

T.N
Posted On SEP 3 - 2025

REGULAR BOARD OF ALDERMEN MEETING

**Tuesday
September 16, 2025
7:00 P.M.**

**At
Cleveland City Hall
209 W. Main Street**

BILLS/ORDINANCES ON AGENDA ARE AVAILABLE FOR PUBLIC VIEW

**CITY OF CLEVELAND, MISSOURI
BOARD OF ALDERMEN MEETING
AGENDA**

**September 16, 2025 - 7:00 p.m.
209 W. Main Street, Cleveland MO, 64734**

CALL MEETING TO ORDER/ROLL CALL

PLEDGE OF ALLEGIANCE

CONSENT AGENDA:

1. APPROVAL OF MINUTES OF REGULAR MEETING OF SEPTEMBER 2, 2025

COMMENTS FROM THE PUBLIC

NEW BUSINESS:

LDA 025-002- Lot Split 319 W. Walnut Street
Trash/Recycling Contract

UNFINISHED BUSINESS:

Update to the *Mileage Policy (*approved on August 19,2025)
Job Description- Assistant Water/Sewer Superintendent and Public Works Maintenance Worker

INTRODUCTION/ADOPTION OF RESOLUTIONS/ORDINANCES (Roll Call)

REPORT OF OFFICERS—MEMBERS—COMMITTEES

Mayor Roberson
Alderman Walker
Alderman Williams
Alderman Goben
Alderman Hull
Alderman Muller
Alderman B. Hull

ADJOURNMENT

EXECUTIVE SESSION

The Cleveland Board of Aldermen may enter an executive session during this meeting if such action is approved by a majority of the Aldermen present, with quorum, to discuss legal or privileged matters under Section 610.021(1) to discuss matters pertaining to the leasing, purchase or sale of real estate, according to Missouri statute 610.021.2, and to discuss matters pertaining to personnel actions under Section 610.021(3) and that the record be closed.

Posted On SEP 15 2025

CITY OF CLEVELAND, MISSOURI
Regular Board of Aldermen Meeting
DATE: September 16, 2025

PLEASE PRINT YOUR NAME AND ADDRESS BELOW:

Bill Hull

102 S 4TH

Barbara Hull

102 S 4TH

Haidar

NEW 2

~~Ronny Smith~~

John Blessing

WM.

CITY OF CLEVELAND

209 W. MAIN CLEVELAND, MO 64734

REGULAR BOARD OF ALDERMEN MEETING

September 16, 2025

Mayor Roberson called the meeting to order at 7:00 p.m.

ROLL CALL FOR ALDERMEN IN ATTENDANCE: B. Hull, Hull, Muller, Walker

PUBLIC IN ATTENDANCE: Haider Nawaz, Bryce Smith and John Blessing of Waste Management

CITY EMPLOYEES IN ATTENDANCE: City Clerk Nawaz, Chief of Police Vick,

PLEDGE OF ALLEGIANCE: Recited by all in presence.

CONSENT AGENDA:

APPROVAL OF MINUTES OF REGULAR MEETING OF SEPTEMBER 2, 2025:

Mayor Roberson asked for comments and questions for the consent agenda. There being no questions or objections, the consent agenda was unanimously approved.

COMMENTS FROM THE PUBLIC: Haider Nawaz stated that the dedication ceremony for the “Ray Morgan Day” was done very nicely, attendance was good, thanked the City for holding a well-deserved and well-organized event.

NEW BUSINESS:

LDA 025-002--Lot Split 319 W. Walnut Street: Board’s Liaison to Planning and Zoning Commission (P&Z) Alderman Muller stated that after due deliberation P&Z has recommended to approve lot split application for the property located at 319 W. Walnut Street (attachment 1). Hearing for the same was held today.

Alderman Muller moved to approve the lot split for the property located 319 W. Walnut Street, per LDA 025-002, contingent upon final plat requirements. Seconded by Alderman Hull. Motion passed unanimously.

