
Bill	33164	06/07/2022		Repairs & Maint		-89.11	89.11
TOTAL						-89.11	89.11

City of Otterville
Check Detail
 July 1 - 29, 2022

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Bill Pmt -Check	5629	07/08/2022	UMB		General Checking		-554.37
Bill	4621	07/06/2022		Office Supplies		-23.66	23.66
				Office Supplies		-23.66	23.66
				Office Supplies		-23.67	23.67
				Computer Software & ...		-2.80	2.80
				Computer Software & ...		-2.80	2.80
				Computer Software & ...		-2.80	2.80
				Computer Software & ...		-2.00	2.00
				Computer Software & ...		-2.00	2.00
				Computer Software & ...		-2.00	2.00
				Office Supplies		-95.00	95.00
				Office Supplies		-62.51	62.51
				Office Supplies		-3.28	3.28
				Office Supplies		-3.28	3.28
				Office Supplies		-3.28	3.28
				Office Supplies		-67.00	67.00
				Chemicals		-54.95	54.95
				Postage		-38.66	38.66
				Postage		-38.67	38.67
				Postage		-38.67	38.67
				Office Supplies		-43.68	43.68
				Office Supplies		-20.00	20.00
TOTAL						-554.37	554.37
Bill Pmt -Check	5630	07/08/2022	USA BlueBook		General Checking		-184.63
Bill	994693	06/07/2022		Repairs & Maint		-184.63	184.63
TOTAL						-184.63	184.63
Bill Pmt -Check	5631	07/08/2022	Wisper Internet		General Checking		-35.00
Bill	703140...	07/06/2022		Utilities		-35.00	35.00
TOTAL						-35.00	35.00
Paycheck	5632	07/13/2022	David John Schmidt		General Checking		-361.54
				Salary		-391.50	391.50
				Payroll Tax		-24.28	24.28
				Social Security		24.28	-24.28
				Social Security		24.28	-24.28
				Payroll Tax		-5.68	5.68
				Medicare Tax		5.68	-5.68
				Medicare Tax		5.68	-5.68
TOTAL						-361.54	361.54
Paycheck	5633	07/13/2022	Larry Matt Castle		General Checking		-62.33
				Salary		-67.50	67.50
				Payroll Tax		-4.19	4.19
				Social Security		4.19	-4.19
				Social Security		4.19	-4.19
				Payroll Tax		-0.98	0.98
				Medicare Tax		0.98	-0.98
				Medicare Tax		0.98	-0.98
				Payroll Expenses		-0.41	0.41
				Payroll Liabilities		0.41	-0.41
TOTAL						-62.33	62.33

City of Otterville

Check Detail

July 1 - 29, 2022

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Paycheck	5634	07/13/2022	Micheal J Goyette		General Checking		-1,174.38
				Salary		-836.00	836.00
				Salary		-237.50	237.50
				Salary		-204.25	204.25
				Payroll Expenses		-152.00	152.00
				Federal Withholding		104.00	-104.00
				Payroll Tax		-61.26	61.26
				Payroll Tax		-14.72	14.72
				Payroll Tax		-12.66	12.66
				Social Security		88.64	-88.64
				Social Security		88.64	-88.64
				Payroll Tax		-14.33	14.33
				Payroll Tax		-3.44	3.44
				Payroll Tax		-2.96	2.96
				Medicare Tax		20.73	-20.73
				Medicare Tax		20.73	-20.73
				State Withholding		42.00	-42.00
TOTAL						-1,174.38	1,174.38
Paycheck	5635	07/13/2022	Valarie D Main		General Checking		-1,321.48
				Salary		-504.00	504.00
				Salary		-504.00	504.00
				Salary		-504.00	504.00
				Payroll Expenses		-168.00	168.00
				Federal Withholding		174.00	-174.00
				Payroll Tax		-41.66	41.66
				Payroll Tax		-31.25	31.25
				Payroll Tax		-31.25	31.25
				Social Security		104.16	-104.16
				Social Security		104.16	-104.16
				Payroll Tax		-9.74	9.74
				Payroll Tax		-7.31	7.31
				Payroll Tax		-7.31	7.31
				Medicare Tax		24.36	-24.36
				Medicare Tax		24.36	-24.36
				State Withholding		56.00	-56.00
TOTAL						-1,321.48	1,321.48
Paycheck	5636	07/27/2022	David John Schmidt		General Checking		-568.96
				Salary		-634.50	634.50
				Federal Withholding		14.00	-14.00
				Payroll Tax		-39.34	39.34
				Social Security		39.34	-39.34
				Social Security		39.34	-39.34
				Payroll Tax		-9.20	9.20
				Medicare Tax		9.20	-9.20
				Medicare Tax		9.20	-9.20
				State Withholding		3.00	-3.00
TOTAL						-568.96	568.96
Paycheck	5637	07/27/2022	Micheal J Goyette		General Checking		-1,241.72
				Salary		-1,092.50	1,092.50
				Salary		-237.50	237.50
				Salary		-190.00	190.00
				Federal Withholding		115.00	-115.00
				Payroll Tax		-67.73	67.73
				Payroll Tax		-14.73	14.73
				Payroll Tax		-11.78	11.78
				Social Security		94.24	-94.24
				Social Security		94.24	-94.24
				Payroll Tax		-15.84	15.84
				Payroll Tax		-3.44	3.44
				Payroll Tax		-2.76	2.76
				Medicare Tax		22.04	-22.04

City of Otterville

Check Detail

July 1 - 29, 2022

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
					Medicare Tax	22.04	-22.04
					State Withholding	47.00	-47.00
TOTAL						-1,241.72	1,241.72
Paycheck	5638	07/27/2022	Valarie D Main		General Checking		-1,321.48
					Salary	-559.86	559.86
					Salary	-560.07	560.07
					Salary	-560.07	560.07
					Federal Withholding	174.00	-174.00
					Payroll Tax	-34.72	34.72
					Payroll Tax	-34.72	34.72
					Payroll Tax	-34.72	34.72
					Social Security	104.16	-104.16
					Social Security	104.16	-104.16
					Payroll Tax	-8.12	8.12
					Payroll Tax	-8.12	8.12
					Payroll Tax	-8.12	8.12
					Medicare Tax	24.36	-24.36
					Medicare Tax	24.36	-24.36
					State Withholding	56.00	-56.00
TOTAL						-1,321.48	1,321.48

City of Otterville

Balance Sheet

As of July 29, 2022

	Jul 29, 22
ASSETS	
Current Assets	
Checking/Savings	
Cash Drawer	250.00
General Checking	77,407.92
Meter Deposit	4,100.00
Water/Sewer ARPA	46,191.56
Well Pump	3,328.93
Total Checking/Savings	131,278.41
Accounts Receivable	
Accounts Receivable	150.00
Total Accounts Receivable	150.00
Other Current Assets	
General Savings Account	28,627.12
OCBS Construction	261.10
OCBS paper	2,179.06
Replacement & extension sewer	35,528.21
Street fund Savings	123,946.56
Water Tower Services	12,131.80
Total Other Current Assets	202,673.85
Total Current Assets	334,102.26
Other Assets	
CD 801411 Rate 1.4900%	18,939.75
CD 801413	58,073.72
Total Other Assets	77,013.47
TOTAL ASSETS	411,115.73
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	22,448.20
Total Accounts Payable	22,448.20
Other Current Liabilities	
Payroll Liabilities	
Federal Withholding	581.00
Medicare Tax	214.70
Social Security	918.02
State Withholding	-6.00
Payroll Liabilities - Other	321.15
Total Payroll Liabilities	2,028.87
Sewer/Water Meter Deposit	4,250.00
Total Other Current Liabilities	6,278.87
Total Current Liabilities	28,727.07
Total Liabilities	28,727.07
Equity	
Opening Balance Equity	273,865.38
Retained Earnings	100,707.17
Net Income	7,816.11
Total Equity	382,388.66
TOTAL LIABILITIES & EQUITY	411,115.73

