

OZARK SPECIAL ROAD DISTRICT (OSRD)

REGULAR MEETING MINUTES

August 13, 2019

The meeting was called to order by Scott Bilyeu, President at 8:13 a.m.

Commissioners: Scott Bilyeu, Pres. (Present) Michael Bloom, (Present) Ed Addington, (Present)

OSRD Associates: Pat Platter, Attorney; Spencer Jones, Great River Engineering; Darrell Mrotek, Darrell Mrotek Construction; Kevin Yount & Sharon Whitehill, Compere Robinette CPAs

No changes or additions to agenda

Michael Bloom made a motion to approve the July 9, 2019 minutes as written. Ed Addington made second. Approved

Ed Addington made a motion to approve the July 9, 2019 financial report as presented. Michael Bloom made second. Approved

Michael Bloom asked to address the commissioners and audience. Presented and reviewed written comments (see attached). Left meeting at 8:21 am

Guests: See sign in sheet

Don Fleury, Creative Audio: Requesting cut for water line. Discussion. Ed Addington made a motion to allow cuts in road as presented in 2 areas. Second by Scott Bilyeu. Approved

Gary Perkins, Fair Haven: Requesting 4 way stop intersection in Fair Haven. Discussion. Ed Addington made a motion to install 4 way stop at Fairhaven and Parkhaven for a 90 trial period. Second by Scott Bilyeu. Approved

Steve Eoff, Developer: Reviewed potential subdivision on North St in Nixa. Discussion. Ed Addington made a motion to reduce speed limit to 35 MRH on North St east of Cheyenne and North. Second by Scott Bilyeu. Approved.

Discussion on box culver west of Combs Rd. OSRD will install. Steve Eoff will cover all costs of material and installation.

River Bluff Drive: Commissioners discussed options for the cost share project. Ed Addington made a motion to improve Smallin Rd, NN through Pheasant. 9500'. Second by Scott Bilyeu. Approved

Riverside Bridge to Cardinal

River Side Road Box Culvert Project – Completed. Estimated cost was \$70,000. Total cost was \$44,840.

Striping on McCracken Rd: Bishop to start in a week

Signage update: New account has been set up with Vulcan signs.

Employee Handbook final draft to be approved. Ed Addington made a motion to approve employee handbook. Second by Scott Bilyeu. Approved

Election of Secretary – move to September meeting

OZARK SPECIAL ROAD DISTRICT

AGENDA

August 13, 2019

Meeting will begin @ 8:15 a.m.

Christian County Planning & Zoning 1106 W Jackson St, Ozark MO

1. Call to order
2. Approval of Agenda
3. Review of Minutes
July 9, 2019 Monthly Meeting Minutes
4. Financial Review
July 2019 Financial Statements
5. Guest Business
 - a. Creative Audio – Don Fleury
 - b. Steve Eoff subdivision on North Rd
6. Correspondence
7. Old Business
 - a. River Bluff Dr project funds
 - b. Signage update: McCracken
 - c. FaceBook page and OSRD gmail update
 - d. Employee Handbook
8. New Business
 - a. Election of Secretary
 - b. Basic Principles and Operations of the Missouri Sunshine Law (Pat Platter, Attorney)
9. Project Updates
 - a. Riverside Road Box Culvert project
 - b. Riverside Bridge
 - c. Bass Pro - The Mill (Great River Engineering)
 - d. Striping on McCracken Rd
 - e. River Pointe Phase 2
 - f. Farmers Branch
 - g. Oak & 17th wedge and overlay (Nov Project)
 - h. Riverbluff-Weaver Cemetery to bridge (2019 County Cost Share Project)
10. Ongoing Road Work and Employee updates
 - a. Equipment maintenance update
 - b. Cracked Sealer list update
 - c. Tree Trimming update
 - d. Safety Training
 - e. Staffing review
11. Motion to Recess Open Meeting and Reconvene in Closed Session to consider confidential matters and employee matters as defined by Section 610.021 (1) RSMo and that the meeting, record and vote be closed and the Board reconvene in Open Meeting at the end of the Closed Session
12. Adjourn

OSRD Monthly Meetings are held the 2nd Tuesday each month. 8:15 am @ County P&Z offices

To: Ozark Special Road District- 13 August meeting.

