

City Of Dixon Ordinances

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167	7 July 1975	Vacating A Certain Alleyway
168	4 August 1975	Repealing Ordinances 154, 155 And 156 Concerning Railroad Operations
169	4 August 1975	Imposing A Tax For General Revenue Purposes On All Sellers
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171	1 December 1975	Repealing Ordinance 170 For Issuance Of General Obligation Bonds
172	11 December 1975	Providing A Budget For FY-77
173	5 January 1976	Governing The Operation Of A Motor Vehicle While Under The Influence Of Alcohol Repealed By Ordinance 174 And 453
174	1 March 1976	Governing The Operation Of A Motor Vehicle While Under The Influence Of Alcohol; Repealed By Ord. 452
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179	7 March 1977	Enacting A New Ordinance Providing For Business Licenses
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192	1 May 1978	Establishing A Personnel Policy; Repealed By Ord. 249
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197	26 Dec 1978	Establishing The City Police Court
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205	12 June 1979	Annexing Property To The City Of Dixon, Missouri
206	12 June 1979	Annexing Property To The City Of Dixon, Missouri
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209	10 July 1979	Annexing Property To The City Of Dixon, Missouri
210	10 July 1979	Annexing Property To The City Of Dixon, Missouri
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236	10 December 1980	A Comprehensive Business License Ordinance For The City Of Dixon, Missouri (Letter Size)
237	10 March 1981	Relating To Peace Disturbance
238	13 January 1980	A Comprehensive Stop Sign Ordinance
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240	3 August 1981	Returning The Office Of City Clerk To A Hired Position
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244	5 October 1981	Annexing Property To The City Of Dixon, Missouri
245	7 December 1981	Authorizing The Payment Of Certain Wages And Salaries Of Waterworks, Sewage System And Maintenance
246	13 February 1982	Authorizing An Agreement With M&M Sanitation For Collection And Disposal Of Solid Waste
247	19 April 1982	Defining Food And Drink Place Of Business, Regulatory Authority; Repealed by Ord. 443

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<u>Ordinance</u>	<u>Date</u>	<u>Title</u>
248	19 April 1982	Regulating The Maintenance And Operation Of An Ambulance Service
249	19 April 1982	Establishing A Uniform Personnel Policy For City Employees Amended By Ordinance 463 & 475
250	2 August 1982	For Installation Of Railroad Crossing Signals At The Intersection Of Elm St. And The Railroad Grade Crossing
251	2 August 1982	Tax Levy For The Year of 1982
252	7 September 1982	Relating To Animal Control; Repealed By Ord. 408
253	4 October 1982	Legislation To Revise And Update Current Statutes Relating To Municipal Laws
254	1 November 1982	Hiring And Fixing The Salary For The City Clerk For A Period Of One (1) Year
255		Establishing A User Charge System For Wastewater Treatment Works; Repealed By Ord. 257
256	10 December 1982	National Drunk And Drugged Driving Awareness Week City Of Dixon Proclamation
257	7 March 1983	Establishing A User Charge System For Waste Water Treatment Works Amended By Ord. 457
258	7 March 1983	Fixing The Salary Of The City Marshal
259	7 March 1983	Fixing The Salary Of The Municipal Court Judge; Amended Ord. 404
260	4 April 1983	Fixing The Salary Of The Mayor Amended By Ord. 519
261	4 April 1983	Fixing The Salary Of The Board Of Alderman Amended By Ord. 520
262	6 June 1983	Amending The Water Rate And Charge System In Effect As Reflected In Ordinance 151; Amended Ord. 399
263	6 May 1983	Apply For Outdoor Recreation Assistance Program For Park Improvements
264	6 June 1983	Resolution Stating The Support For The Pulaski County Community Development Block Grant
265	28 June 1983	Regulating The Use Of Public And Private Sewers And Drains
266	8 August 1983	Tax Levy For The Year of 1983
267	10 October 1983	Annexing Property To The City Of Dixon, Missouri
268	7 November 1983	Hiring And Fixing The Salary The Position Of City Clerk
269	5 December 1983	Pertaining To The Subject Matter Of Operators Licenses And Vehicle License Plates
270	19 April 1984	Pertaining To The Subject Of Nuisances
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272	31 July 1984	Providing For The Mandatory Collection, Transportation, Storage, Processing And Disposal Of Solid Waste
273	6 August 1984	Tax Levy For The Year of 1984
274	4 March 1984	Execute An Agreement For Collection And Disposal Of Solid Waste Repealed By Ord. 426
275	4 March 1986	Adopting And Enacting A Code Of Ordinances Of The City Of Dixon, Missouri
276	14 June 1985	Authorizing Granting Of Easement
277	1 July 1985	Requiring The Display Of Street Numbers On Dwellings Or Structures
278	15 August 1985	Tax Levy For The Year of 1985
279	5 September 1985	Establishing Opening And Closing Hours For Certain Businesses Serving Alcoholic Beverages
280	7 October 1985	Providing For The Sale Of Water To Public Water Supply District Number 3
281	7 October 1985	Annexing Property To The City Of Dixon, Missouri
282	2 December 1985	Hiring And Fixing The Salary For The City Clerk For A Period Of One (1) Year
283	6 January 1986	Authorizing The Mayor To Execute An Agreement For The Collection And Disposal Of Solid Waste
284	3 February 1986	Annexing Property To The City Of Dixon, Missouri
285	3 February 1986	Authorizing The Mayor To Enter Into An Agreement With The Missouri Division Of Highway Safety
286	12 February 1986	Authorizing The Mayor And City Clerk To Enter Into A Loan Agreement With Cord Moving And Storage Co. Inc.
287	2 June 1986	Vacating A Portion Of Streets And Alleys In Santee's Addition
288	25 August 1986	Tax Levy For The Year of 1986
289	8 September 1986	Establishing Penalties For Delinquent Property Taxes Within The City Of Dixon, Missouri
290	8 September 1986	Providing For Court Costs in Municipal Ordinance Violation Cases
291	22 September 1986	Annexing Property To The City Of Dixon, Missouri
292	3 November 1986	Annexing Property To The City Of Dixon, Missouri
293	1 December 1986	Annexing Property To The City Of Dixon, Missouri
294	23 November 1986	Hiring And Fixing The Salary Of The City Clerk For A Period Of Two Years
295	10 December 1986	Annexing Property To The City Of Dixon, Missouri
296	5 January 1987	Authorizing the Mayor to Execute on Behalf of City of Dixon that Certain Agreement for the Collection and Disposal of Solid Waste
297	20 July 1987	Establishing Penalties For Possession Of Intoxicants By A Minor
298	3 August 1987	Tax Levy For The Year of 1987
300	3 August 1987	Establishing Penalties For Operating An Unlicensed Motor Vehicle
301	26 October 1987	Adapting A Solid Waste Management Plan
302	7 December 1987	Establish A Water Meter Installation Fee
303	7 December 1987	Authorizing The Mayor To Execute An Agreement For The Collection And Disposal Of Solid Waste
304	4 January 1988	Providing For Renewal Of A Franchise Granted To Gascoage Electric Cooperative Amended By Ord. 400
305	5 July 1989	Abandon Certain Easements Across Real Property And Enter Into A Lease With Dixon Senior Center
306	21 August 1989	Tax Levy For The Year of 1989
307	14 September 1989	Vacating A Portion Of Elm Street
308	6 November 1989	Annexing Property To The City Of Dixon, Missouri Repealed By Ord. 472
309	4 December 1989	Annexing Property To The City Of Dixon, Missouri
310	6 February 1990	Establish A One-Half Of One Percent Sales Tax For Capital Improvements And Put It Before The Voters For Approval
311	27 March 1990	Authorizing The Mayor To Execute Documents Necessary To Join The Missouri Intergovernmental Risk Management Association
312	5 April 1990	Adopting Rules And Regulations For The Establishment And Operation Of The Dixon Police Department Amended By Ord. 325
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314	21 June 1990	Establishing The Control, Registration And Disposition Of Animals Running At Large Within City Limits
315	2 July 1990	Establishing Penalties For Operating A Motor Vehicle Without Using A Restraining Device Repealed By Ord. 412
316	2 July 1990	Establishing Penalties For Trespass In The First Degree
317	2 July 1990	Establishing Penalties For Trespass In The Second Degree
318	2 July 1990	Establishing An Increase In Court Costs For The Law Enforcement Officers' Training Fund
319	2 July 1990	Authorizing The Municipal Court To Enter A Judgment For The Crime Victim's Compensation Fund Repealed By Ord. 454
320	27 August 1990	Tax Levy For The Year of 1990
321	12 September 1990	Establishing Penalties For Possession Of Open Container Of Intoxicants
322	10 December 1990	Authorizing The Mayor To Execute An Agreement For The Collection And Disposal Of Solid Waste
323	6 May 1991	Authorizing The Mayor To Execute An Amendment To The Agreement For The Collection And Disposal Of Solid Waste
324	6 May 1991	Establishing Penalties For Failure To Procure Annual City Business License
325	6 May 1991	Amending Ordinance 312, To Provide For Written Disciplinary Action Against Patrolmen
326	6 May 1991	Prohibiting The Smoking Of Tobacco Products In City Hall
327	13 May 1991	Annexing Property To The City Of Dixon, Missouri (Country Club Estates)
328	3 June 1991	Annexing Property To The City Of Dixon, Missouri
329	3 June 1991	Designating East Chestnut Street As One-Way
330	3 June 1991	Establish The Name Or Names Of Certain Street (Ash Street)
331	4 June 1991	Vacating A Portion Of Hilltop Street
332	3 June 1991	To Submit The Question Of A Tax Levy Of Seventy One Cents On The One Hundred Dollars Assessed Valuation