City of Otterville

Profit & Loss

July 1 - 29, 2022

	Jul 1 - 29, 22
Income	
General	
Annual Dog Tags	48.00
ATV / UTV License	90.00
Audit Surcharges	1,104.00
Cigarette Tax	190.80
Dog Kennel License	60.00
Late Fee	750.00
Lease Payment	172.50
NSF Fee	30.00
Paper Subscription	24.00
Property Tax	976.91
Sales Tax	2,827.58
Telecommunication Fee	2,225.33
Trash services	2,897.47
Total General	11,396.59
Sewer	
Sewer Equipment and Maint	2,498.58
Sewer Gallons surcharge	11,844.56
Total Sewer	14,343.14
Street	1,828.02
Water	
Sales Tax on water sold	165.67
Water Primacy Fee	95.04
Water sold	4,955.38
Total Water	5,216.09
Total Income	32,783.84
Gross Profit	32,783.84
Expense	
General Fund	
Audit Payment	1,200.00
Computer Software & Maintnance	9.60
Fuel	486.63
Late Fee	1.81
Legal Fees	151.66
Memberships	145.46
Office Supplies	291.40
Payroll Tax	830.09
Postage	91.99
Repairs & Maint	194.46
Salary	4,085.86
Trash Services	3,078.85
Utilities	907.50
Total General Fund	11,475.31
Payroll Expenses	320.41

City of Otterville

Profit & Loss

July 1 - 29, 2022

	Jul 1 - 29, 22
Sewer Fund	
Chemicals	394.81
Computer Software & Maintnance	9.60
Fuel	105.65
Legal Fees	151.67
Memberships	145.47
Office Supplies	94.27
Postage	150.00
Repairs & Maint	4,804.70
Salary	3,539.07
Testing	578.00
Utilities	954.67
Total Sewer Fund	10,927.91
Street Fund	
Bond Payment	6,317.50
Total Street Fund	6,317.50
Water Fund	
Computer Software & Maintnance	9.60
Fuel	105.65
Legal Fees	151.67
Memberships	145.47
Office Supplies	45.62
Postage	150.01
Primacy Fee	971.46
Repairs & Maint	37.91
Salary	1,458.32
Utilities	376.46
Total Water Fund	3,452.17
Total Expense	32,493.30
Net Income	290.54

City of Otterville

Payroll Summary

July 1 - 29, 2022

	David John Schmidt			Larry Matt Castle			Micheal J Goyette			Valarie D Main			TOTAL		
	Hours	Rate	Jul 1 - 2...	Hours	Rate	Jul 1 - 2...	Hours	Rate	Jul 1 - 2...	Hours	Rate	Jul 1 - 2...	Hours	Rate	Jul 1 - 2...
Employee Wages, Taxes and Adjustments															
Gross Pay															
General Maint			0.00	4.5	15.00	67.50			0.00			0.00	4.50	67.50	
General Vacation			0.00			0.00			0.00			0.00		0.00	
Holiday			0.00			0.00			0.00			0.00		0.00	
Hourly - General			0.00			0.00	8	19.00	152.00	8	21.00	168.00	16.00	320.00	
Hourly - Sewer		18.00	0.00			0.00	101.5	19.00	1,928.50	50.66	21.00	1,063.86	152.16	2,992.36	
Hourly - Water			0.00			0.00	25	19.00	475.00	50.67	21.00	1,064.07	75.67	1,539.07	
Hourly - Police			0.00			0.00	20.75	19.00	394.25	50.67	21.00	1,064.07	71.42	1,458.32	
Overtime General	57	18.00	1,026.00			0.00			0.00			0.00	57.00	1,026.00	
Sewer Vacation			0.00			0.00			0.00			0.00		0.00	
Sick Hourly			0.00			0.00			0.00			0.00		0.00	
Water Vacation			0.00			0.00			0.00			0.00		0.00	
Total Gross Pay	57		1,026.00	4.5		67.50	155.25		2,949.75	160		3,360.00	376.75	7,403.25	
Adjusted Gross Pay	57		1,026.00	4.5		67.50	155.25		2,949.75	160		3,360.00	376.75	7,403.25	
Taxes Withheld															
Federal Withholding			-14.00			0.00			-219.00			-348.00		-581.00	
Medicare Employee			-14.88			-0.98			-42.77			-48.72		-107.35	
Social Security Employee			-63.62			-4.19			-182.88			-208.32		-459.01	
MO - Withholding			-3.00			0.00			-89.00			-112.00		-204.00	
Medicare Employee Addl Tax			0.00			0.00			0.00			0.00		0.00	
Total Taxes Withheld			-95.50			-5.17			-533.65			-717.04		-1,351.36	
Net Pay	57		930.50	4.5		62.33	155.25		2,416.10	160		2,642.96	376.75	6,051.89	
Employer Taxes and Contributions															
Federal Unemployment			0.00			0.41			0.00			0.00		0.41	
Medicare Company			14.88			0.98			42.77			48.72		107.35	
Social Security Company			63.62			4.19			182.88			208.32		459.01	
MO - Unemployment			0.00			0.00			0.00			0.00		0.00	
Total Employer Taxes and Contributions			78.50			5.58			225.65			257.04		566.77	

Employee Name	Week of	Overtime		Comptime		Total		comp time cannot accrue more than 80 hours
		Hours	Hours	Hours earned	Hours used	Hours	Hours	
Val Main	8-16 thru 8-22-2020		3.5	5.25				
	8-30 thru 9-5-2020		4	6				
	10-5 thru 10-10-2020			0	4			
	10-12 thru 10-17-2020		3.5	5.25				
	10-19 thru 10-23-2020		1.5	2.25				
	10-25 thru 10-30-2020		2	3				
	11-2 thru 11-7-2020		5	7.5				
								not time and half hours since it was Veterans Day Holiday didn't accrue as time and a half
	11-9 thru 11-14-2020		3	3				
	11-30 thru 12-5-2020		6	9				
	12-7 thru 12-11-2020		0	0				
	12-14 thru 12-18-2020		0	0				
	12-21 thru 12-25-2020		0	0				
	12-28 thru 1-2-2021		0	0				
	1-4 thru 1-8-2021		8.5	12.75				
	1-11 thru 1-16-2021		0	0				
	1-18 thru 1-22-2021		0	0				
	1-25 thru 1-29-2021		0	0				
	2-1 thru 2-6-2021		3.5	5.25				
	2-8 thru 2-12-2021		0	0				
	2-15 thru 2-19-2021		0	0	2.5			
	2-22 thru 2-26-2021		0	0				
	3-1 thru 3-6-2021		4	6				
	3-8 thru 3-12-2021		0	0				
	3-15 thru 3-19-2021		0	0				
	3-22 thru 3-26-2021		0	0				
	3-29 thru 4-2-2021		0	0				
	4-5 thru 4-9-2021		1	1.5				
	4-12 thru 4-16-2021		0	0				
	4-19 thru 4-23-2021		0	0				

