

Minutes of the special council meeting held March 23, 2023 at 6:00pm. Present council members Joe Buffington, Brandon Berg, Austin Miller, Ted Teel and Mary Moore. Mayor Sally Rodriguez, Fire Chief Doug Anderson and City Clerk Tanna Leonard, were present as well. Participants with a "*" behind their name participated electronically.

Meeting called to order at 6:00p.m. by Mayor Rodriguez.

Fire Truck Purchase

Bids were opened at the March 13, 2023 meeting and not recorded in the minutes. Bids were as followed:

Toyne \$622,000

Feld \$ 575,000 – \$674,000

Alexis \$ 609,000-\$667,000

Option 1

The chassis payment of \$272,697 shall be made within ten (10) days of invoicing after receipt of chassis.

The balance of the contract plus any contract alterations shall be payable upon the delivery of the finished unit. Upon payment, the Alexis Fire Equipment Company shall furnish the purchaser a "Statement of Origin" or the necessary validated documents required for the title application.

Option 2

An up-front payment of \$360,000 shall be made on or before July 10, 2023. Upon the receipt of payment you may deduct \$12,607 from the front page proposal price.

The balance of the contract plus any contract alterations shall be payable upon delivery of the finished unit.

Upon payment, the Alexis Fire Equipment Company shall furnish the purchaser a "Statement of Origin" or the necessary validated documents required for title application.

Option 3

A 100% up-front payment shall be made within ten(10) days of contract signing. Upon receipt of payment you may deduct \$25,717 from the front page proposal price. Upon payment, the Alexis Fire Equipment Company shall furnish the purchaser a "Statement of Origin" or necessary validated documents required for title application.

Motion by Teel and seconded by Miller to accept option 3 paying \$638,460.000, funds to be expended from FD Capital Reserve \$422,344.88 and \$216,115.12 from ATE Funds. Motion carried unanimously.

Hire Part Time Employee

Motion by Miller and seconded by Berg to hire Grahm Vanderpool at \$16 per hour because it is his second year and Steve Sparbell at \$15 per hour from April 1, 2023 through October 31,2023 after passing pre-employment drug and physical testing. Motion Carried unanimously.

RAGBRI

Mayor Rodriguez shared that Tim Guizar and his girlfriend have volunteered to organize the RAGBRI pass through event and attend the meeting in Des Moines. She requested that mileage be paid to them for the trip. Motion by Teel and seconded by Miller to pay for their mileage and a meal from the stipend from RAGBRI. Motion carried unanimously.

Buffalo Youth Baseball Donation

Motion by Teel and seconded by Miller to approve the Park Boards recommendation to donate \$2,000 to Buffalo Little League. Motion carried unanimously.

Gym Rental – Lucas Riley

Motion by Miller and seconded by Buffington to approve the gym rental for Lucas Riley at no-cost. This time will be used for him to demo a personal mobility devise in an open and safe space. Motion carried unanimously.

Insurance Renewal

Clerk reported that the policy had quite a bit of changes with increases and decreases in some areas. Overall the new renewal was only \$4,527. Clerk recommended increasing the deductible to \$5,000 to save \$4,255. Motion by Teel and seconded by Buffington to approve the renewal with the increase in deductible for \$141,087

Vehicle take home policy

The Finance Ordinance committee met and discussed the vehicle take home policy and made the following suggestions for information to be removed.

TAKE HOME VEHICLE POLICY AND PROCEDURES

Employees may, upon specific written direction or approval of the Council, be assigned to take home a City of Buffalo ("City") vehicle on a permanent or semi-permanent basis. An employee with a take home vehicle shall follow the following provisions:

1. Only City employees, possessing a valid State driver's license appropriate for the vehicle, are authorized to operate City vehicles.
2. Employees shall not operate a City vehicle while under the influence of drugs or alcohol.
3. ~~Employees shall not transport any persons other than City employees in a City vehicle, except in the course of official business.~~
4. ~~Employees shall use the most direct route, to and from work.~~
5. Employee shall use the vehicle assigned to them and keep it at their home address. Prior approval from the supervisor or the Mayor is required for change of take-home vehicle and location to be parked.
6. ~~Employees and authorized passengers are expected to observe all traffic regulations, including seatbelt usage, and all policies and procedures of the City, while operating a take-home vehicle.~~
7. All incidents/accident involving City vehicles must be reported to the law enforcement office of the appropriate jurisdiction, the employee's supervisor, and to Mayor immediately. Employees with take home vehicles will provide copies of any accident reports, citations, etc., concerning the vehicle or its operation, to the supervisor and/or Mayor.
8. ~~Employees will not operate their vehicles in such a way as to cause public criticism or nuisance. This includes vehicle parking when not in use.~~
9. ~~Employees are expressly prohibited from making any cosmetic or mechanical modifications to any City owned vehicle without the approval of the supervisor.~~
10. Take home vehicles may only be used for limited personal purposes such as during a commute to or from work, and only with supervisor permission.
11. ~~Unattended take home vehicles shall be legally parked and locked at all times, except in emergency circumstances. Employees shall not leave sensitive information or public documents (other than reference material) in the vehicle while off duty.~~
12. ~~Employees may be subject to disciplinary action for failing to maintain their take-home vehicle in proper working order or if there are signs of mechanical abuse or uncleanness or if the vehicle is used for personal purposes without supervisor permission. All vehicle maintenance shall occur on duty. No compensation will be made for any maintenance performed off duty.~~
13. ~~Take home vehicles should be fueled at the appropriate city payment method. Reimbursement for any other fuel purchase must be pre-approved by the supervisor.~~
14. ~~Any employee assigned a take-home vehicle is required to commute in the vehicle for valid employer business reasons.~~
15. ~~The assignment of a city take-home vehicle may result in taxable income to the employee pursuant to IRS rules. Typically, qualified non-personal-use vehicles (such as an ambulance, bus or other vehicle whose design~~

~~would make the vehicle unlikely to be able to be used personally) are exempt from taxation, while use of other vehicles may result in the attribution of taxable income.~~

16. Violations of this policy and procedures may result in disciplinary action and could result in the revocation of take-home vehicle privileges for that employee.

EFFECTIVE DATE OF POLICY: December 2022 Approved: _____

_____ Mayor

CITY OF BUFFALO

TAKE HOME VEHICLE POLICY AND PROCEDURES

AWARENESS ACKNOWLEDGEMENT

I acknowledge that I have carefully read and understand the Take Home Vehicle Policy and Procedures. I have been given a copy of the Take Home Vehicle Policy and Procedures to retain in my personal records.

Date

Employee Signature

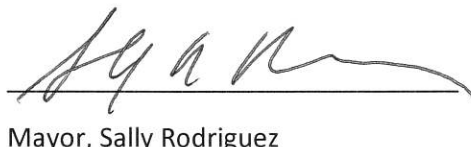
Motion by Teel and seconded by Buffington to approve the recommendation by the Finance Ordinance Committee and approve the policy. Motion carried unanimously.

Clerk will prepare in resolution form for the next meeting.

Budget

Clerk explained that she didn't have all the information gathered for the budget but asked the council if the ultimate levy goal was, increasing levy, minimizing levy, or somewhere in the middle. The council requested middle options and the Clerk will prepare those numbers and schedule a meeting with the council.

Motion by Moore and seconded by Teel to adjourn the meeting at 6:51pm. Motion carried unanimously.



Mayor, Sally Rodriguez



City Clerk, Tanna Leonard