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333	20 August 1991	Tax Levy For The Year of 1991
334	19 August 1991	Providing For The Appointment Rather, Rather Than The Election, Of A Chief Of Police, Amended By Ord. 337
335	19 August 1991	Annexing Property To The City Of Dixon, Missouri
336	9 September 1991	Prohibiting The Maintenance Of Nuisances, Providing For Abatement And Penalties For Nuisances
337	7 October 1991	Establishing A New Date For Submission Of The Question Posed By Ordinance 334, Providing For An Appointed Chief Of Police
	11 Jauary 1992	Grant Of Easement For A Sewer Line
338	3 February 1992	Authorizing The Holding Of A Special Election To Fill The Unexpired Four Year Term Of City Marshal, One Year Remains
339	16 March 1992	Providing For The Appointment, Rather Than The Election, Of A Chief Of Police
340	4 May 1992	Vacating A Portion Of Pearl Street In Murphy's Addition
341	24 August 1992	Tax Levy For The Year of 1992
342	5 October 1992	Amending Section 1 Of Ordinance 341, Tax Levy For The Year of 1992
343	2 November 1992	To Enter Into A Legal Service Contract With Williams, Robinson, Turley & White, P.C.
344	7 December 1992	Authorizing The Mayor To Enter Into An Obligation With The Sate Bank Of Dixon For Purchasing A City Computer System
345	7 June 1993	Establish A Water Meter Installation Fee (NEED BETTER COPY)
346	7 June 1993	Fixing The Salary Of The City Marshal Amended By Ord. 405 & 498
347	7 June 1993	Fair Housing Defining Discriminatory Practices And Creating A Fair Housing Committee (NEED A BETTER COPY)
348	7 June 1993	Establishing Housing Rehabilitation Grant Guidelines Under The Community Block Grant No. 93-ND-04 (NEED BETTER COPY)
349	12 July 1993	Accepting The Ozark Rivers Solid Waste Management Plan
350	25 August 1993	Tax Levy For The Year of 1993
351	4 October 1993	Enable City police Officers To Act In An Emergency Situation Outside City Limits
352	1 November 1993	Enter Into A Legal Services Contract With Williams, Robinson, Turley, & White, P.C.
353	1 December 1993	Authorizing The Conveyance Of A Special Warranty Deed To Brown Shoe Group, Inc.
354	3 January 1994	Authorizing the Mayor to Execute on Behalf of City of Dixon an Extension to the Agreement for the Collection and Disposal of Solid Waste, For One Year
355	24 March 1994	Annexing Property To The City Of Dixon, Missouri
356	4 April 1994	Vacating A Ten Foot Wide Strip Running Along The West Side Of Pine Street
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358	11 July 1994	Execute An Agreement For The Collection And Disposal Of Solid Waste Amended By Ord. 385, Repealed By Ord. 426
359	11 July 1994	Changing The Name Of Brown Street 1 & 2 To Paramount Street 1 & 2
360	11 July 1994	Execute An Agreement For The Operation Of The Rural Fire Department Within The City Limits
361	19 August 1994	Calling For A Special Election On Imposing A Sales Tax For Transportation Purposes (NO ATTACHMENTS)
362	19 August 1994	Vacating A Portion Of Sixth Street And Ellen Street
363A	29 August 1994	Tax Levy For The Year of 1994
363B	7 November 1994	Changing Street Names For Emergency 911 Purposes (Spruce, Dogwood, Redbud And Andrews Drive)
364A	7 November 1994	Dedicating Streets For Emergency 911 Purposes
365	21 November 1994	Vacating A Portion Of Fifth Street
366	5 December 1994	Imposing A Tax For Transportation Purposes
367	5 December 1994	Prohibiting Transport Of A Child Without A Child Safety Restraint Repealed By Ord. 412
368	24 January 1995	Dedicating And Naming An Alley For Emergency 911 Purposes (Pecan Alley)
369	5 December 1994	Changing The Name Of The City Park To Dixon Lion's Club Park
370	24 January 1995	Pertaining To Fair Housing, Discriminatory Housing Practices
371	24 January 1995	Enter Into A Legal Services Contract With Williams, Robinson, Turley, & White, P.C.
372	6 February 1995	Amending Ordinance 370 Pertaining To Fair Housing, Discriminatory Housing Practices
373	6 March 1995	Amending The Water Rate And Charges, And The Waste Water User Charges Amended By Ord. 457
374	13 March 1995	Enter Into A Lease Purchase Agreement With The State Bank Of Dixon For Financing Equipment (NO EXHIBIT ATTACHED)
375	3 April 1995	Authorizing the Mayor to Accept a Promissory Note and Second Deed of Trust from Universal Mfg and Equip Co for the Refinancing of an Existing Industrial Development Loan from City of Dixon
376	1 May 1995	Dedicating And Naming An Alley For 911 Purposes (Plum Alley)
377	5 June 1995	Authorizing The Conveyance Of A Special Warranty Deed To Dixon R-1 School District
378	10 July 1995	Enter Into A Lease Purchase Agreement With The State Bank Of Dixon For Financing Equipment
379	26 July 1995	Establishing Rules And Procedures For The Removal Of Officers Of The City And Veto Override
380	7 August 1995	Vacating a Portion of a Street Known as Walnut Street Lying South of Chestnut Street in Santee's Addition in Dixon
381	21 August 1995	Tax Levy For The Year of 1995 (NEED BETTER COPY)
382	2 October 1995	Authorizing The Mayor To Enter Into A Contract With Stack & Associates, Inc. To Provide Engineering Consultant Services
383	2 October 1995	Vacating A Portion Of An Alley In Murphy's Addition
384	6 November 1995	Designating Truck Routes And Regulating Parking Of Vehicles Over 24,000 Pounds Gross Weight
385	21 November 1995	Amending Ordinance 358, To Execute An Agreement For Collection And Disposal Of Solid Waste Repealed By Ord. 426
386	5 February 1996	Enter Into A Legal Services Contract With Williams, Robinson, Turley, White & Rigler, P.C.
387	4 March 1996	Provide For The Collection Of Court Costs To Be Used For Police Officer Training Fund
388	14 March 1996	Providing For Police Training Requirements
389	14 March 1996	Provide For The Collection Of Court Costs To Be Used For Police Officer Training Fund
390	19 March 1996	Granting A Renewal Franchise To Cable America Corporation
391	6 May 1996	Changing The Name Of The City Park To John Sheppard Park
392	23 May 1996	Authorizing Participation In An Economic Adjustment Program
393	1 June 1996	Amending Ordinance 185, Establishing A City Park Board
394	5 August 1996	Establishing A Fee For Collection And Removal Of Solid Waste Amended By Ord. 406, Repealed By Ord. 426
395	5 August 1996	Authorizing The Mayor To Amend The Contract With Wat-Park Sanitation Service
396	12 August 1996	Calling For A Special Election On A General Obligation Bond Question
397	28 August 1996	Tax Levy For The Year of 1996
398	7 October 1996	Amending Ordinance 2, Designating Wards For The City
399	4 November 1996	Amending Ordinance 262, Pertaining To Water Rate And Charge System
400	2 December 1996	Amending Ordinance 304 And 161, Pertaining To Gascoage Electric Cooperative
401	2 December 1996	Renewal Of Franchise Granted To Gascoage Electric Cooperative
402	2 December 1997	Providing For Appointment Rather Than Election Of A Chief Of Police, Election On 1 April 1997 (NOT SIGNED OR DATED)
403	2 December 1996	Authorizing General Obligation Street Bonds Series 1996
404	16 December 1996	Amending Ordinance 259, Fixing The Salary Of The Municipal Judge Amended By Ord. 518
405	16 December 1996	Amending Ordinance 346, An Ordinance Fixing The Salary Of The City Marshal Amended By Ord. 498
406	6 January 1997	Amending Ordinance 394 Establishing A Fee For The Collection And Removal Of Solid Waste
407	6 January 1997	Fixing The Terms And Conditions Under Which The City Will Supply Utilities Outside Of The City Limits
	14 June 1997	Proclamation For National Flag Day
408	11 August 1997	Repealing Ordinances 43 And 252 And Establishing Regulations Regarding Animals Within The City Limits
409	11 August 1997	Amending Ordinance 4 Providing For Elections
410	26 August 1997	Tax Levy For The Year of 1997
411	8 September 1997	Annexing Property To The City Of Dixon, Missouri A Proclamation For The Sale Of Buddy Poppies By The Veterans Of Foreign Wars 1997
412	8 September 1997	Repealing General Ordinances Nos 315 and 367 and Establishing Regulations Concerning the Use of Seatbelts in a Motor Vehicle and Passengers in Truck Beds within City Limits

City Of Dixon Ordinances

<u>Ordinance</u>	<u>Date</u>	<u>Title</u>
413	1 December 1997	Regulating CABO One And Two Family Dwellings (NO ATTACHMENTS) Repealed By Ord. 459
414	3 March 1998	Naming An Alley For 911 Purposes As Tyson Alley
415	2 March 1998	Designating Tyson Alley As One-Way
	7 April 1998	Ballot Language And Proclamation By Mayor
	1 May 1998	Loyal Day Proclamation
416	4 May 1998	Regulating Mobile Homes And Mobile Home Parks Repealed By Ord. 448
417	4 May 1998	Authorizing The Mayor To Execute A Petition Requesting Annexation (NO EXHIBIT A ATTACHED)
418	4 May 1998	Vacating A Twenty Foot Alley Along East Side Of Block Six Of Murphy's Addition
419	14 May 1998	Annexing Property To The City Of Dixon, Missouri (Roberson)
420	14 May 1998	Annexing Property To The City Of Dixon, Missouri (Luebbert)
421	3 August 1998	Vacating All Streets And Easements Shown On The Plat For Heritage Village
422	3 August 1998	Repealing Ordinance 50 And Establishing Regulations Governing The Presence Of Minors
423	14 September 1998	Annexing Property To The City Of Dixon, Missouri (NEED BETTER COPY)
424	14 September 1998	Tax Levy For The Year of 1998 (NEED BETTER COPY)
425	14 September 1998	Amending The Water Rates And Charges And The Waste Water User Charges System (NEED BETTER COPY)
426	28 September 1998	Repealing Ordinances 274, 358, 385 And 394, And Establishing Regulations For Collection And Removal Of Solid Waste A Proclamation For The Sale Of Buddy Poppies By The Veterans Of Foreign Wars 1998
427	7 December 1998	Enter Into A Lease Purchase Agreement For Financing Equipment (Truck) (NO EXHIBIT 1 ATTACHED)
428	7 December 1998	Enter Into A Lease Purchase Agreement For Financing Equipment (Dumpster) (NO EXHIBIT 1 ATTACHED)
429	4 January 1999	Authorizing The Mayor To Enter Into A Lease Agreement With The Dixon Rural Volunteer Fire Protection District
	1 May 1999	Loyalty Day Proclamation
	3 May 1999	Missouri Community Assessment Program Resolution
430	30 August 1999	Authorizing The Mayor To Enter Into A Contract For Legal Services With Williams, Robinson, White, Rigler & Parker, P. C.
431	13 September 1999	Authorizing The Mayor To Enter Into A Contract With The Ft. Leonard Wood Regional Commerce And Growth Association
432	13 September 1999	Authorizing The Mayor To Enter Into A Contract With Municipal Tax Consulting And Management A Proclamation For The Sale Of Buddy Poppies By The Veterans Of Foreign Wars 1999
433	15 November 1999	Authorizing The Mayor To Enter Into A Contract For Jailer/Dispatcher Duties (NO EXHIBIT A ATTACHED)
434	6 December 1999	Annexing Property To The City Of Dixon, Missouri (101 Davis Street)
435	3 January 2000	Calling For A Special Election To Authorize One-Half Of One Percent Sales Tax (Check Against Original and Ord. 442)
436	7 February 2000	Authorizing The Conveyance Of A Special Warranty Deed To Dixon Senior Center, Inc (NO EXHIBIT A ATTACHED)
437	7 February 2000	Authorizing The Mayor To Enter Into A Contract To Purchase Two Acres Of Land (NO EXHIBIT A ATTACHED)
438	20 April 2000	Authorizing The Mayor To Enter Into A Contract For Sale To Town & Country Supermarkets (NO EXHIBIT A ATTACHED)
439	20 April 2000	Authorizing The Mayor To Execute A Deed Of Release Releasing A Deed Of Trust (NO EXHIBIT A ATTACHED)
440	5 June 2000	Annexing Property To The City Of Dixon, Missouri (202 N. Doyel Street)
441	5 June 2000	Annexing Property To The City Of Dixon, Missouri (303 N. High Street)
443	7 August 2000	Repealing Ordinance 247 Defining Food And Drink Place Of Businesses, Regulatory Authority
444	21 August 2000	Tax Levy For The Year of 2000
	11 September 2000	Resolution To Endorse Dixon Area Development Committee
445	6 November 2000	City Provides Retirement Coverage To Eligible Employees
446	5 February 2001	Authorizing The Mayor To Enter Into A Contract With Archer Engineering (NO EXHIBIT A ATTACHED)
447	5 March 2001	Authorizing The Mayor To Enter Into A Contract With Flynn Drilling to Provide Well Drilling Services to the City
448	2 April 2001	Repealing Ordinance 416 Regulating Mobile Homes And Mobile Home Parks
449	2 April 2001	Repealing Ordinance 145 And Adapting Chapter 300 RsoM, Known As The Model Traffic Ordinance
450	4 June 2001	Authorizing The Mayor To Enter Into A Contract With The Ft. Leonard Wood Regional Commerce And Growth Association
451	30 August 2001	Tax Levy For The Year of 2001
452	1 October 2001	Repealing Ordinance 174 And Establishing Regulations Governing Driving While Intoxicated
453	1 October 2001	Repealing Ordinance 173 And Establishing Regulations Governing Driving With Excessive Blood Alcohol Content
454	1 October 2001	Authorizing The Municipal Court To Enter A Judgment For The Crime Victim's Compensation Fund
	23 October 2001	Proclamation 50 th Anniversary Of The Korean War Proclamation For Sale Of Buddy Poppies
455	4 February 2002	Annexing Property To The City Of Dixon, Missouri (300 N. Doyle Street)
456	4 February 2002	Annexing Property To The City Of Dixon, Missouri (103 N. High Street) (INCOMPLETE COPY)
457	4 February 2002	Amending Ordinance 151, 257 And 373 The Water Rate And Charges And The Waste Water User Charges System
458	6 May 2002	Annexing to the City, An Unincorporated Area Contiguous and Compact to the Existing Corporate Limits Upon Request of all Property Owners in the Area after Public Hearing
459	6 May 2002	Repealing Ordinance 413 Regulating CABO One And Two Family Dwellings
460	6 May 2002	Amending Ordinance 4 Providing For Elections Within The City
461	3 June 2002	Enter Into A Contract With Ft. Leonard Wood Regional Commerce And Growth Association
462	1 July 2002	Naming A Street For Emergency 911 Purposes (Katie Lane)
463	1 July 2002	Amending Ordinance 249 Establishing A Uniform Personnel Policy
464	5 August 2002	Annexing Property To The City Of Dixon, Missouri (400 E. 5 th Street)
465	5 August 2002	Annexing Property To The City Of Dixon, Missouri (201 N. High Street)
466	12 August 2002	Tax Levy For The Year of 2002
467	12 August 2002	Enter Into A Contract With Utility Services Communication Co.
468	7 October 2002	Establishing The Betty Crews Memorial Walking Trail
469	2 December 2002	Establish A Drug And Alcohol Policy For The City (NEED BETTER COPY)
470	6 January 2003	Publish Names Of Citizens Who Are Delinquent Paying Taxes
	21 January 2003	Resolution Requesting The Establishment Of An Enterprise Zone
471	7 July 2003	Authorizing \$734,999.70 In General Obligation Refunding Bonds Series 2003
472	4 August 2003	Repealing Ordinance 308
473	18 August 2003	Tax Levy For The Year 2003
474	8 September 2003	To Opt Out Of The State Imposed Sales Tax Holiday
475	5 January 2004	Amending Ordinance 249 Establishing A Uniform Personnel Policy
476	1 March 2004	Annexing Property To The City Of Dixon, Missouri (Lots 1 & 2 in Gilbert & Sease)
477	15 March 2004	Enter Into A Legal Services Contract With Williams, Robinson, White & Rigler, P. C.
478	17 May 2004	Pertaining To Firearms In City Buildings
479	16 August 2004	Tax Levy For The Year of 2004
480	13 September 2004	Enter Into A Contract With Pitney Bowes Co. To Provide Postage Machine And Service
481	18 October 2004	Enter Into An Agreement For Water Meters With Midwest Meter And Determining A Water Rate Increase
482	6 December 2004	Vacating A Portion Of The Alley Running North And South Between Blocks 2 And 3 of Shelton-Elkins Addition
483	11 April 2005	Vacating A Portion Of 6 th Street Between Pine Street And Walnut Street
484	22 August 2005	Tax Levy For The Year of 2005
485	12 October 2005	Authorizing The Mayor To Enter Into A Contract For The Purchase Of Real Estate (NO EXHIBIT ATTACHED)
486	5 December 2005	Dixon Public Library Petition And Ballot Proposal
487	9 January 2006	Providing For The Holding Of A Special Election For The Appointment Of The Collector