	4-26 thru 4-30-2021		0	0								
	5-3 thru 5-7-2021		0.25	0.375								
	5-10 thru 5-14-2021		1	1.5								
	5-17 thru 5-21-2021		0.5	0.75								
	5-24 thru 5-28-2021		0	0								
	5-31 thru 6-4-2021		0.5	0.5								
	6-7 thru 6-11-2021		2.25	3.375								
	6-14 thru 6-18-2021			0	6							
	6-21 thru 6-25		0	0								
	6-28 thru 7-2-21		0	0								
	7-5 thru 7-9-21		1.75	1.75								
	7-12thru 7-16-21		4.25	6.375								
	7-19 thru 7-23-21		7.4	11.1								
	7-26 thru 7-30-21				1							
	8-2 thru 8-6-21			0								
	8-9 thru 8-13-21											
	8-16 thru 8-20-21											
	8-23 thru 8-27-21		.75	1.125								
	8-30 thru 9-3-21				8.25							
	9-6 thru 9-10-21		1.25	1.25								
	9-13 thru 9-17-21				10.25							
	9-20 thru 9-24-21				14							
	9-27 thru 10-1-21		3.75	5.625								
	10-4 thru 10-8-21				0.25							
	10-11 thru 10-15-21				2.25							
	10-18 thru 10-22-21		0									
	10-24 thru 10-29-21		11	16.5								
	11-1 thru 11-5-21			0								
	11-8 thru 11-12-21		0.75	0.75								

Straight Time due to Memorial Holiday

Straight Time due to 4th of July Holiday

shorted .1 hours due to 80 hour cap

paid overtime as hours capped

paid overtime as hours capped

Not overtime due to Labor Day Holiday

No overtime due to Veterans Day Holiday

		6-19 thru 6-25-22		1.5	2.25				
		6-26 thru 7-2-22				2.25			
		7-3 thru 7-9-22				4			
		7-10 thru 7-16-22				27		Vals family vacay	
		7-17 thru 7-23-22			0				
Totals					143.6	125	18.6 Available		

Employee Name	Week of	Overtime		Comptime		Total		comp time cannot accrue more than 80 hours
		Hours	Hours	Hours	Hours	Hours	Hours	
Michael Goyette	10-11 thru 10-15-21				0			
	10-18 thru 10-22-21		0.25		0.375			
	10-25 thru 10-29-21				0	0.25		
	11-1 thru 11-5-21	1			1.5			
	11-8 thru 11-12-21		1		1			No overtime due to Veterans Day Holiday
	11-15 thru 11-19-21		.25		0.375			
	11-22 thru 11-26-21		0		0			
	11-29 thru 12-3-21					0.25		
	12-6 thru 12-10-21		0					
	12-13 thru 12-17-21		0					
	12-20 thru 12-24-21					2.25		
	12-26 thru 1-1-22		0					
	1-2 thru 1-8-22		0					
	1-9 thru 1-15-22		0					
	1-16 thru 1-22-22		0.5		0.75			
	1-24 thru 1-28-22		0					
	1-31 thru 2-4-22		0					
	2-6 thru 2-12-22		0					
	2-13 thru 2-19-22		0					
	2-20 thru 2-26-22		0					
	2-27 thru 3-5-22		0					
	3-6 thru 3-12-22		0					
	3-13 thru 3-19-22		0					
	3-20 thru 3-26-22					1.5		
	3-27 thru 4-2-22		1.75		2.625			
	4-3 thru 4-9-22		0.75		1.125			
	4-10 thru 4-16-22					1		
	4-17 thru 4-23-22		0.25		0.375			

City of Otterville

Profit & Loss Budget Performance

July 2022

	Jul 22	Budget	Jan - Jul 22	YTD Budget	Annual Budget
Income					
Arpa disbursement	0.00		440.41		
Community Betterment Society					
Community Newspaper Yearly Dues	0.00		345.00		
Total Community Betterment Society	0.00		345.00		
General					
Advertisement	0.00	0.00	27.00	36.00	36.00
Annual Dog Tags	48.00	0.00	384.00	582.00	582.00
ATV / UTV License	90.00	0.00	210.00	660.00	660.00
Audit Surcharges	1,104.00	0.00	8,370.00	15,252.00	15,252.00
Buisness License	0.00	0.00	572.50	1,320.00	1,320.00
Cigarette Tax	190.80	0.00	637.20	1,016.00	1,016.00
Codification	0.00	0.00	0.00	0.00	0.00
Community Building Rent	0.00	0.00	50.00	25.00	25.00
Dog Boarding Fee	0.00	0.00	0.00	15.00	15.00
Dog Impound Fee	0.00	0.00	0.00	300.00	300.00
Dog Kennel License	60.00		435.00		
General Refunds	0.00	0.00	3.49	100.00	100.00
Interest	0.00	0.00	1,746.76	2,000.00	2,000.00
Late Fee	750.00	0.00	3,462.50	4,275.00	4,275.00
Lease Payment	172.50	0.00	5,221.50	7,403.57	7,403.57
Misc	0.00		8.03		
Misc Tax	0.00	0.00	129.30	0.00	0.00
Municipal Tickets and Fines	0.00		100.00		
Nichols Memorial Park	0.00	0.00	0.00	0.00	0.00
NSF Check	0.00	0.00	30.00	150.00	150.00
NSF Fee	30.00	0.00	45.00	30.00	30.00
Paper Subscription	24.00	0.00	24.00	1,086.00	1,086.00
Property Tax	976.91	0.00	78,234.52	85,700.00	85,700.00
R & R Utility	0.00	0.00	21,774.52	20,000.00	20,000.00
Road and Bridge	0.00	0.00	2,182.66	2,500.00	2,500.00
Sales Tax	2,827.58	0.00	36,244.63	56,300.00	56,300.00
Scrap	0.00	0.00	0.00	1,500.00	1,500.00
Sunshine Request	0.00	0.00	8.70	5.00	5.00
Telecommunication Fee	2,225.33	0.00	18,012.47	24,000.00	24,000.00
Trash services	2,897.47	0.00	21,736.56	35,000.00	35,000.00
General - Other	0.00	0.00	0.00	0.00	0.00
Total General	11,396.59	0.00	199,650.34	259,255.57	259,255.57
Police					
Police Training	0.00		2.00		
Total Police	0.00		2.00		
Sewer					
Disconnect Fee	0.00	0.00	75.00	250.00	250.00
Hook Up	0.00	0.00	0.00	0.00	0.00
Meter Deposits	0.00	0.00	0.00	0.00	0.00
Reconnect Fee	0.00	0.00	25.00	150.00	150.00
Refunds	0.00	0.00	115.38	0.00	0.00
Reimbursement	0.00	0.00	0.00	0.00	0.00
Sewer Base fees (\$48.20)	0.00	0.00	0.00	0.00	0.00
Sewer Connection Fee	0.00	0.00	0.00	215.00	215.00
Sewer Equipment and Maint	2,498.58		8,460.57		
Sewer Gallons surcharge	11,844.56	0.00	84,002.81	147,000.00	147,000.00
Sewer - Other	0.00	0.00	0.00	0.00	0.00
Total Sewer	14,343.14	0.00	92,678.76	147,615.00	147,615.00
Street	1,828.02	0.00	11,723.11	17,000.00	17,000.00