Citizens/board members,

I apologize for not being able to attend the full meeting.

To follow up to our last meeting.

OLD BUSINESS

-Secretary Position-Compere and Robinette will they assume the official role? If so I will turn over the email, facebook, and twitter account information for their access.

Riverside Road Bridge Replacement- Curious when this project will be completed. There are 3 large trees that were cut down during this project and have been left laying there. Please give a timeline for completion.

-Road Striping

In keeping with what was discussed in the last meeting I have driven most of the roads that are the responsibility of the OSRD. I could find no roads that I would call having "adequate" striping. Due to our processes of not preparing our roads for striping in advance of the road striping company, I recommend we get a quote or an estimate to have all 110+- miles of OSRD roads center striped. This will reduce the cost of striping, paying only for the center line. Additionally, we will not be throwing money away on painting the grass at the edge of our roads. This number will be lower than the full 110 miles simply because there is obviously no reason to stripe roads that are solely residential and not through streets. If we only center striped all of our roads, guessing 100 miles of roads that require center striping only, and at the .18c a foot mentioned in the last meeting, we would be looking at 95,000\$ give or take. I believe this is the single most important safety measure we can take to provide safe roads for the citizens in our road district. I also would like to set up a bi-annual return of the painting company to make sure our entire road district always has clear and visible striping.

Motion to center stripe all OSRD Roads that are not solely residential streets. Even awkwardly narrow roads such as Hawkins.

NEW BUSINESS

The Governor's Cost Share Program-with this program being offered I would like to make 3 proposals to take advantage of the offer.

I motion we have GRE survey and do an engineering plan for McCracken from riverside road to Hawkins road to allow for 2 lanes of traffic and a bike lane, with curb/gutter/sewer installed to replace the ditches on either side. Also a sidewalk if possible, but this may be too narrow of a thoroughfare.

I also motion to have GRE draw up a plan to widen riverside Rd from Mccracken to Greenbridge Rd to include a bike lane and refresh the ditches to ensure proper drainage.

Motion to explore a joint road barn built with the city of Ozark to get all of our equipment out of the flood plain

I know both plans will be expensive, but as a result we will know what it will cost to perform these critical road improvements in the future.

Point of concern- I cannot say who has been using our mowing equipment, but I am concerned at the respect of the equipment being shown. Along riverside road the mower blades have been driven into the rocky embankments, carving several inches of soil and rocks from the surface of the ground. Additionally, while driving by the park, I passed whoever was actively running the equipment at the corner of McCracken and 3rd. I witnessed the equipment being used directly on trees that were 2-4 inches in diameter and had 6+ inch chunks of wood being flung into traffic, including my own vehicle. There are also some places where very large trees have had the mower ground against it. Once again this brings me grave concern to the respect and use of our equipment. Do we have a company available that can provide training on how to use our equipment?

Citizen Brought Business-

Vacation of Rainey and 11th- I see no way of this easement being put into use as a road going forward. If we have an easement on the property just north of this easement, then we should pave and connect the two roads. I motion to vacate if we do not have an easement on the property to the north.

Regarding the Creative Audio request to cut pavement, and then re pave with rock and concrete, I agree as long as we are allowed to have the work done under our current road contracts. As long as creative gets a quote from Mrotek Construction or another one of our contractor's (I am not sure if we have anyone else we can use at this time.)

To be clear, I vote yes on the request for Creative to do road cuts for their water main, as long as Mrotek Construction performs the actual road replacement work. Mrotek is fully aware of our standards, and I would like to ensure the work is completed while preserving the integrity of the current roads.

I am leaving a copy of this to be added to the minutes.

Please consider the motions made as official motions, and that I vote yes on them if they get a second.

-Mike Bloom

PUBLIC RECORDS POLICY OF THE OZARK SPECIAL ROAD DISTRICT

INTRODUCTION

The Ozark Special Road District is a special road district organized and operated in general under the provisions of Chapter 233.010 et. seq. of the Revised Statutes of Missouri. It is therefore a “public governmental body” as defined in Section 610.010 (4)(c). The Ozark Special Road District recognizes the importance of preparing, maintaining, and providing public records which concern the conduct of its business within its statutory authorization. This policy is intended to inform the public with some basic information about the information that is maintained and how it is to be provided.

