

September 12, 2016-Regular Board Meeting-Moscow Mills Community Building-6:00 p.m.

6:00 p.m. Mayor Clynch calls the meeting to order. Matt Meyer, Alderman Ward I; Mark Spence, Alderman Ward I; Marsha Mills, Alderman Ward II; and Pat Flannigan, Alderman Ward II, are present. Also in attendance is Ginny Watkins, Deputy City Clerk and Cindy Davenport, City Attorney.

Marsha Mills makes a motion to adjourn to executive session per RSMo.610.021 #1 Legal & #2 Real Estate. Matt Meyer seconds the motion. Roll call vote is as follows: Matt Meyer-Aye, Mark Spence-Aye, Marsha Mills-Aye, and Pat Flannigan-Aye.

Executive session is held and adjourned. A short break is held to allow the public to enter.

6:30 p.m. Mayor Clynch calls the meeting back to order. Donny Hopkins Maintenance Superintendent and Officer Ryan Ringeisen are present. There are 5 guests in attendance.

In re: Pledge of Allegiance & Moment of Silence- Mayor Clynch leads the Pledge of Allegiance and then a motion of silence.

In re: Remarks of Visitors- There are no remarks from visitors.

In re: Approval of Consent Agenda items- Pat Flannigan ask if this is the full amount listed for the New City Hall. Mayor Clynch states yes, that everything has been deducted. Ginny Watkins states that Linda Haynes has the minutes done for August 8th, and 15th, but not for August 29th. Pat Flannigan makes a motion to approve the consent agenda items which include the Board of Aldermen minutes from August 8th and 15th, financial reports; paid bills report; bills to pay report; Payroll Monitor report; Bank Statement Monitor report. Matt Meyer seconds the motion. Roll call vote is as follows: Matt Meyer-Aye, Mark Spence-Aye, Marsha Mills, Aye, and Pat Flannigan-Aye.

In re: George Butler Associates cost for engineering services related to elimination of the City's Northwest Wastewater Treatment Plant and construction of a lift station and force main. Mayor Clynch ask Doug Bjornstad from George Butler Associates, based on design criteria Task 1, 2, 3, and 4 is the preliminary design 60% complete. Also can all of the review, and right away be included in the ground work for design. Mayor Clynch ask Rebecca Howley if we need to hav a meeting. Rebecca states mostly likely, it would be a progress meeting with SRF Engineers to estimate services on design. Mayor Clynch ask which one would be reduced. Rebecca states the work on the lift station behind City Hall is done in Task 4 and she will talk to Donny Hopkins to reduce hours.

In re: Office help- Ginny Watkins states that Linda Haynes would like the Board of Alderman to know that the temporary office help worked out well and Linda would like permission to have her for a full day or partial day as needed when Ginny has a day off. Marsha Mills ask if this is for the temporary replacement. Pat Flannigan states yes. Pat Flannigan makes a motion to give Linda permission to have the part time temporary office help to work a partial or full day, only when Ginny is off. Marsha Mills seconds the motion. Roll call vote as follows: Matt Meyer-Aye, Mark Spence-Aye, Marsha Mills-Aye, and Pat Flannigan-Aye.

In Revocation of business license hearing- Mayor Clynch states that Competition Marine Center has not paid their business license and this is a hearing to revoke their license. Mark Spence makes a motion to revoke the business license for Competition Marina at 1290 Blackburn Court. Matt Meyer seconds the motion. Roll call vote as follows: Matt Meyer-Aye, Mark Spence-Aye, Marsha Mills-Aye, and Pat Flannigan-Aye.

In re: Gina Cooper-Cooper Management- Pat Flannigan states he met with Gina Cooper for two hours and they talked about the City needing help with Human Resources. The City needs to be on a better course with issues in the business field, job descriptions and job performances. The City can utilize Gina as limited or extended as required. Mayor Clynch ask Gina Cooper if the charge is an hourly package. Gina states it depends on what the City wants from her and to take one step at a time on job descriptions, on job performances and how to correctly evaluate. Gina states she has presented an in-service for DNR (Department of Natural Resources) employees. If you ask her opinion, she will give performance appraisal from discipline to praising employees. Mayor Clynch ask the Board of Alderman if they want to hire Gina Cooper-Cooper Management and begin the process. Gina Cooper suggest that they set the limit to monthly estimate because she has no way of knowing what the City needs. Pat Flannigan states we will utilize job descriptions and once the department heads are established, then we can have a better understanding of the employees. Mayor Clynch ask the Board of Alderman if they would agree to 10 hours at \$75.00 per hour to start out with, so Gina could meet with each department head. Marsha Mills makes a motion to hire Gina Cooper-Cooper Management to start out talking with the department heads for 10 hours at \$75.00 per hour. Mark Spence seconds the motion. Matt Meyer-Aye, Mark Spence-Aye, Marsh Mills-Aye, Pat Flannigan-Aye. Gina ask how often the department heads meet, and we can all start then. Mayor Clynch states we do not have department head meetings. Gina states that she would like to meet all together the first time. She would like job descriptions from everyone and a copy of the policy manual.