City of Otterville
Profit & Loss Budget Performance
July 2022

	Jul 22	Budget	Jan - Jul 22	YTD Budget	Annual Budget
Water					
Disconnect Fee	0.00	0.00	75.00	250.00	250.00
Hook Up	0.00	0.00	0.00	0.00	0.00
Meter Deposits	0.00	0.00	0.00	0.00	0.00
Reconnect Fee	0.00	0.00	25.00	150.00	150.00
Refunds	0.00	0.00	3.50	0.00	0.00
Sales Tax on water sold	165.67	0.00	1,026.77	2,000.00	2,000.00
Water Equipment and Maint	0.00	0.00	10,948.70	36,350.00	36,350.00
Water Minimum Fee	0.00	0.00	0.00	0.00	0.00
Water Primacy Fee	95.04	0.00	95.04	670.00	670.00
Water sold	4,955.38	0.00	32,770.46	78,000.00	78,000.00
Water - Other	0.00	0.00	0.00	0.00	0.00
Total Water	5,216.09	0.00	44,944.47	117,420.00	117,420.00
Total Income	32,783.84	0.00	349,784.09	541,290.57	541,290.57
Gross Profit	32,783.84	0.00	349,784.09	541,290.57	541,290.57
Expense					
General Fund					
Advertising/Publication	0.00	0.00	0.00	175.00	175.00
Annual Audit/Accounting	0.00	0.00	1,849.99	2,600.00	2,600.00
Audit Payment	1,200.00	0.00	8,400.00	15,600.00	15,600.00
City Hall Maintance	0.00	0.00	0.00	0.00	0.00
Codification	0.00	0.00	0.00	0.00	0.00
Computer Software & Maintnace	9.60	0.00	216.27	800.00	800.00
Continued Education/Training	0.00	0.00	262.38	145.00	145.00
Contract Labor	0.00	0.00	0.00	0.00	0.00
Dues and Fees	0.00	0.00	10.50	100.00	100.00
Dump Truck	0.00	0.00	68.00	135.00	135.00
Election Fees	0.00	0.00	355.49	400.00	400.00
Equipment Lease	0.00	0.00	8,028.00	9,000.00	9,000.00
Fuel	486.63	0.00	1,311.73	1,400.00	1,400.00
Insurance Liability	0.00	0.00	2,686.99	6,000.00	6,000.00
Late Fee	1.81	0.00	-120.63		
Legal Fees	151.66	0.00	3,872.49	6,000.00	6,000.00
Memberships	145.46	0.00	153.79	100.00	100.00
Misc	0.00	0.00	0.00	0.00	0.00
NSF Check	0.00	0.00	45.00	100.00	100.00
Office Supplies	291.40	0.00	615.21	200.00	200.00
Payroll Tax	830.09	0.00	6,645.98	12,400.00	12,400.00
Postage	91.99	0.00	303.72	250.00	250.00
Repairs & Maint	194.46	0.00	2,978.11	3,500.00	3,500.00
Salary	4,085.86	0.00	26,513.97	45,000.00	45,000.00
Scrap	0.00	0.00	0.00	0.00	0.00
Sunshine Request Refund	0.00	0.00	0.00	0.00	0.00
Trash Services	3,078.85	0.00	22,005.30	40,000.00	40,000.00
Utilities	907.50	0.00	7,128.64	12,000.00	12,000.00
General Fund - Other	0.00	0.00	0.00	0.00	0.00
Total General Fund	11,475.31	0.00	93,330.93	155,905.00	155,905.00
Insurance Expense	0.00		111.00		
Payment From City for Savings	0.00		-6,000.00		
Payroll Expenses	320.41	0.00	755.35	46.68	46.68
Police Fund					
Car Fuel	0.00	0.00	0.00	0.00	0.00
Car Maintanance	0.00	0.00	0.00	0.00	0.00
Misc	0.00	0.00	0.00	0.00	0.00
Salary	0.00	0.00	0.00	0.00	0.00
Total Police Fund	0.00	0.00	0.00	0.00	0.00

City of Otterville

Profit & Loss Budget Performance

July 2022

	Jul 22	Budget	Jan - Jul 22	YTD Budget	Annual Budget
Sewer Fund					
Advertising/Publication	0.00	0.00	90.00	50.00	50.00
Annual Audit/Accounting	0.00	0.00	1,850.00	4,800.00	4,800.00
Bond Payment	0.00	0.00	62,894.67	87,500.00	87,500.00
Chemicals	394.81	0.00	630.07	800.00	800.00
City Hall Maintenance	0.00	0.00	0.00	0.00	0.00
Computer Software & Maintenance	9.60	0.00	1,363.78	600.00	600.00
Connection Fee	0.00	0.00	0.00	215.00	215.00
Continued Education/Training	0.00	0.00	37.38	150.00	150.00
Deposit Refund	0.00	0.00	0.00	0.00	0.00
Dues and Fees	0.00	0.00	0.00	100.00	100.00
Fuel	105.65	0.00	460.27	400.00	400.00
Insurance Liability	0.00	0.00	2,687.00	4,600.00	4,600.00
Legal Fees	151.67	0.00	3,151.69	6,000.00	6,000.00
Memberships	145.47	0.00	153.81	100.00	100.00
Misc	0.00	0.00	0.00	0.00	0.00
Misc Parts and Supplies	0.00	0.00	0.00	0.00	0.00
Office Supplies	94.27	0.00	322.23	200.00	200.00
Personal & Liability Insurance	0.00	0.00	0.00	0.00	0.00
Postage	150.00	0.00	343.33	500.00	500.00
Repairs & Maint	4,804.70	0.00	5,926.89	15,000.00	15,000.00
Salary	3,539.07	0.00	28,342.91	50,000.00	50,000.00
Testing	578.00	0.00	3,778.00	8,000.00	8,000.00
Travel Expenses	0.00	0.00	0.00	100.00	100.00
Truck 2	0.00	0.00	0.00	0.00	0.00
Utilities	954.67	0.00	5,343.63	14,000.00	14,000.00
Total Sewer Fund	10,927.91	0.00	117,375.66	193,115.00	193,115.00
Street Fund					
Bond Payment	6,317.50	0.00	73,450.00	74,000.00	74,000.00
Dump Truck	0.00	0.00	0.00	0.00	0.00
Misc Parts and Supplies	0.00	0.00	0.00	0.00	0.00
Total Street Fund	6,317.50	0.00	73,450.00	74,000.00	74,000.00
Water Fund					
Advertising/Publication	0.00	0.00	0.00	35.00	35.00
Annual Audit/Accounting	0.00	0.00	1,850.01	4,800.00	4,800.00
Chemicals	0.00	0.00	428.33	1,200.00	1,200.00
City Hall Maintenance	0.00	0.00	0.00	0.00	0.00
Computer Software & Maintenance	9.60	0.00	1,363.80	600.00	600.00
Continued Education/Training	0.00	0.00	37.39	100.00	100.00
Deposit Refund	0.00	0.00	0.00	0.00	0.00
Dues and Fees	0.00	0.00	0.00	100.00	100.00
Fuel	105.65	0.00	340.28	400.00	400.00
Insurance Liability	0.00	0.00	2,687.01	4,600.00	4,600.00
Legal Fees	151.67	0.00	3,151.67	6,000.00	6,000.00
Memberships	145.47	0.00	153.80	100.00	100.00
Misc	0.00	0.00	0.00	0.00	0.00
Misc Parts and Supplies	0.00	0.00	0.00	0.00	0.00
Office Supplies	45.62	0.00	273.60	100.00	100.00
Postage	150.01	0.00	343.35	500.00	500.00
Primacy Fee	971.46	0.00	971.46	700.00	700.00
Repairs & Maint	37.91	0.00	35,517.68	3,400.00	3,400.00
Salary	1,458.32	0.00	10,946.62	22,000.00	22,000.00
Sales Tax	0.00	0.00	2,123.22	2,200.00	2,200.00
Testing	0.00	0.00	0.00	0.00	0.00
Utilities	376.46	0.00	2,756.82	6,000.00	6,000.00
Water Tower maint/replace	0.00	0.00	0.00	6,000.00	6,000.00
Total Water Fund	3,452.17	0.00	62,945.04	58,835.00	58,835.00
Total Expense	32,493.30	0.00	341,967.98	481,901.68	481,901.68
Net Income	290.54	0.00	7,816.11	59,388.89	59,388.89