City Of Dixon Ordinances

Ordinance	Date	Title
488	20 March 2006	Authorizing The Mayor To Enter Into A Contract With Flynn Drilling Co.
489	1 May 2006	Changing The Position Of Collector From An Elected To An Appointed Position
490	10 July 2006	Dixon Public Library Petition And Ballot Proposal
491	10 July 2006	Adopting And Enacting A New Code Of Ordinances Of The City
492	14 August 2006	Tax Levy For The Year of 2006
493	4 December 2006	Establishing A Method For The Repairing, Vacation Or Demolition Of Dangerous Buildings
	13 December 2006	Petition To Vacate Richard Street
494	8 January 2007	Abandoning, Discontinuing, Closing And Vacating Richard Street As A Public Street
495	5 February 2007	Annexing Property To The City Of Dixon, Missouri (103 N. Oak Lane)
496	9 April 2007	Repeal Sub-paragraph 6 Of Section 125.260 Of The City Code And Enacting A New Section Relating To Jail Fees
497	20 August 2007	Enter Into A Contract With Outreach Consulting & Counseling Services To Provide Probation And Monitoring Services
498	20 August 2007	Fixing The Salary Of The City Marshal
499	20 August 2007	Tax Levy For The Year of 2007
500	20 August 2007	Authorizing The Mayor To Enter Into A Contract With Jeff Rujawitz To Provide Cleaning Services
501	18 September 2007	Repeal Section 340.110 Of The City Code Relating To The Operation Of All-Terrain Vehicles Repealed By Ord. 539
502	4 December 2007	To Establish A Procedure To Disclose Potential Conflicts Of Interest And Substantial Interests For Certain Officials
503	4 April 2008	Resolution Relating To Meeting, Records And Votes Of Governmental Bodies
504	4 August 2008	Establish a Procedure to a Lead Ban in Public and Private Drinking Water Plumbing
505	28 August 2008	Tax Levy For The Year of 2008
506	23 February 2009	To Enter Into A Lease Purchase Agreement With Maries County Bank To Purchase A Refuse Truck (NO COPY OF LEASE)
507	9 September 2009	Tax Levy For The Year of 2009 (NOT SIGNED, NO RECORDED VOTE)
508	1 January 2010	Notice Of Election To Raise Library Tax Levy (NO RECORDED VOTE, NOT SIGNED, NOT DATED)
509	1 February 2010	Establishing The Eligible Enhanced Enterprise Zone
510	12 April 2010	Authorizing The Sale Of Property At 704 W. 5 th Street To B. E. E. Investments, LLC (Brown Shoe Factory) (NOT SIGNED)
511	3 May 2010	Amend Section 700.120: Right To Turn On Water Into Service Pipes, Of The Dixon City Code (Ref. Council Minutes 3 May 2010)
512	3 May 2010	Amend Chapter 215.040: Nuisances Of The Code Of The City Of Dixon, Missouri Abatement of Nuisances (Ref. Council Minutes dated 3 May 2010)
513	3 May 2010	Amend Chapter 215.027: Nuisances Of The Code Of The City Of Dixon, Missouri Debris on Property (Ref. Council Minutes 3 May 2010)
514	12 July 2010	Combining The Existing Waterworks System And The Existing Sewerage System
515	12 July 2010	Calling A Special Election On A Revenue Bond \$3.5 Million For The Combined Waterworks And Sewerage Systems
516	30 August 2010	Tax Levy For The Year of 2010
517		Cross Connection Control - General Policy (NO RECORD IN COUNCIL MINUTES ON THIS ORDINANCE)
518	1 March 2011	Amending Ordinance 404, Fixing The Salary Of The Municipal Judge (Ref. 1 Mar 2011 Minutes)
519	1 March 2011	Amending Ordinance 260, Fixing The Salary Of The Mayor (Ref. 1 Mar 2011 Minutes)
520	1 March 2011	Amending Ordinance 261, Fixing The Salary Of The Board Of Alderman (Ref. 1 March 2011 and 19 Apr 2011 Minutes)
521	22 August 2011	Tax Levy For The Year of 2011 (Ref. 22 Aug 2011 Minutes)
522	14 September 2011	Concerning Acceptance And Compliance Requirements For USDA Rural Development Assistance (Ref. 14 Sept 2011 Minutes)
523	17 October 2011	Employment Of Attorney Mel L. Gilbert To Assist The City Of Dixon (Ref. 17 Oct 2011 Minutes)
524	10 September 2012	Tax Levy For The Year of 2011
525	5 November 2012	Accepting The Resignation Of Mayor Ben Copeland
526	5 November 2012	Electing Jeff Clark As Acting President Of The Board Of Alderman
527	5 November 2012	Acting President To Act On All Accounts And Authorizing Other Signatures Repealed By Ord. 528
528	13 February 2013	Repeal Of Ordinance 527 Relating To Accounts With Financial Institutions
529	13 February 2013	Vacating A Portion Of The Alley Between Blocks 2 And 3 Of Shelton-Elkins Addition
530	9 September 2013	Authorizing The Execution Of An Intergovernmental Cooperative Agreement With Pulaski County
531	14 August 2013	Authorizing An Agreement With Pulaski County To Collect Personal Property And Real Estate Taxes
532	22 August 2013	Tax Levy For The Year of 2013
533	4 November 2013	To Repeal Section 210.030 Of The Code Of Laws And Enacting A New Section Relating To Harassment
534	4 November 2013	Establishing The Acts Necessary To Commit The Offense Of Disorderly Conduct
535	4 November 2013	To Regulate Manufactured And Mobile Homes For Safety, Health And General Welfare Of The Public
536	23 January 2014	To Repeal Section 110.170 Of The Code Of Laws Of The City Of Dixon, Missouri And Enacting A New Section
537	21 April 2014	Authorizing \$915,00 Combined Waterworks And Sewage System Revenue Bonds Series 2014 (NEED BETTER COPY)
538	2 June 2014	Authorizing An Agreement With The Dixon Senior Center For City Water
539	23 June 2014	Permitting The Use Of All-Terrain Vehicles On City Streets
540	4 September 2014	Tax Levy For The Year of 2014
541	5 January 2015	Limitation of The Number of Liquor Licenses
542	25 August 2015	Tax Levy For The Year of 2015
543	21 September 2015	To Repeal Section 605.110 Of The Code Of Laws Relating To Juke Boxes And Pinball machines
544	21 September 2015	To Repeal Section 605.120 Of The Code Relating To Billiard And Pool Tables
545		
546	11 January 2016	Enacting A New Section of Chapter of the Municipal Code: Management of Cat Population; Permitted Acts
547	11 January 2016	Amendment To Ordinance 405 Fixing The Salary of The City Marshal
	1 February 2016	Amendment To Ordinance 536 Relating To Meetings Of The Board Of Alderman (Bill 2016-01)
548	1 November 2016	A Resolution To Adapt Pulaski County Natural Hazards Mitigation Plan
549	February 1, 2016	\$970,000 General Obligation Street Bonds Series 2016
550	31 August 2016	Tax Levy For The Year of 2016
551	6 September 2016	Intergovernmental Agreement Between County of Pulaski and City of Dixon to House Prisoners in Dixon City Jail (Not Signed by Presiding Commissioner, Sheriff or County Clerk)
	9 September 2016	Agreement To House Pulaski County Prisoners In Dixon City jail
552	20 September 2016	Authorizing The Mayor To Enter Into A Contract With Lou Fusz Automotive For Dixon Police Department Vehicles
553	20 September 2016	Authorizing The Mayor To Enter Into A Contract With Lou Fusz Automotive For Maintenance Department Vehicles
554	12 December 2016	Renewing A Contract With Gascoage Electric Cooperative For Street Lighting And Electric Service For Twenty (20) Years
554A	12 December 2016	Renewing A Contract With Gascoage Electric Cooperative For Easments For Twenty (20) Years
555	6 February 2017	Enacting A New Section 205.190 Of Chapter 205 Of The Municipal Code (Duplicate to 558)
556	8 May 2017	A Standard For Installation And Replacement Of Driveway Culverts
557	5 June 2017	Amending Certain Provisions Of The Municipal Code To Conform To Senate Bill Number 572
558	9 May 2107	Enacting A New Section 205.190 Of Chapter 205 Of The Municipal Code (Duplicate to 555)
559	8 May 2017	Authorizing The Mayor To Enter Into A Contract With Court Money
560	9 May 2017	Regulating The Use Of Public And Private Sewers And Drains
561	11 September 2017	Tax Levy For The Year 2017
562	17 August 2018	Resolution For Council On City's Finances
563	21 August 2018	Amendment to Ordinance 336, Nuisances
564	30 August 2018	Tax Levy 2018 (NO COPY)
565	20 September 2018	WCA Contract for Trash Service
566	5 November 2018	Law Enforcement Sales Tax, Ballot Issue (NO COPY)
567	12 December 2018	Entering a Contract with Pulaski County E-911 Board for Dispatch Services

City Of Dixon Ordinances

<u>Ordinance</u>	<u>Date</u>	<u>Title</u>
568	7 January 2019	Amending and Updating Ordinance 408 Dated August 11, 1997 Establishing Regulations Regarding Animals Present within the City Limits (Not signed)
569	17 January 2019	Amending and Setting the Water Rates and Charges and the Wastewater Rates and Charges System in Effect in the City
570	8 July 2019	Payment of Persons Designated as Special Municipal Judge
571	22 July 2019	Medical Marijuana Facilities
572	29 August 2019	Tax Levy 2019
573	18 November 2019	Use Tax for General Revenue Purposes at the rate of 1.5%; Providing for the Use Tax to be Repealed, Reduced or Raised and Providing for Submission of the Proposal to the Qualified Voters of the City for their Approval at the Municipal Election held on Tuesday, April 7, 2020, Fixing an Effective Date
574	18 November 2019	Law Enforcement Tax
575	18 November 2019	Fixing the Salary of the City Marshal
576	2 December 2019	Adopting and Enacting a New Chapter 210A, Offenses of City of Dixon, Pulaski Co, State of Missouri
577	2 December 2019	Adopting and Enacting a New Chapter 140, Open Meetings and Records Policy, of the City of Dixon, Pulaski Co, State of Missouri
578	9 January 2020	Authorizing the Mayor to Declare a State of Emergency Arising from Imminent Threat of the 2019 Novel Coronavirus
579	24 March 2020	Authorizing the Mayor to Declare a State of Emergency Arising from Imminent Threat of the 2019 Novel Coronavirus
580		Adopting the Stay at Home Order of the Pulaski Co Commission and Health Board (Not Passed)
580	15 June 2020	Modifying and Amending the Personnel Policy for the City of Dixon
581		Creating the Offense of False Reports, Creating Penalties for the Offense of False Reports, and Fixing an Effective Date
582		Vision Reducing Material
583	26 August 2020	Authorizing, Fixing and Determining a Rate of Levy on the Hundred-dollar Valuation of all Taxable Property within the City for the year 2020
584	24 September 2020	Authorizing and Directing the City to Enter into an Agreement with the Missouri Office of State Courts Administrator and Assessing a Court Automation Fee
585	29 October 2020	Resolution to Adopt the Pulaski County Multi-Jurisdiction Natural Hazards Mitigation Plan
586		Establish a Right to Discontinue Service of Homeowner who has not Paid their Water/Trash/Sewer Accounts
587	7 December 2020	Authorizing a Contract Agreement for the Renovation of Dixon City Hall and Police Department
588	5 April 2021	Annexation of Certain Parcels of Land into the City Limits of the City of Dixon
589	24 March 2021	Authorizing a Contract for the Sale of 213 Country Club Road
590	21 June 2021	Authorizing the Mayor to Enter into an Addendum to its Cooperative Agreement with the County Collector
591	12 July 2021	Establish a Procedure to Disclose Potential Conflicts of Interest and Substantial Interests for Certain Officials
592	17 August 2021	Authorizing, Fixing and Determining a Rate of Levy on the Hundred-dollar Valuation of all Taxable Property within the City for the year 2021
593	26 August 2021	Authorizing, Fixing and Determining a Rate of Levy on the Hundred-dollar Valuation of all Taxable Property within the City for the year 2021 -Corrected
594	7 September 2021	Authorizing the Mayor of the City of Dixon to Enter into a Contract with Archer Group PC
595	23 September 2021	Ratifying and Authorizing a Contract for Garbage and Trash Collection by and Between the City of Dixon and Waste Corporation of Missouri, LLC
596	7 September 2021	Authorizing the Mayor of the City of Dixon to Enter into a Contract with MRPC (Missouri Regional Planning Commission)
597	23 September 2021	Authorizing the Mayor to Enter into an Addendum to its Cooperative Agreement with the County Collector
598	1 November 2021	Holding of an Election within and for the City of Dixon, Missouri on the Questions of the Elimination of the Elected Position of City Marshal and Instead Provide for the Appointment of a Police Chief
599	1 November 2021	Imposing a Use Tax for General Revenue Purposes at 2% Rate
600	6 December 2021	Ratifying and Authorizing a Contract to Lease a Parking Lot to J&B Towing and Recovery LLC
601	3 January 2022	Requiring Applicants for a Business License to Provide Proof of Worker's Compensation Insurance
602	7 February 2022	Waiving the 5% Increase in Water Rates for the Year 2022
603	7 February 2022	Establishing Water and Sewer Rates for Multi-Residential Properties
604	7 March 2022	Annexing Certain Parcels of Real Estate into the Corporate Limits of the City of Dixon
605	7 March 2022	Fixing the Salary of the Mayor of the City of Dixon
606	7 March 2022	Fixing the Salary of the Members of the Board of Aldermen of the City of Dixon
607	8 April 2022	Providing for the State Auditor's Office of the State of Missouri to Perform an Audit of the City's Financial Records
608	2 May 2022	Providing for the Appointment of a Chief of Police
609	5 July 2022	Amending and Setting Waterworks Rates and Charges and the Wastewater Rates and Charges
610	1 August 2022	Annexing Certain Parcels of Real Estate into the Corporate Limits of the City of Dixon
611	1 August 2022	Authorizing, Fixing, and Determining a Rate of Levy on the Hundred-Dollar Valuation of all Taxable Property within the City for the Year 2022
612	1 August 2022	Adopting and Enacting a New Code of Ordinances of the City of Dixon, County of Pulaski, State of MO
613	12 September 2022	Changing the Name of Paramount Street to Round House Road
614	12 September 2022	Modifying and Amending the Personnel Policy for the City of Dixon
615	12 September 2022	Granting GTech Fiber, LLC Permission and Authority to Construct, Reconstruct, Excavate, and Use its Equipment to Operate a Fiber-Optic Based Internet Service
616	3 October 2022	Authorizing the Mayor to Enter into an Agreement with General Code for eCode360 Upgrades
617	5 December 2022	Changing the Name of North Oak Street to QC Street
618	9 January 2023	Establishing a Requirement for Permits for any Excavation and Digging done Within the City Limits and Setting the Cost of the Permit

BILL NO. 2022-0013

ORDINANCE NO. 613

ORDINANCE CHANGING THE NAME OF A STREET KNOWN AS PARAMOUNT STREET No. 2 RUNNING EAST AND WEST FROM THE END OF LOT 4, BLOCK ONE IN THE CITY OF DIXON TO THE INTERSECTION WITH PARAMOUNT STREET No. 1 TO ROUND HOUSE ROAD; AND CHANGING THE NAME OF A STREET KNOWN AS PARAMOUNT No. 1 RUNNING NORTH AND SOUTH FROM 4TH STREET TO THE INTERSECTION WITH PARAMOUNT No. 2, IN THE CITY OF DIXON, MISSOURI TO ROUND HOUSE ROAD.