4 ayes; Hull, Muller, B. Hull, Walker

2 absent; Williams, Goben

0 nays

An ordinance will be passed once City receives the recorded copy of the final survey.

Trash/Recycling Contract: Mayor Roberson stated that the current solid waste services agreement with Waste Management of Kansas City (WM) would be expiring on December 31, 2025; asked if Board would like to invite bids or continue to contract with WM.

Discussion held. Alderman Muller stated that he has not heard any complaints; sometimes people put out bulk items without prescheduling and that results in a missed pick up. Bryce Smith, District Manager of WM, stated that he is open to suggestions for fixing any issues residents or City would have.

Bryce Smith mentioned that he met with the Mayor and City Clerk on Monday, September 8, 2025. Difficulty of scheduling bulk items, starting a new service via phone or website navigation were brought to his attention; he is already working on solutions. Mayor Robinson stated that having the call center in Huston TX is a major issue; since they are not acquainted with the small town of Cleveland MO. Bryce Smith stated that they can pull up addresses by account numbers.

John Blessing of WM Public Sector Solutions stated that he can provide an instructions sheet for online navigation. Further discussion held with reference to 2-year vs. 5-year contracts. Bryce Smith stated that Cleveland is the only City with a 2-year incremental agreement; most cities have three- to five-year contracts with WM. Bryce Smith stated that having automatic pickup trucks helps with cost and efficiency. John Blessing and Bryce Smith left at 7:25 p.m.

Mayor Roberson stated that it is up to the Board to decide about inviting bids or to renew the contract with WM. Discussion held. Alderman Walker stated that he is debating on his civic duty to watch out for the residents; should he go for the lower rate or better service for slightly higher rates.

Alderman Walker stated that City is getting good service with WM with no complaints other than the ones mentioned earlier; over the years WM has resolved the issues that were brought to their attention. WM drivers are familiar with residents, and the routes are worked out. Majority of residents are satisfied with the current service.

Alderman Walker stated that City has received minimal complaints; Bryce Smith is very receptive and quick to respond and fix issues. With a new contractor, City will have to work from scratch on getting the glitches removed; in his opinion City should contract with the current provider. Alderman Hull agreed with Alderman Walker and stated that it is not guaranteed but is price would be lower by another contractor it will not be by much; Bryce Smith's receptivity is valuable. Alderman Muller also agreed with Alderman Walker. Discussion held for the term of the contract. City Clerk will collect trash service cost and contract term data from the surrounding cities.

UNFINISHED BUSINESS:

Update to the *Mileage Policy (*approved on August 19,2025):

Updated Mileage Policy as of September 3, 2025, was reviewed.

Alderman Muller moved to approve the updated mileage policy (attachment 2). Seconded by Alderman Hull. Motion passed unanimously.

4 ayes; Hull, Muller, B. Hull, Walker
2 absent; Williams, Goben
0 nays

Job Description--Assistant Water/Sewer Superintendent and Public Works Maintenance

Worker: Board members reviewed the updated draft of job description that was emailed to them earlier along with the current job description (attachment 3). Short discussion held.

Alderman Muller moved to approve the updated job description for the position of the Assistant Water/Sewer Superintendent and Public Works Maintenance Worker. Seconded by Alderman Walker. Motion passed unanimously.

4 ayes; Hull, Muller, B. Hull, Walker
2 absent; Williams, Goben
0 nays

REPORT OF OFFICERS—MEMBERS—COMMITTEES

Alderman Walker: Nothing to report currently.

Alderman B. Hull: Nothing to report currently.

Alderman Hull: Stated that the repair work on the 4th Street looks excellent; property owner and the neighbors are happy. Alderman Muller stated that he was present at the jobsite and the pipe he had brought worked out well.

Alderman Muller: Reported:

1. Rolled over another CD with the Bank of America for the amount of \$50, 000 at the rate of 3.8%.,
2. Jeff Vehige will hay three acres at the south end of the Lake property. Vehige plans to gravel the NW corner of the road around the dam.

Chief Vick: Informed that he is still waiting on a start date for the Central Square program with the County Sheriff's Office; delay is due to a glitch with the said program.