Otterville

Management Report 07/29/2022

Number of accounts: 203

Sales \$		Period Sales
\$126.00	Commercial Primacy Fee	6
\$117.33	County tax	192
\$44.10	Local tax	192
\$185.08	MDU Sewer Equipment and Maintenance	1
\$1024.32	Primacy Fee	194
\$2511.80	Sewer equipment and maintenance	190
\$49.66	State tax	12
\$1200.00	Water Utility Audit Surcharge	200
\$5960.84	Water	950962
\$13282.98	Sewer	190
\$3168.85	Trash	180
<hr/>		
\$27670.96	Total Charges	
\$-1290.79	Previous Balance	
\$3211.51	Payments Received	
\$145.12	Credits Issued	
\$23023.54	Balance Due	

Monthly Water Loss

Amount of Gallons Pumped

1045400

Accounted For Usage in Gallons:

Gallons of Water Sold:	950962
Flushing:	0
Leaks:	0
Fire Department Usage:	0
Unmetered Accounts:	0
Water / WW Plant Usage:	0
Meter Wear (System Specific):	0
Theft:	0
Tower Overflows:	0
Other:	0
Other:	0

Total Gallons Accounted For: 950,962

% of Water Loss: 9.03%

Amount of Water Lost: 94,438

[Click Here To Close Window!](#)

[Print This Window!](#)



7a

Mid Mo Operations is proud to provide bid and scope of work for operations and maintenance for City of Otterville

Mid Mo Operations is a contract operations firm located in Hartsburg Missouri. The company has a history of operating WWTF in a compliant manner. We have assisted several small communities with compliance issues; from poorly running treatment plants, EDMR tardiness, budgeting for ARPA projects, as well as AOC and CMOM prep. We have a combined 50 years of water and wastewater experience.

Mid Mo Ops can offer an array of services catered to fit everyone's needs, from project management and construction inspection to full-service operations of many styles of treatment facilities including nitrox, MBBR technology, oxidation ditch and package plant extended aeration.

Scope of work:

Mid Mo Ops will provide at least a C level operator to make a site visit once weekly to water and wastewater. Oversight of treatment process, EDMR submission, bi-weekly sampling of Wastewater as required, visual and thermal inspection of control panels associated with treatment and the distribution process. Collection of compliance samples to meet chapter 9 requirements to operate wastewater treatment facilities and attend MODNR inspections, as well as check chlorine at well once a week, collect bacteriological samples monthly as well other regulatory samples.

Excluded services:

Line locates, after hour on call services, labor to perform maintenance services. Jobs that are outside the scope of work will be completed on a time and material.

Price \$2550.00 per month

For work outside the scope provided will be at a rate of \$90.00 an hour plus material.



Otterville

203 BB Highway PO Box 58 Otterville, MO 65348 660.366.4613 vmain@ottervillemo.gov

August 3, 2022

To Whom It May Concern,

This letter is to let you know that The City of Otterville gives permission to the Otterville Street Fair for Liquor Sales during the weekend of September 16th and September 17th 2021. They have asked to host a Beer Tent around Grover and Vine Street intersection. The Board of Alderman approved of the plans.

If you require anything further, please do not hesitate to reach out to Otterville City Hall.

Mayor, Deborah Lake

100

Thank you for sending the estimates and photos on the 2013 Taurus. The Rick Ball estimate was the lo shops at \$3648.79. There is a \$500 deductible on the policy. I will mail a payment out to the City of Ot contact Rick Ball Collision Center and have them order parts and schedule repairs as soon as you are r know if you have any questions.

Thanks,

Maureena Tucker
Claims Representative
573-751-1266 x-1120
Maureena-tucker@moperm.com

Preliminary Estimate

Customer: OTTERVILLE, CITY OF

2013 FORD Police Interceptor AWD (Fleet) 4D SED 6-3.5L Turbocharged Gasoline Direct Injection GRAY

ESTIMATE TOTALS

Category	Basis		Rate	Cost \$
Parts				1,746.89
Body Labor	13.2 hrs	@	\$ 57.00 /hr	752.40
Paint Labor	12.1 hrs	@	\$ 57.00 /hr	689.70
Paint Supplies	12.1 hrs	@	\$ 38.00 /hr	459.80
Subtotal				3,648.79
Grand Total				3,648.79
Deductible				0.00
CUSTOMER PAY				0.00
INSURANCE PAY				3,648.79

MyPriceLink Estimate ID / Quote ID:

979033181074235392 / 108887133

I am responsible for the final bill after repairs are completed, unless otherwise agreed payment is arranged prior to completion. All supplements will be forwarded to your Insurance company responsible for final payments.

I authorize Rick Ball Collision Center to perform repairs as per Estimate. And additional repairs needed to complete damage related to Insurance claim.

Preliminary Estimate

Job Number:

Customer: City Of Otterville, City Of Otterville

2013 FORD Police Interceptor AWD (Fleet) 4D SED 6-3.5L Turbocharged Gasoline Direct Injection CHARCOAL

ESTIMATE TOTALS

Category	Basis	Rate	Cost \$
			2,634.57
Parts	15.6 hrs @	\$ 64.00 /hr	998.40
Body Labor	12.1 hrs @	\$ 64.00 /hr	774.40
Paint Labor	12.1 hrs @	\$ 44.00 /hr	532.40
Paint Supplies			14.00
Miscellaneous			4,953.77
Subtotal	\$ 3,166.97 @	6.2250 %	197.14
Sales Tax			5,150.91
Grand Total			0.00
Deductible			0.00
CUSTOMER PAY			5,150.91
INSURANCE PAY			

MyPriceLink Estimate ID / Quote ID:

979046882472894464 / 108889726

THIS ESTIMATE HAS BEEN PREPARED BASED ON THE USE OF ONE OR MORE CRASH PARTS SUPPLIED BY A SOURCE OTHER THAN THE MANUFACTURER OF YOUR MOTOR VEHICLE. WARRANTIES APPLICABLE TO THESE REPLACEMENT PARTS ARE PROVIDED BY THE PARTS MANUFACTURER OR DISTRIBUTOR RATHER THAN BY THE MANUFACTURER OF YOUR VEHICLE.

THIS ESTIMATE HAS BEEN PREPARED BASED ON THE USE OF AN AUTOMOBILE PART(S) NOT MADE BY THE ORIGINAL EQUIPMENT MANUFACTURER. PARTS USED IN THE REPAIR OF YOUR VEHICLE BY OTHER THAN THE ORIGINAL MANUFACTURER ARE REQUIRED TO BE AT LEAST EQUAL IN KIND AND QUALITY IN TERMS OF FIT, QUALITY, AND PERFORMANCE TO THE ORIGINAL MANUFACTURER PARTS THEY ARE REPLACING. ALL AFTERMARKET PARTS INSTALLED ON THE VEHICLE SHALL BE CLEARLY IDENTIFIED ON THE REPAIR ESTIMATE.