WHEREAS, the Board of Alderman of the City of Dixon, Missouri have determined that it would be in the best interest of the City to change the name of Paramount Street No. 1 to ROUND HOUSE ROAD and Paramount Street No. 2 to ROUND HOUSE ROAD.

NOW THEREFORE, BE IT ORDAINED BY THE BOARD OF ALDERMEN FOR THE CITY OF DIXON, MISSOURI, AS FOLLOWS:

Section 1. The street known as Paramount Street No. 2 running east and west from the end lot 4, block one in the City of Dixon to the intersection with Paramount Street No. 1 in the City of Dixon, Missouri shall be known as ROUND HOUSE ROAD Street No. 2.

Section 2. The street known as Paramount Street No. 1, running north and south from 4th street to the intersection with what was previously known as Paramount No. 2, in the City of Dixon, Missouri, shall be known as ROUND HOUSE ROAD Street No. 1.

Section 3. This ordinance shall be in full force and effect from and after the date of its passage and approval.

READ TWO TIMES AND PASSED BY THE BOARD OF ALDERMEN OF THE CITY OF DIXON, MISSOURI ON THIS 12th DAY OF September, 2022.


MIKE NULL, MAYOR

ATTEST:


ACTING CITY CLERK

(City Seal)

BILL NO. 2022-0014

Ordinance # 614

AN ORDINANCE MODIFYING AND AMENDING THE PERSONNEL POLICY FOR THE CITY OF DIXON

WHEREAS, the City of Dixon, Missouri (City), is a City of the Fourth Class, and

WHEREAS, the City has numerous employees; and

WHEREAS, the City has determined that it is in the best interests of the City to update Article 1 of Chapter 135 of the City Code,

NOW, THEREFORE, BE IT ORDAINED BY THE BOARD OF ALDERMEN FOR CITY OF DIXON, MISSOURI AS FOLLOWS:

SECTION 1: The attached Personnel Policy is hereby approved and adopted by the City.

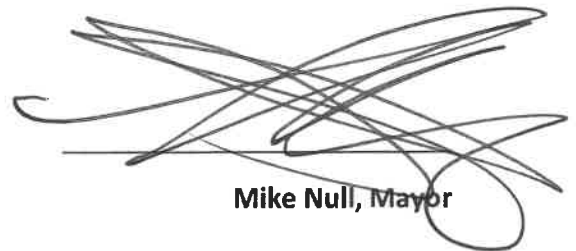
SECTION 2: Chapter 135, Article I of the Dixon City Code is repealed and replaced with the attached updated Chapter 135 Article I.

SECTION 3: Chapter 135 Article II: Drug and Alcohol Policy shall remain in full force and effect.

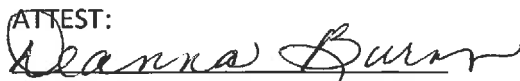
SECTION 4: Any other ordinance and any part of any other ordinance in conflict with the provisions of this ordinance are hereby repealed.

SECTION 5: This ordinance shall be in full force and effect immediately upon its approval and passage by the Board of Aldermen of the City of Dixon, Missouri.

READ TWO TIMES AND PASSED BY THE BOARD OF ALDERMEN OF THE CITY OF DIXON, MISSOURI, THIS 12th DAY OF SEPTEMBER, 2022.



Mike Null, Mayor

ATTEST:

Acting City Clerk

CITY OF DIXON

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Revised September 2022

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CITY OF DIXON

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WELCOME LETTER

Welcome to the City of Dixon!

We are excited to have you as part of our team. We believe that you have the knowledge, skills, abilities, and character to contribute to the success of our city and share our commitment to being the best community in the area.

We strive to provide the highest level of service to our residents, businesses, and visitors. The primary goal of the City, and yours, as one of its employees, is to live up to our code of ethics in everything we do. We can only achieve this through hard work and commitment from every employee. You and every other employee are essential to our success in that endeavor.

We know that joining a new organization requires some adjustment; you will meet new people, work in different surroundings, and need to become familiar with new policies, procedures, and benefit packages of employment. This employee handbook contains the key policies, goals, benefits, and expectations of the City. You should use it as a reference as you pursue your career with the City.

Welcome aboard! We look forward to working with you and wish you many years of success.

Sincerely,

Kelli Livengood
Office Administrator

CHAPTER 135: PERSONNEL POLICY

ARTICLE I: GENERAL

Effective September 12, 2022

SECTION 135.001: INTRODUCTION: NATURE AND PURPOSE

This Personnel Policy has been prepared for the purpose of establishing uniform managerial policies and procedural guidelines relating to exempt and non-represented employees of the City of Dixon. It is not intended to create and should not be construed as creating a contract of employment between the City and the employees covered by this Policy, either individually or collectively. Rather, the policies and procedures contained in this Personnel Policy may be changed or withdrawn at any time by the City, with or without prior notice to covered employees.

All employees covered by this Personnel Policy, except as may otherwise be provided in written contracts of employment signed on behalf of the City by authorized officials, are employed on an “at will” basis by the City. Such employees may leave the employment of the City any time and for any reason, and the City may discharge or terminate such employees at any time and for any reason not prohibited by law.

All covered employees are expected to read Chapter 135 of the City of Dixon Code and refer to it when dealing with personnel policy problems and questions. This updated Personnel Policy supersedes all previous policies and handbooks relating to personnel policy and procedure for exempt and non-represented personnel.

Nothing in this Chapter 135: Personnel Policy precludes the establishment of written departmental rules and regulations applying to the employees employed in or assigned to a particular department. However, if a direct conflict should arise between a department rule or policy and the express provisions of this Chapter, the express provisions of this Chapter shall control.

In the event that any of the policies contained or referred to herein should be in conflict with the constitution or laws of the United States or of the State of Missouri, updates and revisions will be made to this Chapter in a timely manner.

SECTION 135.002: A CODE OF ETHICS FOR CITY OF DIXON PERSONNEL

WE ACKNOWLEDGE, in all matters, public service will take precedence over personal gain.

WE BELIEVE the use of public property, of whatever value, for personal profit or convenience is incompatible with the above philosophy.

WE WILL decline to grant special privileges to any citizen above those available to all on the same basis.

WE CONSIDER City employment to be our primary pursuit; any secondary employment should be undertaken with that belief in mind.

WE HONOR information gathered confidentially for official purposes, and we will not disclose it unless required by law.

WE WILL be guided by reason and good judgment in our decisions; not by gifts or favors.

WE RECOGNIZE it is improper to advocate for private interests before public bodies.

WE FEEL it is imperative to disclose any financial interests in a business which contracts with the City, and regarding which we may exert direct or indirect influence.

WE REALIZE interference with pending legislation or the enforcement of current legislation to serve personal ends is forbidden.

SECTION 135.003: DEFINITIONS

A policy establishing personnel policies for employees of the City of Dixon, Missouri concerning positions, pay, promotions, demotions, transfers, paid time off, separation and other related subjects adopting Chapter 135: Personnel Policy of the Code Book for the City of Dixon. All City employees will sign a Disclaimer and Acknowledgment statement (Appendix 1a) when receiving a new or updated/amended copy of the City of Dixon Employee Personnel Policy.

As used in this policy, the following words and terms, unless the contents clearly require otherwise, shall have the meaning indicated below:

- a. ***Appointing Authority.*** A person having power to make appointments to positions. Appointing authorities include, but are not limited to, the Mayor, City Council and those designated by them.
- b. ***Compensation.*** All forms of valuable considerations, including salary or wages earned by or paid to any employee by reason of service in a position with the City.
- c. ***Date of Employment.*** The date on which an employee begins service with the City, be it part or full-time. If an individual is re-employed, only the date of his/her current employment shall serve as the official date of employment for all personnel transactions.
- d. ***Demotion.*** The change of an employee from rank or status in a position to a rank or status of a lower position with or without a pay decrease.
- e. ***Dismissal.*** The permanent involuntary separation of an employee from his/her position for cause.

- f. **Employee.** A person legally occupying a position with the City or an authorized leave of absence from such service. Elected officials and members of appointed Boards and Commissions shall not be considered as employees nor shall the provisions of this policy be applicable to them.
- g. **Immediate Family.** The employee's spouse, children, mother, father, mother-in-law, father-in-law, brothers or sisters. It shall also include other close relatives living habitually under the same roof. The City Mayor may consider other persons living habitually under the same roof to be in the same status as a member of the employee's immediate family.
- h. **Personnel Officer.** The Mayor will serve as the Personnel Officer although specific functions may be delegated to designated subordinates.
- i. **Probationary Period.** A working test period of three (3) months during which an employee is required to demonstrate his/her fitness for the position he/she is appointed to by actual performance of the duties of that position. This period may be increased from three (3) months to one (1) year for all new Police Officers. During the probationary period, employees can be released or terminated by the Department Supervisor and/or City Mayor by his/her own action.
- j. **Promotion.** A change in the position of an employee from one rank or status to a position in another rank or status with or without a pay increase.
- k. **Transfer.** The change of an employee from one position to another position in the same rank or status to another rank or status having essentially the same pay, involving the performance of similar duties and requiring substantially the same basic qualifications.

POLICY VARIANCES

Due to the wide scope of employment that this personnel manual attempts to cover, it may be necessary for some Department Supervisors to submit minor variances or clarifications of this manual to the Mayor and City Council for approval.

SEVERABILITY CLAUSE

Should any section or provision of this policy be declared by a court of competent jurisdiction to be invalid, that decision shall not affect the validity of the policy as a whole or any part thereof, other than the part so declared to be invalid.

SECTION 135.010: FAIR EMPLOYMENT PRACTICES

The City of Dixon is an equal opportunity employer and does not discriminate against any employee or applicant because of race, color, religion, sex (including gender identity,

sexual orientation, and pregnancy), national origin, age (40 or older), disability or genetic information. Federal regulations provide: "Under the laws enforced by EEOC, it is illegal to discriminate against someone (applicant or employee) because of that person's race, color, religion, sex (including gender identity, sexual orientation, and pregnancy), national origin, age (40 or older), disability or genetic information. It is also illegal to retaliate against a person because he or she complained about discrimination, filed a charge of discrimination, or participated in an employment discrimination investigation or lawsuit. The law forbids discrimination in every aspect of employment. The laws enforced by EEOC prohibit an employer or other covered entity from using neutral employment policies and practices that have a disproportionately negative effect on applicants or employees of a particular race, color, religion, sex (including gender identity, sexual orientation, and pregnancy), or national origin, or on an individual with a disability or class of individuals with disabilities, if the policies or practices at issue are not job-related and necessary to the operation of the business. The laws enforced by EEOC also prohibit an employer from using neutral employment policies and practices that have a disproportionately negative impact on applicants or employees age 40 or older, if the policies or practices at issue are not based on a reasonable factor other than age." It is the intention of the City of Dixon to comply with and adhere to such regulations. (CC1985 §18-2; Ord. No. 249 §1, 4-19-82)

SECTION 135.020: TEMPORARY AND PERMANENT EMPLOYEES

Following are classifications for City employees and are set according to the LAGERS pension plan criteria:

1. Temporary, whether paid on salary or hourly basis:
 - a. *Full-time.* Any employee scheduled to regularly work a minimum of 40 hours per each calendar week.
 - b. *Part-time.* Any employee who is not full-time, i.e., thirty (30) - thirty-two (32) hours a week, who was a pre-arranged daily schedule and works for a pre-arranged period of time, i.e., 8:00 a.m. - 12:00 Noon, January through June. Note: Twenty-nine hours is considered part time per LAGERS pension plan criteria.
2. Permanent, whether paid on a salary or hourly basis:
 - a. *Full-time.* Any employee who is paid on a salaried basis or hourly, who is regularly scheduled to work forty (40) hours per week indefinitely until termination of employment.
 - b. *Part-time.* Any employee who is paid on a salaried or hourly basis, who works a pre-arranged weekly schedule that is less than forty (40) hours per week indefinitely until termination of employment. (CC 1985 §18-3; Ord. No. 249 §2, 4-19-82; Ord. No. 463 §1, 7-1-02)

SECTION 135.030: PROBATION PERIOD

All City employees are hired by the City on a ninety (90) day probationary period and within that interim may be dismissed if their performance is determined to be unsatisfactory by the Mayor and Board of Alderman. Before the expiration of the ninety (90) day probationary period, employees are not allowed absences based upon Paid Time Off. PTO will be accrued in the amount of six (6) hours per pay period. If the employee resigns or is terminated, accumulated PTO will be paid out. (Ord. No. 249 §3, 4-19-82; Ord. No. 463 §1, 7-1-02; Ord. No. 580, 06-15-2020) **NEED REVISED ORDINANCE**

SECTION 135.040: WORK SCHEDULE AND OVERTIME

- A. Except as otherwise herein provided, all full-time City employees shall work from 8:00 a.m. through 4:30 p.m. every Monday to Friday. A half hour lunch period may be taken between 12:00 Noon and 1:00 p.m. or in accordance with some other approved office schedule. It is to be understood that in all cases where an employee is unable to attend work during any regular workday, he/she will call and their Supervisor of the anticipated absence and the reason thereof one hour prior to shift starting on said workday.
- B. Employees will occasionally be asked to work overtime hours. Hourly employees shall be compensated for such overtime work at time and a half. Salaried employees shall not be entitled to either additional pay but compensated time off for overtime work. (CC 1985 §18-5; Ord. No. 249 §4, 4-19-82)
- C. Any employee can earn comp time with a maximum forty (40) hours.