Mayor Roberson: Informed:

1. He has checked with the IT Department of the County Sheriff's Office; the laptop computers linked to the Central Square are not strictly dedicated to writing citations; Mayor is looking for a docking station so that Police Department can use the said laptop in the office as well.
2. Mayor Roberson thanked everyone who facilitated for a successful "Ray Morgan Day" and the memorial bench dedication on September 9, 2025. Mayor Roberson stated that 57 people showed up; the bench, concrete pad, park sign, snacks and the weather were all very good.

ADJOURNMENT: Alderman Walker moved to adjourn at 7:53 pm. Seconded by Alderman B. Hull.
Motion passed unanimously.

4 ayes; Hull, Muller, B. Hull, Walker

2 absent; Williams, Goben

0 nays

Scribed by: City Clerk, Nawaz



Mayor, Roberson



Assistant City Clerk, Aksamit

October 7, 2025

Date of Approval



City of Cleveland

Attachment 1-September 16, 2025

Planning and Zoning Commission

209 West Main Street, P.O. Box 68,
Cleveland, MO, 64734
816-829-4012

Planning and Zoning Commission Motion Made Worksheet

This Form is provided for documenting all Questions posed and
Motions made by the Commission in consideration of any item. Use
a separate form for each item.

Question	
Date Question Posed:	<u>Sept 04, 2025</u> Regular Session: <input checked="" type="checkbox"/> Special Session: <input type="checkbox"/>
Question Posed By:	<u>Kellen Gregory</u> Time Question Posed: <u>7:25 PM</u>
Question Posed: <u>Shall the City approve the lot split for 319 WEST WALNUT STREET pending adherence to the final plat requirements of the UDO</u>	
Discussion Held on the Question? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Approximate Length of Discussion: <u>18 mins</u> Minutes	

Motion	
Date Motion Made:	<u>Sept 04, 2025</u> Regular Session: <input checked="" type="checkbox"/> Special Session: <input type="checkbox"/>
Motion Made By:	<u>Kellen Gregory</u> Time Motion Made: <u>7:25 PM</u>
Motion Seconded By:	<u>Chris Johnson</u>
Motion Made: <u>Shall the City approve the lot split at 319 WALNUT STREET pending adherence to the final plat requirements of the UDO?</u>	

Results of Vote on Motion				
Motion Not Voted <input type="checkbox"/>	Yeas	Nays	Absent	Abstained
Kevin Bussard Citizen Member	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Skip Muller, Alderman, Council Liaison	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Kellen Gregory, Citizen Member	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mike Sisk, Citizen Member	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Pat Burton, Citizen Member	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Chris Johnson, Chairman	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Brian Fielder, Citizen Member	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mayor Roberson	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dan Ackermann, Citizen Member	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Motion Approved? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Member Completing Form: <u>Chris Johnson</u>				
I.D. Number of Action:		Ex. LDA20-001/02-27-20/01		
I.D. Number Format: Land Development Application Number/Date of Action-In 2 digit format/Motion Number-In order performed during session. Omit LDA# if not applicable to a specific Land Development Application.				