City of Otterville Otterville, Missouri Employee Handbook August 2022

Article I. General Provisions

A. Purpose Missouri Sunshine Law

The purpose of this manual is to explain in detail to all City employees any rules, regulations or provisions that affects the employee. This section establishes the role and functional responsibilities in support of the Personnel Manual. The provisions set forth in this manual are not intended by the City to grant any employee any contractual commitment, expressed or implied, by its adoption.

The Missouri Sunshine Law governs only state, local and quasi-public governmental bodies. Each public governmental body shall provide a reasonable written policy consistent with the Sunshine Law and open to the public regarding access to public records and meetings except when those meetings or records are closed. RSMO 610.021 allows the closing of records regarding hiring, firing, disciplining or promoting of particular employees by a public governmental body when personal information about the employee is discussed or recorded. The term "personal information" means information relating to the performance or merit of individual employees.

The policy of the City of Otterville, Missouri regarding access to individually identifiable personnel records, performance ratings or records pertaining to employees or applicants for employment, and records of hiring, firing, disciplining or promoting an employee are

and shall be considered closed records pursuant to RSMO 610.021(3) and (13).

B. Role of the Employee

Each City employee is responsible to perform their assigned duties in order to meet service delivery needs of the City, as directed by supervisory staff appointed to direct their efforts. It is the responsibility of each employee to become and remain familiar with these provisions as amended. Lack of knowledge of, or familiarity with, any provision of this manual shall not provide any excuse for violations of that provision.

C. "At Will" Employees

Missouri law provides that employees of municipalities are hired "at will" and may be discharged at will. Basically this means that employees are not hired under contract and may be terminated "at will" and without discrimination. Also, the employee may willfully leave employment at anytime. The adoption of these regulations does not conflict with Federal, State or Local laws in that respect.

D. Personnel Manual Distribution

With the issuance of each manual and updates to the manual, employees will be required to sign documentation verifying receipt of the same. However, failure to sign for a copy of this manual does not release the employee from the statements or information provided in this manual.

Article II. Appointment Procedures

A. Equal Opportunity Employer

Neither the City, nor any of its authorized agents empowered to recruit, process, hire, promote, authorize leave, overtime, outside employment, vacation time, or empowered to perform any other act as supervisor of City employees, shall discriminate against any employee on the basis of race, color, religion, national origin, sex, sexual preference, ancestry, disability, or age in violation of the Missouri Human Rights Act. In addition, the

City and all of its officers shall make its premises available for the use of any of its employees without regard to the above mentioned categories and that there shall be no discrimination against employees on said grounds with respect to use of facilities of the City.

B. Appointment

Appointments to all classified positions shall be determined by evaluation of the applicant's:

1. Training, education, experience, and physical fitness,
2. Oral interview, and
3. Whenever practical, an examination or demonstration test.

Upon offer and acceptance of a position with the City, each full-time employee will be required to sign a "Confidentiality Agreement", the "At-Will" Statement and the Acknowledgement of Receipt of Handbook document.

C. Promotions

The City provides an evaluation process in which satisfactory performance is the basis for continued employment. Promotions are not automatic. To be promoted requires a history of outstanding performance in all aspects of an employee's job position. In addition to performance, training and experience will greatly increase any desire to advance within the city's job structure.

D. "Introductory Period"

Each employee receiving an appointment or a promotion in the service of the City must serve an introductory period of ninety (90) days before his appointment or promotion shall be considered permanent. During the introductory period, the employee's work habits, abilities, attitude, promptness, absenteeism and other pertinent characteristics will be observed and evaluated by the supervisor, department head, and/or other appropriate City officials. If the introductory employee fails to meet required standards of performance, they may be dismissed, granted an extension of probation (Section F below), or if they are a promoted regular employee, they may be restored to the position from which they were promoted or to a comparable position. Wages for designated holidays falling within the introductory period will be paid to introductory employees. The introductory period does not guarantee employment for 90 days. "At Will" employees may be terminated at any time during the employment period.

E. Extension of an Introductory Period

At the end of an employee's introductory period, if there is reason to believe that the employee may develop the ability to perform satisfactorily by an extension of the probation period, the department head may make an extension, usually not to exceed another ninety (90) days.

F. Employment of Relatives

Except as hereinafter provided, two (2) members of an immediate family shall not be employed at the same time, if such employment will result in an employee supervising a member of his/her immediate family. "Immediate Family" is defined as wife, husband, mother, father, brother, sister, son, daughter, mother-in-law, father-in-law, son-in-law, daughter-in-law, grandparent, grandchild, step-mother, step-father, brother-in-law, sister-in-law, uncle and aunt.

The above prohibition shall not be applicable to the following officers or employees:

- Members of the Volunteer Fire Department and volunteer members of other departments not employed on a full-time basis.
- Appointed members of City Boards.
- Emergency hire personnel.

Article III. Employee Regulations

A. Evaluation

The acting mayor and the board of alderman will evaluate the job performance of every employee in their department and submit their evaluations to the mayor. The department head's evaluations of their employees shall be submitted to the mayor at such time and on such date as the mayor designates. The mayor may provide department heads with a standard evaluation sheet to assist the department heads in evaluating the job performance of their employees.

B. Outside Employment

No full-time employee of the City shall accept outside employment whether part-time, temporary, or permanent without prior written approval from the mayor and board of alderman. Each change in outside employment shall require separate approval. Approval shall not be granted when such outside employment conflicts or interferes, or is likely to conflict or interfere, with the employee's City service. Such approval, however, shall not be arbitrarily withheld. Employees may not engage in any private business or activity while on duty. No employee shall engage in or accept private employment or render any service for private interest when such employment or service is incompatible or creates a conflict of interest with his official duties.

C. Residency

Applicants for positions in the service of the City need not reside within the City to be considered for employment.

Although residency within the City is not required, all employees of the City must meet minimum response-to-work time of thirty (30) minutes or less in an emergent situation.

D. Political Activities

City employees shall not be appointed or retained on the basis of their political activity.

E. Individual Political Activities

No City employee shall actively advocate or oppose the candidacy of an individual for nomination or election to any City office on City Owned property. Employees are expected to exercise their right to vote in municipal elections.

F. Individual Political Activities - Penalty

Failure to comply with the above requirements shall result in said employee being given a letter of warning to said employee with the possibility of termination.

G. Alcohol and Controlled Substances

The City has an obligation to its employees to take reasonable steps to ensure a drug-free and safe place to work. The City also has an obligation to its citizens and the public at large to provide quality and safe services through a policy prohibiting alcohol, illegal drugs, and controlled substances in the workplace. All employees are subject to a

random drug test at will and upon any accident at work. If said employee refuses possible termination will occur. Disciplinary actions taken by the city with a written warning given to the employee and possible termination.

H. Drug Testing/Substance Abuse

For positions, which require a drug test, the City shall conduct a drug test on all applicants after an offer of employment is made to the applicant, such offer is conditioned upon passing the drug test. A consent form is to be signed at the time of application. This will be kept in the employee's personnel file when hired. Periodic drug screens may be made at random to any employees.