SECTION 135.050: PAY PERIOD

The pay period will be two weeks long and be Saturday through the second Friday with pay the following Thursday. Employees will be paid on a bi-weekly basis. (Ord, No. 249 §5, 4-19-82; Ord. No. 475 §1, 1-5-04). **NEED REVISED ORDINANCE**

SECTION 135.060: APPEARANCE

All employees shall report for work in a clean and well-groomed state. The employee's clothing shall be appropriate for the job situation. (CC 1985 §18-7; Ord. No. 249 §6, 4-19-82)

SECTION 135.070: EMPLOYEE EVALUATIONS

All employees will be evaluated at least annually. Hourly rate employees shall be evaluated by their immediate supervisor. Salaried employees shall be evaluated by the Mayor. All evaluations shall be in a standard form, as approved by the Board of Aldermen, and shall be in writing. Each employee will be presented a copy of his/her evaluation after its making and shall have an opportunity to discuss the comments thereon with the evaluator. Evaluations are performed for the benefit of both the City and its employees. Evaluations are intended to provide a time for the review of employee's strengths and weaknesses and

to provide the City with an objective basis for pay increase and promotion. Any employee who feels aggrieved by the evaluation shall be given an opportunity to review the same with the Board of Aldermen. (CC 1985 §18-8; Ord. No. 249 §7, 4-19-82)

SECTION 135.080: PAY INCREASES

- A. Base salary increases will be considered annually in October of each year. Increases will be based on length of employment, job description and overall performance as reflected in the employee's past evaluations.
- B. It is the intention of the City to provide its employees with annual, cost of living adjustments to their pay. It is understood, however, that all pay adjustments, including those for cost-of-living changes, are subject to the City's financial condition at the time and other budget limitations. (Ord. No. 249 §8, 4-19-82; Ord. No. 463 §7-1-02)

SECTION 135.090: PERSONNEL RECORDS

Employee personnel records and monthly attendance records will be maintained by the Dixon City Clerk. An employee, upon request, may review his/her personnel file, provided however, that all personnel records are to remain at City Hall and may not be removed therefrom. (CC 1985 §18-10; Ord. No. 249 §9, 4-19-82)

SECTION 135.100: ANNUAL LEAVE / PAID TIME OFF (PTO)

- A. **Paid Time Off (PTO)** hereunder is defined as a period during which the employee takes off work while being paid. This policy includes sick, vacation, personal, bereavement, and any other absences. Every permanent, full-time employee shall be entitled to incur six (6) hours of PTO leave per pay period to be used after the 90 day probationary period; seven and a half (7.5) hours of PTO leave per pay period after five (5) full years of employment and nine (9) hours of PTO leave per pay period after ten (10) full years of employment. All such leave may be taken by the employee with pay at his/her regular, prorated salary or hourly rate. Existing employees will be grandfathered in on PTO up to two hundred forty (240) hours. An employee with an absence for more than thirty (30) days must inform the Mayor of the employee's expected length of absence so the City's needs may be met. If such a serious situation has arisen necessitating the invocation of the above requirements, an employee may return to work only with a release allowing unrestricted duty given by a licensed professional. Disabilities caused or contributed to by pregnancy and recovery therefrom shall be covered by PTO days.
 - 1. PTO leave shall not accrue to an employee while on leave of absence without pay.
 - 2. Temporary and permanent part-time employees shall not accrue PTO.

3. The maximum accumulated PTO limit is two hundred forty (240 hours).
4. PTO shall also include loss of time due to an illness or death in the employee's immediate family which requires the employee's personal care and attention (the term "immediate family" as used shall describe children, husband, wife, parents, brothers, sisters, grandparents and spouse's parents) and other excused absence from work due to circumstances beyond the employee's control. PTO taken related to a death in an employee's immediate family, as defined above shall not exceed three (3) days. If the deceased is a relative outside the employee's immediate family, the employee will be allowed personally to attend the funeral not to exceed one (1) day. (Ord. No. 249 §10, 4-19-82; Ord. No. §3, 7-1-02)
5. Whether an absence is excused or not excused shall be determined by the Mayor whose determination shall be final. The employee shall notify the Supervisor as much in advance of the taking of PTO as is practical under the circumstances. PTO will be paid only at the current rate of pay.
6. Accumulated PTO will be paid out upon retirement and/or termination.

SECTION 135.110: INSURANCE

Health Insurance shall be offered to every full-time City employee after completion of the 90 day probationary period. If the employee chooses to take the health insurance, it is paid by the City for the **employee only** at 100%. The employee may add dependents for an additional amount to be paid by the employee. Employees may opt into additional supplementary insurance including dental, vision and life insurance. The employee is responsible for paying supplementary insurance premiums.

SECTION 135.120: JURY DUTY

When an employee receives a notice to serve, the employee must immediately notify his/her Supervisor. Employees required by a court of law to serve on jury duty will be paid the difference between what the court pays and their regular salary each day they serve. Note: Court currently pays six (6) dollars per day for serving on jury duty. (CC 1985 §18-12; Ord. No. 249 §4-19-82)

SECTION 135.130: VOTING TIME

For Federal, State, and Municipal elections, employees are encouraged to exercise his/her right to vote. If employees do not have sufficient time outside regular work shifts, the Missouri Revised Statutes states that employers will allow employees to leave work to go

to the polls. The law allows employees to be absent up to three (3) hours of unpaid time while the polls are open for the sole purpose of voting. To request time off to vote, employees should contact his/her Supervisor. Leave benefits may be used for the work time missed.

The law provides that an employee cannot be discharged, penalized or disciplined for leaving work to vote, as long they give their employer notice prior to Election Day.

SECTION 135.140: MILITARY LEAVE

1. All City employees who are or may become members of the National Guard or of any reserve component of the Armed Forces of the United States, shall be entitled to leave of absence from their respective duties, without loss of time, pay, regular leave, impairment of efficiency rating, or of any other rights or benefits, to which otherwise entitled, for all periods of military services during which they are engaged in the performance of duty or training in the service of this state at the call of the governor and as ordered by the adjutant general without regard to length of time, and for all periods of military services during which they are engaged in the performance of duty in the service of the United States under competent orders for a period not to exceed a total of one hundred twenty hours (120) in any federal fiscal year.
2. Before any payment of salary is made covering the period of the leave the officer or the employee shall file with the appointing authority or supervising agency an official order from the appropriate military authority as evidence of such duty for which military leave pay is granted which order shall contain the certification of the officer or employee's commanding officer of performance of duty in accordance with the terms of such order.
3. No member of the organized militia shall be discharged from employment by any of the aforementioned agencies because of being a member of the organized militia, nor shall he be hindered or prevented from performing any militia service he may be called upon to perform by proper authority nor otherwise be discriminated against or dissuaded from enlisting or continuing his service in the militia by threat or injury to him in respect to his employment. Any officer or agent of the aforementioned agencies violating any of the provisions of this section is guilty of a misdemeanor.
4. Notwithstanding the provisions of any other administrative rule or law to the contrary, any person entitled to military leave pursuant to the provisions of subsection 1 of this section shall only be charged military leave for any hours which that person would otherwise have been required to work had it not been for such military leave. The

minimum charge for military leave shall be one hour and additional charges for military leave shall be in multiples of the minimum charge.

SECTION 135.150: INCLEMENT WEATHER

1. The City of Dixon remains open during most periods of inclement weather; however, where extraordinary circumstances warrant, due to weather or other unforeseen business interruption, the City reserves the right to close the facility. The City makes a decision by 6:30 a.m. during periods of such inclement weather and communicates this to all employees. The City also posts closures on the City of Dixon Facebook page, as well as, the local radio station.
2. If the City has announced to be closed on a given day, all full-time staff will receive regular pay for the day of closure. For mandatory employees on a day of closure, the employee will receive regular pay.
3. If the City remains open on an adverse weather day, employees who report to work will receive their normal pay for the day. If an employee elects not to report to work on a facility open day, the employee can elect to 1) use any accrued paid time off for the missed day or 2) the employee will not be paid for the day. Regardless of whether the facility remains open or closed on an inclement day, it is each employee's decision to determine if they can safely arrive at work under the conditions. If an employee elects not to work on a given day, the City requires the courtesy of a phone call to your manager or supervisor advising as to your status for the day, prior to the beginning of the work day.

SECTION 135.160: MATERNITY/PATERNITY LEAVE

In accordance with the Family and Medical Leave Act of 1993 (FMLA), an employee shall be entitled to a total of twelve (12) work weeks of leave during any twelve (12) month period following the birth of a child, the placement of a child for adoption or foster care, or care for a seriously ill child. An employee requesting maternity leave must, where foreseeable, give notice to the City thirty (30) days prior to the beginning of the leave time. When the need for leave is not foreseeable, the employee must give notice to the City as soon as is practical. Any employee requiring leave under this Section shall be restored to the position held at the commencement of the leave with no loss of benefits and no reduction of compensation. Maternity/Paternity leave may be extended by the Mayor past the twelve (12) week period with the approval of the Board of Aldermen and upon a doctor's written order that the employee is unavailable for work. Except, to the extent that the employee uses available personal leave or vacation leave, maternity/paternity leave

shall be granted as leave without pay. (Ord. No. 249 §12, 4-19-82; Ord. No. 463 §4, 7-1-02)

SECTION 135.170: LEAVE WITHOUT PAY

Any approved absence from work which does not qualify as vacation or personal leave shall be considered leave without pay. (CC 1985 §18-14; Ord. No. 249 §13, 4-19-82)

The Family and Medical Leave Act of 1993 (FMLA) applies to all public agencies, all public and private elementary and secondary schools and companies with fifty (50) or more employees.

Employees are eligible for FMLA leave if they have worked for the City at least 1,250 hours over the past twelve (12) months. Whether an employee has worked the minimum 1,250 hours of service is determined according to FLSA principles for determining compensable hours of work. A covered employer must grant an eligible employee up to a total of twelve (12) workweeks of unpaid leave during any 12-month period for one or more of the following reasons:

1. for the birth and care of a newborn child of the employee
2. for placement with the employee of a son or daughter for adoption or foster care
3. to care for a spouse, son, daughter or parent with a serious health condition
4. to take medical leave when the employee is unable to work because of a serious health condition
5. for qualifying exigencies arising out of the fact that the employee's spouse, son, daughter or parent is on active duty or call to active duty status as a member of the National Guard or Reserves in support of a contingency operation

The City shall grant an eligible employee who is a spouse, son, daughter, parent or next of kin of a current member of the Armed Forces, including a member of the National Guard or Reserves, with a serious injury or illness up to a total of twenty-six (26) work weeks of unpaid leave during a "single 12-month period" to care for the service member.

Under some circumstances, employees may take FMLA leave intermittently – taking leave in separate blocks of time for a single qualifying reason – or on a reduced leave schedule – reducing the employee's usual weekly or daily work schedule. When leave is needed for planned medical treatment, the employee must make a reasonable effort to schedule treatment so as not to unduly disrupt the employer's operation. If FMLA leave is for birth and care, or placement for adoption or foster care, use of intermittent leave is subject to the employer's approval.

Under certain conditions, employees or employers may choose to "substitute" (run concurrently) accrued paid leave (such as sick or vacation leave) to cover some or all of the FMLA leave. An employee's ability to substitute accrued paid leave is determined by the terms and conditions of the employer's normal leave policy.

Employees seeking to use FMLA leave are required to provide 30-day advance notice of the need to take FMLA leave when the need is foreseeable and such notice is practicable. If leave is foreseeable less than 30 days in advance, the employee must provide notice as soon as practicable – generally, either the same or next business day. When the need for leave is not foreseeable, the employee must provide notice to the employer as soon as practicable under the facts and circumstances of the particular case. Absent unusual circumstances, employees must comply with the employer's usual and customary notice and procedural requirements for requesting leave.

Employees must provide sufficient information for an employer reasonably to determine whether the FMLA may apply to the leave request. Depending on the situation, such information may include that the employee is incapacitated due to pregnancy, has been hospitalized overnight, is unable to perform the functions of the job, and/or that the employee or employee's qualifying family member is under the continuing care of a health care provider.

When an employee seeks leave for a FMLA-qualifying reason for the first time, the employee need not expressly assert FMLA rights or even mention the FMLA. When an employee seeks leave, however, due to a FMLA-qualifying reason for which the employer has previously provided the employee FMLA-protected leave, the employee must specifically reference either the qualifying reason for leave or the need for FMLA leave.