Chris Johnson
Sept 04, 2025

Mileage and Expense Reimbursement Policy

City of Cleveland, Missouri

- I. Purpose
 - a. To compensate city employees for the cost of business and professional development expenses.
 - b. To compensate city employees for the use of their private vehicles on approved city business.
- II. Reimbursement
 - a. Receipts for all approved expenses **must** accompany the Expense Reimbursement Form for the expense to be reimbursed.
 - b. Mileage, Parking, and Tolls
 - i. Reimbursements will be allowed for parking and tolls provided that the costs are documented and reasonable.
 - ii. Mileage reimbursement rate will be made at the IRS allowable amount.
 - iii. Mileage will be reimbursed for:
 - 1. Any City business or training where the employee is using their private vehicle.
 - 2. Any other pre-approved trips by the Mayor or their designee.
 - iv. Every care should be taken by employees to minimize the mileage driven. For example, if a trip would normally pass by the employees residence the trip should be planned to occur on their way to work or on their way home from work.
 - c. Air Travel
 - i. Should air travel be necessary the employee should purchase round-trip "coach class/economy" tickets.
 - ii. All care should be taken by the employee to take advantage of airline discount fares.
 - iii. No reimbursement will be provided for an employee who chooses to utilize any rewards points for their travel.
 - iv. Should an employee choose a higher class of ticket, they must furnish the City with the cost of the approved class for which they will be reimbursed.
 - d. Rental Vehicles and Ride-Share Options
 - i. Employees are expected to obtain the lowest possible rental rate for cars where practical.
 - ii. Any Government discounts should be requested when reserving a rental car.
 - iii. Car rental insurance is to be added to the rental agreement and will be reimbursed.

- iv. Ride share options such as Uber and Lyft are authorized when practical.

e. Lodging

- i. Overnight lodging is allowable for:
 - 1. Trips over 100 miles one way.
 - 2. Meetings/Conferences that last multiple days.
 - 3. Two different meetings at same location on separate days
- ii. The standard hotel room rate will be reimbursed. Should an employee desire an upgrade they will be responsible for the costs above the standard hotel room rate.
- iii. Employees should ask for any Government or Conference Rate when booking their room.
- iv. Incidental expenses (phone charges, movies, etc.) are not considered necessary expenses and will not be reimbursed.

f. Meals & Entertainment

- i. Regular meals:
 - 1. Three meals per day of travel will be reimbursed unless a meal(s) are included in the conference registration.
 - 2. Tipping should not exceed 15% for dining-in and 0% for take-out.
 - 3. Alcoholic beverages will not be reimbursed.
 - 4. Receipts for meals must be itemized.
- ii. Snacks purchased at the hotel or conference venue are not reimbursable.
- iii. Special Conference Activities such as tours, receptions, meals, etc offered at an additional cost may be reimbursed if each of the following conditions are met:
 - 1. Prior approval by the Mayor or their designee is obtained.
 - 2. The activity cost is reasonable.
 - 3. Information gained by attending the event would be of benefit to the City.

III. Insurance

- a. To qualify for mileage reimbursement, the employee shall provide the City with a copy of the declaration section of a valid personal or business auto policy with the following stipulations:
 - i. Employee must be the named insured
 - ii. Liability Insurance limits as required by Missouri law
 - iii. Uninsured Motorist coverage as required by Missouri law

IV. Non-Reimbursable Expenses

- a. The following expenditures by an employee in the course and scope of their duties shall not be reimbursed, unless otherwise indicated by a signed letter from the Mayor or their designee.
 - i. Mileage that occurs within the City Limits (Exception – Monthly Meter Read Circuit)
 - ii. Alcoholic beverages including liquor, beer, and wine
 - iii. Cigars, cigarettes, or other tobacco-related products
 - iv. Personal portion or expenses during the business trip
 - v. Entertainment expenses including shows, movies, sporting events, golf, sightseeing tours, spa treatments, etc.
 - vi. Personal losses incurred while on City business
 - vii. Expenses paid by any other organization
 - viii. Valet services (exception – it is the only type of parking offered)
 - ix. Expenses related to any family member that may accompany employees on the trip.
 - x. Any expense not explicitly mentioned as being reimbursable.
 - b. If an employee feels an expense is necessary and business-related they should seek prior approval from the Mayor or their designee when practical and feasible.
- V. Restrictions and other Limitations
- a. Employees are required to submit their Expense Reimbursement Form within 10 business days of the completion of the trip.
 - b. When possible, the City's credit card should be used to make any necessary travel arrangements.
 - c. Employees are required to submit in writing or via email and identify what conferences or professional development events he/she will be required to attend in order to obtain or maintain any certifications or state sponsored designations. This notice should be made no later than 60 days prior to the event.
 - d. The Mayor, their designee, or the Board of Alderman reserves the right to reject any request for travel or time-off covered by this policy.
- VI. Employee Misconduct
- a. Disciplinary or corrective action should be taken whenever it is determined that an employee falsified the expense reimbursement form or failed to pay their bill after the City reimbursement.
 - b. If it has been determined that the employee knowingly and purposefully falsified the expense reimbursement form, the City may take disciplinary action up to and including termination.
 - c. If the employee has violated a local, state, or federal law, proper authorities will be contacted.