The City is committed to providing a safe and productive workplace for its employees. In keeping with this commitment, the following rules regarding alcohol and drugs abuse have been established for all staff members, regardless of rank or position, including both regular and temporary employees. The rules apply during working hours to all employees of the City while they are on City premises or elsewhere on City business. The manufacture, distribution, possession, sale, or purchase of controlled substances on City property is prohibited.

Being under the influence of illegal drugs, alcohol, or substances of abuse on City property is prohibited.

Working while under the influence of prescription drugs that impair performance is prohibited.

So that there is no question about what these rules signify, please note the following definitions:

City property: All City owned or leased property used by employees.

Controlled substance of abuse: Any substance listed in Schedules I-V of Section 202 of the Controlled Substance Act, as amended.

Drug: Any chemical substance that produces physical, mental, emotional, or behavioral change in the user.

Drug paraphernalia: Equipment, a product, or material that is used or intended for use in concealing an illegal drug, or otherwise introducing into the human body an illegal drug or controlled substance.

Illegal drug:

- Any drug or derivative thereof whose use, possession, sale, transfer, attempted sale or transfer, manufacture, or storage is illegal or regulated under any federal, state, or local law or regulation.
- Any drug, including – but not limited to – a prescription drug, used for any reason other than that prescribed by a physician.
- Inhalants used illegally.

I. Smoking in and on City Property –

No employee is permitted to smoke within a City building or within a City Owned vehicle or piece of equipment. City employees are given 2 - 15 minute breaks and up to an hour lunch break. This is the time for smoke

breaks. You may smoke outside on City Property but no littering of trash shall occur on City Property.

J. Vehicle Usage – City Guidelines For “Qualified Non-Personal Use Vehicles”

The City of Otterville Missouri at present provides specialized, City owned, “qualified non-personal use vehicles” to specific employees for business use only. All “qualified non-personal use vehicles” are clearly identified as City property and maintain specialized equipment and other permanent fixtures required for the responsibilities of the position. In no situations, are employees allowed to drive these vehicles for personal use.

J. Procedure for Requesting Time Off

All employees must follow the procedures below when requesting time off (see Article IV for types of leave granted to employees):

- Fill out the Time Off Request Form (available from The Mayor)
- Return properly completed form to Mayor for signature.
- The Mayor will then deliver form to the City Clerk for final authorization.
- Once authorized or denied, a copy will be returned to the Mayor for employee’s record retention.

All requests should be made a minimum of one (1) week in advance. Emergency situations will be handled on a case by case basis, at the discretion of the Mayor and/or City Clerk.

K. Sexual Harassment

The City of Otterville will not tolerate sexual harassment by or to any City employee. Appropriate action will be taken as outlined in the sexual harassment policy attached as **Article VI**. Please refer to this appendix for more information.

L. Progressive Discipline

An employee may be disciplined, as the Mayor and/or Board or Alderman deems necessary, for failure to meet any of their designated job duties, conduct unbecoming of a City employee, insubordination, or for any other unprofessional or unacceptable behavior. If any of the above aforementioned situations should occur, discipline will be as follows:

- A **verbal reprimand** will be given by the Mayor and Board of Alderman. A written account of the conversation will be kept in the employee’s personnel file.
- A **written warning** will be issued by the Mayor and Board of Alderman. A copy will be placed in the personnel file.
- **Suspension without pay** will be given for a minimum of three (3) days. The employee should use this time to decide whether or not the employee wants to improve their behavior in order to keep their job.
- **Termination** will occur.

Depending on the severity of the infraction, the order of discipline can be changed as deemed necessary by the Mayor and Board of Alderman. Failure to successfully pass a drug or alcohol screening test, will result in a thirty (30) day suspension without pay or immediate dismissal depending upon the employee’s past work performance with the city. If the thirty (30) day suspension is approved by the Mayor and Board of Alderman the

employee must provide, at the employee's own expense, evidence of no drug or alcohol use for the next twelve months of employment. Failure to provide such evidence will most likely result in immediate termination.

A Corrective Action Form will be filled out at each stage in the disciplinary process. The employee will also be required to sign an acknowledgement at each stage. This will ensure that the employee understands the degree of discipline and that termination will occur if the unacceptable behavior is not corrected.

Some incidents will not be tolerated, and will result in immediate dismissal. Types of infractions that can result in immediate dismissal can be, but are not limited to, the following: theft, assault, intentional damage of City property or other employee's property, verbal confrontation with citizens, and illegal drug or alcohol use.

All employee records become the property of the City and are closed as allowed by RSMO 610.021. If disciplinary action is taken against an employee and the unacceptable behavior is repeated within a reasonable period of time, the above progressive steps may be taken, where applicable, until the employee is terminated from the position. However, these disciplinary steps do not remove the "At-Will" allowance by the City to terminate any employee for any reason allowed by law.

Article IV. Compensation

A. Pay Periods

The workweek for all City employees shall commence at 12:01 AM Sunday of each work week. All employees shall be paid every two weeks, with the payday being the Wednesday of the week following the end of the pay period. It is the responsibility of all employees to ensure proper time on time card before Monday of each pay period. The City Clerk will figure the time cards, the Mayor will review the time cards and approve. If the time is questionable the Mayor will reject the time card and the City Clerk will contact the City employee for clarification.

Any City employee that is "salaried" is required to fill out a time card with time worked, vacation, sick, ect.

B. Compensation for Travel

When a city vehicle and city credit card **ARE NOT** provided, reimbursement for travel will be paid as follows:

Mileage **\$.32 per mile**

Meals will be reimbursed as follows:

Up to **\$30 Dailey** Per Diem Total **WITH RECIEPTS**

This rates include meal costs and tips. The full per diem rates applies for full travel days in which all meals should be reimbursed. **Alcoholic beverages and tobacco products are not reimbursable expenses. Detailed and itemized Meal receipts are required for reimbursement purposes.**

Incidental expenses are reimbursable if reasonable and necessary for the business purpose of the trip and if properly documented with receipts. Incidental expenses include conference fees/seminar fees, miscellaneous transportation costs (taxi, bus, airport limousine), parking, tolls, tips (except where per diem rates are claimed), telephone, fax, copying, fuel or repairs for city vehicles. Meal tips are already included in the meal per diem rates and NOT separately reimbursable.

It is required all travel and miscellaneous expense is approved by the Board of Alderman **BEFORE** any such expenses are occurred.

C. Overtime

Overtime will be paid in excess of 40 hours worked per week. All overtime must receive prior approval from the Mayor and/or Board of Alderman. Overtime will be paid at the rate of one and one-half times the employee's hourly rate. Overtime may be "rolled" over into comp-time. However, comp-time may never be banked for more than 80 hours.

D. Breaks/Lunch Hour

All employees are entitled to two-15 minute breaks, when available, while on the job site. Also, all employees are entitled up to an hour for lunch, unpaid.

Article V. Benefits and Leave

A. Medical Insurance

The City of Otterville does not offer Medical Insurance.

B. Retirement

The City of Otterville does not offer Retirement Benefits.

C. Worker's Compensation

This program is subject to Missouri laws relating to benefits provided for a job-related injury or illness. Employees eligible for this program will receive needed medical care and supplemental compensation based on their average weekly wage.

D. Vacation / Vacation Buyout Vacation

Earned applies to the original date of employment. Vacation buyout applies as stated later in this section. Vacation time will not be paid to part time employees.

Employed after 8/15/20

Years of Eligible Service

Vacation Days Earned

After 1 year 5 days

After 3 years 10 days

After 10 years 15 days

After 15 years 20 days

Vacation leave may not be carried from one year to the next, A day is equal to eight (8) hours.