During leaves of absence, the City will attempt to hold an employee's position open. The City will not, however, always be able to do this due to unreasonable hardships placed on the City. Therefore, the City does not guarantee job restoration upon completion of any leave of absence, except as required by FMLA, USERRA or other applicable state or federal law.

For leaves of absence granted under this policy, it is the employee's responsibility to pay their portion of the premium for all insurance benefits. Employees in a leave of absence will not accrue vacation or sick time or other benefits while on a leave of absence.

The City expects employees on leaves of absence to provide periodic updates regarding their condition and expected date of return. Employees should contact their Department Head before their leave expires to arrange for return. If a leave of absence is taken for a medical reason, the City will also require certification from an employee's physician of the employee's fitness to return to work.

If an employee is unable to return by his/her leave expiration date, a written physician's statement providing the new expected return date may be submitted prior to the expiration of your original leave and an extension of up to ninety (90) days may be approved at City's sole discretion. Any employee who fails to return to work on the agreed-upon date following leave, and who has not received an extension, will be considered to have voluntarily resigned his or her position.

In addition to the unpaid leave protections of FMLA, the City recognizes the importance of balancing work and personal life, and understands that employees may find that personal, health or family problems make it necessary to be absent from work for a certain period. The City will work with employees in the event circumstances make unpaid leave a necessary to avoid significant personal or family hardship.

Before an employee may take a non-qualified FMLA unpaid leave of absence, written permission must be obtained from the City Administrator. Although the City will attempt to preserve employee's job while on a non-qualified FMLA unpaid leave, it is unlikely that the City will be able to preserve a position for a non-FMLA unpaid leave period for an extended period. An extended period is defined as leave in excess of twenty-one (21) consecutive days, or unpaid leave accumulation of more than twenty-one (21) days in a twelve (12) month period.

SECTION 135.180: ABSENCE WITHOUT LEAVE

- A. Absence without leave includes failure to report to work or to remain at work during scheduled hours, when such absence is not subsequently justified. Any such absence may not be charged by the employee against earned personal or annual leave credits.
- B. Any employee who is absent from duty without first having obtained authorization for such absence shall be subject to discipline as hereinafter provided. (CC 1985 §18-15; Ord. No. 249 §14, 4-19-82)

SECTION 135.190: HOLIDAYS

- A. The following days are holidays and will be observed by the City of Dixon, Missouri, as paid holidays:
 - 1. January first (1st) as New Year's Day;
 - 2. Third (3rd) Monday in January as Martin Luther King Jr. Day;
 - 3. Third (3rd) Monday in February as President's Day;
 - 4. Good Friday;
 - 5. Last Monday in May as Memorial Day;
 - 6. Nineteenth (19th) day in June as Juneteenth Day;
 - 7. Fourth (4th) day in July as Independence Day;
 - 8. First (1st) Monday in September as Labor Day;
 - 9. Second (2nd) Monday in October as Columbus Day;
 - 10. Eleventh (11th) day of November as Veterans' Day;
 - 11. Fourth (4th) Thursday in November & Friday following as Thanksgiving Holiday;
 - 12. Twenty-fourth (24th) day of December as Christmas Eve & Twenty-fifth (25th) day of December as Christmas Day.

- B. If holiday falls on a Saturday, it is observed on Friday. If the holiday falls on a Sunday it is observed on Monday. All employees will be expected to work the day before and the day after each of the above-mentioned holidays with the exception of employee's scheduled vacation days.
- C. The Mayor may at his or her discretion add an additional day of Holiday from time to time.

SECTION 135.200: MISCONDUCT AND DISCIPLINE

- A. A documented verbal warning or written reprimand, documented disciplinary probation, forfeiture of day off, leave without pay, strike, suspension, demotion or dismissal of an employee are authorized forms of discipline when it is determined that an employee has performed improperly as specified in this section.
- B. The following are declared to be improper conduct and may be grounds for disciplinary action. This list is intended to serve as a guide to employees and is not inclusive.
 - 1. Conviction of a felony.
 - 2. Acts of incompetence or negligence.
 - 3. Absence without leave.
 - 4. Acts of insubordination.
 - 5. Willful disregard of orders.
 - 6. Intentional failure or refusal to carry out instructions.
 - 7. Acts of misconduct while on duty.
 - 8. Habitual tardiness and/or absenteeism.
 - 9. Misappropriation, destruction, theft, or conversion of City property.
 - 10. Falsification of any information required by the City.
 - 11. Failure to properly report accidents or personal injury.
 - 12. Neglect of carelessness resulting in damage to City property or equipment.
 - 13. Subsequent physical or mental unfitness.
 - 14. Failure to promptly inform supervisor when unable to report to work as scheduled.
 - 15. Repeated conviction while employed by the City on misdemeanors and/or traffic charges.
 - 16. Introduction, possession or use of intoxicating liquors or controlled substances on City property or in City vehicles or proceeding to or from work under the influence of alcohol or controlled substance.
 - 17. Disrespect or abusive conduct toward a citizen or other employees while on duty.

18. Any violation of approved City policy pertaining to performance and/or conduct.
19. Violation of City personnel policies. (CC 1985 §18-16; Ord. No. 249 §15, 4-19-82)
20. Violation of Weapons Policy (§210.280)

SECTION 135.210: FORMS OF DISCIPLINE

There are several forms of employee discipline. This listing does not necessarily imply a required sequence of discipline or consequences.

1. Minor infractions of rules and regulations or poor job performance may result in the Mayor or a supervisor giving an employee a verbal warning. The warning shall include a description of the deficiency and corrective action to be taken. Verbal warnings shall be logged in the employee's personnel file.
2. Failure to correct a deficiency pointed out to any employee through a warning of a serious infraction of rules and regulations or dereliction of duty may result in the Mayor or a supervisor issuing an employee a reprimand. A "*reprimand*" is a written communication from the Mayor or supervisor to the employee pointing out offenses or deficiencies and detailing corrective action needed. Employees and their supervisor are encouraged to sign the reprimand. A copy will be given to the employee and another copy will be placed in the employee's personnel file.
3. An employee who has failed to respond to any of the above disciplinary measures or who had violated any of the provisions of Section 135.150 may be dismissed by the Mayor or a supervisor after review and approval of the action by the Board of Aldermen. The employee shall be entitled to a hearing with the Board of Aldermen upon filing of written request within seven (7) business days of dismissal. Written notice of such disciplinary action citing reasons and scope of action taken shall be provided by the employee. Such notice shall be signed by the Mayor or a supervisor and the employee. A copy shall be placed in the employee's personnel file. Employees terminated due to unsatisfactory job performance shall receive payment for accrued vacation. If the Board of Aldermen votes in favor of employee's dismissal, the employee can ask the Mayor for an appeal. The Mayor may or may not override the Board of Aldermen's decision. The Mayor's decision will be final. (CC 1985 §18-17; Ord. No. 249 §16, 4-19-82)

SECTION 135.220: HEALTH AND SAFETY/WORKER'S COMPENSATION

- A. Safe Conditions: The City is committed to providing employees with a safe and healthful working environment. The City makes every effort to comply with relevant federal and state occupational health and safety laws and to develop programs conducive to such an environment, while minimizing health and safety risks to employees and other visitors to City facilities.

To accomplish these objectives, all City employees are expected to:

1. Wear safety equipment in the performance of their duties
 2. Wear issued clothes or uniforms as intended unless modifications are approved by City Administrator
 3. Maintain a safe and healthful working environment, and
 4. Adhere to the proper operating procedures and practices to prevent injuries and illnesses
- B. Unsafe Conditions: Employees should report any unsafe conditions or behaviors encountered in the workplace. Employees should not hesitate to contact their Department Head/Supervisor when safety directions and assistance are needed. Employees may face disciplinary action, up to and including termination, for failure to report the following:
1. Injuries sustained on the premises or on a job site regardless of perceived severity
 2. Any safety related incident or injury, including any complaint made by a citizen, supplier, or his/her representative
 3. Any unsafe conditions or actions perpetrated by any employee or contractor on any job site including customer sites
- C. Worker's Compensation: The City of Dixon provides its employees with Worker's Compensation insurance coverage which protects against accidents occurring on the job. Reporting accidents and injuries promptly helps the City provide the most appropriate care for injured employees and return them to work as safely and swiftly as possible. (CC 1985 §18-20; Ord. No. 249 §19, 4-19-82)

Any accident, incident or "near miss," no matter how slight the injury or damage, should be reported to your immediate supervisor. The supervisor is required to then notify the Mayor and the City Clerk before the end of the shift. The City is responsible for taking appropriate follow-up action, including directing medical attention, completing an investigation report and recommending or implementing appropriate corrective actions.

The City may direct medical treatment as allowed by the Missouri worker's compensation statute. Any request for medical treatment should be made to the City Clerk. If you choose to seek care on your own without authorization it may be at your own expense. If you receive medical care and after an investigation your condition is deemed not work-related according to the workers compensation statutes, you or your insurance company will be liable for the medical charges.

D. Accident Reports: In the event of any on-the-job injuries, accidents, vehicle crashes or equipment and property damages, employees are required to take the following action:

1. Contact the supervisor immediately about the incident.
2. Notify the Police Department for an investigation into accidents or crashes involving vehicles or equipment
 - Any crashes or accidents involving City owned vehicles should be investigated by an agency other than the Dixon City Police Department

Employees shall fill out investigation forms requested by the City Clerk and return them promptly. Detailed investigation may include interviews, photographs, training/document reviews and preparation of a written report for all serious accidents and incidents.

Employees may be required to take a post-accident drug and alcohol test upon receiving medical care from the City's designated doctor or clinic for any work-related injury and/or illness.

This accident reporting policy has been designed with your best outcome in mind. Failure to follow the City's accident reporting policy could result in a written warning, suspension or dismissal.

E. Return to Work Policy: Employees may return to work in their assigned duties and responsibilities as soon as medically cleared. Employees who are medically cleared to perform duties other than their normal tasks will be assigned to any duties for which they are medically cleared, even when these duties are in a different department than their normal employment.

Department heads will be responsible for preparing a return to work schedule of duties, which meets any restrictions that have been ordered under physicians care. While on restricted duties employee is not guaranteed to be working at their normal duties/classification and may be required to work outside their normal department. Return to work schedules/duties must receive City Administrator approval.

SECTION 135.230: TRAVEL EXPENSES

A. All travel reimbursement rates will be set forth by the U.S. General Services Administration which is regulated by the Federal Government. The travel rates are also applicable for the City of Dixon Elected Officials.

B. City employees shall be reimbursed for the documented and authorized extraordinary use of their private motor vehicles while attending to City business as long as a City vehicle is not available. Mileage will be reimbursed at the current Federal reimbursement rate. Mileage reimbursement will be allowed only for the actual, extraordinary miles traveled.

- C. City employees will be reimbursed for meals purchased in conjunction with extraordinary travel while on City business. The current State Meal Allowance rate shall apply. Reimbursement will not be made without an itemized receipt. Alcohol should not be on any receipts submitted for reimbursement. If alcohol is included on the receipt, it will not be reimbursed by the City. Paid receipts should be submitted to the City Clerk within seven (7) days upon return.
- D. Prior approval for any travel contemplated by the employee shall first be approved by the Board of Aldermen.
- E. Employees on approved City business requiring an out of town, overnight stay shall have his/her lodging expenses reimbursed by the City not to exceed the current Per Diem rate for the traveled area. The employee will pay for the lodging and submit the paid receipt for reimbursement by either reservation or registration within seven (7) days upon return. (CC 1985 §18-21; Ord. No. 249 §20, 4-19-82; Ord. No. 463 §6, 7-1-02)
- F. It is the employee's responsibility to manage their reservations. Reservations not canceled by the employee are not eligible for reimbursement by the City.
- G. The City is tax exempt and will not reimburse taxes paid on expenses needing reimbursed. The proper tax exemption documents should accompany payment so employees are not charged tax.
- H. Falsification of travel records, receipts, mileage logs or any other expense reimbursement report is considered theft and will result in disciplinary action, up to and including termination.

SECTION 135.240: SEXUAL HARASSMENT

- A. *Applicability.* This section shall apply to all employees of the City of Dixon present on City-owned premises.
- B. *Definition.* As used in this Section, the following term shall have this prescribed meaning: **SEXUAL HARASSMENT:** In accordance with the Equal Employment Opportunity Commission's sexual harassment guidelines, the City of Dixon shall consider unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature as constituting sexual harassment when:
 - 1. Submission to such conduct is made either explicitly or implicitly a term or condition of employment,

2. Submission to or a rejection of such conduct by an individual is used as a basis for employment decisions, and/or
3. Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

C. *Other Harassment.* Any physical or verbal conduct based upon an individual's race, religion, national origin, real or perceived disability, political affiliation or personal association which has the purpose or effect of unreasonably interfering with an individual's work performance, denying employment, training or promotional opportunities or creating an intimidating, hostile or offensive working environment is prohibited.

All forms of harassment will be reported to the Mayor and/or Board of Aldermen for immediate action. (Ord. No. 463 §7, 7-1-02)

SECTION 135.250: MISSOURI LOCAL GOVERNMENT EMPLOYEES' RETIREMENT SYSTEM

The Board of Aldermen on behalf of the City of Dixon, Missouri, a "political subdivision" as defined in Sections 70.600 through 70.760, RSMo., hereby elects to have covered by the Missouri Local Government Employees' Retirement System all its eligible present and future general and Police employees and to cover such employees under Benefit Program L-7 (1.5%). (Ord 445)

SECTION 135.260: E-MAIL AND INTERNET USE POLICY

This policy applies to City of Dixon employees when using computers or Internet connections supplied by the City of Dixon, whether or not during work hours, and whether or not from City of Dixon premises.