VII. Policy Abuse and Penalties

- a. All employees are expected to adhere to the procedures outlined in this policy. Continued failure to act in compliance with this policy may result in the employees' reimbursement and travel privileges being revoked. Any abuse of travel policies will subject employees to disciplinary action including possible termination.**
- b. Employees actions and behavior, while traveling on City business at City expense, reflect on the City of Cleveland. Professionalism is expected of City of Cleveland employees at all times during this type of travel. Any action which is inappropriate or would give the appearance of being inappropriate should be avoided and may subject the employee to disciplinary action up to and including termination.**

Approved by the Board of Alderman on the 16th day of September 2025.

_____, Mayor

**ASSISTANT WATER/ SEWER SUPERINTENDENT AND PUBLIC WORKS
MAINTENANCE WORKER**

Job Description

Nature of Work

The Assistant Water/Sewer Superintendent and Public Works Maintenance Worker is responsible for performing semi-skilled maintenance and repair tasks within the City of Cleveland's Water/Sewer and Public Works Departments.

General Purpose

This position involves learning daily routines such as reading computer telemetry programs related to the water tower, monitoring the main City meter, inspecting lift stations, checking lagoon/aerators, collecting water samples, and similar activities.

When needed, assists the Water/Sewer Superintendent with repairing water and sewer lines, replacing water meters, flushing fire hydrants, inspecting fire hydrants for correct operation while keeping records of inspections and repairs, updating the electronic waterline map with any line replacements, cutoff valves, or other changes, among other duties.

Provides general maintenance support for the City of Cleveland on an as-needed basis and serves as backup for the Water/Sewer Superintendent when required.

Supports the City Administrator in coordinating and completing Public Works projects.

Supervision Received

For Water or Wastewater Systems tasks, direct supervision is provided by the Water/Wastewater Superintendent (WWS).

For Public Works assignments, the City's Administrative Officer (Mayor) or their designee provides supervision.

Examples of Duties

Duties may include, but are not limited to, the following:

- Reading and recording water meters as scheduled.
- Disconnecting water service for past due accounts and reconnecting service upon payment of bills and fees.
- Learning daily operational routines required for backup coverage of the Water/Sewer Superintendent, including monitoring systems, identifying shutoff valves, assisting with hydrant flushing, and related tasks.
- Maintaining inventory of Water/Sewer and Public Works assets.
- Performing general maintenance at City Hall and surrounding areas.
- Assisting with installation, removal, and replacement of traffic/street signs and street striping.
- Maintaining filing systems relevant to job responsibilities.
- Updating and maintaining Electronic Water/Sewer Line maps (Diamond Maps).
- Completing other assigned duties.

Knowledge, Abilities and Skills

- Knowledge of safety principles and practices.
- Understanding of materials, methods, and practices used in construction.
- Ability to carry out various semi-skilled repair work.
- Ability to follow oral and written instructions.
- Capacity to lift and transport heavy objects.
- Ability to perform manual labor for extended periods in challenging environmental conditions.
- Proficiency with hand and power tools.
- Capability to participate in a range of repair tasks.

Desirable Training and Experience

Graduation from a general or technical high school, preferably supplemented by vocational or trades courses, and three years of progressively responsible experience in semi-skilled repair work; or an equivalent combination of education and experience.

Proficiency in operating equipment such as backhoes and skid loaders is desired but not necessary for initial employment.

Special Requirements

A valid state driver's license or the ability to obtain one if required. Within six months of employment, certification as a water operator and wastewater operator by the Department of Natural Resources is encouraged.

This position is classified as Part Time and does not exceed 21 hours per week.

Approved by Board of Aldermen on _____

Signed _____ Dated: _____