

Acting President of Board of Aldermen Lisa Daugherty called session to order at 6:00 PM. Present were Aldermen Frank Herron, Barbara Welch, Roger Bone, Lisa Daugherty. City Attorney Mike Talley, David Weaver and 5 visitors were also present.

Lisa Gregg & Blake Roth with Southwest Missouri Bank for Corporate Authorization Resolution: Lisa Gregg explained online banking for City accounts fall under Corporate Authorization Resolution, but Cash Management function required separate authorization. Access can be restricted, granting all or part of access to accounts to authorized individuals.

Bill 14-26 Tyler Technologies Agreement to Host & Maintain Website: Agreement had \$600 setup fee plus \$600 annual maintenance fee. City face-to-face convenience fee is 3% per transaction. Online convenience fee is set amount of \$4 and Ordinance 250 would need to be amended to allow for online convenience fee.

Employee Handbook: Lisa Daugherty, Barbara Welch and Flo Dempsey (PD secretary) amended handbook sample provided by Midwest Public Risk (City's liability and property insurance carrier) to meet City's needs. Lisa and Barbara drafted handbook to make vacation time to go from January through December. Employees with 1 to 4 years of service receive 3 weeks vacation and employees with 5 or more years of service receive 4 weeks vacation. Sick days would be calculated at number of hours employee was normally scheduled for up to 4 days per calendar year. Council discussed FMLA references.

Building Permits – Approval of Permits by Council Prior to Issuance: Planning & Zoning had recommended its review and prior approval before issuing permit.

Work Session closed at 7:00 PM.

Terry Ingram  
Duquesne City Clerk