WHAT ARE PUBLIC RECORDS

A public record is any record, whether written or electronically stored, and retained by the District. It shall include any report, survey, memorandum, other document, or study prepared for the public governmental body by a consultant or professional service paid by that body either in whole or in part with public funds, including those provided by private contractors under an agreement with the District.

Public records do not include the following:

- a) Internal memorandum or correspondence received or prepared by or on behalf of any member of a public governmental body which includes advice, opinions and recommendations in connection with deliberative decision-making process, **unless** such records are retained by the District or presented at a public meeting.
- b) Records otherwise considered exempt from production under Section 610.010 (6).
- c) Records otherwise considered exempt from production under Section 610.021. This statute addresses twenty-two (22) categories of records considered exempt from production, some of which would likely apply to District business, but some of which would likely not.

Public records shall be presumed to be open and subject to inspection or production unless they fall within a recognized exemption under law.

The records of the District, like those of many other public governmental bodies, can be divided into the following categories:

- Administrative Operations
- Fiscal
- Human Resources
- Information Technology
- Legal
- Property and Facilities

The District is committed to the accurate and proper production of public records under the Missouri Sunshine Law. However, those requesting records should know that many records, particularly those concerning individual employees under Human Resources, or those prepared for legal advice and communication under Legal, may likely be exempt from production.

CUSTODIAN AND LOCATION OF PUBLIC RECORDS

The custodian of the public records of the District is the accounting firm of Compere & Robinette of Ozark, Missouri. The records of District, as a general matter, shall be located either at the offices of Compere & Robinette or at the road barn operated by the District in Ozark, Missouri. Compere & Robinette may, in the course of its responsibilities, request and direct employees, agents, and contractors of the District to assist it in the discharge these duties concerning these records. The District also reserves its proper authority to modify its operations concerning how it preserves public records, the method in which those records are stored, and the physical location of storage.

It is impermissible to remove District records from their location, or to appropriate records from District care and possession, unless approved by Compere & Robinette. The District retains all rights concerning the ownership and use of all records, whether considered open or exempt under the Missouri Sunshine Law, or any other state or federal law.

ELECTRONIC RECORDS

The District, just as other public governmental bodies and private businesses have done, has gradually increased the number of records it has created or maintained in an electronic format over the years. The District, to the extent it can, produce records in a usable electronic format. This shall typically mean that emails and documents preserved in a permanent, non-alterable format such as pdf, Adobe, and others can be transferred either to an email address or on a CD, zip drive, or other device. Those requesting records in electronic format should remember however that production in electronic format are nonetheless subject to fees and they should refer to the section entitled "Requests for Public Records and Fees for Production"

SOCIAL MEDIA

The District, at the time this policy was published, had commenced a Facebook page and Twitter account to receive inquiries from the public. The nature of these medium is such that it is not practical to preserve information from these platforms. The public should appreciate that, due to the nature of the platforms, the District reserves the option to change its postings at any time and it will not preserve those postings. Likewise, the District will not preserve communications and inquiries from the public sent through these platforms.

REQUESTS FOR PUBLIC RECORDS AND FEES FOR PRODUCTION

Persons may request records either by traditional writing or by electronic means. The District shall not inquire as to the reason for the request or require that a specific form be completed for the request. The District may however request that persons complete a suggested form. Those persons who request records are strongly encouraged to be as specific as possible in order to avoid misunderstandings.

Records shall be produced as soon as possible but no later than the end of the third business day request. If the production cannot be completed by this time, then the District shall provide the date and time when the production can be made with an explanation.

The District reserves the right to assess charges for the production of records. Charges may include 10 cents per page for standard paper copies, the average hourly rate of pay for staff to copy the documents, and the actual time to research the

request. Fees to provide records by electronic format shall be based upon the actual cost incurred. The hourly rate of pay for staff shall be for that of administrative assistants employed by Compere & Robinette. The District shall provide a breakdown of costs upon request.

RETENTION OF RECORDS

The District reserves the authority to dispose of records according to the following schedule.

Administrative Operations	10 years
Fiscal	20 years
Human Resources	5 years
Information Technology	5 years
Legal	10 years
Property and Facilities	20 years

DRAFT