In re: Payroll checks- Pat Flannigan states that one payroll check only had one signature and there should have been two signatures on the check. The bank did not catch. Two employees have paper checks and we need to phase this out and have all employees have direct deposit. Pat Flannigan makes a motion to require all employees to be on direct deposit. Marsha Mills seconds the motion. Matt Meyer-Nay, Mark Spence-Aye, Marsha Mills-Aye, Pat Flannigan-Aye. Mayor Clynch states passes 3-1 and he will talk to the supervisor.

In re: Building permits-decks and ramps- Cindy Davenport states that Linda Haynes sent out letters to the contractor regarding the issue of building a deck or ramp. Something needs to be done. Under the former engineer, it is too difficult for our residents, an average person to comply, codes need to be revised. Mayor Clynch states we cannot say that we aren't going to inspect any more. Cindy states no way, the procedure is already in place and we don't want to get away from having permits or inspections. After some discussion, Doug Bjornstad states he will talk to GBA's inspector Bob Barley about a procedure for building permits.

In re: KTVI webcam and costs- Mayor Clynch has information for the webcam and costs for the New City Hall. Chris Higgins from FOX 2 news weather states to hook up a weather webcam the cost for the camera will be \$199.00 and \$100.00 for internet connection. Mayor Clynch states this is basically a security camera, plus it is good for the City. He will double check on the totals and will bring to next meeting.

In re: Angela Kasten-William Cappel Elementary PTO-Monster Dash Family Fun Run- Angela Kasten is the President of the PTO at Cappel Elementary and informed the Board that the school and the community are working together with parent participation for the Fall Halloween Monster Dash Fundraiser. The event will be held outside on the New City Hall property on October 28th, 2016 at 6:00 p.m. The 3K run for adults and the 1K run for the children, which will start and end at City Hall. There will be food trucks, bands performing, and lots of other things going on. The event is held strictly outside

and Port a Pottys will be on site. After some discussion, it was decided that this will be good for the community and the school to work together for this event.

In re: SEMA request for reimbursement from disaster funds- Mayor Clynch states that Moscow Mills was issued a payment in the amount of \$7,013.27 for the Federal Share Disaster Funds for damage on the Community Building roof. FEMA indicated in a letter that Moscow Mills carries an insurance policy which covers the damages captured in the scope of the work of the project worksheet. Now SEMA is requesting \$6,263.27 be refunded back to them. Pat Flannigan states we needed whole roof replaced but Insurance Company only paid for half of roof and we paid for other half. Cindy Davenport ask if the City got paid double, what was the total amount we received. Mayor Clynch states that the City did not get double pay. Pat Flannigan made a motion to post pone until special meeting. Marsha Mills seconds the motion. Matt Meyer-Aye, Mark Spence-Aye, Marsha Mills-Aye, Pat Flannigan-Aye.

In re: Review bids for phone/internet system- Mayor Clynch states he has two bids for phone and internet system. Cindy Davenport ask Mayor Clynch why he didn't get a third bid. Mayor Clynch said he tried but no response. Cindy ask why TSI didn't give complete the bid. Mayor Clynch states TSI does not handle the directing of lines, by number, to the various rooms and they do no handle IT to specific rooms. Marsha Mills states then we can't compare apples to apples, because TSI did not provide information like Vertical Communications. After much discussion the Board of Alderman decided to have Mayor Clynch to have more information at the upcoming special meeting.

In re: Policy for vacation and sick for exempt employees- Cindy Davenport ask the policy for vacation and sick for exempt employees be in closed session. All are in favor.

Mr. Hackmann arrives at the meeting for approval from the Board of Alderman for Competition Marine Center Business License. Cindy Davenport states that Competition Marine still needs paperwork done. After some discussion the Board decides to still revoke his Business License until he has all the necessary paperwork done. All in favor.

Mark Spence makes a motion to adjourn the open section of the meeting. Matt Meyer seconds the motion. Roll call vote as follows: Matt Meyer-Aye, Mark Spence-Aye, Marsha Mills-Aye, and Pat Flannigan-Aye.

Mayor Clynch suggest taking a short break to allow the audience to exit before executive session.

Executive session is held and adjourned. Mayor Clynch states that there were no decisions made in executive session that can be released at this time.

Matt Meyer makes a motion to adjourn. Mark Spence seconds the motion. All are in favor.

Mayor Mike Clynch

Ginny Watkins, Deputy City Clerk