1. **No Privacy.** City supplied computers and internet access are provided to assist City Officials and employees in the conduct of business and no employee shall use those computers or internet access for anything other than to conduct City business. Employees are advised that privacy is not to be assumed in electronic communications. Any employee using e-mail or internet access provided by the City is responsible to maintain and/or enhance the City's public image. All messages created, sent or received using e-mail and all use of City supplied computers and internet access are subject to monitoring by the City and supervisory personnel. Any information retained on City of Dixon facilities may be disclosed to outside parties or to law enforcement authorities.

2. **Internet Use on Cellphones.** All e-mails, text messages and recorded messages a City Official and/or an employee receives or sends which pertains to city business are public knowledge and public record. The City's Internet Use Policy is also applicable to personal cellphones.
3. **Improper Activities.** You may not disseminate or knowingly receive harassing, sexually explicit, threatening or illegal information by use of City of Dixon facilities, including offensive jokes or cartoons. You may not use City of Dixon facilities for commercial advertisements, solicitations or promotions.
4. **Nature of E-Mail.** E-mail resembles speech in its speed and lack of formality. Unlike speech, e-mail leaves a record that is retrievable even after the sender and recipient delete it. If you would not want to read your message on the front of a newspaper, do not send it by e-mail.
5. **Intellectual Property of Others.** You may not download or use material from the Internet or elsewhere in violation of software licenses, or the copyright trademark and patent laws. You may not install or use any software obtained over the Internet without permission from the City of Dixon Network Administration and City Mayor.
6. **Report Violations.** If you observe or learn about a violation of this policy, you must report it immediately to your supervisor.
7. **Acknowledgment.** I understand that if I do not comply with the E-Mail and Internet Use Policy, an employee may be subject to discipline, including but not limited to, the loss of access to City of Dixon facilities and discharge from employment. In addition, a City Official and/or an employee may be subject to indemnification or legal action against them for damages or an attempt to damage computer hardware or software.
8. **Social Networking/Facebook Policy**
 - a. **The Official City of Dixon Facebook Page.** This page will provide updates, information, events, photos and videos for past, current and future residents of Dixon, Missouri.
 - b. The purpose of this Facebook page is to deliver news and event information from the City of Dixon, MO to people who are interested in Dixon programs and activities.
 - c. City employees will immediately remove any comment which violates any local, state or federal laws regarding discrimination, harassment or violence. In addition, if the content contains offensive language, is

discriminatory, an unauthorized commercial message, or is out of context, then that content will be removed. Repeated offenses will result in the user being banned or restricted from our community forum. The City does not discriminate based on viewpoint, but may remove comments and restrict access to users who engage in activities which encourages spam, malware, malicious software or “disruptively repetitive content” and remarks totally unrelated to subject matter.

- d. This page is monitored by City employees as well as the Mayor. We will attempt to give answers to your comment, questions, concerns and complaints within twenty-four (24) hours. Thank you for your patience and understanding. Event listings are a service to our citizens and a courtesy for not-for-profit/civic organizations in our community.
- e. An event listing is not an endorsement by the City of Dixon. City Hall cannot answer any questions about local events that are not sponsored by the City itself. Please contact the individual that is listed for the particular event. If your group or organization has an event that should be included on our calendar, please e-mail a brief summary of your event, the link of the event, event particulars (time, date, location, costs) and point of contact information to cityclerk@cityofdixonmo.org with the subject line of “Event Sharing”. Events will be added on a first come, first serve basis, as time allows. The City of Dixon is not responsible for any event cancellations and/or errors as part of this service.

CITY OF DIXON
ALCOHOL AND SUBSTANCE ABUSE POLICY

FOLLOWING IS THE ALCOHOL AND SUBSTANCE ABUSE POLICY OF OUR COMPANY. WE REQUEST YOU READ THIS POLICY THOROUGHLY AND SIGN BOTH COPIES WITH A CITY OF DIXON REPRESENTATIVE PRESENT. THE CITY OF DIXON REPRESENTATIVE WILL THEN SIGN EACH COPY WITH ONE TO STAY WITH YOUR EMPLOYEE PACKET AND ONE FOR YOURSELF.

THE ACKNOWLEDGMENT AND COMPLIANCE WITH THIS POLICY IS A CONDITION OF EMPLOYMENT.

ATTACHMENT

DRUG-FREE WORKPLACE STATEMENT

In 1988, Congress passed the “Drug-Free Workplace Act” it became effective March 18, 1989.

In response to the legal requirements for an alcohol and drug free workplace, and our company’s concern and obligation for the health and safety of our workforce, City of Dixon is instituting the following Workplace Statement.

This statement certifies our company’s policy and intent to provide and maintain an alcohol and drug free environment for our employees who are our most valuable resource, prohibiting the possession, use, consumption distribution or sale of alcohol and/or controlled/illegal substance in the workplace.

In addition, our policy will provide information to all employees on the danger of workplace alcohol/drug use. The policy will also provide sanctions that employees will face for violations of the City of Dixon Alcohol/Drug Free Workplace Policy.

Finally, this policy contains an acknowledgment and consent that must be dated, signed and witnessed by each employee who receives a copy of our policy.

Our Alcohol/Drug-Free Workplace Statement specifically requires City of Dixon to notify each employee that as a condition of employment, each employee must:

- Comply with our company’s Alcohol/Drug-Free Workplace Policy
- Notify City of Dixon of any conviction for an alcohol/drug related offense committed in the workplace, within five (5) days of the conviction.

CITY OF DIXON

ALCOHOL AND SUBSTANCE ABUSE POLICY

I. PURPOSE

The City of Dixon (the “Company”) is concerned and recognizes a responsibility to provide a safe, healthy and productive work environment for all employees. This Policy is designed to help accomplish that goal by eliminating drug and alcohol abuse among our employees. Employees who use illegal drugs or abuse other controlled substances or alcohol tend to be less productive, less reliable, less cautious and prone to greater absenteeism resulting in the potential for increased cost, delay and risk in our Company’s business. Ultimately, they threaten our competitiveness.

We believe our employees have the right to work with persons free from the effects of alcohol and drugs. This Policy is designed to help accomplish that goal by eliminating alcohol and drug abuse among our employees.

We regret any inconvenience that may be caused to employees who do not abuse alcohol or drugs. We believe, however, that the benefits to be derived from this Policy in terms of enhanced safety, productivity, and quality of the workplace will more than make up for any inconvenience to the rest of us. We seek the understanding and cooperation of all employees in implementing this Policy to make our Company a safe and enjoyable place to work.

II. CONDITIONAL JOB OFFER SCREENING

The Company will utilize conditional job offer screening practices to prevent hiring or rehiring (a) individuals who use illegal drugs or (b) individuals whose use of legal drugs or alcohol indicates a risk of unsatisfactory or unsafe job performance.

III. USE, POSSESSION, OR SALE OF DRUGS OR ALCOHOL

A. ALCOHOL

The possession, consumption, purchase or sale of alcohol on Company premises is prohibited. Furthermore, no employee shall be under the influence of alcohol while performing Company business off Company premises if such use or influence in the opinion of the Company may affect the safety of the employee, co-workers or members of the public, the employee’s job performance, or the safe or efficient operation of the Company. Any exception to this Policy for special situations (e.g., Christmas parties) must be approved in advance by the President and conducted in accordance with any limitations which accompany approval.

In addition, persons whose positions with the Company require driving Company equipment or vehicles as a part of their work may be removed from such positions if found to have been driving under the influence of alcohol whether on duty or off.

B. LEGAL DRUGS

The use of illegal drugs may affect the safety of the employee or co-workers or members of the public, the employee's job performance, or the safe or efficient operation of the Company facility. "Legal Drug" includes prescribed drugs and over-the-counter drugs which have been legally obtained and are being used for the purpose for which they were prescribed or manufactured. Therefore, any employee who is taking any legal drug which might impair safety, performance, or any motor functions must advise his/her supervisor before reporting to work under such medication. If the Company determines that such does not pose any safety or product quality risk, the employee will be permitted to work. A letter of certification from his/her physician must be provided upon request for the employee's personnel file.

C. ILLEGAL DRUGS

The use, purchase, sale, transfer, possession, being under the influence, or the presence in one's system of a detectable amount of an illegal drug by any employee is prohibited where the employee is on Company premises or is performing Company business, or where such activity away from the Company premises or business affects the employee's suitability for continued employment or may harm the reputation of the Company and its employees. It also includes marijuana, amphetamines, cocaine, opiates, phencyclidine, barbiturates, benzodiazepines, methadone and propoxyphene.

IV. DRUG AND ALCOHOL SCREENING

A. A urinalysis, or other drug/alcohol screening may be conducted:

1. To all applicants to whom a job offer has been made.
2. Post-accident or if probable cause is suspected.
3. When there is reason to believe that an employee may be using drugs or may be under the influence of drugs or alcohol.
4. As part of periodic follow-up testing if the employee is found to have breached these policies but has been permitted to remain employed.
5. Whenever an employee is working in a job classification which has been designated by the Company as a "safety risk classification".

B. An employee's cooperation with such a test is required as a condition of employment. The employee's refusal to cooperate with such a request and provide a specimen may be grounds for termination where there is any reason to believe that the employee has

violated this Policy and the employee's refusal to cooperate prevents a medical determination of his/her condition. Employees who produce a "diluted" urine specimen will be given only one (1) additional opportunity to submit one (1) additional specimen at the employee's cost. This specimen must be given by the employee at the Company's designated collection facility according to established Company protocol for urine collection and tested by the Company's designated NIDA approved laboratory at the employee's cost. Further, this additional specimen must be collected within eight (8) hours from the time the employee is notified of the "diluted" specimen. Failure to produce a negative urine test result or to comply with all the tenants of this document and the established Company procedures for its implementation will constitute noncompliance with this Policy.

V. SEARCHES

- A. Routine searches of Company property may be conducted at times unannounced, this includes, but is not limited to, lockers, storage areas, jobsite trailers, Company vehicles and rooms normally used to store employee's personal property.
- B. Should the Company suspect that an employee has sold, purchased, used or possessed alcohol, drugs or drug paraphernalia on Company premises, the Company may inspect the employee's personal effects (lunch boxes, tool boxes) or automobile on Company property.

VI. VIOLATIONS OF POLICY

- A. Any violation of this Policy may be grounds for termination. However, in some circumstances and at the sole discretion of the Company, a lesser penalty may be selected.
- B. If the employee has not engaged in misconduct, unsafe conduct or poor job performance, but is found to have alcohol or drugs in his/her system, the employee may be placed on an unpaid medical leave (maximum one month) until he/she presents reliable medical evidence that he/she has overcome any substance use problem, and he/she shall be reinstated to his/her former position if he/she consents in writing to occasional testing on request over the next 12 months to be certain that he/she has not resumed usage of drugs or alcohol in violation of this Policy. If such subsequent usage is detected, the employee will be terminated.

VII. SELF-IDENTIFICATION TO COMPANY MANAGEMENT/SUPERVISION

Employees who take the initiative of advising their supervisor or manager that they have a medical problem with regard to alcohol or drug use, who have not engaged in misconduct or repeated poor

performance at work, and who demonstrate a commitment to take the necessary remedial action, will be provided a medical leave of absence for such purpose.

VIII. RESERVATION OF RIGHTS

The Company reserves the right to change, rescind or depart from this Policy in whole or in part. Nothing in this Policy alters an employee's status. The Company hopes each employment relationship will be a happy and enduring one. Nevertheless, employees remain free to rescind their employment at any time with or without cause.

EMPLOYEE ACKNOWLEDGMENT AND CONSENT

I have carefully and thoroughly read the Company's Alcohol and Substance Abuse Policy and agree to follow the Policy.

Employee's Signature _____ Date _____

Employee's Name (Printed) _____

Witness' Signature _____ Date _____

Witness' Name (Printed) _____

RECEIPT OF HANDBOOK

I _____ have received a copy of the City Employee Handbook. I acknowledge this Handbook contains general information for employees and has been prepared to acquaint me with the City policies and benefits of employment with City. I understand that it is my obligation to read and understand what this Handbook says. I understand I am encouraged to contact my Supervisor any time I have uncertainty about any personnel policy, procedure or benefit.

I understand that this Handbook and its policies supersede all prior oral and written communications, including previous Handbooks, and are subject to change or elimination at any time at the discretion of the City. I further understand that the policies, procedures and benefits outlined in this Handbook are subject to change and may be changed or eliminated at any time without prior notice. When changes are issued, I am obligated to insert those changes into the Handbook to assure its remaining current. I further understand that it is my responsibility to ask questions and seek clarification to any or all of the policies contained within the Employee Handbook.

I understand the Handbook does not create any contractual right and is not an employment contract. I further understand that City employs its employees on an “employment-at-will” basis, meaning that, in the absence of a signed contract between an employee and employer covering the duration of employment, either party is free to terminate the employment relationship at any time.

I understand that the computers, Internet access, email and other electronic communications systems are the property of the City and that the City reserves the right to review, audit, intercept, access and disclose all data or documents created or stored on the City’s computers, including emails. By my signature below, I consent to such monitoring and access by the City.

I am aware that, during the course of my employment, confidential information may be made available to me. I understand that this information is critical to the success of City and must not be disseminated or used outside of City premises. In the event of termination of employment, whether voluntary or involuntary, I hereby agree to return all confidential information and documents in my possession and agree not to utilize or exploit this information with any other individual or City.

I understand that signing the Receipt of City Employee Handbook is a condition of employment.