Only employees who accrued a minimum of ten (10) days vacation and have been unable to use all of their earned vacation time due to work requirements, will be allowed to "cash-out" up to 50 percent of the unused vacation hours with a maximum buyback of five days. The other 50 percent of time not used will be forfeited by the employee. Vacation buyout will occur each December.

E. Sick Leave

Full-time City employees shall earn sick leave with full pay at the following rates:

0-10 years $\frac{1}{2}$ day per month

11-15 years $\frac{3}{4}$ day per month

over 15 years

1 day per month

Sick leave shall accrue from the date of employment. Sick leave may never be taken in advance of earning the time. Sick leave may be accumulated up to fourteen (14) days.

- An employee may be eligible for sick leave for the following reasons:

1. Personal illness or physical incapacity.
2. Quarantine of an employee by a physician.

NOTE: Sick leave may only be taken for personal illnesses; it cannot be used for family illnesses. FMLA may be used as allowed.

- An employee who is unable to report for work because of the above reasons shall report the reason for their absence to their supervisor before the time they are expected to report for work.
- Sick leave with pay in excess of three (3) working days shall be allowed only after presenting a written statement by a physician certifying that the employee's condition prevented him from appearing for work.
- An employee terminating from City service shall not be allowed the use of sick leave in the last two (2) calendar weeks of employment, except upon approval of the Board of Alderman. Unused sick leave will not be compensated for in any way at the time of resignation or dismissal of an employee.
- Abuse of sick leave privileges may result in dismissal. Sick leave is NOT a benefit to be equated with vacation time or personal leave.

F. Maternity and Paternity Leave

Maternity and Paternity leave shall be taken in accordance with the federal Family Medical Leave Act.

G. Continuing Education

Any City employee who takes schooling or training paid for by the City, shall be required to sign an agreement to continue in service obligating said employee to re-pay the City its cost for registration, fees, tuition and matriculation fees, library and laboratory fees, purchase or rental of books, materials, supplies, travel, per diem and miscellaneous other related training program costs (EXCLUDING SALARY) paid in connection with the training. If that employee does not continue employment with the City for the time expressed in the Agreement to Continue In Service.

This does not apply to in-house training provided within the employee's department.

H. Funeral Leave

An employee may be granted up to three (3) working days leave with pay as needed in the event of the death of his spouse, child, mother, father, sister, brother, mother-in-law, father-in-law, grandmother, grandfather, or any other close relative. Such leave shall not be deducted from either sick leave or vacation leave.

I. Jury Leave

An employee shall be granted leave without pay when required to be absent from work for jury duty or as a trial witness.

J. Special Leave

Special leave may be granted with or without pay to an employee for reasons not previously covered, on an individual basis and upon approval of the Board of Alderman.

K. Military Leave

All military leave shall comply with federal requirements

L. Holidays

All regular employees of the City of Otterville shall receive normal compensation for the legal holidays listed below and any other days or part of a day during which the public offices of the City shall be closed by special proclamation of the Mayor with the approval of the Board of Alderman. Introductory employees shall be considered for purposes of this section to be regular employees. Legal holidays to be observed are:

New Year's Day	January 1
Memorial Day	Last Monday in May
Independence Day	July 4
Labor Day	First Monday in September
Veteran's Day	November 11
Thanksgiving	Last Thursday in November
Friday after Thanksgiving	Following last Thursday in November
Christmas Eve	December 24
Christmas Day	December 25
Day after Christmas	December 26

The standard shall be the number of holidays in a particular year which will be celebrated by employees working a forty-hour week, Monday through Friday. For this group, when a holiday falls on Sunday, the following Monday shall be observed as the holiday. When a holiday falls on Saturday, the preceding Friday shall be observed as the holiday. For regular employees whose work week is other than Monday through Friday, the department head shall designate the work day that shall be observed.

- An employee is absent without authorized leave on the day preceding and/or the day following a holiday shall not receive regular compensation for the holiday.

M. Light Duty

Under certain conditions, an employee may be placed on "light duty" provided an illness or accident has reduced the ability of the employee to perform their regular tasks. The first requirement is for a physician to certify that the employee is able to return to work on a "light duty only" status. Secondly, the department head, in which the employee reports, must verify that "light duty" tasks are available. These "light duty" tasks may or may not be available at the time of request. If available, light duty tasks and status should not exceed 60 work days, unless approved by the Mayor. In no case should light duty status exceed 90 work days. An introductory employee, is not eligible for light duty.

Article VI. Sexual Harassment

A. Policy Statement

It is the policy of the City of Otterville that sexual harassment by any employee, commission member, board member, mayor, member of the public or employees of outside organizations will not be tolerated. Sexual harassment is generally considered to be a violation of the sex discrimination provisions of Title VII of the 1964 Civil Rights

Act and subsequent amendments. Under no conditions will verbal and/or physical conduct of sexual nature toward any employee be condoned; nor the creation of a hostile work environment based on items, materials, speech, or action of a sexual nature. This includes such situations as employment, promotions, wage and salary increases, and any other circumstances that might contribute to an intimidating, hostile, or offensive work environment.

Unwelcome sexual advances, request of sexual favors, verbal or physical conduct of a sexual nature, or display of sexually explicit materials constitutes sexual harassment when:

- submission to such conduct is made a term or condition of an individual's employment,
- submission to or rejection of such conduct by an employee is used as a basis for employment decisions affecting the individual, or
- such conduct creates an intimidating, hostile, or offensive working environment.

Any employee who sexually harasses another or one who falsely accuses someone of sexually harassing another shall be subject to appropriate disciplinary action. (See Article III Section L for disciplinary procedures.)

B. Employee Duties

Any employee who feels that they are the victim of sexual or any other form of harassment should take the following steps:

- Make your feelings known in clear terms to the person who you believe is harassing you. Also advise them that you are required to document the circumstances and the conversation. It is best to address the problem at the onset, rather than waiting until it escalates.
- Immediately advise your supervisor; or notify another supervisor of equal or greater authority within your department, if your immediate supervisor is responsible for the alleged harassment. This does not violate the "Chain of Command" principle.
- Employees who observe prohibited conduct being exhibited toward another employee have the same responsibility to report the incident to management. Remember, the victim may be too frightened to make the complaint themselves.

C. Supervisor's duties

If an employee makes a complaint, the Mayor and/or Board of Alderman is required to begin an immediate investigation that includes a complete statement from the victim and a statement from the alleged perpetrator(s). The supervisor will also include his statement of counseling to both parties.

- The victim will be offered support to include counseling, if desired. The victim will also be directed to note and report any further complaints. The supervisor will assure the victim that the department will not tolerate any forms of reprisal and that any complaint made in good faith will be addressed and not held against the complainant.
- The employee alleged to have committed the harassment will be counseled as to the possible results of their actions, including possible termination and possible civil action by the victim.
- The supervisor will then advise the victim of the results of the investigation.

- The final report will be forwarded directly to the Mayor for review.
- If any employee persists in prohibited conduct, after being counseled by the supervisor, he/she will be ordered to the Mayor and/or Board of Alderman for action as directed by the policy on discipline.

D. Confidentiality

All internal investigations taken to resolve complaints of sexual harassment shall be conducted confidentially and shall be closed records under the Missouri Sunshine Law. Parties required to make statements will refrain from discussing the situation to fellow employees, other City officials or the public.