_____ Print Employee Name

_____ Employee Signature

_____ Date

CITY OF DIXON, MISSOURI

BILL NO. 2022-0015

ORDINANCE NO. 615

AN ORDINANCE GRANTING GTECH FIBER, LLC A LIMITED LIABILITY COMPANY, ORGANIZED AND EXISTING UNDER THE LAWS OF THE STATE OF MISSOURI, AND ITS SUCCESSORS AND ASSIGNS, THE NON-EXCLUSIVE RIGHT, PERMISSION AND AUTHORITY TO CONSTRUCT, RECONSTRUCT, EXCAVATE FOR, PLACE, MAINTAIN, OPERATE, AND USE ITS POLES, TOWERS, WIRES, CONDUITS, CONDUCTORS, MANHOLES, UNDERGROUND VAULTS, MAINS, SERVICE PIPES AND OTHER EQUIPMENT AND APPLIANCES IN CONNECTION THEREWITH, IN, ALONG, ACROSS, OVER AND UNDER THE STREETS, ROADS, ALLEYS, SIDEWALKS, SQUARES, BRIDGES, AND OTHER PUBLIC PLACES IN THE CITY OF DIXON AND AREAS DEDICATED TO THE CITY OF DIXON FOR PUBLIC UTILITY USE, FOR THE PURPOSE OF OPERATING A FIBER-OPTIC BASED INTERNET SERVICE WITHIN THE INCORPORATED BOUNDARIES OF THE CITY WITH THE INTENT OF PROVIDING HIGH-SPEED INTERNET ACCESS, TELEPHONE VOICE SERVICES, AND TELEVISION VIDEO PROGRAMMING.

BE IT ORDAINED BY THE BOARD OF ALDERMEN OF THE CITY OF DIXON, MISSOURI AS FOLLOWS:

SECTION 1. The non-exclusive right, permission and authority is hereby granted to and vested in GTech Fiber, LLC, a Missouri limited liability company its successors and assigns (Company) to construct, reconstruct, excavate for, place, maintain, operate and use all necessary or appropriate poles, towers, wires, conduits, conductors, manholes, underground vaults, mains, service pipes, and other equipment, with all necessary or appropriate appurtenances and appliances in connection therewith, in, along, across, over and under the streets, roads, alleys, sidewalk, squares, bridges, and other public places within the corporate limits of the City of Dixon, (City) as now fixed and as hereafter extended, and areas dedicated to the City for public utility use, for the purpose of operating a fiber-optic based internet service with the incorporated boundaries of the City with the intent of providing high-speed internet access, telephone voice services, and television video programming. GTech Fiber, LLC will install and maintain all such equipment, appliances and apparatus with due regard to and the rightful use by other persons, with vehicles or otherwise, of the streets, roads, alleys, sidewalks, squares, bridges and other public places, and areas dedicated to the City for public utility use, and GTech Fiber, LLC's exercise of the rights, permission and authority hereby granted shall always be subject to proper regulation by the City in the exercise of its police powers.

SECTION 2. As consideration for the non-exclusive rights and privileges conferred by this Ordinance, GTech Fiber, LLC and any of its third-party providers of telephone voice services or television video programming shall pay to the City of Dixon a franchise fee equal to five percent (5%) of the monthly gross operating revenues of GTech Fiber, LLC as collected from each residential and commercial customer residing within the corporate limits of the City of Dixon, except that gross operating revenues shall not include any taxes and/ or fees including, without limitation, sales tax, franchise fees, FCC fees and/or copyright fees. Said fees shall be calculated on a calendar monthly basis and said payment shall be due on the 15th of the following month. Concurrent with the payment of such fee, GTech Fiber, LLC, or its successors, shall file with the City Clerk a statement listing its monthly gross revenues within the City of Dixon for the preceding month, and such statement shall be certified by an officer of GTech Fiber, LLC.

SECTION 3. This Ordinance shall confer no right, privilege or authority on Company, its successors, licensees, transferees or assigns, unless Company shall within ninety (90) days after due notice to the Company of the enactment of this Ordinance file with the City Clerk an acceptance of the terms and provisions hereof; provided, however, that if such acceptance be not so filed with said period of ninety (90) days, all rights, privileges, and authority herein granted shall become null and void.

SECTION 4. This Ordinance and non-exclusive Franchise, upon its enactment and its acceptance by Company, as hereinbefore provided, shall continue and remain in full force and effect for a period of twenty (20) years from the approval.

SECTION 5. The rights, privileges and authority hereby granted shall inure to and be vested in Company, its successors and assigns, successively, subject to all the terms, provisions and conditions herein contained, and each of the obligations hereby imposed upon Company shall devolve and be binding upon its successors and assigns, successively, in the same manner.

SECTION 6. All ordinances and parts of ordinances in conflict with this Ordinance or with any of its provisions are, to the extent of such conflict, hereby repealed.

SECTION 7. This Ordinance shall not relieve Company of the obligation to comply with any ordinance now existing in the City or enacted in the future requiring Company to obtain written permits or other approval from the City prior to commencement of construction of

facilities within the streets thereof, except Company shall not be required to obtain permits or other approval from the City for the maintenance and repair of its facilities.

SECTION 8. If any provision of this Ordinance or the application of such provision to circumstances, shall be held invalid, the remainder of this Ordinance, or the application of such provision to circumstances other than those as to which it is held invalid, shall not be affected thereby.

SECTION 9. This Ordinance shall take effect and the rights, privileges and authority hereby granted shall vest in Company upon its filing of an acceptance with the City Clerk according to its terms prescribed herein and as provided for in Section 3. The Ordinance shall be subject to approval or disapproval of the voters of this City only upon the terms and conditions as provided in Mo. Rev. Stat. §88.251. If the City Clerk does not receive within thirty (30) days after the passing of this ordinance, a petition sufficient in form and signed by the requisite number of voters, it shall be a valid and binding non-exclusive franchise of the City upon the filing of an acceptance by the Company according to the terms prescribed herein.

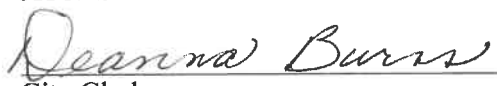
SECTION 10. GTech Fiber, LLC will comply with all applicable Planning, Zoning, height, setback and other restrictions as regulated by the City and obtain from the City all applicable licenses and permits as mandated by ordinance or code.

First read this 12 day of September, 2022.

Second read and final passage this 12 day of September, 2022


Mayor

ATTEST:


City Clerk

STATE OF MISSOURI)
) ss.
COUNTY OF PULASKI)

I, Deanna Burns, the City Clerk within and for the City of Dixon, in the County of Pulaski, in the State of Missouri, do hereby certify that the foregoing constitutes a full, true and correct copy of Ordinance 615, of the City of Dixon as passed by the Board of Aldermen and approved by the Mayor on this 12th day of September, 2022, as

fully as the same appears of record in my office.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the corporate seal of the City of Dixon, Missouri at my office in the City of Dixon, this 13th day of September 2022.

Deanna Burns
City Clerk



BILL # 2022-0016

ORDINANCE NO. 616

**ORDINANCE AUTHORIZING THE MAYOR TO ENTER INTO AN AGREEMENT
WITH GENERAL CODE FOR eCode360 Upgrades**

WHEREAS the City of Dixon has recently re-codified its code, and utilized the services of General Code to do so;

WHEREAS the City's Code is available online; and

WHEREAS there are additional features available to the City, and the City believes those features would be beneficial.

BE IT ORDAINED BY THE MAYOR AND THE BOARD OF ALDERMEN OF THE CITY OF DIXON:

SECTION 1: The eCode 360 Upgrade Proposal attached hereto is approved;

SECTION 2: The Mayor or person acting as Mayor is authorized and directed to sign said agreement on behalf of the City of Dixon;

SECTION 3: The City's Budget for the Fiscal Year 2022-2023 is hereby amended to include a line item for "General Code" in the amount of \$1195.00.

SECTION 4: This ordinance shall be in full force and effect from the date of its passage.

PASSED BY THE BOARD OF ALDERMAN OF THE CITY OF DIXON, MISSOURI, AND
APPROVED THIS 3 DAY OF October, 2022.

APPROVED:



Mayor, City of Dixon, Missouri

ATTEST:



City Clerk



eCode360 Upgrade Proposal

PREPARED FOR:

City of Dixon, Missouri

PREPARED BY:

SUSAN LANE

CODIFICATION ACCOUNT MANAGER

slane@generalcode.com

314-603-6405

1-800-836-8834 extension 496

DATE:

September 29, 2022

(Valid for 60 days)

eCode360 Upgrade

General Code® is pleased to present the City of Dixon with this proposal to upgrade your eCode360 site from Lite to Premium.

Your eCode360 Lite site currently includes the following features:

New Laws	Between regular Code supplements, <i>General Code</i> will temporarily post PDF copies of new legislation to your online Code
Custom Settings for Admin Users	Control the look of your eCode360 by selecting custom colors and accents, and uploading a custom banner or photo
Easy and Flexible Searching	Search by key words, phrases, section numbers and more
Electronic Index	A comprehensive list of key words and phrases to speed searching
Dynamic Table of Contents	Users can find the information they need and see their current location with a table of contents that moves as users browse
Email or Share Links	Email a link to a specific Code section or share via social media
Printing	Print with user-friendly functionality and a variety of user options
Bookmarking Searches	Save "favorites" to quickly return to sections of the Code
Archive View	View a permanent archive of your Code, updated with each supplement
"Sticky" Table Headers	Table headers remain stationary as you scroll
Translate	Users can view your Code in more than 100 additional languages
eCode360 Search App	Use your mobile device to search your Code

By upgrading to Premium eCode360 the City will have access to the above features plus:

Linked New Laws	As new legislation is posted, we will add links from the New Laws section of eCode360 to the affected Code chapters or articles
Public and Private Notes	Create personalized links and annotations within the Code
Multicode Search	Search across multiple Codes by municipality, geographic region, government type or population to find sample legislation or other Code content for zoning use, legal cases or historical research
Download to Word	Administrative users can download Code text to a Microsoft Word document to edit and track changes when drafting new legislation
Download to PDF	Public users can directly download Code text to a PDF document
New Laws Indicator	Code Change Indicators help users identify sections of your Code that have been changed and provide links to the new legislation
Advanced Search	Search across the Code, Public Documents, New Laws and Notes using an intuitive query tool and filtering system to quickly pinpoint the most relevant information
Customizable Titles	Administrative users can add customized titles and comments to your legislation in New Laws
eAlert	Public users can sign up to receive notifications of changes in the Code
PubDocs Module	Post non-Code documents along with your online Code

Project Investment

\$1,195

Includes setup and first Premium eCode360 annual Maintenance of \$1,195

The annual maintenance fee billing date will remain December 1, for each year the City utilizes *General Code's* online service.

Payment Terms

100% will be invoiced upon delivery

Project Authorization

The City of Dixon, Pulaski County, Missouri, hereby agrees to the procedures outlined above, and to *General Code's* Codification Terms and Conditions, which are available at

<http://www.generalcode.com/terms-and-conditions-documents/>.

Signature



Date

10-5-22

This document serves both as a proposal and as an agreement. To accept this proposal and delegate authority to *General Code* to administer the codification project, please sign, scan and email this page to contracts@generalcode.com, or fax or mail this page to *General Code* at (585) 328-8189 • 781 Elmgrove Road • Rochester, NY 14624.

A Member of the ICC Family of Solutions



BILL NO. 2022-0017

ORDINANCE NO. 617

ORDINANCE CHANGING THE NAME OF A STREET KNOWN AS NORTH OAK LANE TO QC LANE

WHEREAS, the Board of Alderman of the City of Dixon, Missouri have determined that is would be in the best interest of the City to change the name of NORTH OAK LANE to QC LANE

NOW THEREFORE, BE IT ORDAINED BY THE BOARD OF ALDERMEN FOR THE CITY OF DIXON, MISSOURI, AS FOLLOWS:

Section 1. The street known as North Oak Lane in the City of Dixon, Missouri shall be known as QC Lane.

Section 2. This ordinance shall be in full force and effect from and after the date of its passage and approval.

READ TWO TIMES AND PASSED BY THE BOARD OF ALDERMEN OF THE CITY OF DIXON, MISSOURI ON THIS 5th DAY OF December, 2022.


MIKE NULL, MAYOR

ATTEST:


CITY CLERK

(City Seal)

BILL NO. 2023-0018

ORDINANCE No. 618

**AN ORDINANCE OF THE CITY OF DIXON ESTABLISHING A REQUIREMENT FOR
PERMITS FOR ANY EXCAVATION AND DIGGING DONE WITHIN THE CITY
LIMITS AND SETTING THE COST OF THE PERMIT**

WHEREAS there is frequent construction and excavation occurring within the city limits of Dixon; and

WHEREAS the Board of Aldermen finds it to be in the best interests of the City of Dixon to require a permit for such construction and excavation.

**NOW BE IT ORDAINED BY THE BOARD OF ALDERMEN FOR THE CITY OF
DIXON:**

SECTION 1: A permit shall be required for any construction, excavation, or digging of holes within the city of Dixon for any projects, residential or commercial, that requires compliance with the Underground Facility Safety and Damage Prevention Act, RSMO. 319.010 et seq.

SECTION 2: Permit Applications shall be available at City Hall. Applications shall be submitted with appropriate documentation and the permit fee at a minimum three business days before any construction or excavation occurs.

SECTION 3: The fee for such permit shall be \$25.00.

SECTION 4: Permits may be approved by the maintenance supervisor or mayor. If a permit application is not approved, the applicant may appeal the denial to the Board of Aldermen.

SECTION 5: Violation of this ordinance shall be punishable by a fine up to \$250.00.

SECTION 6: This ordinance shall be in full force and effect from the date of its passage.

READ TWO TIMES AND PASSED THIS ____ DAY OF JANUARY 2023

PASSED BY THE BOARD OF ALDERMEN OF THE CITY OF DIXON, MISSOURI, AND
APPROVED THIS 9th DAY OF January, 2023.

APPROVED:



Mayor, City of Dixon, Missouri

ATTEST:



City Clerk